

# ATTACHMENTS

## Ordinary Council Meeting

28 June 2016

# ATTACHMENTS TO AGENDA ITEMS

Ordinary Council Meeting - 28 June 2016

## Contents

<b>7.2.1</b>	<b>AGENDA BRIEFING - 21 JUNE 2016</b>	
Attachment (a):	21 June 2016 - Agenda Briefing - Notes	3
<b>7.2.2</b>	<b>DRAFT BUDGET 2016/2017 - 7 JUNE 2016</b>	
Attachment (a):	Draft 2016/2017 Budget - Notes	7
<b>7.2.3</b>	<b>INCLUSIVE COMMUNITY ACCESS GROUP (ICAG) - 13 JUNE 2016</b>	
Attachment (a):	Inclusive Community Advisory Group (ICAG) - Notes	11
<b>7.2.4</b>	<b>CATALYSE COMMUNITY PERCEPTION SURVEY - 13 JUNE 2016</b>	
Attachment (a):	Catalyse Community Perception Survey - Notes	12
<b>10.0.1</b>	<b>REVISED PLANNING POLICY P301 'COMMUNITY ENGAGEMENT IN PLANNING PROPOSALS'. CONSIDERATION OF SUBMISSIONS AND FINAL ADOPTION (ITEM 10.3.4 COUNCIL MEETING 23 FEBRUARY 2016 REFERS)</b>	
Attachment (a):	Adopted final version of revised policy	14
<b>10.3.1</b>	<b>REPORT ON SUBMISSIONS - REVISED POLICIES P312, P350.02, P350.03, P350.04, P350.07 AND P350.09</b>	
Attachment (a):	APRIL 2016 Submitter comments and officer responses	47
Attachment (b):	Policy P312 FOR FINAL APPROVAL June 2016	59
Attachment (c):	P350.02 Boundary Walls FOR ADOPTION June 2016	64
Attachment (d):	P350.03 Car Parking reviewed 2013 MAY 2016 FOR ADOPTION	67
Attachment (e):	Draft P350.04 Additions to Existing Dwellings ADVERTISED APRIL 2016	88
Attachment (f):	P350.07 FOR ADOPTION June 2016	92
Attachment (g):	P350.09 Significant Views FOR ADOPTION June 2016	103
<b>10.6.1</b>	<b>MONTHLY FINANCIAL MANAGEMENT ACCOUNTS - MAY 2016</b>	
Attachment (a):	Statement of Financial Position	105
Attachment (b):	Statement of Financial Position	106
Attachment (c):	Summary of Non Infrastructure Operating Revenue and Expenditure	107
Attachment (d):	Summary of Operating Revenue & Expenditure - Infrastructure Service	112
Attachment (e):	Summary of Capital Items	115
Attachment (f):	Schedule of Significant Variances	118
Attachment (g):	Reconciliation of Budget Movements	123
Attachment (h):	Reconciliation of Budget Movements	130
Attachment (i):	Rate Setting Statement	139

**10.6.2 STATEMENT OF FUNDS, INVESTMENTS AND DEBTORS AT  
31 MAY 2016**

Attachment (a):	Summary of All Council Funds	142
Attachment (b):	Summary of Cash Investments	143
Attachment (c):	Statement of Major Debtor Categories	145

**10.6.3 LISTING OF PAYMENTS**

Attachment (a):	Listing of Payments	146
-----------------	---------------------	-----

**10.7.1 RECOMMENDATIONS OF THE AUDIT AND GOVERNANCE  
COMMITTEE MEETING - 14 JUNE 2016**

Attachment (a):	Governance Framework	156
Attachment (b):	Review of Standing Orders Local Law	187
Attachment (c):	Review of 'Request for a Deputation to Address Council' Form	190
Attachment (d):	Code of Conduct Review	193
Attachment (e):	Council Policies	209
Attachment (f):	Council Delegations	221
Attachment (g):	Proposed Cats Local Law 2016	224
Attachment (h):	New Draft Planning Policy P350.16 Variation to Plot Ratio for Multiple Dwellings and Mixed Development	234

# NOTES

## Council Agenda Briefing 21 June 2016

Venue: Council Chamber  
Date: Tuesday 21 June 2016  
Time: 5.30pm

### Declaration of Opening

The Presiding Member opened the Agenda Briefing at 5.37pm and welcomed everyone in attendance.

### Attendance

Cr Colin Cala Manning Ward (Presiding Member)

#### Elected Members

Cr Jessica Black Como Ward  
Cr Sharron Hawkins-Zeeb Manning Ward (from 5.41pm)  
Cr Cheryle Irons Mill Point Ward

#### Officers

Mr Mark Taylor Director Infrastructure Services  
Mr Michael Kent Director Financial and Information Services  
Ms Sandra Watson Acting Director Development and Community Services  
Mr Phil McQue Manager Governance and Administration  
Mr Les Croxford Manager Engineering Infrastructure  
Mr Rajiv Kapur Manager Development Services  
Mr Rod Bercoy Strategic Urban Planning Adviser  
Mr Mark Scarfone Senior Planning Officer  
Ms Sharron Kent Governance Officer

### Gallery

There were 4 members of the public and no members of the press present.

### Apologies

#### Elected Members

Cr Glenn Cridland Como Ward  
Cr Travis Burrows Moresby Ward  
Cr Ken Manolas Mill Point Ward

#### Officers

Mr Geoff Glass Chief Executive Officer  
Mr Vicki Lummer Director Development and Community Services

## Leave of Absence

Mayor Sue Doherty            Mayor  
Cr Fiona Reid                Moresby Ward

## Audio Recording of Council Meeting

The Presiding Member advised that the Agenda Briefing was being audio recorded in accordance with Council Policy P673 and Clause 6.15 of the Standing Orders Local Law.

## Declarations of Interest

Nil.

## Deputations

Nil.

## June 2016 Draft Reports

The Director Finance and Administration gave a brief summary of the June 2016 Agenda Items to be considered by Council:

### **10.0.1 Revised Planning Policy P301 'Community Engagement in Planning Proposals'. Consideration of Submissions and Final Adoption (Item 10.3.4 Council meeting 23 February 2016 refers)**

At the February 2016 meeting, for the purpose of community consultation, the Council unanimously endorsed the final draft of the substantially revised Planning Policy P301. The currently operative policy is called 'Consultation for Planning Proposals' but the revised version has been re-named 'Community Engagement in Planning Proposals' reflecting its expanded scope to cover all levels of community interaction. Owing to the extensive changes, the revised version of Policy P301 will ensure that, for every kind of Planning proposal, the City's engagement with the community is undertaken at appropriate 'levels', reflecting the community's perceived need for a wider range of engagement options.

The draft revised policy has been widely advertised. The three submissions received are discussed in this report. In response to comments and suggestions contained in the submissions, the advertised draft has been further amended. The further amended version of Policy P301 is now presented for final adoption (Attachment (a)).

### **10.2.1 Tender 15/2016 "Renovations to WCG Thomas Pavilion"**

This report considers submissions received from the advertising of Tender 15/2016 for the "Renovations to WCG Thomas Pavilion".

This report will outline the assessment process used during evaluation of the tenders received and recommend approval of the tender that provides the best value for money and level of service to the City.

#### **10.2.2 Tender 13/2016 “Provision of Coastal Engineering Consultancy Services”**

This report considers submissions received from the advertising of Tender 13/2016 for the “Provision of Coastal Engineering Consultancy Services”.

This report will outline the assessment process used during evaluation of the tenders received and recommend approval of the tender that provides the best value for money and level of service to the City.

#### **10.2.3 Tender 14/2016 “Supply and Delivery of PVC and Polythene Associated Fittings and Sprinklers”**

This report considers submissions received from the advertising of Tender 14/2016 for the “Supply and Delivery of PVC and Polythene Associated Sprinklers and Fittings “for the period of three (3) years with the option of one (1) year extension at the City’s discretion.

This report will outline the assessment process used during evaluation of the tenders received and recommend approval of the tender that provides the best value for money and level of service to the City.

#### **10.3.1 Report on Submissions - Revised Policies P312, P350.02, P350.03, P350.04, P350.07 and P350.09**

Six of the City’s planning policies (Attachments (c)-(h)) were reviewed by City officers and endorsed by the Audit and Governance Committee on 1 March 2016 for advertising for public comment.

The draft reviewed policies have now been advertised and the City received a total of eight submissions. Minor changes are recommended to address submitters’ comments, as detailed in Attachments (c)-(h).

#### **10.6.1 Monthly Financial Management Accounts - May 2016**

Monthly management account summaries comparing the City’s actual performance against budget expectations are compiled according to the major functional classifications. These summaries are then presented to Council with comment provided on the significant financial variances disclosed in those reports.

### **10.6.2 Statement of Funds, Investments and Debtors at 31 May 2016**

This report presents to Council a statement summarising the effectiveness of treasury management for the month including:

- The level of controlled Municipal, Trust and Reserve funds at month end.
- An analysis of the City's investments in suitable money market instruments to demonstrate the diversification strategy across financial institutions.
- Statistical information regarding the level of outstanding Rates & Debtors.

### **10.6.3 Listing of Payments**

A list of accounts paid under delegated authority (Delegation DC602) between 1 May 2016 and 31 May 2016 is presented to Council for information.

### **10.6.4 Capital Works 2015/16 Minor Budget Review**

At the April 2016 Ordinary Council meeting, the third quarter Budget Review was endorsed and the Budget amended accordingly. Several projects initially intended for attention within the review were inadvertently omitted from the list prepared by Infrastructure Services and forwarded to Financial Services for inclusion in the review. This report identifies those projects that were intended for inclusion and recommends certain amendments to the Budget that will produce a cost neutral affect.

### **10.6.5 Metropolitan Regional Road Group - Council Representation**

This report seeks nominations from Council for membership to the Metropolitan Regional Road Sub-Group. The Sub-Group pertaining to the City of South Perth is seeking one (1) Elected Member to participate in the Regional Road Group process and to establish it as an on-going role to be filled following each election.

### **10.7.1 Recommendations of the Audit and Governance Committee Meeting - 14 June 2016**

The purpose of this report is to provide the recommendations from the Audit and Governance Committee meeting held on 14 June 2016 for Council's consideration.

### **Other Business**

Any applications for Leave of Absence are to be forwarded to the Governance Officer as soon as possible and prior to the Ordinary Council meeting.

### **Closing**

The Presiding Member closed the Agenda Briefing at 5.53pm pm and thanked everyone for their attendance.

# BRIEFING NOTES

## Council Concept Briefing

Tuesday 7 June 2016 at 5.30pm in the Council Chamber

## 2016/2017 Draft Budget

### Present

Mayor Doherty (Presiding Member)

### Councillors

C Cala	Manning Ward
S Hawkins-Zeeb	Manning Ward (from 5.45pm)
J Black	Como Ward (from 5.45pm)
T Burrows	Mill Point Ward
K Manolas	Moresby Ward (from 6.10pm)
G Cridland	Como Ward (until 6.40pm)
F Reid	Moresby Ward

### Officers

G Glass	Chief Executive Officer
M Kent	Director Finance and Information Services
V Lummer	Director Development and Community Services
P Mcque	Manager Governance and Administration
D Gray	Manager Financial Services
B Moorman	Manager City Environment

### Apologies

C Irons	Mill Point Ward
---------	-----------------

### Opening

The Presiding Member opened the Briefing at 5.40pm and welcomed everyone in attendance.



### **Purpose**

- Integrate previous briefings, related financial information and trends into a single view of the 2016/2017 Annual Budget.
- Understand the economic context for our Budget.
- Acknowledge the Draft Budget Financial Parameters.
- Overview the Draft Budget for 2016/2017.
- Consider the Draft Budget funding package.
- Examine the Operating Components of the Draft Budget.
- Note the previously detailed Capital Revenue and Expenditure proposals for 2016/2017.
- Note the persuasive influence of Year 1 of the LTFP on the development of the 2016/2017 Budget.
- Acknowledge the Budget's financial challenges & risks.

### **Topics Discussed**

- Long Term Financial Plan / Budget Development Process
- Background Principles to Annual Budget
- Budget Headline Indicators
- Funding Summary 2016/2017
- Expenditure Summary 2016/2017
- Financial Parameters 2016/2017
- Major Reserve Movements 2016/2017
- Financial Summary by Service Area Grouping
- Service Area / Activities Resourcing & Funding
- Operating Budget Items – Nature & Type
- Operating Budget Items – Council
- Salaries and Associated Costs
- Salaries Expenditure by Service Grouping
- Staff FTE Headcount by Classification
- Developing the Local Government Budget
- Rates – How Rates are Calculated
- Understanding the Rates Base
- Setting the Rates
- GRV Rates in the \$ - Long Term Trend
- Proposed Rates Increase – Options
- Rates – Peer Comparison
- GRV Rates in the \$ - Peer Proposed Increases
- Capital Budget – 2016/2017
- Capital Program – Current Status 2015/2016
- Likely Carry Forward Projects
- Fees & Charges
- Fees & Charges - CPV 2016-2017

### **Where to Next?**

- Final feedback required from Council Members by 14 June at latest.
- Administration prepares Proposed Budget & (updated) Rates Modeling information.
- Proposed Budget information circulated on 30 June (TBC).
- Administration prepares Statutory Budget, Schedules & Notes plus Budget Adoption Report.
- Budget Newsletter prepared ready for print.
- Budget papers circulated to Council Members by 8 July.
- Special Meeting to adopt budget on 12 July.
- Budget Newsletter finalised and send to printers.
- Rates Notices issued 20 July.
- Rates due date is 24 August.

### **Close of Concept Briefing**

The Presiding Member closed the Concept Briefing at 7.20pm and thanked everyone for their attendance.



# NOTES

## Concept Briefing

### Inclusive Community Advisory Group (ICAG) briefing

**Venue:** Council Chamber  
**Date:** Monday 13 June 2016  
**Time:** 5.30pm

#### Present

Mayor Sue Doherty (Chair)

#### Councillors

Jessica Black                      Como Ward  
Ken Manolas                      Mill Point Ward

#### Officers

Geoff Glass - CEO  
Bruce Moorman – Acting Director Infrastructure Services  
Sandra Watson – Acting Director Development and Community Services  
Danielle Cattalini – Acting Manager Community Culture and Recreation  
Margaret King – Community Development Coordinator

#### Presenters

Damien Hill – Chair ICAG

#### Apologies

Nil.

#### Leave of absence

Nil.

#### Opening

The Mayor opened the Councillors' Briefing Forum at 5:30 pm and welcomed everyone in attendance.

#### Topics Discussed

Damien Hill, ICAG chair presented information to the Councillor group on the activities of the Inclusive Community Advisory Group (ICAG) as a community reference group.

#### ICAG

- Provide advice to the City of South Perth on the strategies and implementation of the Disability Access and Inclusion Plan (DAIP).
- Provide a forum on access and inclusion issues that are relevant to the City of South Perth.
- Provide representative community input/advice on items referred to the group by City officers
- Highlight to the community areas where access has been improved in the City of South Perth.

**Please note:** Members raised questions and points of clarifications which were responded to by the presenter or officers as relevant.

#### Closing

The Mayor closed the Councillors' Briefing Forum at 5:45 pm and thanked everyone for their attendance.



# NOTES

## Concept Briefing

### City of South Perth Community Scorecard Community Perception Survey

**Venue:** Council Chamber  
**Date:** Monday 13 June 2016  
**Time:** 5:45pm

#### **Present**

Mayor Sue Doherty (Chair)

#### Councillors

Jessica Black                      Como Ward  
Ken Manolas                      Mill Point Ward

#### Officers

Geoff Glass – CEO  
Bruce – Acting Director Infrastructure Services  
Sandra Watson – Acting Director Development and Community Services  
Danielle Cattalini – Acting Manager CCR

#### Presenters

Lisa Lough – Director, Catalyse

#### Apologies

#### Leave of absence

#### **Opening**

The Mayor opened the Councillors' Briefing Forum at 5:45pm and welcomed everyone in attendance.

#### **Topics Discussed**

##### **Background**

Every two years the City conducts a community perception survey. The report is titled the 2016 City of South Perth Community Scorecard and is compiled from surveys to randomly selected residents within the City of South Perth. Catalyse is commissioned to conduct the report and provide 'benchmarking' against other local governments within Western Australia.

Historically the surveys are formatted by Catalyse by contacting randomly selected residents by landline telephone. This yearsurvey invites were mailed to 2000 randomly selected households and emailed to 2200 randomly selected email addresses. Overall 528 residents submitted a response.

### **Presentation**

Lisa Lough, Director Catalyse, presented a summary of the report findings which included:

Overall results that have shown 88 out of 100 residents like the City as a place to live. As an organisation that governs the local area, the City scored 60 out of 100.

The results from the City's survey were compared to those of 22 other local government organisations who participated in the survey, in order to compare and benchmark the City's performance over a variety of services and facilities.

The City's performance in comparison to other local governments was good with the City coming in seventh place overall.

### **Moving forward**

Residents love the City of South Perth as a place to live. The 'place to live' index score has been trending up since 2012, from 79 out of 100, to 88 this year. This is now 11 points above the industry average.

The City's relative strengths are seen to be general waste and recycling collections, library services and playgrounds, parks and reserves.

Moving forward, the community would like the CoSP to focus on improving planning and building approvals, with greater transparency. The overall 'governing organisation index score dipped by 13 point this year. The community would like Councillors and staff to demonstrate greater understanding of the community's needs and to invest greater effort in explaining the reasons for decisions.

Secondary priorities include parking, streetscapes and bulk waste verge-side collections. The City may also like to review traffic management and street lighting as performance dipped in both of these areas.

**Please note:** Members raised questions and points of clarifications which were responded to by the presenter.

### **Closing**

The Mayor closed the Councillors' Briefing Forum at 7pm and thanked everyone for their attendance.



## Policy P301 Community Engagement in Planning Proposals

<b>Responsible Business Unit/s</b>	<b>Development Services</b>
<b>Responsible Officer</b>	<b>Director, Development and Community Services</b>
<b>Affected Business Unit/s</b>	<b>Development Services</b>

### CONTENTS

- Policy Objectives** ..... 1
- Policy Scope** ..... 1
- Policy Statement** ..... 1
- 1. Status of Policy P301 and relationship to other documents** ..... 1
- 2. Definitions** ..... 2
- 3. Benefits of Community Engagement** ..... 3
- 4. Levels of community engagement** ..... 3
  - (a) Level 1 – Inform
  - (b) Level 2 – Consult
  - (c) Level 3 – Involve
  - (d) Level 4 – Collaborate
- 5. Community engagement at Level 1 ‘Inform’** ..... 4
- 6. Community engagement at Level 2 ‘Consult’** ..... 4
  - 6.1 Opportunities for submitters’ comments to contribute to decision-making
  - 6.2 Preparation of submissions
  - 6.3 Processing and consideration of submissions
- 7. Extent of community engagement at Level 1 ‘Inform’ and Level 2 ‘Consult’**..... 6
  - (a) Matrixes
  - (b) Minimum community engagement
  - (c) Wider community engagement
  - (d) Community engagement to avoid mid-December to mid-January period
  - (e) Procedure where community engagement area extends beyond City boundary
  - (f) Geographic extent of mail-out areas
- 8. Community engagement at Level 3 ‘Involve’ and Level 4 ‘Collaborate’** ..... 11

<b>9. Development Applications</b> .....	11
9.1 <b>INFORMING neighbouring landowners about certain development applications</b> – Information Matrix for Development Applications	
9.2 <b>CONSULTATION for certain development applications</b>	
(a) Statutory provisions relating to consultation	
(b) Methods of neighbour consultation	
(c) Holidays: Extension of prescribed consultation period	
(d) Invitation to inspect and comment	
(e) Situations where inspection not permitted at the City	
(f) 'Take-away' copies of development plans not provided by the City	
(g) Telecommunications Infrastructure	
(h) Consultation Matrix for Development Applications	
<b>10. Amendments to Town Planning Scheme No. 6</b> .....	22
(a) Preliminary consultation prior to initiating a Scheme Amendment	
(b) Consultation after a Scheme Amendment has been initiated	
(c) Consultation Matrix for Scheme Amendments	
<b>11. Planning Policies</b> .....	25
(a) Residential, Non-Residential and general Planning Policies	
(b) Heritage List	
(c) Consultation Matrix for Planning Policies	
<b>12. Local Heritage Inventory</b> .....	27
– Consultation Matrix for Local Heritage Inventory	
<b>13. Road closures</b> .....	28
– Consultation Matrix for Road Closures	
<b>14. Right-of-way closures</b> .....	29
– Consultation Matrix for Right-of-way Closures	
<b>15. Subdivisions</b> .....	29
– Consultation Matrix for Subdivisions	
<b>16. Other Planning proposals</b> .....	30
– Consultation Matrix for Other Planning proposals	
 <b>Legislation / Local Law Requirements</b> .....	 31
 <b>Other relevant policies / key documents</b> .....	 31



## POLICY OBJECTIVES

In relation to community engagement in Planning proposals at any of the four levels of interaction covered by this Policy, the objectives are:

- (a) To reflect the City's Values, being Trust, Respect, Understanding and Teamwork.
- (b) To ensure that, before final decisions are made, particularly in cases where discretionary variations are sought, persons likely to be affected by the proposal are given an opportunity to comment.
- (c) To ensure that the City employs a consistent approach in community engagement.
- (d) To provide certainty regarding the required level, method, geographic extent and duration of community engagement.
- (e) Within the operative statutory framework, to achieve an appropriate balance between the neighbours' and wider community's reasonable expectations and applicants' development entitlements.
- (f) To foster an appreciation of:
  - (i) the differing expectations of the various stakeholders; and
  - (ii) the need for Council, before making a decision, to give balanced consideration to all stakeholder expectations along with other relevant factors.

## POLICY SCOPE

For the benefit of the community, applicants, City Elected Members and officers, in relation to every kind of Planning proposal, this Policy explains the role of the community, applicants' rights and the responsibilities of the City. In a comprehensive, unambiguous manner, it sets out all community engagement requirements, some of which are derived from State Government legislation.

Clause 6.4 'Advertising Applications' of the 'Deemed' provisions in the *Planning and Development (Local Planning Schemes) Regulations 2015* (the 'Regulations') states that, in respect of certain kinds of development applications, persons 'likely to be affected' shall be consulted prior to determination of an application. Policy P301 has been formulated on this basis. The Policy requires consultation to the extent necessary to enable the Council to make informed decisions on development applications.

## POLICY STATEMENT

### **1. Status of Policy P301 and relationship to other documents**

Policy P301 is a planning policy prepared, advertised and adopted pursuant to the provisions of Part 2 Division 2 'Local Planning Policies' of the 'Deemed' provisions in the Regulations. Under clause 1.5 'Supporting Documents' of the City of South Perth Town Planning Scheme No. 6 ('TPS6'), all planning policies are documents supporting the Scheme.

In relation to residential development, this Policy has been prepared in a manner consistent with the provisions of Part 4 'Consultation' of State Planning Policy 3.1 'Residential Design Codes' 2015 (the 'R-Codes').

Council Policy P103 'Communication and Consultation' sets the guiding principles for community engagement in relation to any City proposal or initiative. Policy P103 identifies four levels of interaction with the community, being Level 1: Inform; Level 2: Consult; Level 3: Involve; and Level 4: Collaborate. Under Policy P301, depending on the nature of a particular Planning proposal, the required level of interaction could be either Level 1, 2, 3 or 4 as described in Policy P103.

**Page 2****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****2. Definitions****amenity**

Those qualities and characteristics of a site and its neighbouring area that contribute to the comfort and pleasantness of the locality.

**Authorised Officer**

For the purpose of this Policy, an Authorised Officer is an officer employed in any of the following positions by the City of South Perth:

- (a) Chief Executive Officer;
- (b) Director, Development and Community Services
- (c) Manager, Development Services;
- (d) Strategic Urban Planning Adviser; or
- (e) Statutory Planning Co-ordinator.

**community engagement**

Interaction between the City and the community at one or more of the levels identified in Council Policy P103 'Communication and Consultation'.

**development application, or DA**

An application for planning approval for proposed development made under the Metropolitan Region Scheme or the City of South Perth Town Planning Scheme No. 6.

**development site**

A lot which is the subject of:

- (a) a request for informal preliminary support for a proposed development; or
- (b) an application for planning approval.

**minor additions or alterations**

For the purpose of this Policy, the term means additions or alterations to an approved or existing development which:

- (a) comply with Town Planning Scheme No. 6 and the Residential Design Codes;
- (b) are small in relation to the main building, (eg. pergola, patio, portico, and the like);
- (c) are not visible from the street;
- (d) do not exceed 3.0 metres in height; and
- (e) do not impinge on neighbours' views, outlook or solar access to a greater extent than permitted by the 'Deemed-to-Comply' provisions of the R-Codes or a Council Policy.

**Planning proposal**

A particular proposal involving any of the following:

- |   |   |
|---|---|
| (a) development application;                      | (i) local planning strategy;                        |
| (b) Amendment to TPS6;                            | (j) Structure Plan;                                 |
| (c) planning policy, including the Heritage List; | (k) Activity Centre Plan;                           |
| (d) Local Heritage Inventory;                     | (l) Special Control Area;                           |
| (e) road closure;                                 | (m) Development Contribution Plan;                  |
| (f) right-of-way closure;                         | (n) new Town Planning Scheme; and                   |
| (g) subdivision;                                  | (o) any other proposal dealt with by officers       |
| (h) precinct study;                               | responsible for the City's town planning functions. |

**preliminary consultation**

Community consultation implemented under clause 9.8(3) of the City's Town Planning Scheme No. 6 prior to the Council initiating a Scheme Amendment in accordance with the *Planning and Development Act 2005*.

**subject site**

The land which is the subject of a Planning proposal under consideration.

**Page 3****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****3. Benefits of Community Engagement**

As reflected in TPS6 clause 1.6 'Scheme Objectives', community engagement is a beneficial and a positive component of the decision-making process for 'Planning' proposals. It is an integral part of the process for many Planning proposals. The benefits of community engagement include:

- (a) providing an opportunity for members of the community to voice opinions, exercise their rights as citizens and be involved in the planning and development of their community;
- (b) strengthening the community's sense of ownership of the City's Planning processes;
- (c) assisting the Council to make informed and responsive Planning decisions;
- (d) demonstrating the transparency and accountability of the Council's Planning processes;
- (e) in conjunction with neighbours, promoting the exploration of a range of solutions to Planning issues;
- (f) building cooperative, responsive relationships between the City, applicants, neighbours and the wider and the community; and
- (g) encouraging civic awareness and public participation in Planning processes.

**4. Levels of community engagement**

Under this Policy, the particular 'Levels' of community engagement for the respective kinds of Planning proposals are as follows:

**(a) Level 1 – Inform**

Community engagement at Level 1 is used to inform neighbouring owners and occupiers about the following kinds of Planning proposals:

- certain fully compliant development applications that do not involve the exercise of discretion by the Council, in the interest of fostering good community relations and keeping neighbours informed of impending development in their immediate neighbourhood; and
- precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, new Town Planning Schemes, or any special Planning project for the purpose of informing affected land owners about an impending Planning proposal preparatory to inviting their later participation at a higher level of engagement.

**(b) Level 2 – Consult**

'Consultation' provides an opportunity to contribute to the decision-making process by inviting affected neighbouring owners and occupiers to make submissions on particular proposals. This level of engagement is used in the following circumstances:

- development applications in the circumstances described in clause 7.3(1) of TPS6 and Part 4 of the R-Codes, where the proposal is likely to affect neighbouring owners and occupiers and the Council's decision involves the exercise of a discretionary power; and
- Town Planning Scheme amendments, Planning policies, Local Heritage Inventory, road closures, right-of-way closures, major subdivisions, precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, new Town Planning Schemes, or any special Planning project.

**(c) Level 3 – Involve**

At Level 3 'Involve', the City works directly with affected members of the community to ensure that their issues and concerns are understood and considered. This level of engagement may be used for the following kinds of Planning proposals: Local Heritage Inventory, precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, new Town Planning Schemes, or any special Planning project.

**Page 4****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****4. Levels of Community Engagement (cont'd)****(d) Level 4 – Collaborate**

At Level 4, the City forms partnerships with affected landowners and other stakeholders to develop alternatives and identify the preferred solution. Participants will have an opportunity to provide the City with innovative advice and recommendations. The Council may consider this level of engagement at the formative stages of strategic Planning proposals such as:

- Local Heritage Inventory, precinct studies, new Town Planning Schemes, or other special Planning projects.

**5. Community engagement at Level 1 'Inform'**

Community engagement at Level 1 is used to inform affected landowners and other stakeholders about either impending development in their immediate locality, or major Planning studies, and the like. Part 9.1 of this Policy provides details of the geographic extent to which neighbours will be informed about certain development applications. Neighbours will be informed by letter.

In relation to Planning studies, at the commencement, the community will be informed of the objectives of the study, and at various stages, will be kept informed of progress. Affected stakeholders will also be invited to participate at higher levels of engagement, as appropriate. The geographic extent to which the City informs the community will vary, according to the nature of the project.

In the case of studies affecting identified precincts, all owners of land within the study area would be informed by letter, and invited to become involved throughout the study. In some instances, specially prepared brochures may also be mailed to affected households, and regular updates regarding progress of the study will be provided on the City's website.

For City-wide projects, the community will usually be informed by way of regular updates on the City's website, and in the local newspaper. The City's 'Peninsula' newsletter may also be used to provide information about particular studies or projects.

**6. Community engagement at Level 2 'Consult'****6.1 Opportunities for submitters' comments to contribute to decision-making**

In some circumstances, submitters' comments could potentially make a significant contribution to the decision-making process, while in other circumstances, they could not. This is illustrated by the following range of examples:

Potentially significant contribution to decision-making process

- Any Planning proposal referred to a Council meeting for determination.
- Discretionary aspects of an application, where comment has been specifically invited.
- Use of land, where the proposal is a 'DC' (discretionary with consultation) Use in Table 1 of TPS6.
- Amendments to TPS6 during the statutory advertising period.
- Planning Policies, including the 'Heritage List'.
- 'Local Heritage Inventory'.
- Road closures.
- Right-of-Way closures.
- Subdivisions involving the creation of a new public road.
- Precinct studies.
- Local planning strategies.
- Structure Plans.
- Activity Centre Plans.
- Special Control Areas.
- Development Contribution Plans.
- New Town Planning Schemes and other special projects.

**Page 5****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****6.1 Opportunities for submitters' comments to contribute to decision-making (cont'd)**No opportunity to contribute to decision-making process

- Non-discretionary aspects of an application.
- Development applications complying with 'Deemed-to-Comply' provisions of the R-Codes.
- Use of land, where the proposal is a 'P' (permitted) or 'D' (discretionary) Use in Table 1 of Town Planning Scheme No. 6 (TPS6).
- The height of a building not involving exercise of a discretionary power by the Council.
- Number of dwellings (density), where the proposed number complies with the maximum permitted by the R-Codes.
- Building appearance.
- Streetscape compatibility.
- A development application on which comment is not invited under this Policy.

**6.2 Preparation of submissions**

- (a) Community consultation aims to facilitate community input into the decision-making process. The Council needs to be informed about all relevant issues including those raised by consulted members of the community. All submissions must be in writing because verbal comments cannot be retained as a permanent record for future reference. Furthermore, verbal comments cannot be conveyed verbatim to Council Members where a proposal is being considered at a Council meeting.
- (b) Where submissions contain statements of fact, supporting data should be supplied if possible. Where opinions are expressed, these should be supported by reasoned argument and should clearly address the perceived amenity impact of the proposal.
- (c) As the responsible planning authority the Council is not authorised to consider 'non-planning' matters such as effect on property values or disputes between neighbours. Submissions should not focus on such matters.
- (d) Submissions must be received within the prescribed comment period. The Council is not obliged to consider submissions received after the nominated closing date and consideration of late submissions cannot be guaranteed.

**6.3 Processing and consideration of submissions****(a) Acknowledgement and process advice to submitters**

When submissions are received, the City will write to all submitters explaining the subsequent process for consideration and determination of the Planning proposal, including whether the proposal is to be determined by a City officer under 'delegated authority' or at a Council meeting. In the latter case, submitters will also be advised how to request a deputation to address the Council at the meeting.

**(b) Consideration of submissions**

- (i) In addition to many other considerations, neighbour or community comments received after consultation will be fully considered before the Council makes a decision on any Planning proposal. This could lead to the proposal being modified in response to some or all of those comments.
- (ii) The opinions of neighbours and the wider community where relevant, assist the Council by highlighting local issues which need to be considered. However, the Council is not obliged to agree with, or uphold, every opinion expressed, nor to incorporate all suggestions into its decision.
- (iii) The Council has a duty to take into account all relevant considerations and to ensure that any irrelevant considerations do not influence the decision. In addition to neighbour and community submissions, other relevant considerations include the requirements prescribed in TPS6, R-Codes, the City's Policies and Strategies, the City's Local Heritage Inventory, State legislation, State Planning Policies, and comments from government agencies and advisory groups.
- (iv) In its consideration of any Planning proposal, the Council has a duty to properly balance its consideration of all relevant factors in an objective and impartial manner.

**Page 6****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****6.3 Processing and consideration of submissions (cont'd)**

- (v) Where a person invited to comment on a Planning proposal makes no submission within the nominated time period, the Council will take this to mean that the person has no comment to make.
  - (vi) When assessing community submissions, the Council's primary consideration is the validity of the submitters' comments in relation to the amenity impact of the Planning proposal. In arriving at an opinion in this respect, the Council will have regard to the relative proximity of submitters' properties to the development site. The respective numbers of submissions supporting or opposing a proposal are generally of secondary importance in the decision-making process.
- (c) Confidentiality of submitters**  
Consistent with the City's established practice, submitters' names and addresses are not disclosed.
- (d) Advice to submitters following decision**  
Following the City's decision on a Planning proposal, all submitters and the applicant will receive written advice of the decision.

**7. Extent of community engagement at Level 1 'Inform' and Level 2 'Consult'**

- (a) Matrixes**  
Each kind of Planning proposal involving 'informing' or 'consulting' neighbouring landowners has a 'Matrix' setting out minimum community engagement requirements, including geographic extent, method, and duration of community engagement. Each Matrix has been designed to ensure that all persons likely to be affected by a proposal have an opportunity to comment before a decision is made. In each case, the identified extent of community engagement has been calculated as being the most appropriate to assist the City in reaching an informed decision.
- (b) Minimum community engagement**  
The geographic extent, method and duration of community engagement prescribed in each Matrix is the minimum to be undertaken. Less community engagement than prescribed in the Matrix is not permitted for any Planning proposal. For particular Planning proposals, wider community engagement may be required in accordance with clause 7(c) of this Policy.
- (c) Wider community engagement**  
An Authorised Officer may require the geographic extent, method or duration of community engagement prescribed in the relevant Matrix to be increased where that officer considers that additional community engagement is appropriate in the following circumstances:
- (i) where the relevant Matrix specifies certain community engagement requirements and the Authorised Officer considers that the proposal could have wider amenity impact than would ordinarily be experienced from a proposal of the kind under consideration; and
  - (ii) where the proposal is of a kind not listed in the relevant Matrix.
- (d) Community engagement to avoid mid-December to mid-January period**  
Due to the special nature of the popular holiday period between mid-December and mid-January, other than for development applications, advertising or other forms of community engagement required for any Planning proposal will not be undertaken during this period. Any such advertising or other forms of community engagement shall be timed so as to conclude prior to mid-December or not commence until mid-January.
- For development applications, an extended duration of consultation is prescribed in clause 9.2(c)(ii) for the period between 20 December and 4 January.
- (e) Procedure where community engagement area extends beyond City boundary**  
In cases where the prescribed community engagement area extends beyond the City's boundary and into the City of Canning or the Town of Victoria Park:
- (i) the affected property owners beyond the City's boundary will not be notified by the City; however,
  - (ii) the adjoining local government will be notified.

**Page 7****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****7. Extent of community engagement at Level 1 'Inform' and Level 2 'Consult' (cont'd)****(f) Geographic extent of mail-out areas**

Where neighbouring landowners are to be 'informed' or 'consulted' about a Planning proposal, the Matrixes identify the minimum geographic extent of mail-outs. In some cases, the mail-out is combined with other methods. For each kind of Planning proposal, the geographic extent of the mail-out prescribed in the Matrixes ensures that neighbouring residents and others likely to be affected are invited to comment. In the case of comparatively minor proposals, neighbours in close proximity to the subject land may be notified, while those living further away would not be affected and therefore not be notified. In the case of major proposals, correspondingly wider mail-outs are prescribed.

In the Matrixes, the geographic extent of mail-outs to be undertaken for a particular kind of Planning proposal is specified as either 'Area 1', 'Area 2' or 'Area 3'.

**(i) Areas 1, 2 and 3**

For Areas 1, 2 and 3, the geographic extent of the mail-out comprises properties:

- (A) abutting both sides of any street containing the subject site, which are wholly or partly within:

**Area 1** – 30 metres;

**Area 2** – 150 metres; and

**Area 3** – 300 metres;

of the subject site. The distance is measured along the street boundary from the point on the street boundary of the subject site nearest to the direction of measurement; and

- (B) within the same street block as the development site and which:

**Area 1** –

(i) abut the development site; or

(ii) abut the rear boundary of any of the lots described in (A);

**Area 2** –

(i) abut the development site; or

(ii) are within 100 metres of the development site and abut the rear boundary of any of the lots described in (A); and

**Area 3** –

(i) abut the development site; or

(ii) are within 150 metres of the development site and abut the rear boundary of any of the lots described in (A); and

- (C) which are within the relevant nominated distance, and directly face, either in whole or in part, a T-junction formed by the street containing the subject site and another street.

For the purpose of paragraph (B), a lot which diagonally meets the subject site at a corner point, or is separated from the subject site by a right-of-way or driveway access, is deemed to 'abut' the subject site.

**(ii) Community engagement wider than Areas 1, 2 and 3**

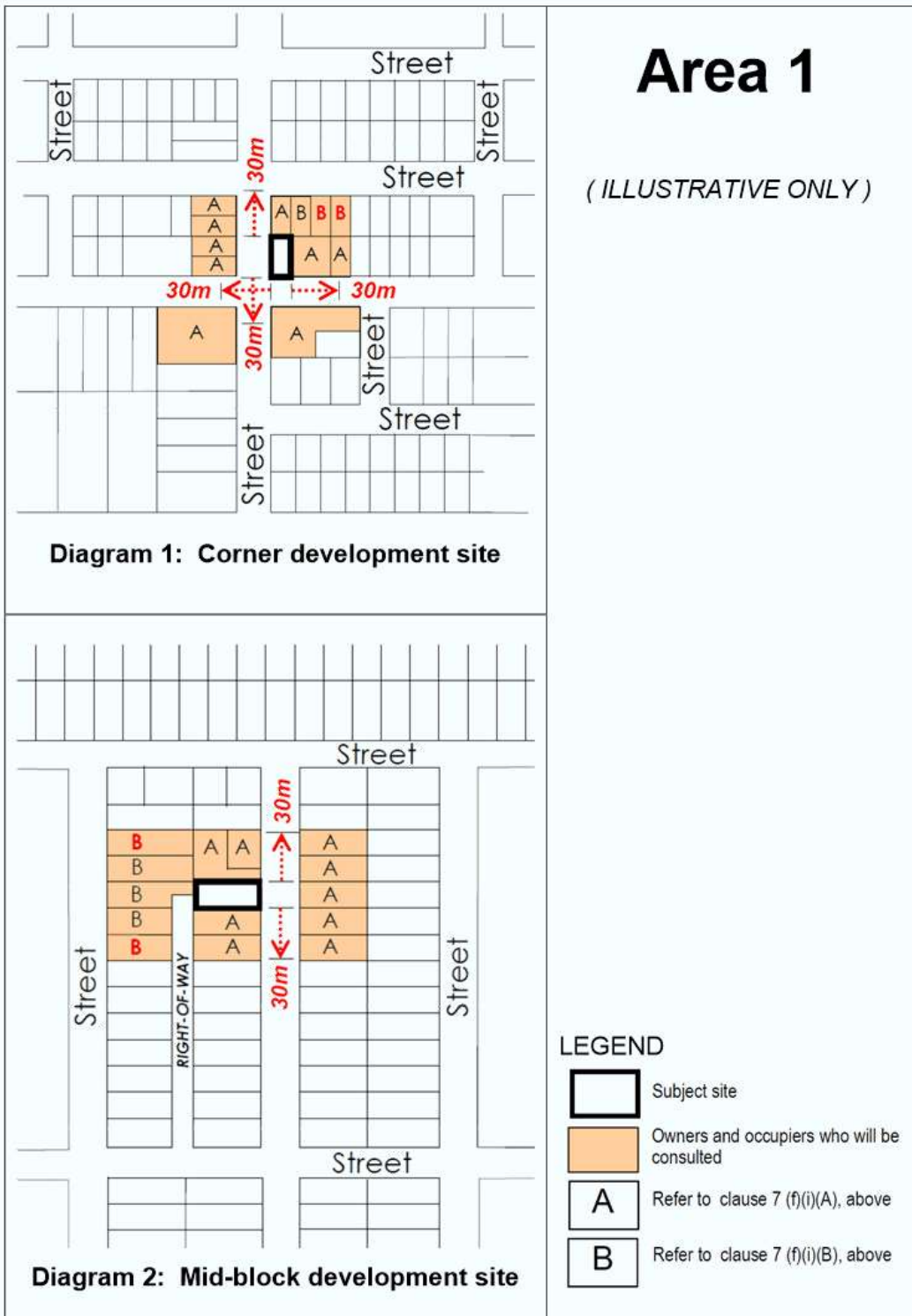
Community engagement wider than Areas 1, 2 and 3 may be used for Planning proposals such as Local Heritage Inventory, precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, new Town Planning Schemes, or any special Planning project. For these kinds of proposals, in each case the geographic extent of the community engagement will be individually determined to fulfil the specific needs of the particular Planning proposal. For example, the community engagement could cover an entire Planning Precinct or study area, an even larger area, or the entire district.

For Areas 1, 2 and 3, the following illustrative diagrams identify properties that are typically included in neighbourhood mail-outs, at progressively increasing distances from the subject site:

**Page 8**

City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

7. Extent of community engagement at Level 1 'Inform' and Level 2 'Consult' (cont'd)

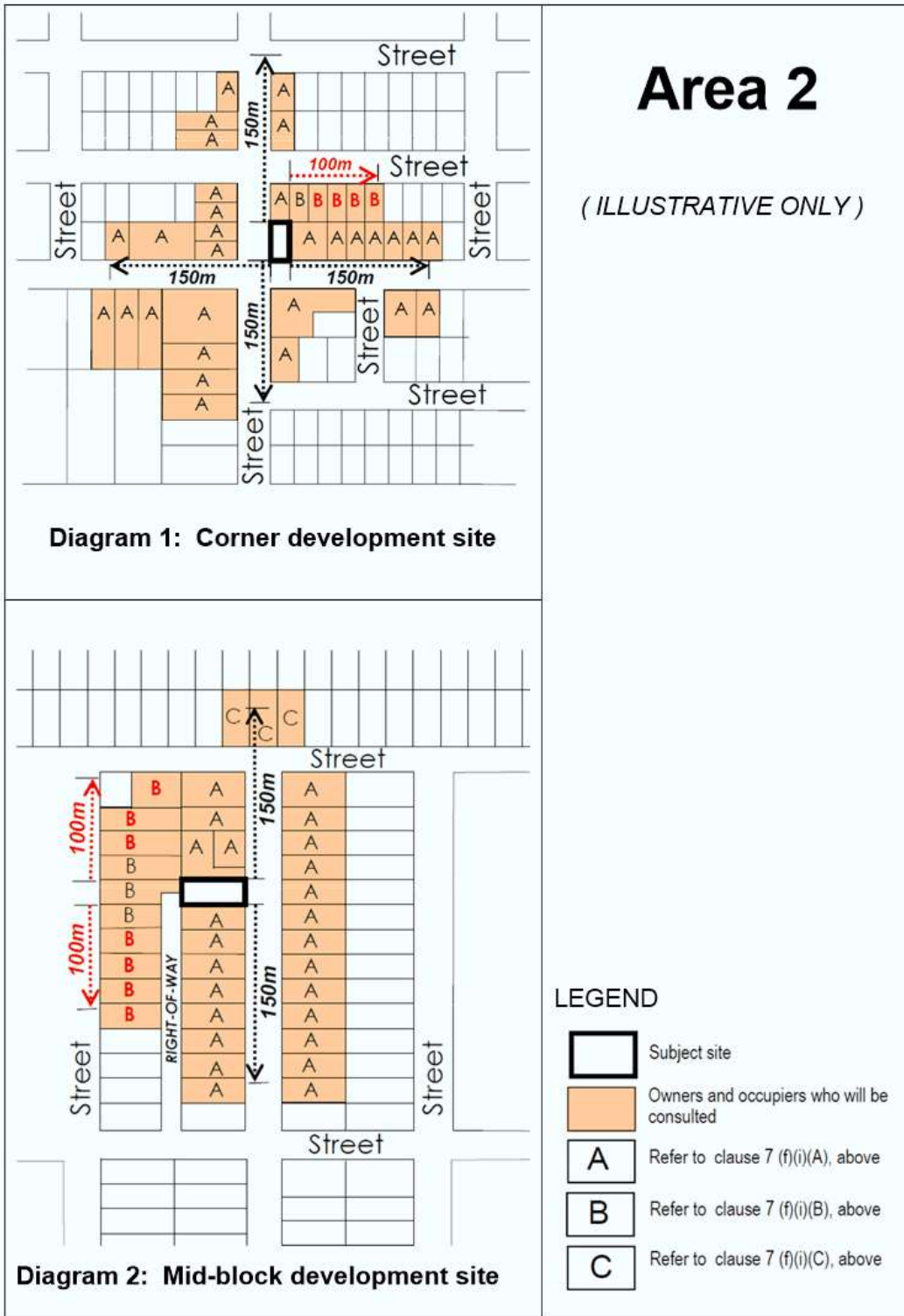




Page 9

City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

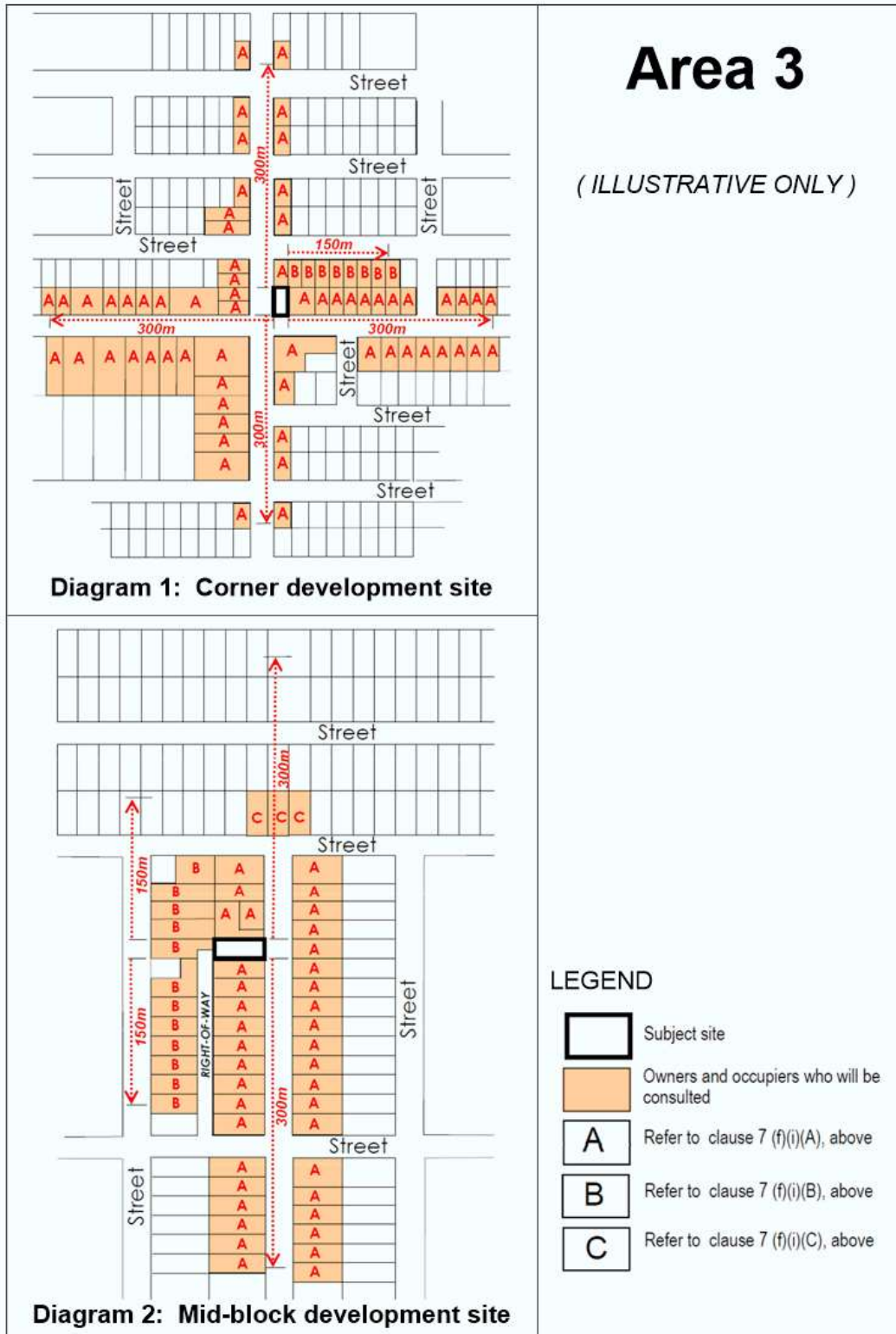
7. Extent of community engagement at Level 1 'Inform' and Level 2 'Consult' (cont'd)



**Page 10**

City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

7. Extent of community engagement at Level 1 'Inform' and Level 2 'Consult' (cont'd)



**Page 11****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****8. Community engagement at Level 3 'Involve' and Level 4 'Collaborate'**

As referred to in Part 4 'Levels of Community Engagement', major projects such as the Local Heritage Inventory, precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, and new Town Planning Schemes, will entail community engagement at Level 1 'Inform' and Level 2 'Consult'. These kinds of projects will also require community engagement at either or both of the high levels, being Level 3 'Involve' and Level 4 'Collaborate'. These major projects normally require the engagement of a firm of Planning Consultants. Each project is unique and its community engagement methods will need to be individually designed. The Council will require the appointed consultant to prepare a 'Community Engagement Strategy' detailing the intended methods of community engagement which are best suited to the particular project. There are numerous possible methods which could include, among others, workshops, meetings with stakeholders, public meetings, surveys, focus groups, and community advisory groups.

**9. Development Applications****9.1 INFORMING neighbouring landowners about certain development applications**

The Development Application Matrix below, identifies the kinds of applications about which neighbours will be informed. In these instances, neighbours will be invited, by letter, to view the plans at the City Offices should they wish to be informed about impending development, although comments are not invited since these proposals do not involve the exercise of Council discretion.

An Authorised Officer may require information letters to be sent to a wider geographic area than the minimum prescribed in the Information Matrix.

<b>INFORMATION MATRIX FOR DEVELOPMENT APPLICATIONS</b>		
<b>Proposal</b>		<b>Minimum mail-out area of Information letters</b>
<b>1. LOCATIONAL FACTORS</b>		
<b>1.1</b>	<b>South Perth Station Precinct and Canning Bridge Activity Centre</b> Any comprehensive new development which fully complies with prescribed requirements where the decision does not involve the exercise of a discretionary power.	Area 1
<b>1.2</b>	<b>R15 and R20 coded areas</b> Any residential development which fully complies with prescribed requirements, other than: (a) development requiring consultation under this Policy; and (b) minor additions or alterations.	A site which adjoins the development site directly, diagonally or is separated from that site by a 'battle-axe leg'.
<b>2. GENERAL ASPECTS OF DEVELOPMENT</b>		
<b>2.1</b>	<b>Higher density adjacent to lower density</b> Any development in any zone where the development site is coded R60 or higher and is adjoining or opposite land coded R25 or lower. This applies to both single coding and dual coding	Area 1

**Page 12**

## City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

**9.1 Development Applications – Information Matrix (cont'd)**

Proposal		Minimum mail-out area of Information letters
2.2	<b>Buildings 9.0 metres high or higher</b> Buildings, including additions to existing buildings, which are 9.0 metres high or higher	Area 1
2.3	<b>Large number of dwellings</b> Residential developments containing 10 or more dwellings	Area 1
2.4	<b>Site-specific non-residential development</b> Non-residential development designed according to site-specific requirements prescribed in clause 5.4 of TPS6	Area 1
2.5	<b>Non-residential development adjoining residential development</b> Non-residential development in any zone or reserve adjoining any residential development – (a) where a 'P' Use; and (b) where not minor additions or alterations	Residential uses within Area 1

**3. LAND USES LISTED IN TABLE 1 OF TPS6**

3.1	<b>Aged or Dependent Persons' Dwelling</b> Where a 'P' Use	Area 1
3.2	<b>Single Bedroom Dwelling</b> Where a 'P' Use	Area 1

**9.2 CONSULTATION for certain development applications****(a) Statutory provisions relating to consultation**

In relation to consultation, 'Deeded' provisions in the Regulations, forming part of TPS6, confer enabling power. Pursuant to clause 64 'Advertising Applications' of the 'Deemed' provisions in the Regulations, Policy P301 specifies the method, extent and duration of neighbour consultation to be undertaken in various circumstances.

Both TPS6 and the R-Codes state that, where the Council is required or decides to implement neighbourhood consultation for a proposed development, the Council shall consult those neighbouring owners and occupiers who are *likely to be affected*. This Policy has been formulated on that basis.

With respect to residential proposals, the R-Codes state that "*where a development proposal is 'deemed-to-comply', it will not require advertising to adjoining owners and occupiers*". Where the proposed development involves the exercise of Council discretion, the R-Codes say "*there may be grounds to advertise the proposal to adjoining owners and occupiers*". Conversely, where Council discretion is involved and the Council is satisfied that the proposed development will not adversely impact the neighbouring properties, the R-Codes say that is it not necessary to consult, unless required by the Scheme or a local planning policy.

Consistent with the provisions of TPS6 and the R-Codes, the Consultation Matrix for Development Applications below, identifies the kinds of residential development which are the subject of neighbourhood consultation.

**Page 13****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****9.2 Consultation for certain development applications (cont'd)****(b) Methods of neighbour consultation**

In respect of methods of consultation, the following procedures apply:

**(i) Written Notice**

Other than for Telecommunications Infrastructure, where the required neighbourhood consultation is the applicant's responsibility, the Council will mail a notice in the prescribed form and to the extent specified in the Development Application Matrix, to property owners and occupiers for the purposes of:

- fully itemising and describing the aspects of the proposed development upon which comments are invited;
- advising that details of the proposal are available for inspection on the City's website and at the Civic Centre Offices, cnr Sandgate Street and South Terrace, South Perth during office hours; and
- inviting written comments within the specified period.

**(ii) Signs on site**

The Development Application Matrix specifies which kinds of development applications require a sign to be displayed on the development site inviting submissions. Where one or more signs are required, the display of such signs is additional to any other required methods of consultation. The following requirements apply to signs on site:

Specifications –

- Colour: Black lettering on white board
- Minimum size: 1200mm width x 900mm height
- Message: To be provided by the City.

Responsibility for erection – Applicants are responsible, at their cost, for preparation and erection of signs, according to details provided by the City.

Duration of display – Required signs are to be erected on, or prior to, the date of commencement of the consultation period, to remain on site until the conclusion of the consultation period, and then to be removed by the applicant.

Location and number –

- The signs must be placed as close as possible to the street boundary of the development site so as to be easily read from the street verge.
- In the case of 'single lot' development, one sign is adequate, except where the site has more than one street frontage including a corner lot, in which case one sign is to be erected on each street frontage.
- Where the site comprises more than one lot, one or more signs are required to be erected in locations depicted on a diagram provided by the City.

Responsibility for maintenance – Applicants are responsible, at their cost, for maintaining signs in good condition for the duration of the advertising period.

**(iii) Consultation undertaken by the applicant**

An applicant may undertake neighbour consultation for a proposed development. Any resulting written comments should be submitted to the City with the development application.

Whether or not an applicant undertakes any neighbour consultation, the City will undertake the neighbour consultation specified in this Policy.

**Page 14****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****9.2 Consultation for certain development applications (cont'd)****(c) Holidays: Extension of prescribed consultation period****(i) Declared Public Holidays**

Where a prescribed consultation period for a development application includes any of the following declared public holidays, the consultation period shall be extended by one day:

- Australia Day;
- Labour Day;
- Anzac Day;
- Western Australia Day;
- Queen's Birthday.

**(ii) December-January holiday period**

Where the consultation period for any development application has not concluded by 20 December or has commenced before 4 January, the duration of the consultation period shall be extended by 14 days to take into account the December-January holiday period.

**(iii) Easter period**

Where the consultation period has not concluded by Good Friday, the duration of the consultation period shall be extended by 4 days to take into account the Easter period.

**(iv) Weekends and school holidays**

Where the consultation period includes any weekend or school holidays, the consultation period shall not be extended other than as identified in paragraphs (i), (ii) and (iii) above.

**(d) Invitation to inspect and comment**

The Council respects the confidentiality of DA documents, however, where a development application is the subject of neighbour consultation, details of that application will be available for inspection at the Civic Centre Offices, cnr Sandgate Street and South Terrace, South Perth during normal Council office hours, and on the City's website.

The Council's invitation to comment on development applications, is subject to the following:

- Comments may only be made on those aspects of the development on which comment is invited.
- Unless a sign has been erected on the development site, only those persons specifically invited to comment will be permitted to inspect the DA documents.
- A consulted person inspecting documents at the City Offices may be accompanied by up to two other people who were not consulted by the City.
- Where a sign on site is required, any person is permitted to view the application.
- In the case of applications determined by a City Officer, inspection of the DA documents is only permitted during the specified consultation period.
- In the case of applications referred to a Council meeting, while written submissions must be lodged during the specified period, inspection of the DA documents is permitted up to and including the date of the agenda briefing for the Council meeting, to assist those intending to make a deputation at the agenda briefing.

**(e) Situations where inspection not permitted at the City offices**

In the case of a development application where:

- no consultation is undertaken;
- the time period for inspection has concluded; or
- the application has been approved;

inspection at the City offices is not permitted. In such situations, persons who wish to inspect the application documents may contact the applicant for this purpose.

**(f) 'Take-away' copies of development plans not provided by the City**

The Australian Copyright Council advises that copyright issues are likely to arise if the City were to provide 'take-away' copies of development plans to members of the public. Therefore, the City does not provide copies of development plans. Persons who wish to obtain their own copies may contact the applicant for this purpose.

**Page 15****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****9.2 Consultation for certain development applications (cont'd)****(g) Telecommunications Infrastructure**

In the case of Telecommunications Infrastructure of a kind requiring development approval, all community consultation and advertising is required to be undertaken by the applicant at the applicant's cost. The required newspaper notice is to be prepared according to details provided by the City.

**(h) Consultation Matrix for Development Applications**

The Consultation Matrix for Development Applications, below, identifies the kinds of development applications which require consultation, and the minimum consultation requirements applicable to each.

If a particular kind of proposal is not listed in the Consultation Matrix, no consultation is required unless an Authorised Officer directs otherwise in accordance with clause 7(c) of this Policy.

<b>CONSULTATION MATRIX FOR DEVELOPMENT APPLICATIONS</b>			
<b>1. ADMINISTRATIVE PROCESSES</b>			
Proposal	Minimum Consultation Requirements		
	Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
<b>1.1 New proposals referred to a Council Meeting or a Development Assessment Panel</b> (a) Where the proposal is listed elsewhere in this Matrix	As identified elsewhere in this Matrix		
	(b) Where the proposal is not listed elsewhere in this Matrix	Area 1	Mail
<b>1.2 Modified proposals referred to a Council Meeting where previously considered by Council</b> Proposals previously considered at a Council meeting where: (a) a particular element of the modified proposal departs further from the R-Codes, TPS6 or relevant Policies; or (b) the modified proposal introduces additional elements involving a discretionary decision	As identified elsewhere in this Matrix for the particular modification to the plans		
<b>1.3 Council review of delegated decisions</b> Where previously requiring consultation	To be undertaken again, as previously required		
<b>1.4 Proposals modified prior to determination</b> Irrespective of whether determination is to be by Council or a delegated officer, a proposal involving the same land use which: (a) is modified after neighbour consultation has concluded, but prior to determination; and (b) departs further from the R-Codes, TPS6 or relevant Policies, or introduces additional elements involving a discretionary decision.	As identified elsewhere in this Matrix for the particular modification to the plans		

**Page 16**

## City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

**9(h) Development Applications – Consultation Matrix (cont'd)**

Proposal	Minimum Consultation Requirements		
	Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
<b>1.5 Modified proposals lodged within 12 months of determination</b> Irrespective of whether determination is to be by Council or a delegated officer, a modified proposal involving the same land use which: <ul style="list-style-type: none"> <li>(a) is lodged within 12 months of the previous determination; and</li> <li>(b) does not depart further from the R-Codes, TPS6 or relevant Policies, nor introduce additional elements involving a discretionary decision</li> </ul>	No consultation		
<b>1.6 Modified proposals lodged more than 12 months after determination</b> Irrespective of whether determination is to be by Council or a delegated officer, a modified proposal involving the same land use which: <ul style="list-style-type: none"> <li>(a) is lodged more than 12 months after the previous determination; or</li> <li>(b) departs further from the R-Codes, TPS6 or relevant Policies, or introduces additional elements involving a discretionary decision</li> </ul>	As identified elsewhere in this Matrix for the particular modification to the plans		
<b>1.7 Resubmission of lapsed development applications</b> Applications which have lapsed due to expiry of prescribed time period for substantial commencement	To be undertaken again, as previously required		

**2. LOCATIONAL FACTORS**

<b>2.1 South Perth Station Precinct and Canning Bridge Activity Centre</b> Comprehensive new development where the Council's decision involves the exercise of a discretionary power in relation to building height variations	Area 3	<ul style="list-style-type: none"> <li>• Mail</li> <li>• Sign on site</li> </ul>	21 days
<b>2.2 Lot Pt 2 (No. 54 ) Manning Road cnr Ley Street, Manning</b> Any development other than minor additions or alterations.	As for related TPS6 Amendment No. 34	<ul style="list-style-type: none"> <li>• Mail</li> <li>• Sign on site</li> </ul>	21 days



## Page 17

## City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

## 9(h) Development Applications – Consultation Matrix (cont'd)

Proposal	Minimum Consultation Requirements		
	Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
<b>3. GENERAL ASPECTS OF DEVELOPMENT</b>			
<b>3.1 Replacement of 'over-sized' buildings</b> Proposals being considered under TPS6 clause 6.2A involving replacement of existing approved buildings not complying with building height, density or plot ratio as prescribed in TPS6 and the R-Codes	Area 2	<ul style="list-style-type: none"> <li>Mail</li> <li>Sign on site</li> </ul>	21 days
<b>3.2 Non-residential development with impact</b> Non-residential development likely to have a significant impact on the locality	Area 2	<ul style="list-style-type: none"> <li>Mail</li> <li>Sign on site</li> </ul>	21 days
<b>3.3 Development involving demolition of Category A or B heritage places</b> Proposals involving total or significant partial demolition of a building listed in Category A+, A or B in the local heritage inventory	<ul style="list-style-type: none"> <li>Area 1</li> <li>Heritage Council of Western Australia for A+, A Categories</li> </ul>	Mail	<ul style="list-style-type: none"> <li>14 days for neighbours</li> <li>As needed by Heritage Council</li> </ul>
<b>3.4 Development involving additions or alterations to Category A heritage places</b> Proposals involving any additions or alterations to places listed in Category A+ or A in either the Local Heritage Inventory or the Heritage List	<ul style="list-style-type: none"> <li>Heritage Council of Western Australia for A+, A Categories</li> </ul>	Mail	As needed by Heritage Council
<b>3.5 Variation from requirements to facilitate heritage retention</b> Proposals involving variation from TPS6 or R-Codes provisions identified in clause 6.11(8) of TPS6	Area 1	Mail	14 days
<b>3.6 Additions to 'over-height' buildings</b> Additions to an existing building involving construction above the Building Height Limit prescribed in TPS6	Area 1	Mail	14 days
<b>3.7 Signs</b> Illuminated pylon or wall signs permitted under clause 6.12 of TPS6 where in prominent view from any residential building within Area 1	Area 1	Mail	14 days
<b>3.8 Non-residential development adjoining Residential</b> Where a 'D' or 'DC' Use, other than minor additions or alterations	Residential uses within Area 1	Mail	14 days

**Page 18**

## City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

**9(h) Development Applications – Consultation Matrix (cont'd)**

Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
3.9	<b>Boundary walls</b> Development involving a boundary wall, except where a proposed boundary wall abutting an existing boundary wall on an adjoining lot does not project either vertically or horizontally beyond or above the existing boundary wall	A site which adjoins the boundary wall directly, diagonally or is separated by a 'battle-axe leg'	Mail	14 days
3.10	<b>Site filling and retaining walls</b> Site filling and retaining walls higher than 0.5 metres above existing ground level on the development site, and situated on a lot boundary	Any property which adjoins the affected boundary directly or diagonally	Mail	14 days
3.11	<b>Street setback variations listed in TPS6 Table 2 and Table 5</b> Any reduction of more than 10% below the minimum setbacks from specified streets prescribed in TPS6 Table 2 and Table 5	Properties adjoining the development site and having a boundary to the same street	Mail	14 days
3.12	<b>Side or rear setback variations</b> Any reduction of more than 10% below the prescribed minimum	Any property which adjoins the affected boundary directly or diagonally	Mail	14 days
3.13	<b>Overshadowing</b> Residential proposals involving overshadowing of an adjoining lot to a greater degree than prescribed in the 'Deemed-to-Comply- provisions of the R-Codes	Any affected adjoining property	Mail	14 days
3.14	<b>Development in Salter Point</b> Proposals in Salter Point, in Building Height Limits 3.0m, 3.5m or 6.5m, which the Authorised Officer considers could significantly obstruct views of the Canning River from any existing buildings on neighbouring lots	Any potentially affected neighbouring property	Mail	14 days
3.15	<b>Significant views</b> Proposals which the Authorised Officer considers could substantially obstruct an existing significant view from an adjoining dwelling	Any potentially affected property adjoining the development site directly or diagonally	Mail	14 days

**Page 19**

## City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

**9(h) Development Applications – Consultation Matrix (cont'd)**

Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
<b>4. RESIDENTIAL USES LISTED IN TABLE 1 OF TPS6</b>				
<p><b>Refer also to other parts of this Matrix. Where particular aspects of a proposal require wider consultation than required for the land use, the wider consultation prevails.</b></p> <p>This section of the Matrix applies to proposals comprising new construction, additions or alterations to existing development other than 'minor additions or alterations', or a change of use, involving any of the following Residential Uses:</p>				
4.1	<p><b>Where a 'D' or 'DC' use –</b></p> <ul style="list-style-type: none"> <li>• Aged or Dependent Persons' Dwelling</li> <li>• Bed and Breakfast Accommodation</li> <li>• Residential Building</li> <li>• Single Bedroom Dwelling</li> <li>• Student Housing</li> </ul>	Area 1	Mail	14 days
4.2	<p><b>Home Occupation</b></p> <p>Where involving visitors to the site or use of an outbuilding</p>	Area 1	Mail	14 days
<b>5. NON-RESIDENTIAL USES LISTED IN TABLE 1 OF TPS6</b>				
<p><b>Refer also to other parts of this Matrix. Where particular aspects of a proposal require wider consultation than required for the land use, the wider consultation prevails.</b></p> <p>This section of the Matrix applies to proposals comprising new construction, additions or alterations to existing development other than 'minor additions or alterations', or a change of use, involving any of the following Non-Residential Uses:</p>				
<b>Land uses requiring Area 3 consultation :</b>				
5.1	<p><b>Where a 'DC' use –</b></p> <ul style="list-style-type: none"> <li>• Hotel</li> <li>• Liquor Store (Large)</li> <li>• Night Club</li> <li>• Tavern</li> </ul>	Area 3	<ul style="list-style-type: none"> <li>• Mail</li> <li>• Sign on site</li> </ul>	21 days

**Page 20**

## City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

**9(h) Development Applications – Consultation Matrix (cont'd)**

Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
<b>Land uses requiring Area 2 consultation :</b>				
5.2	Where a 'DC' use - <ul style="list-style-type: none"> <li>• Cinema / Theatre</li> <li>• Hospital</li> <li>• Liquor Store (Small)</li> <li>• Reception Centre</li> <li>• Small Bar</li> </ul>	Area 2	<ul style="list-style-type: none"> <li>• Mail</li> <li>• Sign on site</li> </ul>	21 days
<b>Land uses requiring Area 2 and Area 1 consultation :</b>				
5.3	<b>Café / Restaurant</b>	Area 2	<ul style="list-style-type: none"> <li>• Mail</li> <li>• Sign on site</li> </ul>	21 days
	(a) In the Residential and Local Commercial zones			
	(b) In the Mixed Use Commercial, Public Assembly and Private Institution zones	Area 1	Mail	14 days
5.4	<b>Child Day Care Centre</b>	Area 2	<ul style="list-style-type: none"> <li>• Mail</li> <li>• Sign on site</li> </ul>	21 days
	(a) In the Residential zone			
	(b) In all other zones, where a 'D' or 'DC' use	Area 1	Mail	14 days
5.5	<b>Tourist Accommodation</b>	Area 2	<ul style="list-style-type: none"> <li>• Mail</li> <li>• Sign on site</li> </ul>	21 days
	(a) Where a 'DC' use			
	(b) Where a 'D' use	Area 1	Mail	14 days
<b>Land uses requiring Area 1 consultation :</b>				
5.6	Where a 'DC' use – <ul style="list-style-type: none"> <li>• Club Premises</li> <li>• Consulting Rooms</li> <li>• Educational Establishment</li> <li>• Family Day Care</li> <li>• High Level Residential Aged Care Facility</li> <li>• Indoor Sporting Activities</li> <li>• Industry – Light</li> <li>• Local Shop</li> <li>• Market</li> <li>• Mixed Development (any component)</li> <li>• Motor Vehicle and Equipment Hire</li> <li>• Motor Vehicle and Marine Sales Premises</li> <li>• Public Parking Station</li> <li>• Radio and Television Installation</li> <li>• Religious Activities</li> <li>• Research and Development</li> </ul>	Area 1	Mail	14 days

**Page 21**

## City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

**9(h) Development Applications – Consultation Matrix (cont'd)**

Proposal	Minimum Consultation Requirements		
	Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
<ul style="list-style-type: none"> <li>• Service Station</li> <li>• Shop</li> <li>• Take-Away Food Outlet</li> <li>• Tennis Court (Private)</li> <li>• Veterinary Clinic</li> </ul>			
5.7 Where a 'D' use – <ul style="list-style-type: none"> <li>• Night Club</li> <li>• Showroom</li> </ul>	Area 1	Mail	14 days

**Land uses with other consultation requirements :**

5.8	<b>Telecommunications Infrastructure</b> Where not 'low-impact'  <i><b>NOTE: All advertising is applicant's responsibility at their cost.</b></i>	All owners and occupiers within 500 metres radius of facility	<ul style="list-style-type: none"> <li>• Mail;</li> <li>• Sign on site</li> <li>• Newspaper (one issue during first or second week)</li> </ul>	21 days
-----	--	---	--	---------

**6. OTHER 'USE-RELATED' ISSUES**

<p><b>Refer also to other parts of this Matrix. Where particular aspects of a proposal require wider consultation than required for the land use, the wider consultation prevails.</b></p> <p>This section of the Matrix applies to proposals comprising new construction, additions or alterations to existing development other than 'minor additions or alterations', or a change of use, involving any of the following Use-related issues:</p>				
6.1	<ul style="list-style-type: none"> <li>• <b>Uses not listed in Table 1 of TPS6</b></li> <li>• <b>Temporary Uses</b></li> <li>• <b>Non-Conforming Use</b> – Change of use, or additions and alterations</li> <li>• <b>Closed roads</b> – Use of 'closed road' land for a purpose permitted on immediately adjoining land</li> </ul>	Area 1	Mail	14 days

**Page 22****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****10. Amendments to Town Planning Scheme No. 6**

Amendments to the City of South Perth Town Planning Scheme No. 6 (TPS6) are initiated by the Council, but are finally determined by the Minister for Planning. The *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations') made by the State Government under the *Planning and Development Act 2005*, contain precise instructions as to the process involved in an Amendment to a local government's Town Planning Scheme, including community consultation requirements. This Policy contains the requirements of the Regulations, together with additional details where appropriate.

Under the Regulations, a Scheme Amendment is classified as either 'basic', 'standard' or 'complex' according to the respective criteria listed in the Regulations. Basic Scheme Amendments are of an administrative nature only, and therefore do not require consultation. Standard and complex Amendments require consultation for the minimum periods contained in the Consultation Matrix for Scheme Amendments, below.

The City's TPS6 also contains provisions relating to preliminary community consultation which is sometimes required prior to initiating the Scheme Amendment process. This Policy contains additional requirements relating to this preliminary consultation.

**(a) Preliminary consultation prior to initiating a Scheme Amendment****(i) Situations where preliminary consultation is required**

In the case of a Scheme Amendment relating to a change of zoning, clause 9.8(3) of TPS6 requires that, prior to the Council considering whether or not to initiate the Scheme Amendment process, owners of the affected land who did not request the Scheme Amendment are to be consulted. Item 1 of the Consultation Matrix for Scheme Amendments prescribes the minimum requirements for preliminary consultation.

Under this Policy, in addition to rezoning proposals, preliminary consultation may also be required in relation to changes of residential density coding, Building Height Limit, or other development entitlements for particular land.

If all of the owners of the land which is the subject of the Scheme Amendment agree with the proposal, then preliminary consultation is not required and will not be undertaken. Whether or not preliminary consultation is involved, in every case where the Council decides to initiate a Scheme Amendment, the statutory process requires later advertising, inviting comments from the wider community. A person consulted at the preliminary stage may submit comments at both stages of consultation.

**(ii) Council consideration of preliminary comments**

Where comments are received in response to preliminary consultation, the Council will consider those comments before deciding whether or not to initiate the Scheme Amendment. If no comments are received by the specified date, the Council will proceed to consider the Scheme Amendment on its merits.

**(iii) Consultation to avoid mid-December to mid-January period**

For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.

**(iv) Written notice**

Any preliminary consultation in relation to a Scheme Amendment is undertaken by mail only. The Council will undertake mail consultation to affected landowners to the extent prescribed in the Consultation Matrix for Scheme Amendments. The consultation letter will:

**Page 23****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****10(a) Amendments to Town Planning Scheme No. 6 – Preliminary consultation (cont'd)**

- describe the proposed Scheme Amendment, including the reasons for the proposal;
- advise that details of the proposal are available for inspection at the Civic Centre Offices, cnr Sandgate Street and South Terrace, South Perth during office hours; and
- invite written comments within the specified period.

**(b) Consultation after a Scheme Amendment has been initiated**

Item 2 of the Consultation Matrix for Scheme Amendments prescribes the minimum consultation required for a 'standard' and 'complex' Scheme Amendment after initiation. In addition, the following provisions apply:

**(i) Consultation to avoid mid-December to mid-January period**

For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.

**(ii) Sign on site**

The following requirements apply to any required signs on site:

Specifications –

- Colour : White lettering on red board
- Minimum size : 1500mm width x 1000mm height
- Message : To be provided by the City.

Responsibility for erection – Applicants are responsible, at their cost, for preparation and erection of signs, according to details provided by the City.

Duration of display – Required signs are to be erected within seven days of commencement of the consultation period, to remain on site until the conclusion of the consultation period, and then to be removed by the applicant.

Location and number –:

- The signs must be placed as close as possible to the street boundary of the development site so as to be easily read from the street verge.
- In the case of 'single lot' development, one sign is adequate, except where the site has more than one street frontage including a corner lot, in which case one sign is to be erected on each street frontage.
- Where the site comprises more than one lot, one or more signs are required to be erected in locations depicted on a diagram provided by the City.

**(iii) Newspaper notice**

The Regulations require a notice to be published in a newspaper circulating in the district, inviting comment on Amendment proposals. To advertise Amendment proposals adequately, the City will publish the notice **twice** during the advertising period. Where the Scheme Amendment has been requested by an applicant, as part of the required Planning Fee, the cost of the newspaper notices is to be met by the applicant. Where the Scheme Amendment has not been requested by an applicant, the cost of the newspaper notices will be met by the City.

**(c) Consultation Matrix for Scheme Amendments**

The Matrix below identifies all consultation requirements for Amendments to the City of South Perth Town Planning Scheme No. 6:

**Page 24**

## City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

## 10. Amendments to Town Planning Scheme No. 6 (cont'd)

**CONSULTATION MATRIX FOR SCHEME AMENDMENTS**

Proposal	Minimum Consultation Requirements		
	Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
<b>1. PRELIMINARY CONSULTATION PRIOR TO INITIATING AMENDMENT PROCESS</b>			
Where the Amendment relates to a change in zoning, residential density coding, Building Height Limit or other development requirements, restrictions or entitlements for particular land, and not all owners of directly affected properties have requested the Amendment	<ul style="list-style-type: none"> <li>Directly affected owners</li> <li>Area 1, where the subject site is more than 5 lots</li> </ul>	Mail	Not less than 21 days
<b>2. CONSULTATION AFTER AMENDMENT PROCESS HAS BEEN INITIATED</b>			
<b>2.1 Standard Amendments</b>			
(a) Where the Standard Amendment relates to a change in zoning, residential density coding, Building Height Limit depicted on the Scheme Maps or other development entitlements for particular land	<ul style="list-style-type: none"> <li>EPA</li> <li>Directly affected owners</li> <li>Area 2</li> <li>Affected service agencies</li> </ul>	<ul style="list-style-type: none"> <li>Mail</li> <li>Sign on site</li> <li>Newspaper (2 issues)</li> <li>Civic Centre</li> <li>Libraries</li> <li>City's website</li> </ul>	Not less than 42 days
(b) Where the Standard Amendment only relates to a Scheme Text change which has general or City-wide effect	<ul style="list-style-type: none"> <li>EPA</li> <li>Affected service agencies</li> </ul>	<ul style="list-style-type: none"> <li>Newspaper (2 issues)</li> <li>Civic Centre</li> <li>Libraries</li> <li>City's website</li> </ul>	Not less than 42 days
(c) Substantial modifications to the Standard Amendment after considering submissions, requiring readvertising	Same as previous advertising	<ul style="list-style-type: none"> <li>Mail, as appropriate</li> <li>Sign, as appropriate</li> <li>Newspaper (1 issue)</li> <li>Civic Centre</li> <li>Libraries</li> <li>City's website</li> </ul>	21 days



**Page 25**

## City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

**12(e) Consultation Matrix for Local Heritage Inventory (cont'd)**

Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
2.2	<b>Complex Amendments</b>			
	(a) Where the Complex Amendment relates to a change in zoning, residential density coding, Building Height Limit depicted on the Scheme Maps or other development entitlements for particular land	<ul style="list-style-type: none"> <li>• EPA</li> <li>• Directly affected owners</li> <li>• Area 2</li> <li>• Affected service agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Mail</li> <li>• Sign on site</li> <li>• Newspaper (2 issues)</li> <li>• Civic Centre</li> <li>• Libraries</li> <li>• City's website</li> </ul>	Not less than 60 days
	(b) Where the Complex Amendment only relates to a Scheme Text change which has general or City-wide effect	<ul style="list-style-type: none"> <li>• EPA</li> <li>• Affected service agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Newspaper (2 issues)</li> <li>• Civic Centre</li> <li>• Libraries</li> <li>• City's website</li> </ul>	Not less than 60 days
(c) Substantial modifications to the Complex Amendment after considering submissions, requiring readvertising	Same as previous advertising	<ul style="list-style-type: none"> <li>• Mail, as appropriate</li> <li>• Sign, as appropriate</li> <li>• Newspaper (2 issues)</li> <li>• Civic Centre</li> <li>• Libraries</li> <li>• City's website</li> </ul>	42 days	

**11. Planning Policies****(a) Residential, Non-Residential and general Planning Policies**

- (i) Division 2 of Part 2 of Schedule 2 'Deemed Provisions' in the Regulations sets out the procedure for making or amending Planning Policies, including general community consultation requirements. These requirements are set out in Item 1 of the Consultation Matrix for Policies.
- (ii) For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.

**(b) Heritage List**

Part 3 of Schedule 2 'Deemed Provisions' in the Regulations sets out the procedure for making or amending a Heritage List, including community consultation requirements. These requirements are set out in Item 2 of the Consultation Matrix for Policies. The following provisions also apply:

- (i) Where City Officers are of the opinion that a place might possibly be suitable for heritage consideration, the Officers will invite written comments from the owner. Any comments received at that preliminary stage will be considered by the Director. After seeking expert heritage advice where necessary, the Director will consider whether or not to refer the place to a Council meeting for further consideration of possible listing on the Heritage List.

**Page 26****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****11. Planning Policies – Heritage List (cont'd)**

- (ii) Where the Council has resolved to advertise the addition of a place to, or deletion of a place from, the Heritage List, that place will be advertised for community comment before a final decision is made.
- (iii) For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.

**(c) Consultation Matrix for Planning Policies**

The Matrix below identifies all consultation requirements for Planning Policies:

<b>CONSULTATION MATRIX FOR PLANNING POLICIES</b>				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
<b>1. GENERAL PLANNING POLICIES</b>				
<b>1.1</b>	<b>New or modified Planning Policies</b> New or modified draft Planning Policies endorsed by Council for advertising purposes	No mail consultation	<ul style="list-style-type: none"> <li>• Newspaper (once a week for 2 consecutive weeks)</li> <li>• Civic Centre</li> <li>• Libraries</li> <li>• City's website</li> </ul>	21 days
<b>2. HERITAGE LIST</b>				
<b>2.1</b>	<b>Preliminary consultation on addition of places</b> Preliminary consultation prior to the Director deciding whether to refer the suggested place to the Council for consideration of possible listing in the Heritage List	As for, and concurrently with, Local Heritage Inventory consultation		
<b>2.2</b>	<b>Consultation after Council endorsement for advertising</b> (a) Proposed adoption of the Heritage List; or (b) Proposed addition of places to, or deletion from the Heritage List, after endorsement by the Council for public advertising purposes	As for, and concurrently with, Local Heritage Inventory consultation		

**Page 27****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****12. Local Heritage Inventory**

Section 45 of the *Heritage of Western Australia Act 1990* requires that the Local Heritage Inventory be updated annually and reviewed every four years, with proper public consultation. The Consultation Matrix for the Local Heritage Inventory prescribes the minimum consultation requirements. The following provisions also apply:

- (a) In association with either the annual update or the four-yearly review of the Local Heritage Inventory, where City Officers are of the opinion that a place might possibly be suitable for heritage consideration, the Officers will invite written comments from the owner. Any comments received at that preliminary stage will be considered by the Director. After seeking expert heritage advice where necessary, the Director will decide whether or not to refer the place to a Council meeting for consideration of listing on the Inventory.
- (b) Where the Council has resolved to advertise the addition of a place to, or deletion of a place from, the Local Heritage Inventory, that place will be advertised for community comment before a final decision is made.
- (c) Updates to the Inventory at any time which do not involve the addition or deletion of places, do not require advertising for community comment.
- (d) For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.
- (e) The Matrix below identifies all consultation requirements for the Local Heritage Inventory:

<b>CONSULTATION MATRIX FOR LOCAL HERITAGE INVENTORY</b>				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
<b>1. PRELIMINARY CONSULTATION ON ADDITION OF PLACES</b>				
	Preliminary consultation prior to the Director deciding whether to refer the suggested place to the Council for consideration of possible listing in the Local Heritage Inventory	Owners of affected properties	Mail	21 days
<b>2. FOUR-YEARLY REVIEW</b>				
	Four-yearly review of the Local Heritage Inventory, involving its form, structure or content, and the addition or deletion of places, after endorsement by the Council for advertising purposes	<ul style="list-style-type: none"> <li>• Owners of affected properties</li> <li>• Heritage Council of Western Australia</li> </ul>	<ul style="list-style-type: none"> <li>• Mail</li> <li>• Newspaper (2 issues)</li> <li>• Civic Centre</li> <li>• Libraries</li> <li>• City's website</li> </ul>	42 days

**Page 28****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****12(e) Consultation Matrix for Local Heritage Inventory (cont'd)**

3. ANNUAL OR INTERIM ADDITION OR DELETION OF PLACES				
	Proposed modification of the Local Heritage Inventory during an annual or an interim update, involving the addition or deletion of places, after endorsement by the Council for advertising purposes	<ul style="list-style-type: none"> <li>• Owners of affected properties</li> <li>• Area 1</li> <li>• Heritage Council of Western Australia</li> </ul>	Mail	42 days

**13. Road closures**

Provisions relating to the closure of dedicated roads are contained in section 58 of the *Land Administration Act 1997*. Regulation 9 of the *Land Administration Regulations 1998* specifies the procedural requirements for local governments prior to submitting a closure request to the Minister for Lands.

For consultation requirements between mid-December and mid-January, refer to clause 7(d) of this Policy.

The Matrix below identifies all consultation requirements for road closures:

CONSULTATION MATRIX FOR ROAD CLOSURES				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
1. MAJOR ROAD CLOSURES				
	Where the closure will preclude 'through-movement' of vehicular traffic	<ul style="list-style-type: none"> <li>• Property owners considered by the Authorised Officer to be affected by the closure</li> <li>• Service agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Mail</li> <li>• Sign on site</li> <li>• Newspaper (one issue)</li> <li>• Civic Centre</li> <li>• City's website</li> </ul>	35 days
2. MINOR ROAD CLOSURES				
	(a) Where the closure will not preclude 'through-movement' of vehicular traffic; and (b) Where the closed road will be amalgamated with an adjoining lot or reserve	<ul style="list-style-type: none"> <li>• Properties adjoining the portion of road to be closed</li> <li>• Service agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Mail</li> <li>• Sign on site</li> <li>• Newspaper (one issue)</li> <li>• Civic Centre</li> <li>• City's website</li> </ul>	35 days

**Page 29****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****14. Right-of-way closures**

Section 52 of the *Land Administration Act* contains provisions relating to the procedure to be followed in the closure of rights-of-way, including consultation requirements.

For consultation requirements between mid-December and mid-January, refer to clause 5.4(d) of this Policy.

The Matrix below identifies all consultation requirements for right-of-way closures:

<b>CONSULTATION MATRIX FOR RIGHT-OF-WAY CLOSURES</b>				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
	<b>Full or partial closure of a right-of-way</b>	<ul style="list-style-type: none"> <li>• Properties adjoining the full length of the ROW</li> <li>• Service agencies</li> </ul>	Mail	30 days

**15. Subdivisions**

Decisions on subdivision applications are made by the Western Australian Planning Commission after receiving a recommendation from the City. The City does not undertake community consultation with regard to subdivision applications, other than those involving the creation of a new road.

For consultation requirements between mid-December and mid-January, refer to clause 5.4(d) of this Policy.

Consultation will be by way of signs on site. The following requirements apply:

Specifications

- Colour : Black lettering on white board
- Minimum size : 1200mm width x 900mm height
- Message : To be provided by the City.

Responsibility for erection – Applicants are responsible, at their cost, for preparation and erection of signs, according to details provided by the City.

Duration of display – Required signs are to be erected on, or prior to, the date of commencement of the consultation period, to remain on site until the conclusion of the consultation period, and then to be removed by the applicant.

Location and number

- The signs must be placed as close as possible to the street boundary of the development site so as to be easily read from the street verge.
- The number of required signs will be determined by the Authorised Officer having regard to the extent of the subdivision and its likely impact on neighbours, if any.

The Matrix below identifies all consultation requirements for subdivisions:

**Page 30**

## City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'

## 15. Subdivisions (cont'd)

<b>CONSULTATION MATRIX FOR SUBDIVISIONS</b>				
Proposal		Minimum Consultation Requirements		
		Extent of Mail Consultation	Method of Consultation	Duration of Consultation Period
	Subdivisions involving the creation of a new public road	No mail consultation	Sign on site	30 days

**16. Other Planning proposals**

The Consultation Matrix for other Planning Proposals, below, prescribes the minimum consultation requirements for 'Planning proposals' other than those listed in (a) to (o) of the definition of this term.

<b>CONSULTATION MATRIX FOR OTHER PLANNING PROPOSALS</b>				
<b>1. FENCES HIGHER THAN 1.8 METRES</b>				
	Fences higher than 1.8 metres measured in accordance with clause 7(b) of Policy P350.7	Owners of properties adjoining the affected boundary fence	Mail	14 days
<b>2. NAMING OR RENAMING OF ROADS OR RIGHTS-OF-WAY</b>				
	New roads, or existing roads and right-of-ways	<ul style="list-style-type: none"> <li>Owners of all properties adjoining the road or right-of-way</li> <li>Geographic Names Committee</li> </ul>	Mail	21 days
<b>3. PROJECTS UNDERTAKEN BY AN APPOINTED CONSULTANT</b>				
	Includes precinct studies, local planning strategies, Structure Plans, Activity Centre Plans, Special Control Areas, Development Contribution Plans, new Town Planning Schemes, among other projects	As specified in the appointed consultant's Community Engagement Strategy. Refer also to details of high levels of community engagement in Part 4 of this Policy.		

**Page 31****City of South Perth Planning Policy P301 'Community Engagement in Planning Proposals'****LEGISLATION / LOCAL LAW REQUIREMENTS**

*City of South Perth Town Planning Scheme No. 6.*

*Western Australian Planning Commission Statement of Planning Policy No. 3.1 - Residential Design Codes, 2013.*

*Heritage of Western Australia Act, 1990.*

*Planning and Development Act, 2005.*

*Planning and Development (Local Planning Schemes) Regulations, 2015.*

**OTHER RELEVANT POLICIES / KEY DOCUMENTS**

*Council Policy P103 'Communication and Consultation'.*

*Council Planning Policy P394 'Telecommunications Infrastructure'.*

*State Planning Policy 5.2 'Telecommunications Infrastructure'.*

*Council Policy P351.5 'Streetscape Compatibility - Precinct 5 'Arlington' and Precinct 6 'Kensington' '.*

*Council Policy P351.14 'Cygna Cove Residential Design Guidelines'.*

*Council Policy P306 'Development of Properties Abutting River Way'.*

*This Policy was adopted by Council on 26 July 2005; was reviewed and endorsed for community consultation by a resolution adopted at Council meeting held on 24 March 2009; and was adopted on 23 June 2009.*

*This policy was modified with minor changes of 'Strategic Direction' name at Council meetings on 22 February 2011 and 27 March 2012.*

*With a further change to the name, a substantially revised version of this policy was endorsed for community consultation by a resolution adopted at Council meeting held on 23 February 2016; and the revised version was adopted on 28 June 2016.*

### P312 – Serviced Apartments

The City received three submissions on P312 from residents of: Norfolk Street, South Perth; Mill Point Road, South Perth; and Broad Street, Kensington. The submitters' comments and officer's response are set out below.

Submitter's comment	Officer's response
Serviced Apartments are currently classified as "Commercial" (not "Residential") and this definition is being used by property developers in South Perth to purposefully circumvent the WA Supreme Court decision related to 74 Mill Point Road.	Serviced apartments are one form of 'Tourist Accommodation' defined in TPS No. 6. The classification of serviced apartments as a non-residential use is outside the scope of policy P312.  The comment is NOTED.
Notwithstanding serviced apartments are for temporary occupancy for a period of 6 months or less, they are in effect a residence, albeit temporary. As stated in the current policy, a serviced apartment contains at least a living room, a bedroom, a kitchen and a bathroom. Clearly this is for residing and would meet the definition of residence being "the act or fact of dwelling in a place for some time" (Source <a href="http://www.merriam-webster.com/dictionary/residence">http://www.merriam-webster.com/dictionary/residence</a> ).	As above.  The comment is NOTED.
Serviced Apartments should be classified as "Residential" (not "Commercial") and this should be reflected in policy P312	As above.  The comment is NOTED.
I support the Amendment on the basis it will ensure with any approval in a special design area for both owner residential use and Serviced Apartment use, that the Serviced Apartments use if unviable cannot be surreptitiously or openly used for owner occupier residential purpose	The comment is NOTED.
Serviced apartments should be restricted to low-rise multiple apartments.	Serviced apartments can be provided within low-rise and high-rise developments. There is no planning basis for restricting serviced apartment, or other tourist accommodation, according to building height.  The comment is NOT UPHELD.



<p>The building should be totally occupied by serviced apartments.</p>	<p>Serviced apartments are compatible with mixed use developments and can be provided in buildings that also contain other uses. Serviced apartments can contribute to the mix of activities available in an area and help facilitate vibrant urban places.</p> <p>The comment is NOT UPHELD.</p>
<p>Long term rental or strata titled ownership <u>do not</u> mix.</p>	<p>All urban and suburban areas contain a mix of rented and owner-occupied properties and strata titled properties.</p> <p>The comment is NOT UPHELD.</p>
<p>Short term serviced apartments lead to short term residents who have no interests in the community</p>	<p>Serviced apartments provide accommodation for visitors, who may be travelling as a holiday, on business or for any other reason. Visitors and short term residents contribute economically and socially to an area and provision of a range of accommodation options is essential to capturing these benefits.</p> <p>The comment is NOT UPHELD.</p>
<p>The owners of the building, or the body corporate, face higher wear and tear on the building with serviced apartments, especially with short term tenants. This will lead to deterioration of the building and ultimately issues will arise when it becomes time to refurbish or replace the building.</p>	<p>Property owners are responsible for maintenance and upkeep of their building, regardless of the type of use. Where there is wear and tear, this is the responsibility of the property owner to address.</p> <p>The comment is NOT UPHELD.</p>
<p>Serviced apartments will not bring sufficient employees into the area to service these apartments to justify claiming an increase in employment opportunities in the City of South Perth. Especially in the Mill Point area where motorists will find it difficult to maneuver in the area and will instead take public transport and if ever it is built, the South Perth railway station.</p>	<p>Serviced apartments and other forms of tourist accommodation provide benefits beyond direct employment. Visitors add to the vibrancy of a place and bring economic activity, including spending at local businesses. In the Mill Point area, public transport and proximity to the CBD will help make the area attractive to visitors who may be travelling without a car or require a central location.</p> <p>The comment is NOT UPHELD.</p>

<p>Reduce the opportunity for serviced apartments to be used to justify excessive high rise development in the Mill Point area.</p>	<p>P312 provides direction to applicants on the requirements for serviced apartments and guides the Council in the determination of development applications for this land use. The permissibility of land uses and their relationship to building height limits in the Mill Point area is set out in TPS No. 6.</p> <p>The comment is NOTED.</p>
<p>What will stop the owners from ceasing to use the apartment as a serviced apartment and letting them on a long term basis to occupants.</p>	<p>P312 specifies the occupancy requirements for serviced apartments and defines 'temporary occupancy' as "a period of 6 months or less. A serviced apartment is not permitted to be occupied by the same tenant for more than 6 months within any 12 month period". If the owner wishes to extend the period of occupancy beyond the definition of 'temporary occupancy' they must obtain planning approval from the City for a change of use of the premises.</p> <p>The comment is NOTED.</p>

### P350.02 Boundary Walls

The City received one submission on P350.02 from a resident of Forrest Street, South Perth. The submitter's comments and officer's response are set out below.

Submitter's comment	Officer's response
<p>P350.02 does nothing to enhance the effectiveness of the R-Codes – on the contrary it introduces confusion by attempting to re-state R-Code content with less precise motherhood type statements.</p>	<p>P350.02 refers to the R-Codes and augments them as required. Where the City's requirements differ from the R-Codes this is specified in the policy.</p> <p>The comment is NOT UPHELD.</p>
<p>A good example of lack of clarity in this Draft can be seen in clause 1.1 together with clause 3.1.</p>	<p>Clause 1.1 refers to the R-Codes and details where the City's requirements differ. Clause 3.1 concerns walls on a rear boundary. Both provide clear requirements.</p> <p>The comment is NOT UPHELD.</p>

<p>I remain unsure as to what policy the City means to implement regarding abutments to both side boundaries of a lot. A worst case reading of the Draft could be that the City intends to allow nil setback to all boundaries other than the street boundary – is this the City’s intent? If so say so, but I object strongly to that position and say the character of South Perth would irrevocably suffer.</p>	<p>Clause 1.1 sets out the requirements for boundary walls, with reference to the R-Codes. Under the R-Codes clause 5.1.3 C3.2 boundary walls are permitted on one side boundary only.</p> <p>The comment is NOT UPHELD.</p>
<p>If the purpose of Draft clause 1.1(b)(i) is simply to recognise R15 coded areas in R-Codes clause 5.1.3 C3.2 ii, then that intent can be put simply by deleting all proposed Draft 1.1 text and replacing with something like:</p> <p>1.1 Permitted Boundary Walls Boundary walls are permitted only to the extent allowed by the R-Codes clause 5.1.3 C3.2. Boundary walls in areas coded R15 shall be also considered by amending text under 5.1.3 C3.2, ii so that line 1 shall be taken to read “in areas coded R15,R20 and R25, walls not higher than 3.5m with an average of.....”</p>	<p>Clause 1.1(b)(i) as written in the draft policy P350.02 is unambiguous and concise. The remainder of clause 1.1 is necessary and should not be deleted.</p> <p>The comment is NOT UPHELD.</p>
<p>The City should not allow a nil setback to any rear boundary and ask all setbacks be compliant with the R-Codes and that the proposed Draft 3.1 text be replaced with something like:</p> <p>3.1 Walls on Rear Boundary Setbacks to a rear boundary wall shall be not less than allowed by the R-Codes.</p> <p>Should there arise an exceptional circumstance where it is clearly in the interest of ratepayers to allow variation to the R-Codes the matter may be referred to full Council and a motion considered by Council to agree such variation on a case by case basis.</p>	<p>Clause 3.1 does not override the R-Codes requirement for setbacks from the rear boundary. Clause 3.1 simply states that <i>the siting of a wall on one or both side boundaries does not preclude the siting of another wall on the rear boundary of the same lot</i>. Rear boundary setbacks are determined under the R-Codes.</p> <p>The comment is NOTED.</p>

### P350.03 Car Parking Access, Siting and Design

The City received two submissions on P350.03; one from a resident of Park Street, Como and the other from a resident of South Perth. The submitters' comments and officer's responses are set out below.

Submitter's comment	Officer's response
<p>Setbacks of 4.5m are insufficient for larger vehicles but large enough to encourage people to park with their vehicles so that they are obstructing access along footpaths. A Nissan Patrol is 5.14m long and a Toyota Landcruiser is 4.99m long. When fitted with a towbar and parked as close as possible to the end of the setback these vehicles protrude almost halfway across the footpath with the towbar at shin height.</p>	<p>The draft policy requires garages and carports to be set back 4.5m from primary streets. It is noted that 4.5m is not sufficient for a large car or four wheel drive to park.</p> <p>The City's <i>Parking Local Law 2011</i> prohibits parking which obstructs a footpath (clause 7.10).</p> <p>The comment is NOTED.</p>
<p>Suggest that the setback should be at least 5.5m or less than or equal to 2.5m where it is obvious that there is insufficient room for vehicles to be parked.</p>	<p>The draft policy augments and is to be read in conjunction with the R-Codes and does not seek to make radical changes to the requirements that apply throughout the State. The draft policy and the R-Codes prescribe setbacks for a range of circumstances that are not significantly different to the City's existing policy P350.03.</p> <p>The comment is NOT UPHELD.</p>
<p>Stackers with a minimum height of 2.1m are unlikely to be suitable for the larger Four Wheel Drive Vehicles.</p>	<p>The draft policy clause 8.2 requires <i>a minimum of 20% of the total onsite car parking bays shall be provided without requiring the use of a mechanical parking device</i>. The draft policy does not allow a development to rely exclusively on car stackers and it is expected that sufficient parking will be provided in developments to cater for a range of vehicles.</p> <p>The comment is NOTED.</p>

<p>Part of the problems associated with parking is the tendency for people not to use their garages for parking but to use the setback, verge or street instead (most likely for a quick getaway or to allow the garage to be used for stacking other items). As stackers are generally associated with multi-level developments this is likely to lead to major parking issues in the adjoining streets.</p>	<p>Parking in the City is regulated by the <i>Parking Local Law 2011</i>, including parking on setbacks, verges and streets. Parking in multi-level developments must be provided in accordance with Town Planning Scheme No. 6 and car stackers are one option that may be used to provide some of the required parking bays. It is not anticipated that the use of car stackers will lead to major parking issues in adjoining streets.</p> <p>The comment is NOT UPHELD.</p>
<p>Car stackers will be regarded as inconvenient to use (which vehicle goes where and the need for the lower vehicle to be moved to allow the top one go first on occasions) and this will lead to major parking issues in the adjoining streets.</p>	<p>Modern car stackers are efficient and convenient to use and it is not anticipated that their use is likely to lead to major on-street parking issues. Car stackers are designed so that vehicles do not block each other in (i.e. all cars are accessible without the need to move another car).</p> <p>The comment is NOT UPHELD.</p>
<p>Clause 11 (of the existing policy P350.03) will need correction as it still lacks a basis of determining which of the AS 2890.1 (shouldn't this be AS/NZ 2890?) widths shall be the "minimum". Couldn't this wording be construed as 2.5m width, i.e. all small car bays, with no Officer discretion?</p>	<p>Clause 11 has been deleted from the revised policy P350.03. Minimum parking bay dimensions are prescribed in Town Planning Scheme No. 6 clause 6.3(8), with reference to the Australian Standard AS2890.1 Off-Street Car Parking. This is the relevant Australian Standard.</p> <p>Clause 7.8 of TPS No. 6 provides discretion of Council to permit variation from specified site requirements, if the Council is satisfied that there would be no adverse amenity impact.</p> <p>The comment is NOT UPHELD.</p>
<p>Wouldn't reference to Figure 7 in existing policy P350.03 (which was also Fig 2 Sch 5 in previous TPS6) as the clear definition of the minimum space requirement, qualifying a prescriptive 3.1m, resolve the off street, minimum bay allowance issue?</p>	<p>Figure 7 has been deleted from the revised policy P350.03 because it is repeated in Australian Standard AS2890.1. Schedule 5 is also no longer part of Town Planning Scheme No. 6. The Australian Standard provides clear requirements regarding the minimum allowable size of car bays that is consistent across Australia and New Zealand.</p> <p>The comment is NOT UPHELD.</p>

<p>Will the additional parts of AS2890 be used to define the requirements for disabled parking, commercial vehicle, bicycles, etc. in lieu of duplicating with more Figures in P350.03?</p>	<p>The revised draft P350.03 does not duplicate figures in AS2890. AS2890 defines parking requirements for all kinds of parking facilities.</p> <p>The comment is NOTED.</p>
<p>Doesn't the ability to apply P315, when there are also undersized (small car) bays, create potential problems?</p>	<p>P315 applies to the number of car parking bays required for non-residential uses in certain circumstances. P315 does not affect the siting or design (including size) of parking bays or access to parking bays and so does not affect the application of P350.03 and vice versa.</p> <p>The comment is NOT UPHELD.</p>
<p>Unless P350.03 clarifies the 300mm clearance/door opening in addition to minimum width of 2,500mm as per Figure 7 and Figure 1, 2, 4 &amp; 5, the issues of 3 adjacent bays is not addressed at all - potentially allowing a minimum of 2,500mm with no 300mm door opening space either side for the middle bay(s)? Or does AS2890.1 clarify the vehicle clearances when the configuration is more than 2 bays?</p>	<p>P350.03 does not set car bay size requirements. TPS6 relies on AS2890.1 to provide car bay size requirements for off-street parking. It is appropriate to rely on the Australian Standard in this case.</p> <p>Figure 7 has been deleted from the revised policy P350.03 because it is repeated in Australian Standard AS2890.1. Figures 1, 2, 4 and 5 are included to assist assessment of TPS6 clause 6.6(2) and the R-Codes clause 5.3.5, relating to vehicular access to and from lots where vehicles must enter the street in forward gear.</p> <p>The comment is NOT UPHELD.</p>
<p>P350.03 does not refer to disabled parking (AS2890.6) nor commercial vehicles (AS2890.2) requirements. On street parking requirements are detailed in AS2890.5 which could address the current omission.</p>	<p>P350.03 does not set car bay size requirements. TPS6 relies on AS2890.1 to provide car bay size requirements for off-street parking. It is appropriate to rely on the Australian Standard in this case.</p> <p>The comment is NOT UPHELD.</p>

### P350.07 Fencing and Retaining Walls

The City received one submission on P350.07 from a resident of Park Street, Como. The submitter's comments and officer's response are set out below.

Submitter's comment	Officer's response
<p>The policy states that an "obstruction" in a street corner truncation must not exceed 0.75m in height. This wording implies that the obstructing item is either planted in or is sitting on the ground in the truncated area. However please note that there are a number of truncated areas in Como where there are plants hanging over the 1.8m boundary wall or fence and are obstructing the view above the specified 0.75m limit.</p>	<p>The draft policy at clause 2.2 refers to obstructions located in the truncation area itself. It is beyond the scope of a planning policy to require plants that are hanging over a wall or fence to be pruned.</p> <p>The comment is NOTED.</p>
<p>Some truncations have a solid finish like the adjacent footpath. The wording of this policy implies that the truncated area is not part of the footpath. The policy should explicitly state that the truncated area is not part of the footpath (if it was then it would have to comply with the footpath requirements i.e. no obstructions at all).</p>	<p>The truncated area is not part of the footpath; it is part of the property. The draft policy applies to obstructions in driveway and street truncation areas and allows obstructions below 0.75 metres in height, masonry piers within the specified dimensions and visually permeable fencing. It is acceptable under the draft policy for an applicant to finish the truncation area to match the adjacent footpath, as this will not obstruct the adjacent driveway/street.</p> <p>The comment is NOT UPHELD.</p>

**P350.09 Significant Views**

The City received one submission on P350.09 from a planning consultant representing a land owner on South Perth Esplanade and Ferry St, South Perth. The submitter’s comments and officer’s response are set out below.

Submitter’s comment	Officer’s response
<p>The revised version of P350.09 proposes to introduce a wider range of design considerations that have the potential to have a significant adverse impact on the development potential of our client’s land.</p> <p>Under existing P350.09, the City’s consideration of the impact of a proposal on a ‘significant view’ is limited to two factors:</p> <ol style="list-style-type: none"> <li>1. When a setback variation is proposed, P350.09 states the Council may refuse to grant approval to the setback variation if it will adversely affect a significant view; and</li> <li>2. In order to protect a significant view, the City may require the roof pitch to be reduced.</li> </ol> <p>In comparison, under revised P350.09, to enable an adjoining property to “retain some views” the City may require the setbacks, floor size, roof form and any other design element (excluding density and height) to be modified.</p>	<p>The revised policy states that normal development entitlements will be retained (clause 2.3) regarding residential density and building height.</p> <p>Under the existing P350.09 the City may require the design of a proposed development to be modified having regard to the listed factors, among others. By specifying other factors that may be required to be modified the new policy is not necessarily increasing the scope of the policy.</p> <p>It is noted that the new policy states that the City may require modifications to the design of a proposed building to enable the adjoining property to “retain some views”. This may increase the scope of the policy beyond “significant views” and may introduce confusion regarding the objectives of the policy.</p> <p>The comment is NOTED and it is proposed to change the wording “retain some views” to “retain a significant view”.</p>
<p>With the exception of density and height, draft P350.09 allows the City to require all other design elements of a proposal to be modified. This is effectively an unlimited range of considerations that does not provide any level of certainty during the design phase.</p>	<p>The revised policy has the same objective as the existing policy. The existing policy P350.09 does not limit the design considerations that the City may require to be modified to the items listed. Rather, it states that “<i>the City will have regard to the following factors, among others</i>”. By specifying other factors that may be required to be modified the new policy is not increasing the scope of the policy nor introducing additional uncertainty.</p> <p>The comment is NOT UPHOLD.</p>



<p>The City may require all of these other design elements to be modified even if compliant with a standard of the Local Planning Scheme or a deemed-to-comply provision of the Residential Design Codes. For example, if a proposed building complied with a boundary setback, it would remain open for the City to require a greater setback, and the City could recommend refusal in the event a proponent did not wish to increase the setback beyond the minimum requirement.</p>	<p>The revised policy does allow the City to require modifications to the design of the proposed building beyond the deemed-to-comply provisions of the R-Codes. This is necessary in order to meet the policy objective of giving balanced consideration to the expectations of both existing residents and proponents of new development regarding significant views.</p> <p>The comment is NOTED.</p>
<p>Draft P350.09 allows the City to request design modifications to enable an adjoining property to “retain some views”, without any reference to the definition of a ‘significant view.’ In other words, revised P350.09 could be used to refuse a proposal that did not retain any views from an adjoining property even if that view was not deemed to be ‘significant’. The proposed wording of draft P350.09 is inconsistent and provides no certainty.</p>	<p>The comment is NOTED and it is proposed to change the wording “retain some views” to “retain a significant view”.</p>
<p>Draft P350.09 does not achieve the Objective of giving a <i>“balanced consideration to the reasonable expectations of both existing residents and applicants proposing new development with respect to a significant view.”</i></p>	<p>The revised policy clearly sets out the City’s objectives and requirements regarding significant views.</p> <p>The comment is NOT UPHELD.</p>
<p>Revised P350.09 is weighted far too favourably toward residents of existing developments and gives undue advantage to developments already approved. It will be extremely difficult for new developments to maintain ‘significant views’ for residents of pre-existing developments, and for future proposals seeking a height variation, revised P350.09 will make it very difficult to satisfy the Performance Criteria relating to access to views as set out in Table B of Schedule 9 under Local Planning Scheme No.6 (or Table B of Schedule 9A pursuant to Amendment 46).</p>	<p>In order to meet the objective of the policy, the Council must give <i>balanced consideration to the reasonable expectations of both existing residents and applicants</i>. The policy itself is not weighted either way and it will be up to Council to determine any required modifications to a development application on a case-by-case basis. In addition, the policy does not allow the permitted residential density or building height to be reduced, thus protecting the normal development entitlements of all properties.</p> <p>Under Table B of Schedule 9A pursuant to Amendment 46, performance criteria 8(f) identifies retention of significant views from <i>as many as possible of the occupiers of neighbouring buildings</i> as a local community benefit. Depending on the extent of building height variation being sought, this criterion may be required to be met. Revised policy P350.09 does not interfere with Schedule 9 of TPS No. 6.</p> <p>The comment is NOT UPHELD.</p>

<p>Draft P350.09 is inconsistent with proposed P318 South Perth Station Precinct Application Requirements (P318). Draft P318 states the City <i>“aims to ensure that new development does not prejudice the options for future redevelopment of other sites in the future.”</i> As proposed, P350.09 will indeed prejudice options for future development within the South Perth Station Precinct, as it gives unfair advantage to those properties already developed or for which development approval has already been granted.</p>	<p>By requiring significant views from neighbouring properties to be considered by applicants proposing new development, P350.09 in no way prejudices options for future redevelopment of other sites in the future. P350.09 requires balanced consideration of the expectation of existing and proposed developments and this is consistent with the proposed new policy P318, which sets out application requirements for proposals within the South Perth Station Precinct.</p> <p>The comment is NOT UPHELD.</p>
<p>The future development potential of our client’s land will be severely prejudiced by draft P350.09. The land is situated between South Perth Esplanade and Mill Point Road and it is probable that any future development proposal will affect views from existing and proposed developments on adjoining properties to the rear. The current proposed wording is inequitable and prejudices our client’s future development options whilst favouring existing development, contrary to the intent of draft P318.</p>	<p>Any future development proposal on the subject site must satisfy the objectives of P350.09, which is the same in the revised and existing policy. The proposed revised wording is equitable, as discussed above, and does not contradict the objectives of draft P318, which is to <i>provide guidance on application requirements</i> within the South Perth Station Precinct. Draft P318 does not set expectations regarding significant views.</p> <p>The comment is NOT UPHELD.</p>
<p>An equitable balance of interests is best achieved by draft P318, not by introducing further burdens on future development in order to maintain ‘significant views’.</p>	<p>Draft P318 does not seek to balance the interests of existing residents and proponents of new development. Draft P318 provides <i>guidance on application information requirements and explanation as to the Council’s purpose in requiring the information, and how it will be applied.</i></p> <p>The comment is NOT UPHELD.</p>
<p>A more equitable approach would be for draft P350.09 to be modified at Clause 2.2 – Factors to Consider, so that any design modifications requested by the City relate only to those aspects of a design that seek a variation to either an existing standard prescribed by the Local Planning Scheme or a deemed-to-comply provision of the Residential Design Codes.</p>	<p>Both the existing and draft revised P350.09 provide scope for the City to meet the objective of balancing the consideration of significant views between existing residents and proponents of new development. Normal development entitlements are retained for proponents of new development under the policy, while aspects of the design may be required to be modified in order to retain significant views from adjoining properties. If the draft policy were to be modified as suggested, the City’s ability to require modifications to meet the objectives of the policy would be limited.</p> <p>The comment is NOT UPHELD.</p>

<p>Draft LPP 350.09 should be modified so that any reference to the retention of 'some views' is changed to a reference to a 'significant view.'</p>	<p>The comment is UPHeld.</p>
<p>We propose the following modified wording for Clause 2.2: 2.2 Factors to Consider In giving balanced consideration to the reasonable expectations of both existing residents of an adjoining property and the applicant with respect to a significant view as set out in the Policy Objectives, the City may require modifications to the design of the proposed building. Accordingly, the following elements of the proposed building may be required to be modified:</p> <ul style="list-style-type: none"><li>(a) Floor size;</li><li>(b) Roof form; and</li><li>(c) Other aspects of a design that seek a variation to either an existing standard prescribed by the Local Planning Scheme or a deemed-to-comply provision of the Residential Design Codes.</li></ul>	<p>As discussed above, limiting the City's ability to require modifications to the requirements of the Scheme and deemed-to-comply provisions of the R-Codes would compromise the effectiveness of the policy.</p> <p>The comment is NOT UPHeld.</p>

## Policy P312 Serviced Apartments

<b>Responsible Business Unit/s</b>	<b>Development Services</b>
<b>Responsible Officer</b>	<b>Manager Development Services</b>
<b>Affected Business Unit/s</b>	<b>Development Services</b>

### POLICY OBJECTIVES

This policy provides direction to applicants on the requirements for serviced apartments and guides the Council in the determination of development applications for this land use. The Policy Objectives are:

- (a) To facilitate the provision of self-contained visitor accommodation for short-term occupancy, as these visitors play an important role in the economic well-being of the City; and
- (b) To allow a mix of serviced apartments and Grouped Dwellings or Multiple Dwellings for long-term occupancy on the same site, regulated in a manner that will protect the amenity of the long-term residents.

### POLICY SCOPE

'Serviced apartments' are one form of 'Tourist Accommodation' in accordance with the definition of 'Tourist Accommodation' in the City of South Perth Town Planning Scheme No. 6 (TPS6). The following extract from Table 1 of TPS6 indicates the permissibility of 'Tourist Accommodation', including serviced apartments, in the various zones:

Table 1 TPS6 extract

<b>ZONES</b>	<b>Residential</b>	<b>District Centre Commercial</b>	<b>Mends Street Centre Commercial</b>	<b>Neighbourhood Centre Commercial</b>	<b>Highway Commercial</b>	<b>Mixed Use Commercial</b>	<b>Local Commercial</b>	<b>Public Assembly</b>	<b>Private Institution</b>	<b>Technology Park</b>
Tourist Accommodation										
- in areas coded R40 or lower	X	D	D	DC	DC	DC	X	X	X	X
- in areas coded R50 or higher	DC									

**NOTE (Refer to Clause 3.3(3) of TPS6):**

D = Discretionary Use      DC = Discretionary Use with Consultation      X = Prohibited Use

Since 'serviced apartments' are a sub-category of 'Tourist Accommodation', all provisions of this policy apply to any proposal for 'serviced apartments' in any zone where 'Tourist Accommodation' is a 'D' (discretionary) or 'DC' (discretionary with consultation) use under TPS6.

## Definitions

### **amenity**

Those qualities and characteristics of a site and its neighbouring area that contribute to the comfort and pleasantness of the residential environment.

### **temporary tenant**

Means a paying visitor who occupies a serviced apartment.

### **manager**

Means the owner or manager of a serviced apartment having the charge, management and control of providing and servicing the apartment for temporary tenants.

### **serviced apartment**

As defined in TPS6, means an apartment which is one of a group of two or more apartments on the same lot, used, furnished and equipped to be used on a temporary basis in a manner similar to a Grouped Dwelling or Multiple Dwelling, for which laundry and cleaning services are provided, with or without other ancillary amenities.

### **temporary occupancy**

Means occupancy of a serviced apartment by the same temporary tenant for a period of 6 months or less.

### **Tourist Accommodation**

as defined in TPS6 means any land or building used for human habitation on a temporary basis, with ancillary amenities such as Café/Restaurant, laundry and cleaning services. The term includes motel and serviced apartment and the like, but does not include Hotel, Residential Building or Bed and Breakfast Accommodation.

## POLICY STATEMENT

### **Location**

Cul-de-sac streets are generally not favoured for serviced apartments as the associated traffic movements and car parking may adversely affect the amenity of neighbouring properties.

### **Temporary occupancy**

- (a) In accordance with the TPS6 definition of 'serviced apartments', accommodation of this kind may only be occupied on a temporary basis. 'Temporary occupancy', as defined in this policy is a period of 6 months or less. A serviced apartment is not permitted to be occupied by the same temporary tenant for more than 6 months within any 12 month period.
- (b) Any planning approval granted for serviced apartments will be conditional upon the applicant registering on the Certificate of Title for the lot, a notification informing prospective purchasers that serviced apartments are not permitted to be occupied by the same temporary tenant for more than 6 months within any 12 month period.
- (c) The City will not issue a building licence for proposed serviced apartments until such time as the applicants, at their cost, have registered the required notification on the Certificate of Title relating to the occupancy restriction.
- (d) When the owner of a serviced apartment no longer intends to provide any laundry or cleaning services for temporary tenants; and wishes to extend the period of occupancy beyond the limit referred to in paragraph (b), it is the owner's responsibility to obtain planning approval from the City for a change of use of the premises.
- (e) In the Special Design Area of Special Control Area 1 any change of use in the premises referred to in (d) above, where discretion was used to approve additional height and plot ratio on the basis that the building was predominantly non-residential, the serviced apartment use can be replaced only by another non-residential land use.

### **Servicing**

A dwelling is deemed to be a 'serviced apartment' where the manager provides or arranges any laundry or cleaning service during or between occupancies by a temporary tenant, irrespective of the frequency of the provision of the service. The method of payment for servicing is not a relevant factor in determining whether the dwelling is a serviced apartment.

### **Permitted dwelling types**

The only dwelling types which are permitted to be used as serviced apartments are:

- (a) Single Bedroom Dwellings in Grouped and Multiple Dwelling form;
- (b) Grouped Dwellings; and
- (c) Multiple Dwellings.

### **Temporary Tenant Facilities**

A serviced apartment must be self-contained and include at least the following:

- (a) 1 living room;
- (b) 1 bedroom;
- (c) 1 kitchen;
- (d) 1 bathroom;
- (e) laundry facilities; or
- (f) any permissible combination of the above within the same room.

### **Car Parking**

- (a) Car parking bays for temporary tenants are to be provided at the rate of one (1) per serviced apartment.
- (b) In addition, parking bays for temporary tenants' visitors are to be provided at the rate of one bay for every four dwellings or part thereof.

### **Signs**

- (a) On sites containing a mixture of serviced apartments and dwellings occupied by long-term residents, signs advertising the serviced apartments are not permitted.
- (b) On sites containing only serviced apartments, an application for planning approval is required to be submitted and approved prior to the erection of any sign. All signs are to comply with the provisions of the City of South Perth Town Planning Scheme No. 6 and Council Policy P308 'Signs'.

### Management Plan

- (a) To maintain the amenity of neighbouring landowners, an effective and practical management plan or “house rules” is to be prepared and implemented by the manager. The management plan is to be lodged with the application for planning approval for the proposed serviced apartments. Following the Council's approval of the application, before any temporary tenants are received, the management plan is to be displayed within the building. In addition, a copy of the management plan is to be given to each temporary tenant when checking in.
- (b) As a minimum, the management plan shall contain provisions relating to:
  - (i) the maximum number of persons who may occupy each dwelling and maximum duration of stay of the temporary tenants;
  - (ii) measures to avoid disruptive or anti-social behaviour of temporary tenants and their visitors, including noise control;
  - (iii) check-in and check-out of temporary tenants being confined to the hours between 6:00am and 11.00pm on any day, with occasional exceptions for early or late arrivals or departures; and
  - (iv) arrangements for managing parking to ensure that temporary tenants utilise on-site parking bays and refrain from parking on the street or on verges and in bays reserved for long-term residents.
- (c) The Manager is responsible for ensuring that the management plan is adhered to by temporary tenants and their visitors.

### Servicing hours

Any activities relating to laundry and cleaning services shall be confined to the hours between 7am and 6pm on any day.

### Strata company's consent

Where an application for planning approval is lodged for proposed serviced apartments on a site containing dwellings for long-term occupancy held on strata titles, the applicant is to provide evidence that:

- (a) the owners of all dwellings on that site have given written consent for the proposed use of particular dwellings as serviced apartments;
- (b) by-laws have been adopted by the strata company approving the proposed use and requiring the vendor of any existing dwelling on the site to inform all prospective purchasers of the approved use of particular dwellings as serviced apartments; and
- (c) the strata company has given consent to the management plan.

### Complaints

When applying for planning approval for serviced apartments, the applicant is to provide evidence that the premises will be adequately supervised by the manager of the serviced apartments; and that an effective strategy will be implemented for neighbouring long-term residents to contact the manager if temporary tenants detrimentally affect the amenity of the long-term residents.

### Fire and emergency response plans

An emergency response plan, including fire escape route maps, is required to be clearly displayed in a conspicuous location within each serviced apartment.

### LEGISLATION/ LOCAL LAW REQUIREMENTS

- City of South Perth Town Planning Scheme No. 6.  
The proposal shall demonstrate compliance with the City's TPS6 provisions.
- Building Code of Australia  
The proposal shall demonstrate compliance with the *Building Code of Australia*.
- Public Health  
Public Health requirements apply, in accordance with the *Health Act 1911* and subsidiary legislation including the City's *Health Local Law 2002*.
- Environmental Protection  
Sources of noise from mechanical ventilation services, motors and pumps shall be acoustically treated and suitably located to comply with the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997*.
- Effluent disposal  
All dwellings shall be connected to a sewer in accordance with clause 6.8 of TPS6.

### OTHER RELEVANT POLICIES/ KEY DOCUMENTS

- Council Policy P301 Consultation for Planning Proposals
- Council Policy P303 Design Advisory Consultants
- Council Policy P308 Signs
- Council Policy P352 Final Clearance Requirements for Completed Buildings
- Council Policy P360 Informing the Neighbours of Certain Development Applications
- Council Policy P661 Complaints
- Any other relevant Council Policies.



## Strategic Direction 3 Housing and Land Uses

### Policy P350.02 Boundary Walls

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services
Affected Business Unit/s	Development Services

#### POLICY OBJECTIVES

- To ensure that boundary walls are appropriate for the streetscape and do not have any adverse impact on the amenity of adjoining properties.

#### POLICY SCOPE

- This Policy applies to all boundary walls forming part of , or adjoining, a residential development or Mixed Development.
- This Policy does not apply to the following:
  - In the case of Grouped Dwellings to be constructed prior to the creation of 'built strata' lots, a wall on an 'internal' boundary between dwellings comprising the development; and
  - Patio or carport columns abutting a boundary fence, where the roof is set back at least 0.45 metres from the boundary and the boundary fence does not exceed a height of 1.8 metres measured above the adjacent ground level of the lot adjoining the development site.
- Where there is an inconsistency between this Policy and provisions within a Precinct Policy relating to boundary walls, the provisions of the applicable Precinct Policy prevail.

#### Definitions

Refer to TPS6  
Schedule 1:

- boundary wall
- development
- fence
- ground level
- Mixed Development
- residential development
- development site

Refer to R-Codes  
Appendix 1:

- Carport
- Development site
- Dwelling
- Grouped dwelling
- Lot
- Patio
- Wall

## POLICY STATEMENT

### 1. Permitted Boundary Walls

#### 1.1 Permitted Boundary Walls

Subject to sub-clause 1.2, a boundary wall forming part of a residential development or Mixed Development is permitted where:

(a) it is setback from:

- (i) the street boundary by not less than the minimum primary street setback listed in Table 1 of the Residential Design Codes or Table 2 of Town Planning Scheme No. 6, whichever is greater; and
- (ii) a right-of-way by not less than the setback required for the dwelling where the right-of-way is the principal frontage; and

(b) it satisfies at least one of the following provisions:

- (i) in areas coded R15, R20 and R25, it does not exceed the height and length prescribed in clause 5.1.3 C3.2.ii of the Residential Design Codes;
- (ii) in all other areas coded R30 and R40, it does not exceed the height and length prescribed in clause 5.1.3 C3.2.iii of the Residential Design Codes;
- (iii) in areas coded R50 and above, it complies with clause 6.1.4 C4.3 of the Residential Design Codes.

#### 1.2 Boundary Wall Street Setback - Cygnia Cove

In areas coded R20 in the Cygnia Cove estate, Waterford, a boundary wall may be set back not less than 4.5 metres from the primary street boundary.

### 2. Amenity Factors

#### 2.1 Assessing Compliance with the Term 'Amenity'

For all boundary walls other than those permitted under clause 1 of this Policy, in determining whether the proposed boundary wall has any adverse impact on the amenity of the adjoining property, the City will consider the following factors:

- (a) Streetscape character;
- (b) Outlook from:
  - (i) the front of an adjoining dwelling or its front garden, if the proposed boundary wall is located forward of that adjoining dwelling; or
  - (ii) any habitable room window of an adjoining dwelling;
- (c) Visual impact of building bulk where the proposed boundary wall is situated alongside an outdoor living area on an adjoining lot; and
- (d) Amount of overshadowing of a habitable room window or outdoor living area on an adjoining lot. The amenity impact of the boundary wall will be deemed to be acceptable where the overshadowing caused by the boundary wall does not exceed the overshadowing caused by a wall that conforms to the Residential Design Codes 'deemed-to-comply' setback.

#### Advice Notes

Also refer to TPS6 clause 4.7 and Table 2.

Also refer to R-Codes clause 5.1.3 and Table 1 and clause 6.1.4 and Table 4

Clause 1 replaces the deemed-to-comply provisions of the R-Codes clause 5.1.3 C3.2

Clause 2.1 is provided to assist assessment of the R-Codes clause 5.1.3 P3.2.

The term "amenity" is included in R-Codes clause 5.1.3 P3.2.

#### Definitions

Refer to TPS6 Schedule 1:  
- boundary wall

Refer to R-Codes Appendix 1:  
- Adjoining Property  
- Deemed-to-Comply  
- Design Solutions  
- Frontage  
- Habitable Room  
- Height, Wall  
- Outdoor Living Area  
- Primary Street  
- Right-of-Way  
- Setback  
- Street  
- Street Setback

**2.2 Accompanying Information**

Where a boundary wall is proposed, other than a boundary wall permitted under clause 1 of this Policy, the applicant is to demonstrate by means of written justification and shadow diagrams that the proposal will not adversely affect amenity in terms of the amenity factors referred to in clause 2.1.

Advice Notes

Clause 2.2 expands the accompanying information requirements of the R-Codes clauses 3.2 and 3.3.

**3. Walls on Rear Boundary**

**3.1 Walls on Rear Boundary**

The siting of a wall on one or both side boundaries does not preclude the siting of another wall on the rear boundary of the same lot.

Definitions

Refer to TPS6 Schedule 1:  
- boundary wall  
- development site

**4. Permitted Surface Finish of Boundary Walls**

**4.1 Walls Visible from the Street**

Where the surface of a proposed boundary wall on a development site is visible from any portion of the street and forms part of the streetscape, the surface finish of the wall is to match the external walls of the building(s) on the development site.

Refer to R-Codes Appendix 1:  
- Adjoining property  
- Building  
- Lot  
- Street  
- Wall

**4.2 Walls Not Visible from the Street**

Where the surface of a proposed boundary wall on a development site is visible from the adjoining property but does not form part of the streetscape, the surface finish is to match the external walls of the neighbour's dwelling, unless the owner(s) of the adjoining property consent to another finish and their written agreement for the selected finish is supplied to the City.

**4.3 Surface Finish Identified on Plans**

Details of the surface finish demonstrating compliance with clause 4.1 or 4.2, as applicable, are to be included on the plans submitted with a building permit application.

**LEGISLATION/ LOCAL LAW REQUIREMENTS**

City of South Perth Town Planning Scheme No. 6  
Residential Design Codes of Western Australia  
Building Code of Australia

**OTHER RELEVANT POLICIES/ KEY DOCUMENTS**

City of South Perth Planning Policies

### Policy P350.03 Car Parking Access, Siting and Design

<b>Responsible Business Unit/s</b>	<b>Development Services</b>
<b>Responsible Officer</b>	<b>Manager Development Services</b>
<b>Affected Business Unit/s</b>	<b>Development Services</b>

#### POLICY OBJECTIVES

1. To provide for parking and associated structures in a manner that contributes positively to the streetscape and is compatible with dwelling design and materials.
2. To have regard for the safety and welfare of pedestrians on public footpaths and other road users when designing vehicle access and parking.

#### POLICY SCOPE

1. This Policy applies to:
  - (a) Any proposed garage or carport associated with any existing or proposed dwelling; and
  - (b) Any proposed unroofed car parking bay associated with any existing or proposed dwelling.
2. This Policy augments and is to be read in conjunction with the provisions of Town Planning Scheme No. 6 and the Residential Design Codes relating to car parking.

Under clause 7.8 of TPS No. 6, the Council may permit variations from specified site requirements, if the Council is satisfied that there would be no adverse amenity impact. This Policy identifies the extent of variation the Council may consider.

3. Where there is an inconsistency between this Policy and provisions within a Precinct Policy relating to car parking, the provisions of the applicable Precinct Policy prevail.

## POLICY STATEMENT

### **1. Setback of Garages, Carports and Unroofed Car Bays**

#### **1.1 Minimum Setback of Garages from the primary Street Boundary**

The minimum setback of garages from the primary street boundary shall be:

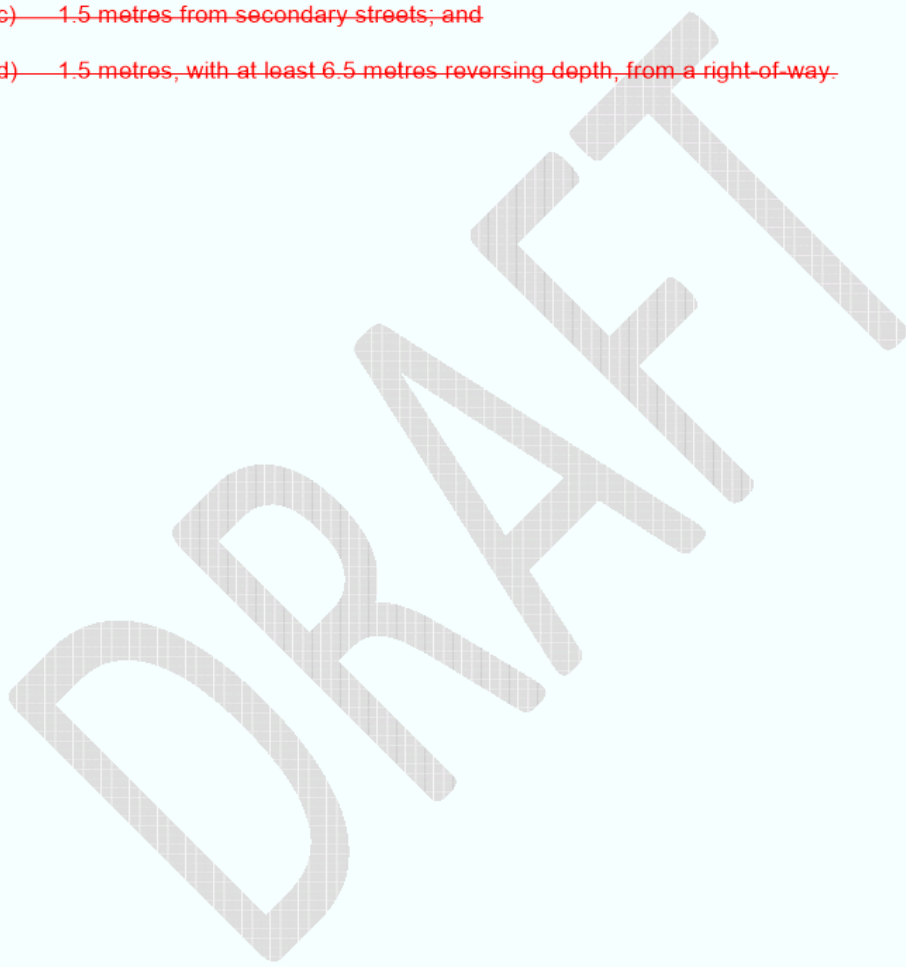
- (a) 4.5 metres from primary streets; or
- (b) 3.0 metres from primary streets where vehicles are parked parallel to the street alignment.
- (c) ~~1.5 metres from secondary streets; and~~
- (d) ~~1.5 metres, with at least 6.5 metres reversing depth, from a right-of-way.~~

#### Advice Notes

Clause 1.1 replaces the deemed-to-comply provision C1.1 of the R-Codes clause 5.2.1.

#### Definitions

Refer to R-Codes Appendix 1:  
- Garage  
- Right-of-Way  
- Primary Street  
- Secondary Street  
- Setback  
- Street Boundary



**1.2 Minimum Setback of Carports from the Street Boundary**

The minimum setback of carports from the street boundary shall be:

- (a) 4.5 metres from primary streets;
- (b) ~~1.0 metre and no greater than~~ 1.5 metres from primary streets in the following circumstances:
  - (i) where a carport is proposed to be added to an existing dwelling, and there is no practical location behind a 4.5 metre setback from the street alignment for two roof-covered parking bays complying with the minimum dimensions prescribed in Town Planning Scheme No. 6; or
  - (ii) the focus area is characterised by at least one-third of the lots already having carports in the front setback area;
- (c) 1.5 metres from secondary streets;
- (d) ~~4.5 metres~~ nil, with at least ~~6.5-0~~ metres reversing depth, from a right-of-way; and
- (e) 0.5 metres for the roof eaves, where the carport is setback no more than 1.5 metres from the street boundary.

**1.3 Minimum Setback of Unroofed Car Bays from the Street Boundary**

Where car bays are required to satisfy parking requirements under the R-Codes or TPS6 and are proposed to be unroofed, the minimum setback of unroofed car bays from the street boundary shall be:

- (a) 4.5 metres from primary streets;
- (b) 1.5 metres from secondary streets; and
- (c) nil, with at least 6.0 metres reversing depth, from a right-of-way.
- ~~(c) 1.5 metres, with at least 6.5 metres reversing depth, from a right-of-way.~~

**1.4 Measurement of Setbacks from the Street Boundary**

The minimum setback of garages, carports and unroofed car bays from the street boundary are measured to:

- (a) Garages - the wall closest to the street boundary;
- (b) Carports - the front of the column closest to the street boundary; and
- (c) Unroofed car bays - the edge of the car bay closest to the street boundary.

Advice Notes

Clauses 1.2, 1.3 and 1.4 replace the deemed-to-comply provisions of the R-Codes clause 5.2.1.

Also refer to TPS6 clause 6.3(8) and Schedule 5.

Clause 2.1 is provided to assist assessment of TPS6 clause 6.3(6)(d).

Also refer to TPS6 clause 6.3(6)(d).

Definitions

Refer to TPS6 Schedule 1:  
- Development  
- Focus Area

Refer to R-Codes Appendix 1:  
- Carport  
- Dwelling  
- Garage  
- Right-of-Way  
- Primary Street  
- Secondary Street  
- Setback  
- Street  
- Street Boundary  
- Wall

**2. Building Design of Car Parking Structures**

**2.1 Roof Cover to Occupiers' Car Bays**

At least one occupiers' car bay for each dwelling is to be provided with roof cover. Where a development requires less than one car bay for each dwelling, all occupier bays are to be provided with roof cover.

## 2.2 Garage and Carport Opening Width

The following requirements apply to all garages and carports:

- (a) The minimum opening widths for a garage or carport, measured clear of the face of any column or pier shall be 2.5 metres per car space:-

- (i) ~~single width: 2.5 metres;~~  
(ii) ~~double width: 5.0 metres.~~

- (b) Garages with a triple-width opening facing the street would generally have an excessively dominant visual impact on the associated dwelling and would not be compatible with the streetscape. Therefore, such garages will generally not be permitted.

### Advice Notes

~~Clause 2.2 relates to the minimum dimensions of car bays and the maximum garage width.~~

Also refer to TPS6 clause 6.3(8) and Schedule 5 and R-Codes clause 5.2.2.

## 2.3 Garages and Carports Within Front Setback Area

The following requirements apply to garages and carports located within the front setback area:

- (a) Where a garage or carport is proposed to be located wholly or partly within the front setback area, the design, materials and colour are to match those of the dwelling to which the structure is appurtenant;
- (b) A carport situated within the front setback area is not permitted to have an entry door or gate unless such door or gate is 'visually permeable' as defined in the Residential Design Codes; and
- (c) ~~A carport situated within the front setback area is required to meet the maximum width and obstructed view deemed to comply provisions of Residential Design Codes clause 5.2.1 C1.5; and~~
- (d) Where a proposed carport is designed with a pitched roof, either at least half-height or full-height brick piers are required to be used to support the roof.

### Definitions

Refer to R-Codes Appendix 1:  
- Battleaxe Lot  
- Carport  
- Deemed-to-Comply  
- Dwelling  
- Garage  
- Grouped Dwelling  
- Height, Wall  
- Setback Area  
- Single House  
- Street  
- Visually Permeable

## 2.4 Garages and Carports Not Within Front Setback Area

The following requirements apply to garages and carports not located within the front setback area:

- (a) Where an attached garage or carport is proposed to be located to the side of a dwelling and not within the front setback area, the materials and colours are to match those of the dwelling to which the garage or carport is appurtenant; and
- (b) ~~Where a carport is proposed to be located to the side of a dwelling and not within the front setback area, the colour of the components visible from any street are to match the colour of the dwelling to which the carport is appurtenant; and~~
- (c) In the case of a development comprising two or more Grouped Dwellings or Single Houses in battle-axe lot configuration, the colour of any appurtenant garage or carport shall match that of the dwelling to which it is appurtenant, whether or not the garage or carport is visible from any street.
- (d) Where a garage or carport appurtenant to a dwelling is accessed from a secondary street and is set back less than 6.0 metres from the secondary street boundary the colours and materials of the components visible from any street are to match the dwelling.

**2.5 ~~Garages and Carports Accessed from a Secondary Street~~**

~~Where a garage or carport appurtenant to a dwelling is accessed from a secondary street:~~

- ~~(a) The colours of the components visible from any street are to match the colours of the dwelling; and~~
- ~~(b) The construction materials are to match those of the dwelling if the garage or carport is to be set back less than 6.0 metres from the secondary street boundary.~~

Advice Notes

Clauses 1.1(b) and 2.7 replace the deemed-to-comply provisions of the R-Codes clause 5.2.1 C1.1.ii.

**2.6 Maximum Size of Carport Support Columns**

Where a carport column is set back less than 1.5 metres from the street alignment, its dimensions shall not exceed 360 mm x 360 mm.

Refer to TPS6 clause 6.3(8) and Schedule 5 for minimum dimensions of car bays.

**2.7 Garages Where Vehicles are Parked Parallel to the Street**

In the case of any garage within the front setback area where vehicles are parked parallel to the street, the wall facing the street is to incorporate windows, other architectural design features, or artistic treatment to provide visual relief. The area between the front wall of the garage and the street boundary is to contain shrubs or bushes at least 1.2 metres in height at the time of planting, appropriately complementing the treatment of the front wall.

Clause 3.2 refers to R Codes clause 5.2.1 C1.1

Clause 4.2 refers to TPS6 Clause 4.3(i)

**3. Conversion of Car Parking Spaces**

**3.1 Conversion of Existing Roofed-Covered Parking Spaces**

Where two existing roofed-covered parking bays complying with the minimum dimensions prescribed in Town Planning Scheme No. 6 are already located behind a 4.5 metre street setback, or there is a practical location to provide such bays behind the 4.5 metre street setback; neither of those the existing parking bays nor the available location is permitted to be converted to another use.

Definitions

Refer to R-Codes Appendix 1:  
- Carport  
- Deemed-to-Comply  
- Dwelling  
- Garage  
- Grouped Dwelling  
- Height, Wall  
- Secondary Street  
- Setback  
- Street  
- Street Boundary

**3.2 Conversion of Carports to Garages**

~~The City will only approve conversion of a carport to a garage where the resultant garage would~~ Where an existing carport is set back less than 4.5 metres from the street, the City will not approve conversion of that carport to a garage unless it would comply with the Residential Design Codes setback requirements for garages and as required by Item clause 1.1 of this policy.

**4. Design and Location of Visitor Car Parking**

**4.1 Retention and Identification**

All visitors' bays, other than those situated in tandem with a dwelling occupier's bay, shall be:

- (a) Retained permanently for the exclusive use of visitors; and
- (b) Identified as common property on any strata plan relating to the development.

**4.2 Provision of Roof Cover**

Visitors' bays for Grouped Dwellings and Multiple Dwellings shall be unroofed if the bay is located within the front setback area.



#### 4.3 Tandem Parking

Where the Residential Design Codes require the provision of visitors' parking bays, such bays are not to be situated in tandem with a dwelling occupier's parking bay, except where:

- (a) Visitors to the other dwellings have shared access to at least one other conveniently located visitors' bay;
- (b) Two bays arranged side by side are provided for the exclusive use of the occupier of the dwelling in addition to the visitors' bay; and
- (c) The dwelling occupier's parking bay obstructed by the visitors' bay is set back at least 4.5 metres from the street alignment and the visitors' bay does not obstruct access to any other bay.

#### Advice Notes

Clause 4.4 is provided to assist assessment of the design principles of the R-Codes clause 5.3.4 P4.

Refer to TPS6 clause 6.3(6)(b) and R-Codes clauses 5.3.5 C5.2 and C5.3 for minimum dimensions of driveways.

#### 4.4 Location of Bays

The City may support the visitor car parking bays not being located near the point of entry and/or outside a security barrier ~~in the following circumstances:~~

~~(a) Visitors' bays may be located elsewhere on the development site~~ if the City considers that the proposed location of ~~those~~ bays would better serve visitors' convenience; and

~~(b)~~ Where visitors' bays are situated inside a security barrier:

- (i) visitors shall have convenient access outside the security barrier to an electronic communication system linked to each dwelling;
- (ii) a dedicated embayed standing area shall be provided exclusively for use in conjunction with the electronic communications system;
- (iii) the electronic communications system embayment shall be located wholly on the development site in a position where it will not obstruct the communal street; and
- (iv) at least two ~~additional~~ visitors' bays are to be provided outside the security barrier in the case of Multiple Dwellings, and one additional bay for Grouped Dwellings.

#### Definitions

Refer to TPS6 Schedule 1:  
- Development Site

Refer to R-Codes Appendix 1:  
- Communal Street  
- Deemed-to-Comply  
- Driveway  
- Dwelling  
- Grouped Dwelling  
- Multiple Dwelling

### 5. Formed Driveway Dimensions

#### 5.1 Minimum Formed Driveway Width

Driveways serving four dwellings or less are to maintain a minimum width of 3.0 metres throughout their entire length.

**5.2 Formed Driveway Dimensions to Enable Vehicles to Enter the Street in Forward Gear**

Figures 1 to 6 of this Policy contain diagrams depicting six different parking bay layouts and manoeuvre arrangements. These diagrams illustrate layouts that are designed to facilitate single forward and reverse movements into and from the parking bay and are based on the B85 design vehicle referred to in Australian Standard AS 2890.1. However, it is recognised that other layouts can also be functional.

When vehicles are required to enter the street in forward gear, the driveway and other vehicle accessways shall be a sufficient size to comply with one of the following:

- (a) The layout is to comply with one of the parking bay and manoeuvre arrangements depicted in Figures 1 to 6; or
- (b) Applicants are to demonstrate that their proposal is functional by means of diagrams showing the swept paths of a vehicle. The vehicle is to be able to enter or leave the site in a forward gear without relying on any other parking bay to facilitate such movements. The positioning and dimensions of the parking bays and access ways are to be designed to demonstrate compliance with all of the following requirements:
  - (i) the swept paths are to be derived from Australian Standard AS 2890.1 or another authoritative source which is to be identified on the diagrams;
  - (ii) the design vehicle is to be the B85 vehicle defined in Australian Standard AS 2890.1 as: *"The design motor car whose physical dimensions represent the 85<sup>th</sup> percentile class of all cars and light vans on the road."* (Refer to Appendix B of AS 2890.1 for data and diagrams relating to the B85 vehicle); and
  - (iii) the entry and exit manoeuvres are to be designed to facilitate single forward and reverse movements into and from the parking bay.

Advice Notes

Clause 5.2 relates to the forward access to the street requirements based upon the minimum dimensions of car bays.

Refer to TPS6 clauses 6.3(8) and 6.6(2) and Schedule 5 and R-Codes clauses 5.3.5 C5.3 and C5.4.

Figures 1 to 6 are located within Appendix 2 of this Policy.

Clause 6.1 is provided to assist assessment of the design principles of the R-Codes clause 5.3.5 P5.

Definitions

Refer to TPS6 Schedule 1:  
- Residential Development

Refer to R-Codes Appendix 1:  
- Deemed-to-Comply  
- Design Principles  
- Development Site  
- Driveway  
- Dwelling  
- Right-of-Way  
- Site  
- Street

**6. Vehicle crossovers**

**6.1 Minimising Vehicular Access From a Public Street**

Where the development site adjoins an essential right-of-way, the City may approve residential development relying on primary vehicular access from a public street to one or more of the required car bays, subject to:

- (a) There being only one crossover from the public street; and
- (b) In the case of a site 12.0 metres wide or less, the crossover being not wider than 4.0 metres.

**6.2 Crossovers and Development Design to Retain Street Trees**

The City normally expects existing street trees to remain undisturbed by new developments. All new crossovers are to meet the following requirements:

- (a) Driveways and vehicle crossovers shall be setback a minimum distance of 3.0 metres from a street tree, measured from the centre of the tree trunk, unless the City Environment department permits a lesser distance or the removal of the tree.
- (b) If a development proposal indicates the removal of a street tree to accommodate a vehicle crossover and formed driveway, but the City requires the tree to be retained, where relocation of the crossover causes access difficulties, modifications to the site plan or building design or both, will be required.

Advice Notes

Clause 6.2 is provided to assist assessment of the deemed-to-comply provisions of the R-Codes clause 5.3.5 C5.3.

Also refer to the City's policy P350.05 Trees on Development Sites and Street Verges.

**6.3 Crossover Design and Associated Remedial Works**

All new crossovers are to meet the following requirements:

- (a) All crossovers are to be designed and constructed in accordance with the City's related specifications and guidelines included in Council Management Practice M353 Crossing (Crossover) Construction;
- (b) The required vehicle crossover may be either newly constructed or an existing crossover widened to the required minimum width; and
- (c) Where a proposed new or extended crossover would interfere with any existing services maintained by the City, a service authority or private company, the applicant is to arrange for the relocation of the affected infrastructure. Prior to the City issuing a building permit, the applicant is to submit the affected service provider's written agreement to the intended relocation of the infrastructure. All relocation costs are to be met by the applicant.

Definitions

Refer to TPS6 Schedule 1:  
- Development  
- Residential Development

Refer to R-Codes Appendix 1:  
- Building  
- Deemed-to-Comply  
- Development Site  
- Driveway  
- Dwelling  
- Site  
- Street

**6.4 Removal of Redundant Crossovers**

The site plan for any proposed residential development is to show the intended removal of any redundant crossover and the reinstatement of the verge and kerbing. These remedial works are to be completed at the applicant's cost prior to occupation of any dwelling.

**7. Formed Driveway Gradient**

**7.1 Verge Levels Not to be Modified**

The City will not approve alterations to verge levels for any new, rebuilt or modified crossover, to prevent difficulties for pedestrian movement along the road verge or footpath, unless this proves necessary due to design complications caused by topography.

## 7.2 Indemnity for Steep Gradients

Where topography creates difficulties in adhering to the maximum gradients permitted by Town Planning Scheme No. 6 clause 6.10(2) (1:12 within 3.6 metres of the street alignment and 1:8 for the remainder of the driveway), the City may allow a steeper gradient subject to the applicant complying with the following:

- (a) Where the driveway gradient at any point is steeper than the maximum prescribed in Town Planning Scheme No.6 clause 6.10(2) but not steeper than 1:6, the applicant is to submit a letter which acknowledges responsibility for any access difficulties that may arise, without any future recourse to the City of South Perth.
- (b) Where the driveway gradient at any point is steeper than 1:6 but not steeper than 1:4, the applicant is to submit:
  - (i) a letter which acknowledges responsibility for any access difficulties that may arise, without any future recourse to the City of South Perth; and
  - (ii) certification from a consulting traffic engineer or architect that the design of the vehicular access from the street to all parking bays complies with the provisions of Australian/New Zealand Standard AS/NZ 2890.1:2004 - Parking Facilities - Part 1: Off-Street Car Parking. The consulting engineer or architect is to also certify the actual finished driveway gradient, which in no case is to be steeper than 1:4.

The required letter and certification are to be provided prior to the issuing of a building permit.

- (c) Approval will not be granted for any driveway with a gradient steeper than 1:4.

### Advice Notes

Also refer to TPS6 clause 6.10(2).

Appendix 1 is provided to assist assessment of the deemed-to-comply provisions of the R-Codes clause 5.3.5 C5.4.

Also refer to TPS6 clause 6.6(2).

### Definitions

Refer to R-Codes Appendix 1:  
- Deemed-to-Comply  
- Driveway  
- Street

## 8. Mechanical Parking Devices (Car Stackers)

8.1 Where a car stacking system is proposed, the minimum internal dimensions of associated car parking bays are to be 2.1 metres in height, 5.5 metres in length, 2.5 metres in width, and having a minimum weight bearing capacity of 2,600 kilograms.

8.2 A minimum of 20% of the total onsite car parking bays provided shall be provided without requiring the use of a mechanical parking device.

8.3 Mechanical parking devices shall be for tenants/owners of a development and shall be maintained as operational for the life of the building, including in the event of a power failure. The City will apply conditions of development approval to all development applications involving mechanical parking devices to ensure:

- (a) Ongoing compliance with operational specifications is achieved as outlined in a Parking Management Plan.
- (b) Owners and prospective purchasers are aware of their obligations with respect to the use of mechanical parking devices.

8.4 Variations to clause 8.1 may be considered where the applicant can clearly demonstrate that site constraints prohibit compliance, and the City is satisfied that the mechanical parking device will not adversely affect the amenity of the locality nor be unduly impractical in use.

## 9. Appendices

### 1 Street Entry in Forward Gear

The City of South Perth Functional Road Hierarchy lists Canning Highway as a Primary Distributor road.

The following roads are classified as District Distributors:

- (a) Douglas Avenue;
- (b) George Street;
- (c) Hayman Road;
- (d) Kent Street;
- (e) Labouchere Road (Mill Point Road to Thelma Street);
- (f) Manning Road;
- (g) Mill Point Road (Labouchere Road to Canning Highway);
- (h) South Terrace;
- (i) Thelma Street (Labouchere Road to Canning Highway); and
- (j) Way Road.

DRAFT

2 **Figures 1 - 6**

- Figure 1 Parking bay manoeuvre 90° single - 6.5 metre reverse
- Figure 2 Parking bay manoeuvre 90° single - 7.0 metre reverse
- Figure 3 Parking bay manoeuvre 180° single
- Figure 4 Parking bay manoeuvre 90° double - 6.5 metre reverse
- Figure 5 Parking bay manoeuvre 90° double - 7.0 metre reverse
- Figure 6 Parking bay manoeuvre 180° double

Advice Notes

Appendix 2 is provided to assist assessment of TPS6 clause 6.6(2) and the deemed-to-comply provisions of the R-Codes clause 5.3.5 C5.4.

Appendix 3 is provided to assist assessment of the deemed-to-comply provisions of the R-Codes clause 5.3.3 C3.1.

3 **High Frequency Public Transport Routes**

Based upon the timetable of train and bus services as at **June 2016**, the following train stations and bus routes meet the definitions of 'high frequency rail route' and 'high frequency bus route' respectively in Appendix 1 of the Residential Design Codes.

\* These streets only meet the 'high frequency bus route' definition at the times and route directions listed.

Train Stations on high frequency rail routes:

- (a) Canning Bridge Station Mandurah Line

High frequency bus routes:

(a)	Abjornson Street*		AM to Perth	PM from Perth
(b)	Addison Street*		AM to Perth	PM from Perth
(c)	Angelo Street*	(King Edward St to Addison St)	AM to Perth	PM from Perth
(d)	Berwick Street*	(Rathay Street to Geddes Street)	PM	
(e)	Bruce Street	(Henley Street to Canavan Crescent)		
(f)	Bruce Street*	(Henley St to Saunders St)	AM to Perth	PM from Perth
(g)	Canavan Crescent	(Bruce Street to Manning Road)		
(h)	Canning Highway	(Canning Bridge to Henley/Berwick Street)		
(e)	Canning Highway*	(Henley Street to Berwick Street)	AM to Perth	PM from Perth
(i)	Centenary Avenue			
(j)	Gillon Street*	(Abjornson St to Walanna Dr)	AM to Perth	PM from Perth
(k)	Hayman Road*	(east of Kent Street)	AM to Curtin	
(l)	Henley Street	(Canning Highway to Bruce Street)		
(m)	Henley Street*	(Bruce St to Abjornson St)	AM to Perth	PM from Perth
(n)	Hensman Street*	(Addison St to Sandgate St)	AM to Perth	PM from Perth
(o)	Jackson Road*	(Walanna Dr to Kent St)	AM to Perth	PM from Perth
(p)	Kent Street*	(Manning Road to Hayman Road)	AM to Curtin	
(q)	King Edward Street*	(Mill Point Rd to Angelo St)	AM to Perth	PM from Perth
(r)	Labouchere Road*	(Thelma Street to Mill Point Road)	AM to Perth	PM from Perth
(s)	Lawson Street	(north of Manning Road)		
(t)	Manning Road	(Canavan Crescent to Kent Street)		
(u)	Manning Road	(east of Centenary Avenue to Lawson St)		
(v)	Morrison Street*		AM to Perth	PM from Perth
(w)	Murray Street*	(South Tce to Ryrie Av)	AM to Perth	PM from Perth
(x)	Mill Point Road*	(Labouchere Rd to King Edward St)	AM to Perth	PM from Perth
(y)	Sandgate Street*	(Hensman St to South Tce)	AM to Perth	PM from Perth
(z)	Saunders Street*	(Morrison St to Bruce St)	AM to Perth	PM from Perth

Definitions

Refer to R-Codes Appendix 1:  
- Deemed-to-Comply  
- High Frequency Bus Route  
- High Frequency Rail Route  
- Street

(aa)	South Terrace*	(Sandgate St to Murray St)	AM to Perth	PM from Perth
(ab)	Thelma Street*	(Throssell St to Morrison St)	AM to Perth	PM from Perth
(ac)	Throssell Street*	(Ryrie Av to Thelma St)	AM to Perth	PM from Perth
(ad)	Walanna Drive*		AM to Perth	PM from Perth

**LEGISLATION/ LOCAL LAW REQUIREMENTS**

City of South Perth Town Planning Scheme No. 6  
Residential Design Codes of Western Australia  
Building Code of Australia



**OTHER RELEVANT POLICIES/ KEY DOCUMENTS**

City of South Perth Planning Policies

DRAFT

**Appendix 1 - Street Entry in Forward Gear**

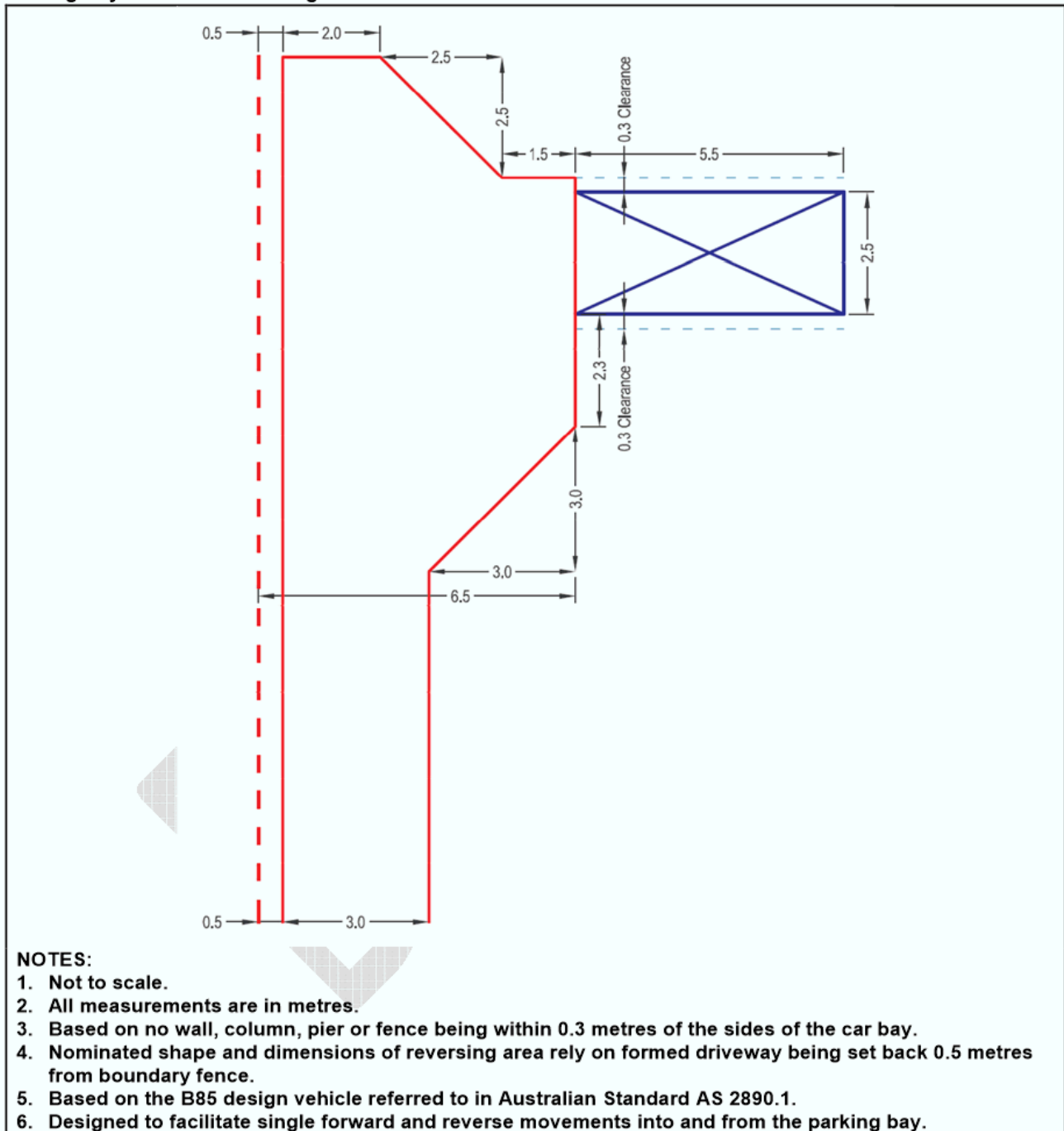


	<b>Primary Distributor</b>	Canning Highway.
	<b>District Distributor</b>	Douglas Avenue, George Street, Hayman Road, Kent Street, Labouchere Road (Mill Point Road to Thelma Street), Manning Road, Mill Point Road (Labouchere Road to Canning Highway), South Terrace, Thelma Street (Labouchere Road to Canning Highway) and Way Road.



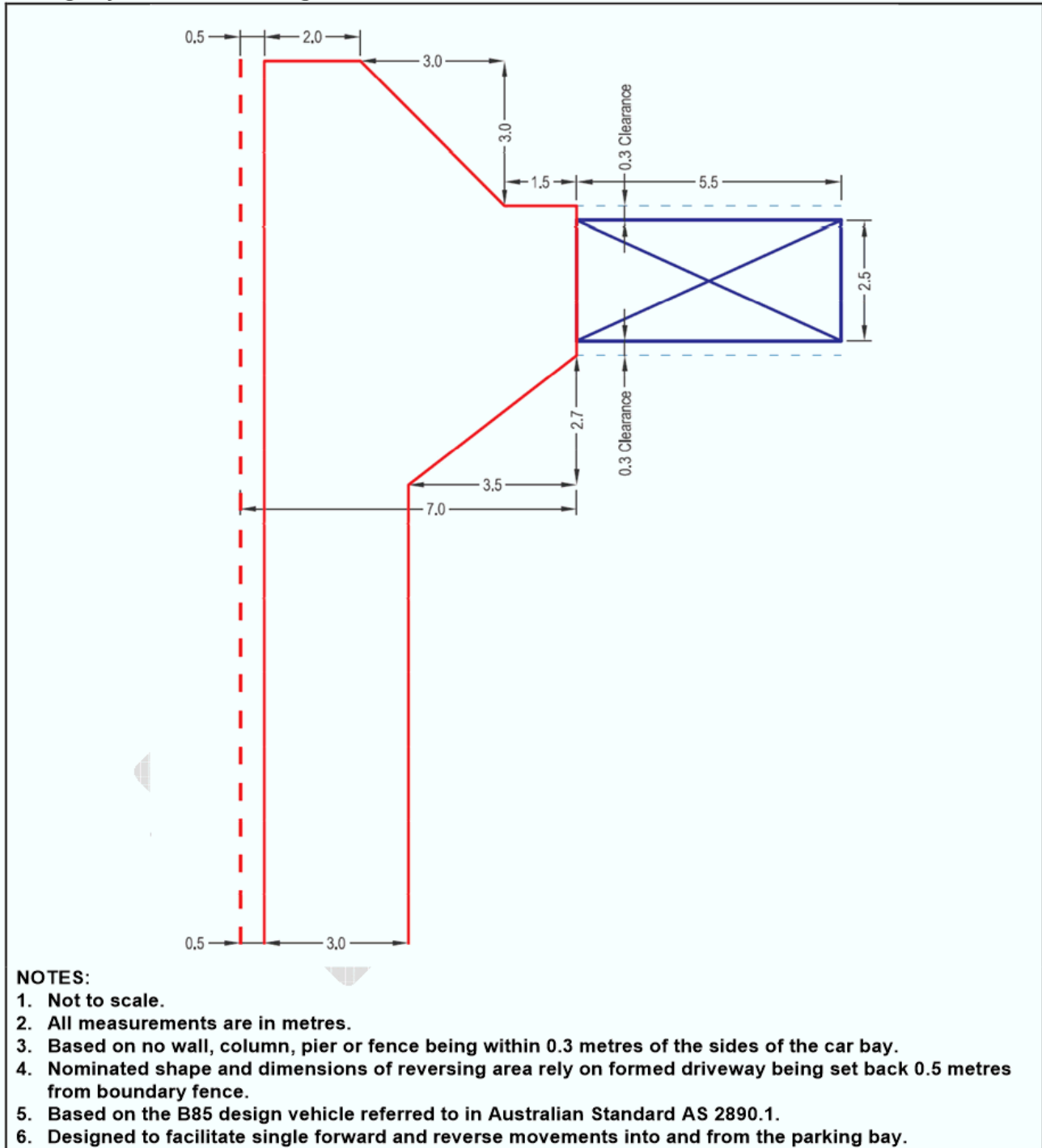
Appendix 2 - Figures 1 - 6

Figure 1  
Parking Bay Manoeuvre 90° Single - 6.5 Metre Reverse



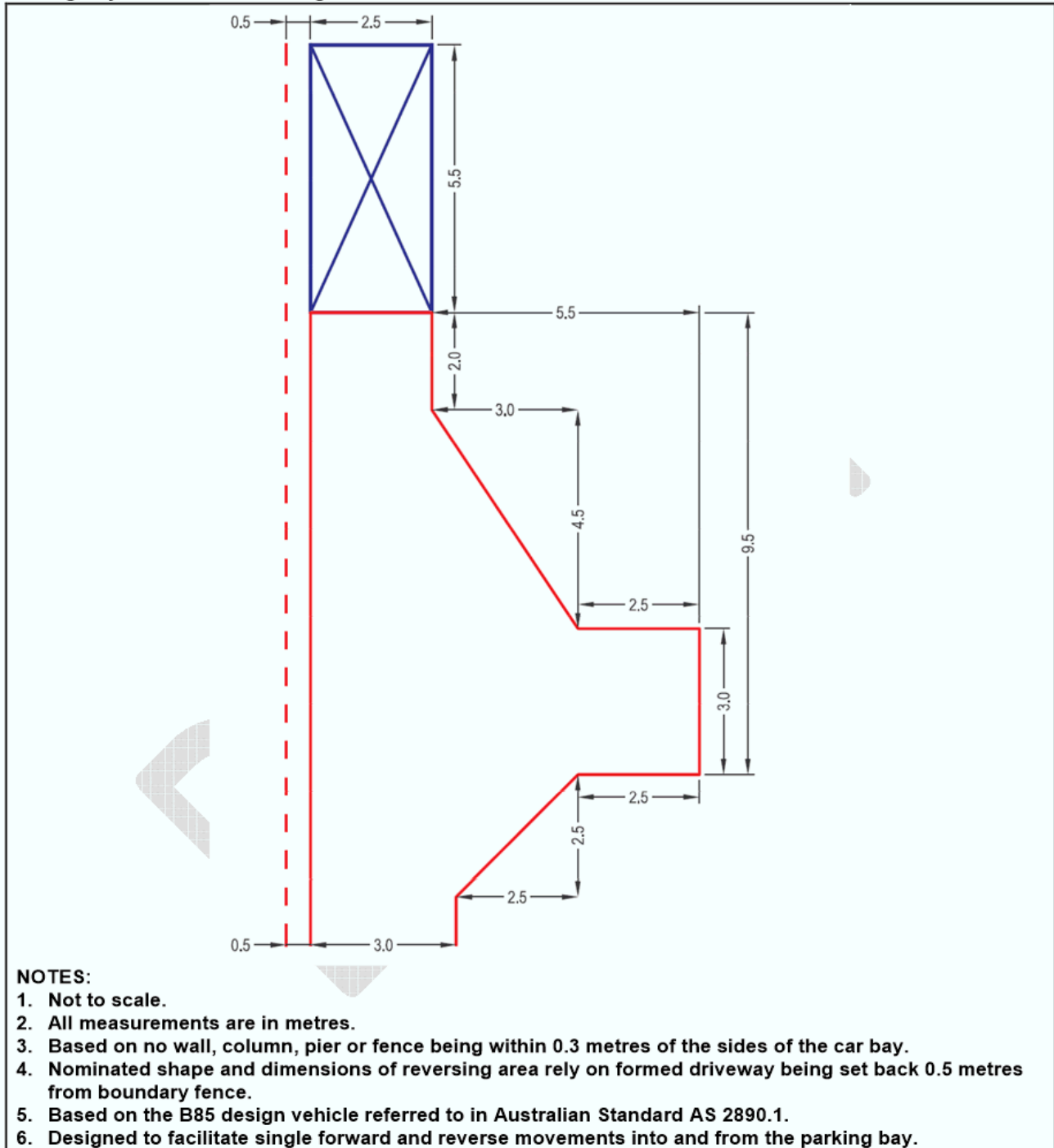
Appendix 2 - Figures 1 - 6

Figure 2  
Parking Bay Manoeuvre 90° Single - 7.0 Metre Reverse



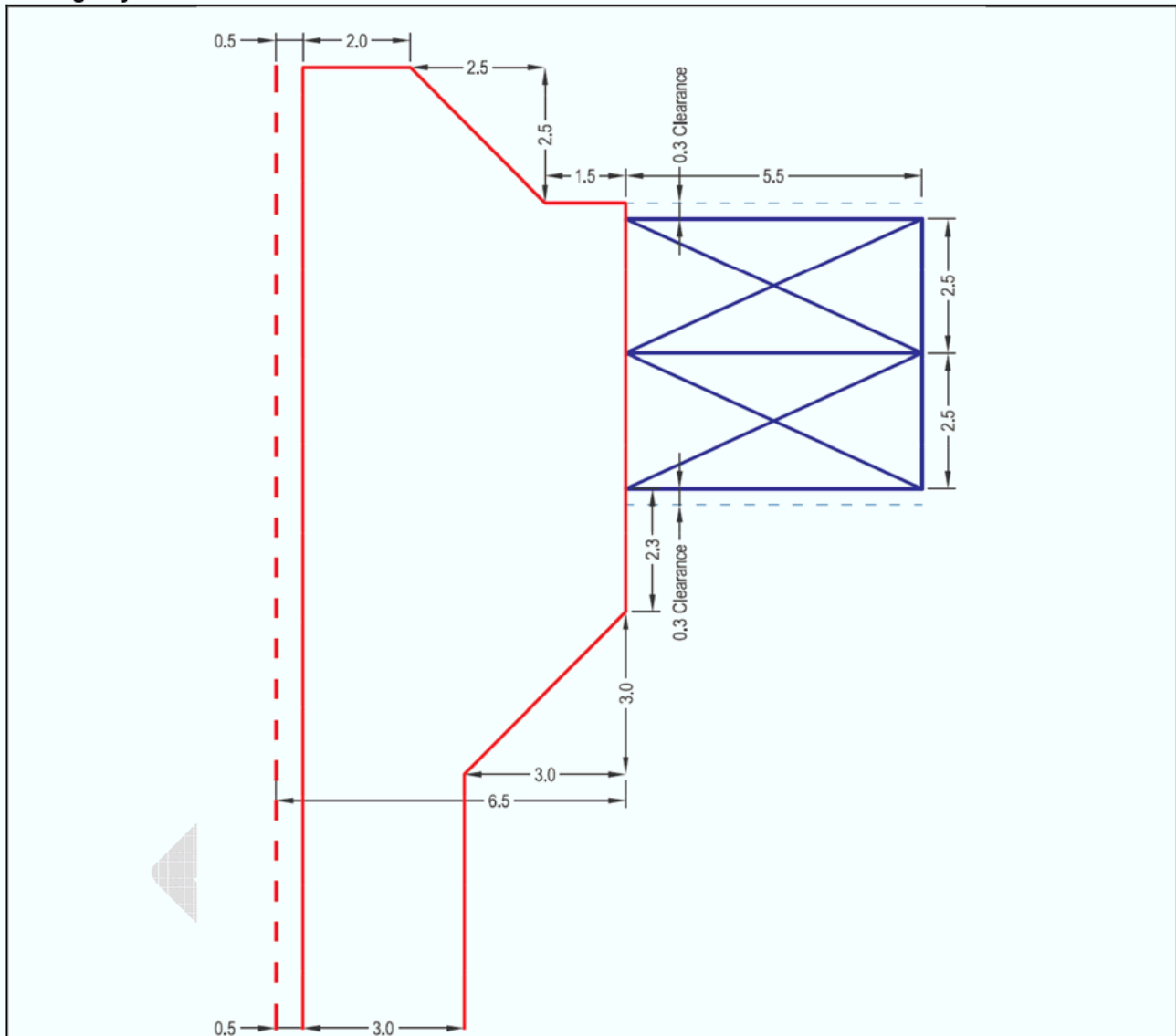
Appendix 2 - Figures 1 - 6

Figure 3  
Parking Bay Manoeuvre 180° Single



Appendix 2 - Figures 1 - 6

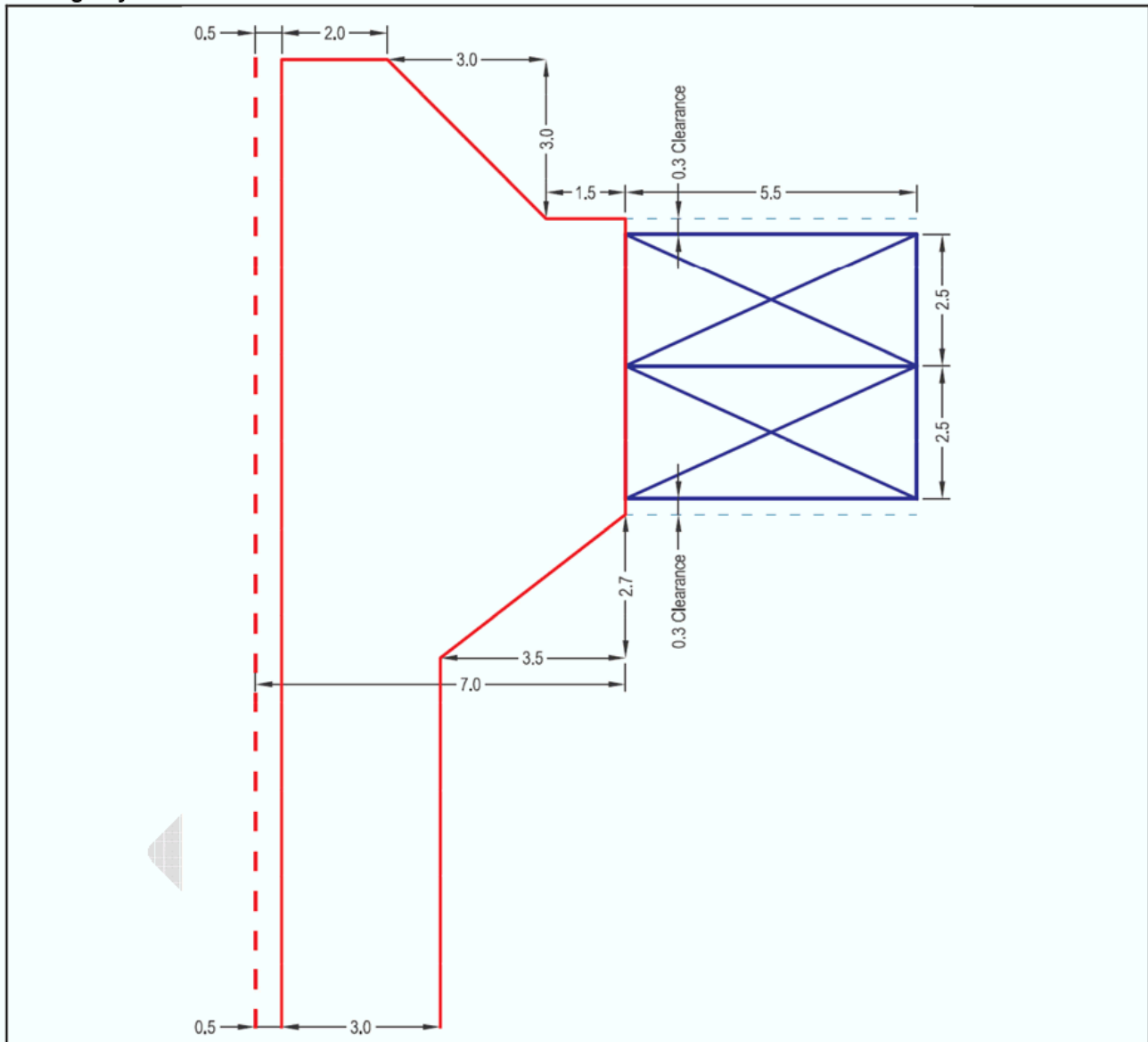
Figure 4  
Parking Bay Manoeuvre 90° Double - 6.5 Metre Reverse



- NOTES:**
- 1. Not to scale.
  - 2. All measurements are in metres.
  - 3. Based on no wall, column, pier or fence being within 0.3 metres of the sides of the car bay.
  - 4. Nominated shape and dimensions of reversing area rely on formed driveway being set back 0.5 metres from boundary fence.
  - 5. Based on the B85 design vehicle referred to in Australian Standard AS 2890.1.
  - 6. Designed to facilitate single forward and reverse movements into and from the parking bay.

Appendix 2 - Figures 1 - 6

Figure 5  
Parking Bay Manoeuvre 90° Double - 7.0 Metre Reverse

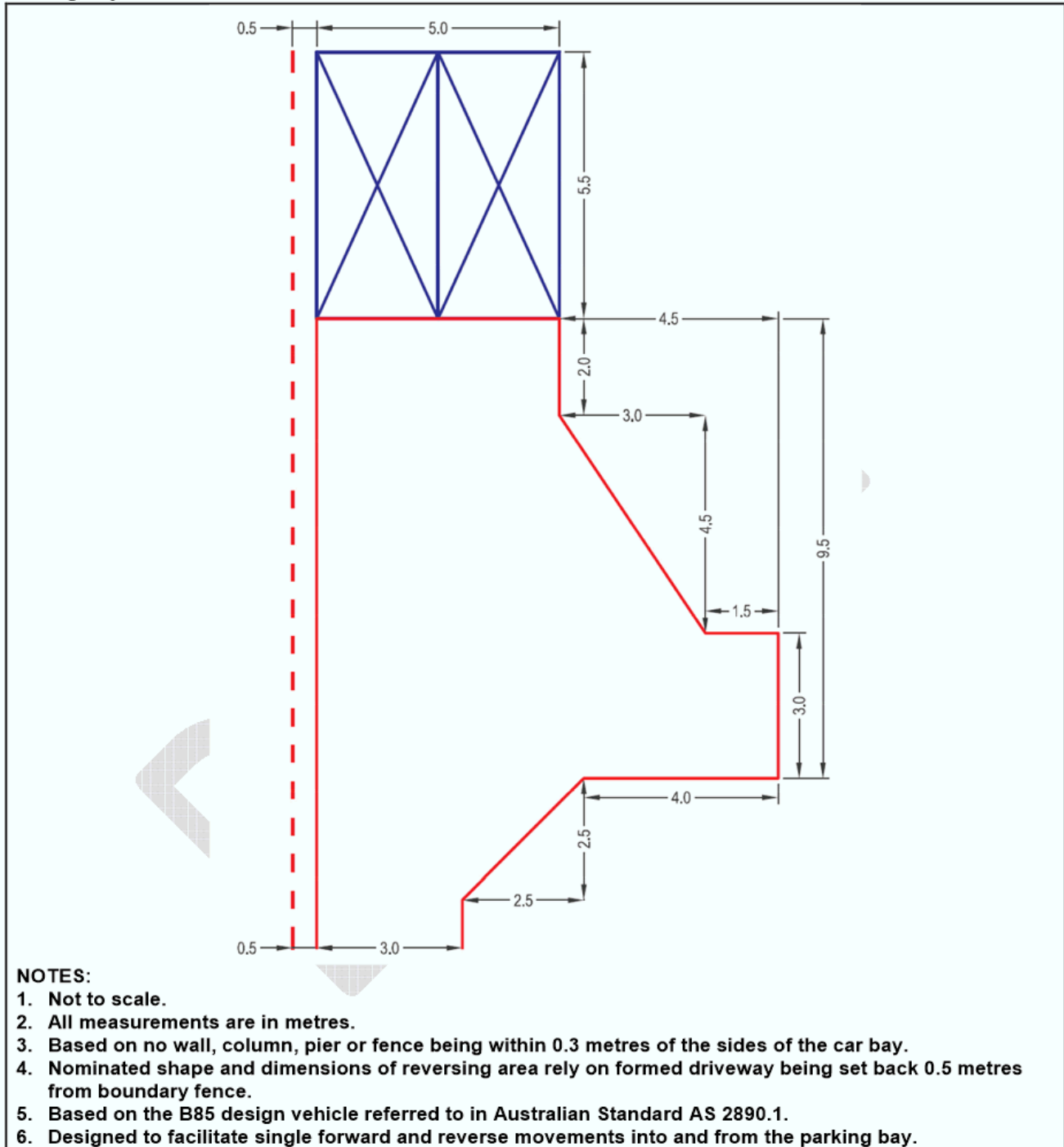


NOTES:

- 1. Not to scale.
- 2. All measurements are in metres.
- 3. Based on no wall, column, pier or fence being within 0.3 metres of the sides of the car bay.
- 4. Nominated shape and dimensions of reversing area rely on formed driveway being set back 0.5 metres from boundary fence.
- 5. Based on the B85 design vehicle referred to in Australian Standard AS 2890.1.
- 6. Designed to facilitate single forward and reverse movements into and from the parking bay.

Appendix 2 - Figures 1 - 6

Figure 6  
Parking Bay Manoeuvre 180° Double



### Appendix 3 - High Frequency Public Transport Routes

#### Advice Notes

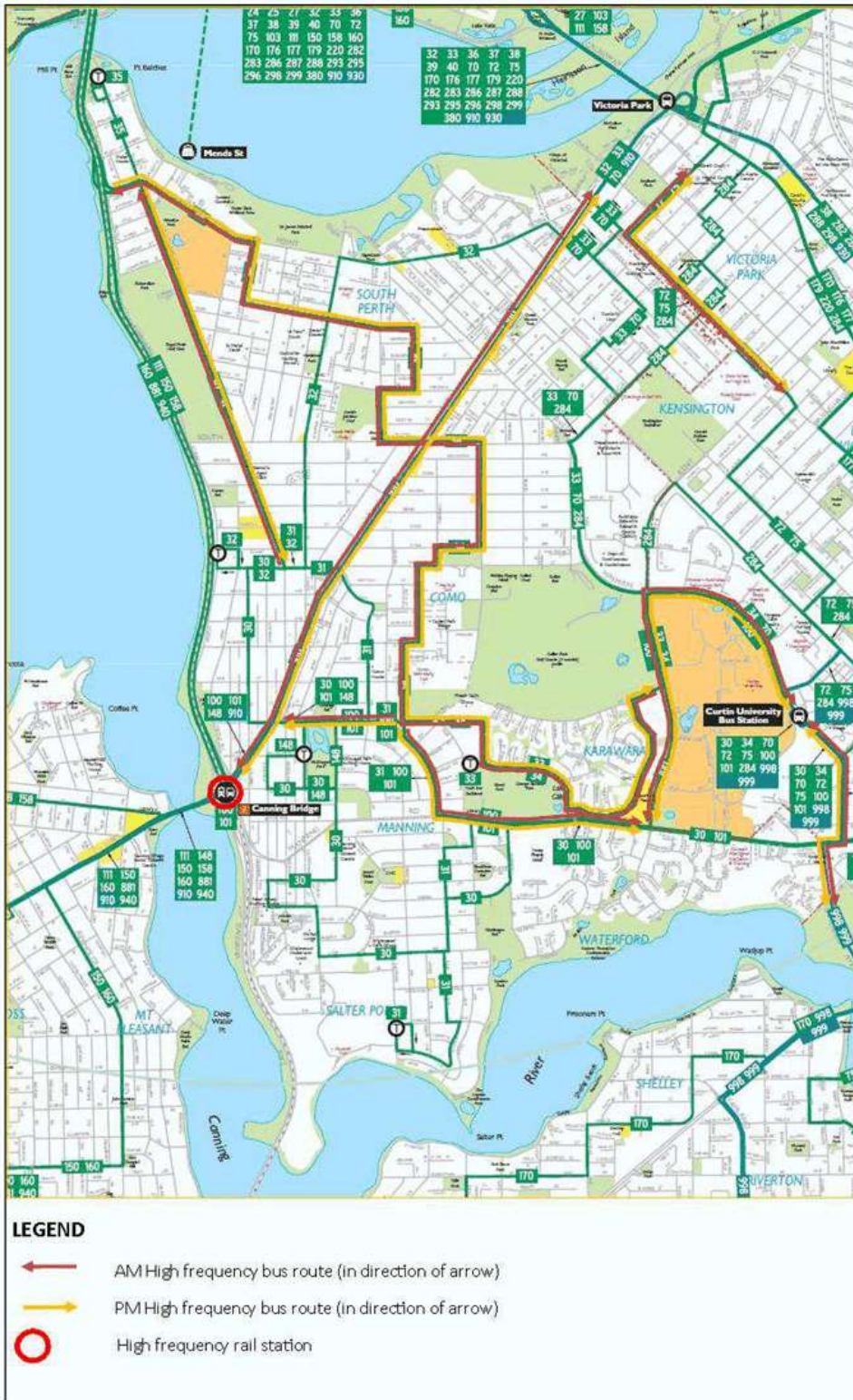
Appendix 3 is provided to assist assessment of the deemed-to-comply provisions of the R-Codes clause 5.3.3 C3.1.

Based upon the timetable of train and bus services as at **June 2016**, the identified train station and bus routes meet the definitions of 'high frequency rail route' and 'high frequency bus route' respectively in Appendix 1 of the R-Codes. Please check the up to date Transperth timetable before using this information in a development application.

The identified streets only meet the 'high frequency bus route' definition at the identified time of day and direction of travel.

#### Definitions

- Refer to R-Codes Appendix 1:
- Deemed-to-Comply
  - High Frequency Bus Route
  - High Frequency Rail Route
  - Street





Planning Policy Manual  
Policy P350.03 Car Parking Access, Siting and Design



## Policy P350.04 Additions to Existing Dwellings

<b>Responsible Business Unit/s</b>	<b>Development Services</b>
<b>Responsible Officer</b>	<b>Manager Development Services</b>
<b>Affected Business Unit/s</b>	<b>Development Services</b>

### POLICY OBJECTIVES

1. To ensure that the design, materials and colours of additions to an existing dwelling match, or are compatible with, the existing dwelling.
2. To achieve a sufficient degree of compatibility between an existing dwelling and any proposed dwelling situated at the rear of the existing dwelling.

### POLICY SCOPE

1. This Policy applies to development proposals involving:
  - (a) Any addition or alteration to any existing dwelling; and
  - (b) Any existing dwelling and any new dwelling where the new dwelling is to be constructed behind the existing dwelling and each dwelling gains access from the same street.
2. This Policy does not apply to proposals involving:
  - (a) Garages and carports whether attached to, or detached from, a dwelling. Provisions relating to garages and carports are contained in the City's car parking policy; and
  - (b) Any other detached outbuilding.

### POLICY STATEMENT

#### 1. Additions Forming Part of an Existing Dwelling

##### 1.1 Additions and Alterations to Match the Existing Dwelling

Additions and alterations forming part of an existing dwelling are to externally match the existing dwelling with respect to design, materials and colours. Variations to this requirement are only permitted to the extent specified elsewhere in this policy.

#### Definitions

Refer to TPS6  
Schedule 1:  
- Development

##### ~~1.2 Additions Involving Skillion Roofs~~

~~Where a proposed addition forming part of an existing dwelling has a skillion or flat roof or another roof form which is different from the form of the existing roof, the following requirements apply:~~

- ~~(a) The depth of the addition shall not exceed 4.0 metres;~~
- ~~(b) The addition shall be set back 12.0 metres from the street boundary;~~
- ~~(c) The external materials and colours of the walls of the addition are to match those of the existing dwelling; and~~
- ~~(d) The roofing material of the addition is not required to match that of the existing dwelling.~~

Refer to R-Codes  
Appendix 1:  
- Carport  
- Dwelling  
- Garage  
- Outbuilding  
- Street



### 1.3 Upper Storey Additions

Where an upper storey addition is proposed to form part of an existing dwelling, the external materials and colours of the walls of the addition are not required to match those of the existing dwelling, provided that the upper storey walls are:

- (a) Not in the same vertical plane as the ground storey walls;
- (b) Separated from the ground storey walls by an intervening architectural feature; or
- (c) ~~the roof design, material and colour of the addition are required to match that of the existing dwelling.~~

#### Definitions

Refer to R-Codes Appendix 1:  
- Building  
- Communal Street  
- Dwelling  
- Grouped Dwelling  
- Habitable Room  
- Patio  
- Street  
- Street Boundary  
- Wall

### 1.4 Additional Habitable Rooms Detached From an Existing Dwelling

~~Where additional habitable rooms are proposed in a building detached from an existing dwelling the external colours of the detached additions are to be compatible with the existing dwelling.~~

### 1.5 Patio Additions

A patio is ~~not~~ required to ~~match be compatible with~~ the design, materials and external colours of the dwelling to which it is attached ~~where in the following situations:~~

- (a) ~~Where~~ the patio is set back ~~at least~~ less than 12.0 metres from the street boundary; ~~or and~~
- (b) ~~Where~~ the patio is ~~not~~ visible from a public street; ~~and~~
- (c) ~~For Grouped Dwelling proposals, where the patio is not visible from a communal street.~~

## 2. Addition of a New Dwelling to an Existing Dwelling

### 2.1 Additional Dwelling Fronting a Public Street

Where a proposed additional dwelling fronts directly onto a public street, that dwelling is to comply with the requirements of deemed provisions 67(m) and (n) clauses 7.5(j) and (n) of Town Planning Scheme No. 6 and any applicable Precinct Streetscape Policy.

### 2.2 Additional Dwelling Behind an Existing Dwelling

Where a dwelling is proposed to be added behind an existing dwelling and each is accessed from the same street:

- ~~(i) the design of any proposed dwelling is to be compatible with the existing dwelling; however~~
- ~~(ii) the dwellings are not required to match one another in terms of their external colours and materials.~~
- (a) The external design, materials and colours of the proposed dwelling are not required to match or be compatible with the existing dwelling; and
- (b) The existing landscaping is to be upgraded.



### 2.3 Upgrade of Retained Dwellings

~~In the case of a 'built strata' proposal, the City will determine the extent of required upgrading in order to comply with the Residential Design Codes. Among other works, the required upgrading could include any or all of the following:~~

- ~~(a) Bagging or rendering and painting of the brickwork;~~
- ~~(b) Repair of mortar joints;~~
- ~~(c) Where the roof tiles are discoloured, replacement of all roof cladding with new tiles or metal sheeting, or the professional re-coating of the existing roof tiles subject to a 15-year guarantee against discolouration;~~
- ~~(d) Repair or replacement of gutters and downpipes;~~
- ~~(e) Where flat-roofed, skillion-roofed or non-masonry portions of an existing dwelling are set back less than 12.0 metres from the street boundary, those portions of the dwelling are to be demolished;~~
- ~~(f) Where flat-roofed, skillion-roofed or non-masonry portions of an existing dwelling are set back at least 12.0 metres from the street boundary, those portions of the dwelling are to be upgraded to a standard equivalent to the rest of the dwelling;~~
- ~~(g) Concealment of plumbing fittings attached to the side wall of the existing dwelling alongside the communal street serving any proposed dwelling;~~
- ~~(h) Substitution of glass blocks in place of glass panes for any toilet window where situated in the side wall of the existing dwelling alongside the communal street serving any proposed dwelling;~~
- ~~(i) Other exterior repainting where necessary; and~~
- ~~(j) Removal of any asbestos wall or roof sheeting.~~

### 2.4 Completion of Upgrading Works

Where an existing dwelling is retained as part of a Grouped Dwelling development, or the existing landscaping, is required to be upgraded, the specified upgrading works are to be completed prior to either occupation of any new dwelling, or the issuing of Strata Titles, whichever occurs first.

## 3. Heritage-Listed Dwellings

### 3.1 Additions Forming Part of an Existing Heritage-Listed Dwelling

In the case of any proposed additions and alterations forming part of an existing heritage-listed dwelling in Management Categories A or B in the Heritage List:

- (a) The provisions of clauses 1.1, 1.3 and 1.4 apply; and
- (b) The roof of the additions is to form an extension of the main roof of the existing dwelling. Skillion roofs are not permitted for additions to heritage-listed dwellings.

#### Advice Notes

Clause 2.3 is provided to assist assessment of the deemed-to-comply provisions of the R-Codes clause 5-2.6 C6.

#### Definitions

Refer to TPS6 Schedule 1:  
- Development  
- Heritage List

Refer to R-Codes Appendix 1:  
- Communal Street  
- Dwelling  
- Grouped Dwelling  
- Landscaping  
- Street Boundary



**3.2 Addition of New Dwelling to an Existing Heritage-Listed Dwelling**

In the case of a dwelling proposed to be added behind an existing heritage-listed dwelling where each is accessed from the same street:

- (a) The provisions of clause 2 apply; and
- (b) Any additional dwelling is to be designed and sited in a manner that will adequately safeguard the integrity, and complement the character, of the heritage-listed dwelling.

Advice Notes

Clause 3.2 is provided to assist assessment of TPS6 ~~clause 6.41~~ deemed provisions Part 3 Heritage Protection.

~~Also refer to TPS6 clause 6.41.~~

Clause 4.1 expands the accompanying information requirements of the R-Codes clauses 3.2 and 3.3.

Definitions

Refer to R-Codes Appendix 1:  
- Dwelling  
- Street

**4. Information Requirements**

**4.1 Application Drawings to Identify External Materials and Colours**

Where proposed additions forming part of an existing dwelling or additional dwellings are required to match the existing dwelling in relation to external materials and colours, the application drawings relating to any such proposal are to identify the external materials and colours of both the existing dwelling and the proposed additions.

**LEGISLATION/ LOCAL LAW REQUIREMENTS**

*City of South Perth Town Planning Scheme No. 6  
Residential Design Codes of Western Australia  
Building Code of Australia*

**OTHER RELEVANT POLICIES/ KEY DOCUMENTS**

City of South Perth Planning Policies

## Strategic Direction 3 *Housing and Land Uses*

### Policy P350.07 Fencing and Retaining Walls

<b>Responsible Business Unit/s</b>	<b>Development Services</b>
<b>Responsible Officer</b>	<b>Manager Development Services</b>
<b>Affected Business Unit/s</b>	<b>Development Services</b>

#### POLICY OBJECTIVES

1. To regulate the height of obstructions adjacent to formed driveways and at the corners of streets and rights-of-way in the interest of pedestrian and vehicular safety.
2. To preserve or re-establish a desired 'open front garden' streetscape character.
3. To promote casual surveillance of the public and private realm through appropriate fencing design, in order to increase on-site and neighbourhood safety and security.
4. To regulate the height of side and rear boundary dividing fences in the interest of maintaining visual privacy.
5. To generally restrict the height of side and rear boundary dividing fences to 1.8 metres because higher fences can often adversely affect the amenity of an adjoining property by reason of dominant bulk, overshadowing or restriction of views.
6. To regulate the height of retaining walls in the interests of maintaining streetscape compatibility and protecting neighbours' amenity.

#### Definitions

Refer to TPS6  
Schedule 1:  
- Fence  
- Residential  
Development

Refer to R-Codes  
Appendix 1:  
- Adjoining  
Property  
- Driveway  
- Height, Wall  
- Right-of-Way  
- Site  
- Street

#### POLICY SCOPE

1. This Policy applies to any fencing and retaining walls on the street, side or rear boundary of the site of any residential development.
2. In relation to corner truncation areas adjacent to formed driveways and at the intersection of streets and rights-of-way, the Policy also applies to other obstructions which could obscure the sight-lines of motorists.



**POLICY STATEMENT**

**1. Street Walls and Fences**

**1.1 Permitted Fencing on Primary Streets and Within the Front Setback Area**

Fences situated on either the primary street boundary or the portions of the side boundaries within the front setback area, are to comply with the requirements set out in Table 1 below:

Advice Notes

Clause 1.1 replaces the deemed-to-comply provisions of the R-Codes clause 5.2.4 C4.

**Table 1**  
**Requirements for Fencing Design - Primary Streets and Within the Front Setback Area**

Design Element	Requirements
Timber pickets	Maximum height: 1.2 metres.
Fibre cement or metal sheeting	<u>Permitted on the side boundaries only.</u> Maximum height: 1.2 metres.
Solid base of fence	Maximum height: 1.2 metres. Materials: Face brickwork, rendered brick, limestone blocks, or similar masonry.
Piers	Maximum height: 1.8 metres to underside of capping; 2.1 metres to top of capping. Maximum width: 0.470 metres. Materials: Face brickwork, rendered brick, limestone blocks, or similar masonry.
Open grille panels between piers	Maximum height: 1.8 metres. Percentage open: 80% minimum. <del>Percentage solid: 20% maximum.</del>
Retaining walls	Maximum height: 0.5 metres. Materials: Design and finish to match solid base of fence.

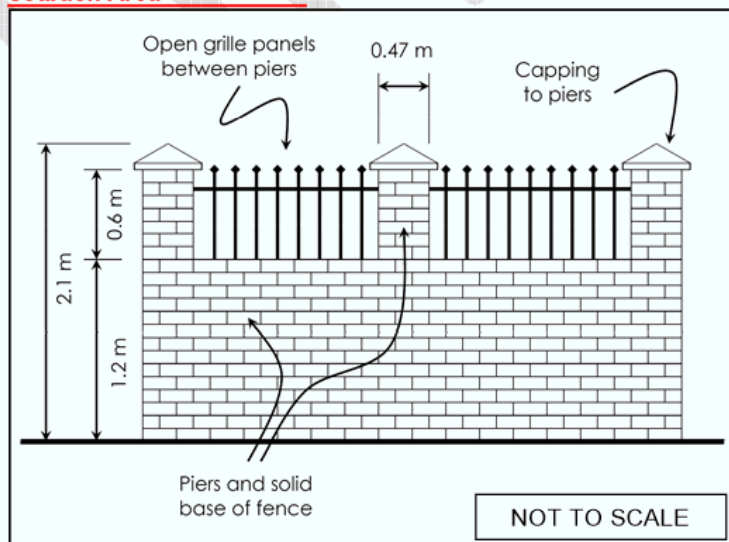
Definitions

Refer to TPS6  
Schedule 1:  
- Fence

Refer to R-Codes  
Appendix 1:  
- Height, Wall  
- Primary Street  
- Setback  
- Street

Figure 1 below depicts the requirements relating to the fencing design elements referred to in Table 1 above.

**Figure 1**  
**Requirements for Fencing Design - Primary Streets and Within the Front Setback Area**





1.2 **Permitted Solid Fences up to 1.8 Metres High within the Front Setback Area**

A solid fence to a maximum of 1.8 metres height is permissible to the extent indicated below:

- (a) The whole or any part of the primary street setback area may be enclosed where the development site fronts onto the following streets:
  - (i) Canning Highway;
  - (ii) Douglas Avenue;
  - (iii) George Street;
  - (iv) Hayman Road;
  - (v) Kent Street;
  - (vi) Labouchere Road (Mill Point Road to Thelma Street);
  - (vii) Manning Road;
  - (viii) Melville Parade;
  - (ix) Mill Point Road (Labouchere Road to Way Road);
  - (x) South Terrace;
  - (xi) Thelma Street (Labouchere Road to Canning Highway); and
  - (xii) Way Road.
  
- (b) Where the development site fronts onto any street other than those listed in (a) above, having regard to any policy relating to streetscape, not more than 50% of the landscaped portion of the primary street setback area may be enclosed in the following circumstances:
  - (i) Where privacy screening is needed in the front setback area because there is no alternative outdoor living area; or
  - (ii) Where privacy screening is needed for north-facing outdoor living areas.

Advice Notes

Clause 1.2 is provided to assist assessment of the design principles of the R-Codes clause 5.2.4 P4.

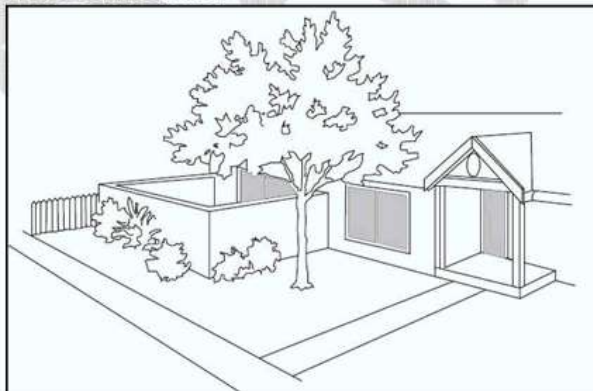
Definitions

Refer to TPS6  
Schedule 1:  
- Fence

Refer to R-Codes  
Appendix 1:  
- Development Site  
- Height, Wall  
- Landscaped  
- Outdoor Living Area  
- Primary Street  
- Screening  
- Setback  
- Street  
- Street Boundary

Figure 2, below, illustrates one example of the permissible extent of fencing up to 1.8 metres in height within the front setback area.

**Figure 2**  
**Example of Permissible Extent of Fencing up to 1.8 Metres Height Within Front Setback Area**



NOT TO SCALE

Source:  
Residential Design  
Codes 2010

- (c) A solid wall not exceeding 1.0 metre in width, for the purpose of installing meter boxes adjacent to the street boundary.

**1.3 Permitted Fencing on Secondary Street**

Fences situated on the secondary street boundary are to comply with the requirements set out below:

- (a) A solid fence up to 1.8 metres in height; and
- (b) Not constructed using fibre cement or metal sheeting.

Definitions

Refer to TPS6  
Schedule 1:  
- Fence  
- Finished Ground Level

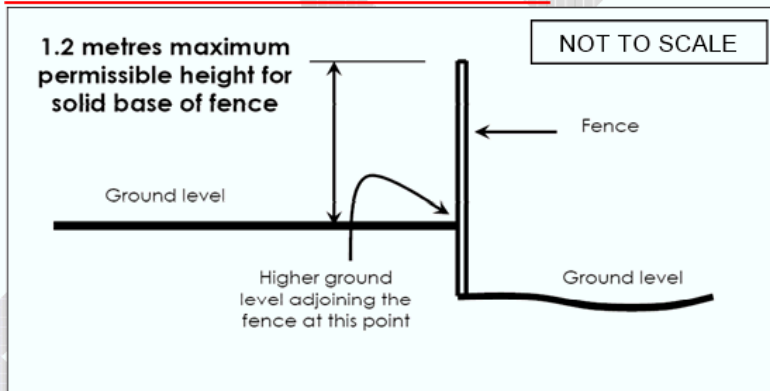
**1.4 Method of Measuring Fence Height**

The fence height is measured as follows:

- (a) The height of a fence on a primary or secondary street boundary is measured from any point along the street footpath or verge adjacent to the fence; and
- (b) The height of a fence on the portion of a side boundary within the front setback area, other than within a corner truncation area, is measured from the level of the ground adjacent to the fence at any point. Where the ground level is higher on one side of the fence than on the other, the fence height is measured from the higher side. Figure 4 depicts the method of measuring fence height.

Refer to R-Codes  
Appendix 1:  
- Development Site  
- Height, Wall  
- Secondary Street  
- Setback  
- Street  
- Street Boundary

**Figure 4**  
**Fence Height Measured Above the Higher Ground Level Adjoining the Fence**  
**- Side Boundaries within the front setback area**

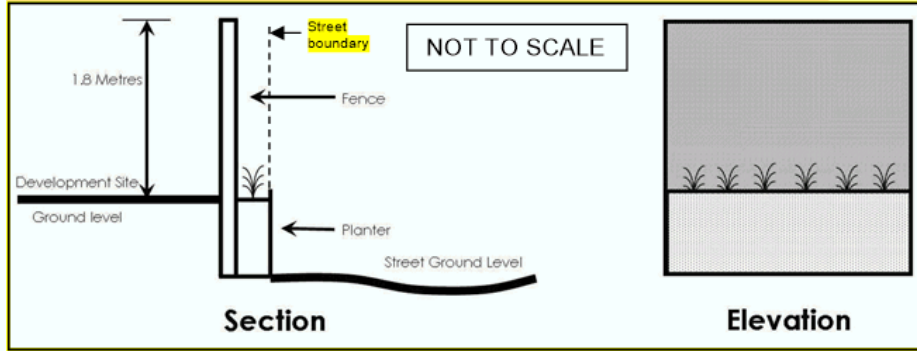




- 1.5 **Fences More Than 1.8 Metres High on or Near the Street Boundary**  
Where the finished ground level of the development site near the street boundary is higher than the street verge or footpath, a 1.8 metres high fence, measured from the finished ground level rather than as specified in clause 1.4, may be permitted where the design of the fence minimises the visual impact on the street.

Figure 3 illustrates one example of fencing that is more than 1.8 metres in height measured from the street verge or footpath that minimises the visual impact on the street:

**Figure 3**  
**Example of Fencing Design - Minimises the Visual Impact on the Street**



DRAFT



## 2. Sight Lines

### 2.1 Permitted Obstructions within a Driveway Corner Truncation Area

Any obstruction located within a driveway corner truncation area is to comply with the requirements set out below:

- (a) A maximum of 0.75 metres height;
- (b) No more than one masonry pier with dimensions conforming to those specified in Table 1 of clause 1.1 above a height of 0.75 metres, to a maximum of 1.8 metres; and
- (c) Any fencing above a height of 0.75 metres, to a maximum of 1.8 metres, is to be a minimum 80% visually permeable.

### 2.2 Permitted Obstructions within a Street or Right-of-Way Corner Truncation Area

Any obstruction located within a street or right-of-way corner truncation area shall not exceed a height of 0.75 metres.

#### Advice Notes

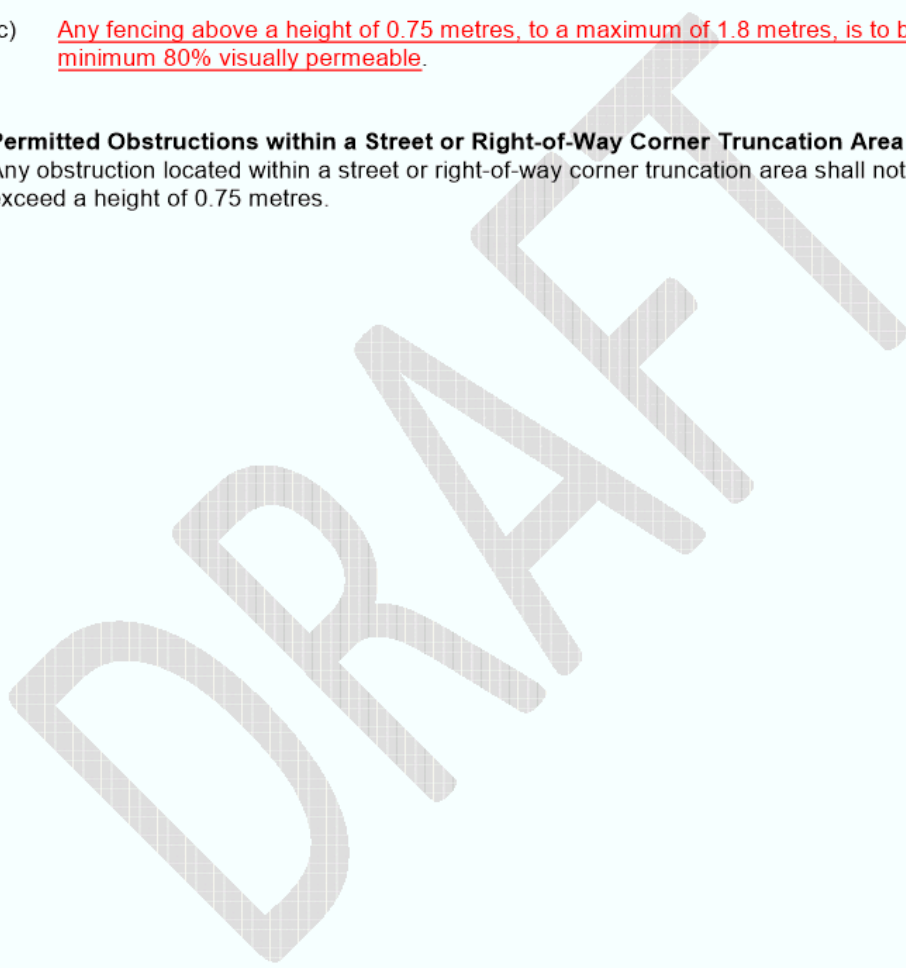
Clause 1.5 is provided to assist assessment of the deemed-to-comply provisions of the R-Codes clause 5.2.4 C4.

Clause 2 replaces the deemed-to-comply provisions of the R-Codes clause 5.2.5 C5.

#### Definitions

Refer to TPS6  
Schedule 1:  
- Fence

Refer to R-Codes  
Appendix 1:  
- Driveway  
- Height, Wall  
- Primary Street  
- Right-of-Way  
- Secondary Street  
- Setback  
- Street  
- Street Boundary  
- Visually Permeable





### 2.3 Method of Measuring Height of Obstructions

- (a) Within a driveway corner truncation area, the height of any obstruction is measured as follows:
  - (i) in the case of an obstruction on the street boundary of the lot, the height is measured from any point along the street footpath or verge adjacent to the obstruction; and
  - (ii) in the case of an obstruction situated in any position other than on the street boundary of the lot, the height is measured from any point along the edge of the formed driveway closest to the obstruction.
- (b) Within street and right-of-way corner truncation areas, the height of any obstruction is measured from any point along the street footpath or verge adjacent to the obstruction.

#### Advice Notes

Clause 2 replaces the deemed-to-comply provisions of the R-Codes clause 5.2.5 C5.

#### Definitions

Refer to TPS6  
Schedule 1:  
- Fence

Refer to R-Codes  
Appendix 1:  
- Driveway  
- Height, Wall  
- Lot  
- Right-of-Way  
- Street  
- Street Boundary

### 2.4 Method of Measuring Driveway, Street and Right-of-Way Corner Truncation Areas

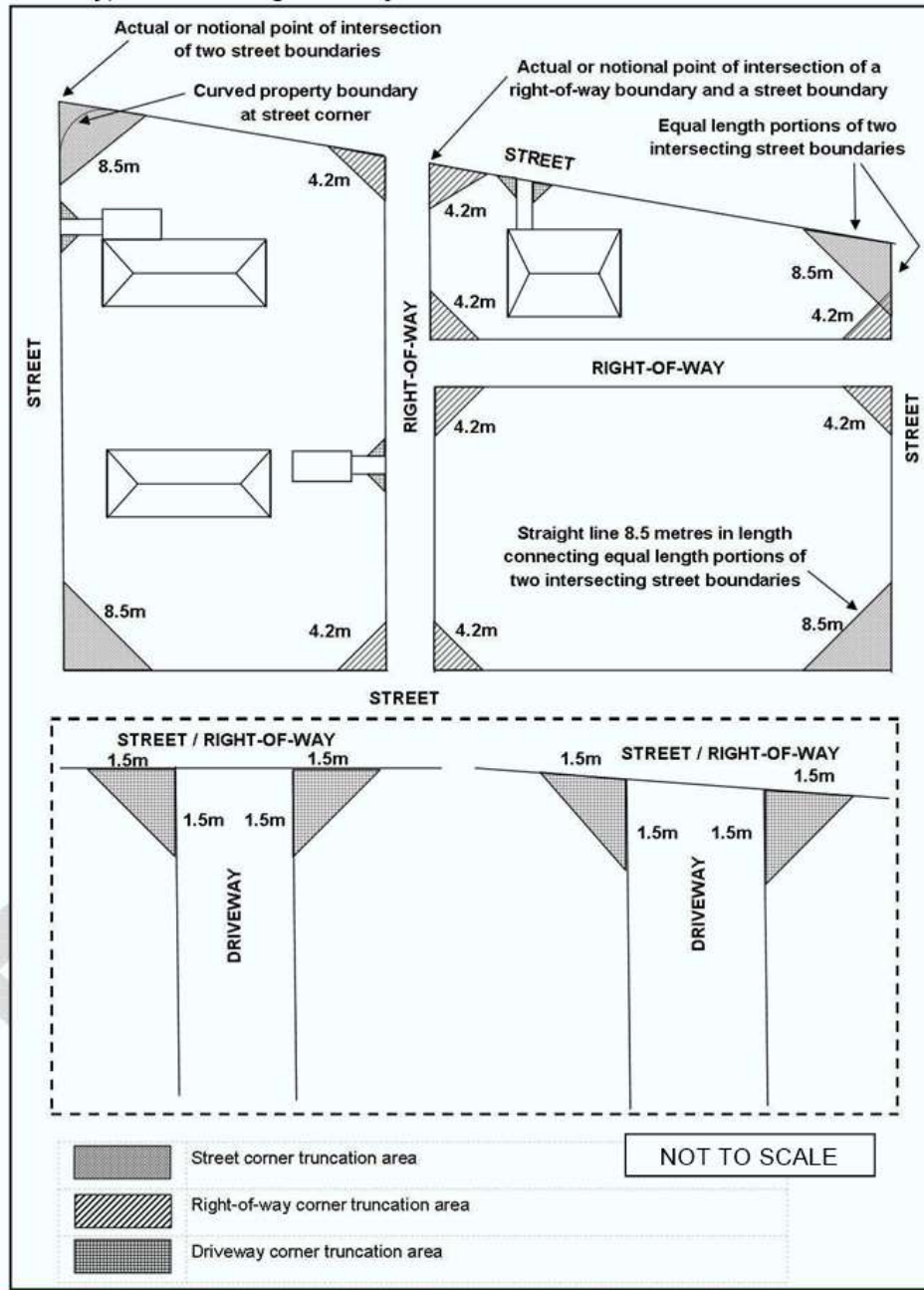
The corner truncation area is measured in the manner described, irrespective of the angle of intersection of the two boundaries:

- (a) The driveway corner truncation area is delineated by:
  - (i) the point where the edge of the driveway and street boundary intersect;
  - (ii) the point on the street boundary 1.5 metres from the edge of the driveway;  
and
  - (iii) the point on the edge of the driveway 1.5 metres from the street boundary,  
thus forming a triangular area.
- (b) In the case of two intersecting streets, the street corner truncation area is delineated by:
  - (i) equal length portions of the street boundaries, or the prolongation of those boundaries, extending from the actual or notional point of intersection, to the truncation line referred to in sub-paragraph (b)(ii); and
  - (ii) a straight line 8.5 metres in length which intersects both of the boundaries referred to in sub-paragraph (b)(i), thus forming a triangular area.
- (c) In the case of a right-of-way intersecting with a street or another right-of-way, the corner truncation area is delineated by:
  - (i) equal length portions of the street or right-of-way boundaries, or the prolongation of those boundaries, extending from the actual or notional point of intersection, to the truncation line referred to in sub-paragraph (c)(ii); and
  - (ii) a straight line 4.2 metres in length which intersects both of the boundaries referred to in sub-paragraph (c)(i), thus forming a triangular area.

Figure 5 on the next page depicts the 'corner truncation areas' described above.



**Figure 5**  
**Driveway, Street and Right-of-Way Corner Truncation Areas**



### 3. Fences on Side and Rear Boundaries Behind Front Setback Area

#### 3.1 Permitted Fencing on Side and Rear Boundaries

New fences on or adjacent to side and rear boundaries that are not located within the front setback area are to comply with the following:

- (a) The fences are to be constructed of brick, timber, capped manufactured pre-coloured metal sheet, capped corrugated fibre-cement sheet or brushwood; and
- (b) The height is to be 1.8 metres unless:
  - (i) a greater height is approved under clause 4.1 of this Policy; or
  - (ii) the adjoining property owner agrees in writing to a height less than 1.8 metres but in any case the height is to be not less than 1.6 metres.

#### 3.2 Requirement for Provision of New Fences

In conjunction with any proposed residential development, the applicant is to provide new fences on the rear boundary and all side boundaries of the site behind the front setback area, other than in the following circumstances:

- (a) Where the proposal involves only additions, alterations or outbuildings appurtenant to an existing dwelling; or
- (b) Where an existing fence is structurally sound, on a straight alignment, 1.8 metres high, and free of damage or discolouration.

#### 3.3 Existing Boundary Fencing to Remain Until Replaced

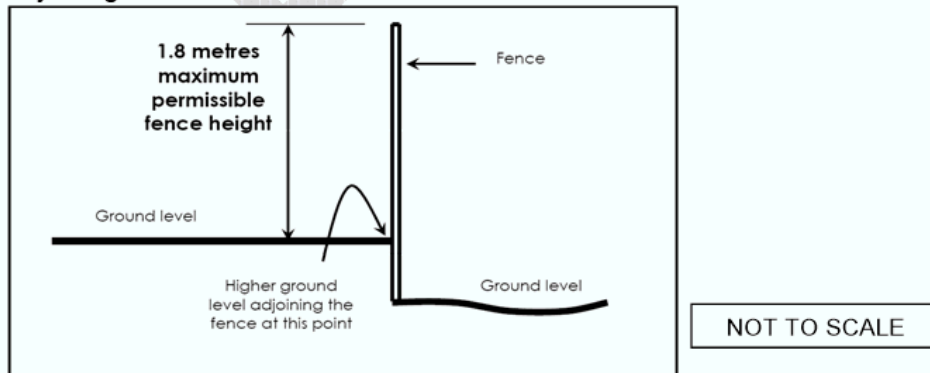
Where an existing fence is to be replaced, the new fence is to be erected immediately following the removal of the existing fence.

#### 3.4 Method of Measuring Fence Height

The height of a side, rear or internal fence not located within the front setback area is measured from the level of the ground adjacent to the fence at any point. Where the ground level is higher on one side of the fence than on the other, the fence height is measured from the higher side.

Figure 6 below depicts the method of measuring fence height.

**Figure 6**  
**Side and Rear Boundaries - Fence Height Measured from the Higher Ground Level Adjoining the Fence**



#### Definitions

Refer to TPS6  
Schedule 1:  
- Fence  
- Ground Level  
- Residential  
Development

Refer to R-Codes  
Appendix 1:  
- Adjoining  
Property  
- Dwelling  
- Height, Wall  
- Outbuilding  
- Setback  
- Site

#### 4. Fences Higher Than 1.8 Metres

##### 4.1 Fences Higher Than 1.8 Metres on Side and Rear Boundaries

Clause 6.7 of Town Planning Scheme No. 6 restricts fence height to a maximum of 1.8 metres unless approval is granted for a higher fence. A written request must be submitted to the City for any proposed fence exceeding 1.8 metres in height. The written request for a fence higher than 1.8 metres must be lodged by all owners.

Except in circumstances where higher fencing is employed to achieve compliance with the visual privacy requirements of the Residential Design Codes, it is not generally necessary for a fence to exceed a height of 1.8 metres.

For the City to grant written consent for a fence to exceed a height of 1.8 metres on a side or rear boundary, the City must be satisfied that the proposed fence will not adversely affect the amenity of any property in the locality, considering the following factors:

- (a) Excessively dominant and unattractive visual impact;
- (b) Increased shadow effect;
- (c) Restriction on sunlight penetration; and
- (d) Restriction on views.

##### 4.2 Fences Higher Than 1.8 Metres within the Street Setback Area

For the City to grant written consent for a fence to exceed a height of 1.8 metres within the street setback area, other than fences assessed using clause 1.4 of this Policy, the City must be satisfied that the proposed fence will not adversely affect the amenity of any property in the locality or be out of character with the streetscape, considering the following factors:

- (a) Excessively dominant and unattractive visual impact on the streetscape;
- (b) Increased shadow effect;
- (c) Restriction on sunlight penetration; and
- (d) Restriction on views.

#### 5. Internal Fencing

##### 5.1 Internal Fencing

Where a development comprises two or more dwellings, the following provisions apply in respect of any 'internal' fence visible from any communal street, other common area or the front of any dwelling:

- (a) The fence is not to be constructed of fibre cement sheeting; and
- (b) Where the formed driveway serving a parking bay incorporates a 'corner' at any point, any 'internal' fence is to be aligned so as to provide a 4.25 metre truncation or larger, at such corner.

#### 6. Retaining Walls

##### Advice Notes

Clauses 4.1 and 4.2 are provided to assist assessment of TPS6 clause 6.7.

Also refer to TPS6 clause 6.7.

##### Definitions

Refer to TPS6 Schedule 1:  
- Fence

Refer to R-Codes Appendix 1:  
- Communal Street  
- Driveway  
- Dwelling  
- Height, Wall  
- Street Setback Area



**6.1 Requirement for Retaining Walls**

Cutting or filling on any part of a site is not to exceed a depth of 150 mm unless retained by a structurally adequate wall. Details of any required retaining walls are to be shown on the site plan submitted as part of a development application.

**6.2 Amenity Impact Determining Maximum Height of Filling and Retaining Walls**

In deciding whether or not to approve the amount of filling and height of associated retaining walls proposed by an applicant, the City will have regard to the following:

- (a) The height of any retaining wall within 3.0 metres of a lot boundary should generally not exceed 1.0 metre as higher retaining walls have the potential to adversely impact on streetscape and neighbours' amenity.
- (b) Where an applicant seeks approval for a retaining wall higher than 1.0 metre within 3.0 metres of a lot boundary, cross-section drawings are to be submitted showing the existing and proposed finished ground levels on each side of the retaining wall, together with the heights of the proposed retaining wall and the free-standing fence above it. The drawings are to demonstrate that the proposal will:
  - (i) maintain a visually balanced streetscape; and
  - (ii) not have an adverse impact on the amenity of the adjoining property in relation to visual impact, overshadowing and visual privacy.

**6.3 Timing of Construction of Retaining Walls**

Where a retaining wall is required, construction of the wall is to be completed prior to, or immediately after, any part of a site has been excavated or filled.

Advice Notes

Clause 6.2 is provided to assist assessment of TPS6 clause 6.10.

Also refer to TPS6 clause 6.10.

Definitions

Refer to TPS6 Schedule 1:  
- Fence  
- Finished Ground Level

Refer to R-Codes Appendix 1:  
- Adjoining Property  
- Height, Wall  
- Lot Boundary  
- Site

**LEGISLATION/ LOCAL LAW REQUIREMENTS**

City of South Perth Town Planning Scheme No. 6  
Residential Design Codes of Western Australia  
Building Code of Australia

**OTHER RELEVANT POLICIES/ KEY DOCUMENTS**

City of South Perth Planning Policies

## Strategic Direction 3 *Housing and Land Uses*

### Policy P350.09 Significant Views

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services
Affected Business Unit/s	Development Services

#### POLICY OBJECTIVES

1. To give balanced consideration to the reasonable expectations of both existing residents and applicants proposing new development with respect to a significant view.

#### POLICY SCOPE

1. This Policy applies to all proposed residential development throughout the City which may affect existing significant views available from adjoining properties.
2. **This Policy does not apply to any residential development in Precinct 13 - Salter Point assigned a building height limit of 3.0 metres, 3.5 metres or 6.5 metres.**

#### POLICY STATEMENT

##### 1. Definition of a Significant View

For the purpose of this Policy, the term 'significant view' means a panorama or a narrower vista seen from a given vantage point, not obtainable from the majority of residential properties within the City. Examples of a 'significant view' include views of the Perth City skyline, the Swan or Canning River, suburban townscape, parkland or treescape.

##### 2. Design Considerations Relating to a Significant View

###### 2.1 Information Requirements

Where a significant view from an adjoining property may be impacted by a proposed development, the applicant shall submit plans and/or photographs demonstrating the impact upon significant views.

###### 2.2 Factors to Consider

The City will assess the proposal considering the objectives of this Policy. The City may require modifications to the design of the proposed building to enable the adjoining property to **retain a significant view**. Accordingly, the following elements of the proposed building may be required to be modified:

- (a) Setbacks from the street and lot boundaries;
- (b) Floor size;
- (c) Roof form; and

#### Advice Notes

Clause 1.1 expands the accompanying information requirements of the R-Codes clauses 3.2 and 3.3.

#### Definitions

Refer to next page.



- (d) Any other design element that impacts upon views.

**2.3 Normal Development Entitlements Retained**

The City will not require the following elements of the proposed development to be modified:

- (a) A reduction to permitted residential density; or
- (b) A reduction to building height in terms of the number of storeys that the building height limit would normally permit.

Definitions (from previous page)

Refer to TPS6

Schedule 1:

- Building Height Limit
- Development
- Residential
- Residential Development
- Precinct

Refer to R-Codes

Appendix 1:

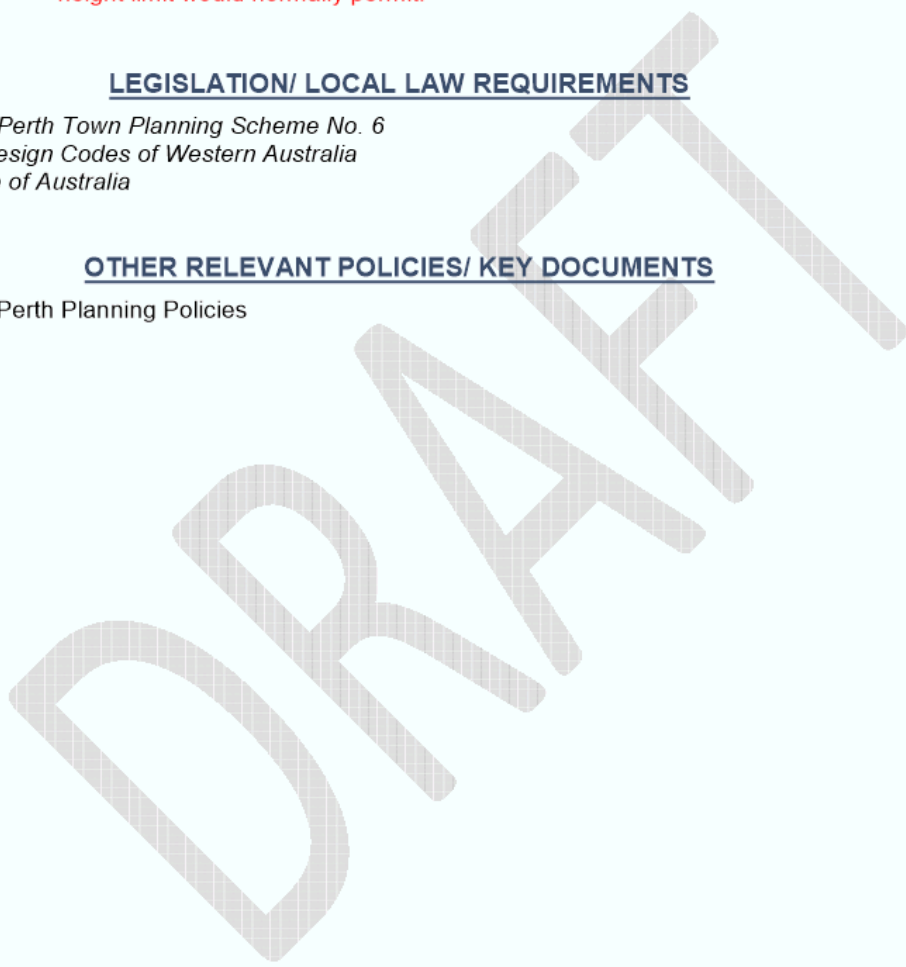
- Adjoining Property
- Building
- Lot boundary
- Setbacks
- Street Boundary

**LEGISLATION/ LOCAL LAW REQUIREMENTS**

*City of South Perth Town Planning Scheme No. 6*  
*Residential Design Codes of Western Australia*  
*Building Code of Australia*

**OTHER RELEVANT POLICIES/ KEY DOCUMENTS**

City of South Perth Planning Policies



**CITY OF SOUTH PERTH**  
**STATEMENT OF FINANCIAL POSITION AS AT 31 MAY 2016**

	2016 YTD \$	2015 YTD \$	2015 \$
<b>CURRENT ASSETS</b>			
Cash	1,146,633	2,287,470	3,432,476
Investments	67,094,441	72,912,164	69,545,593
Receivables	1,905,516	2,867,359	2,965,050
Inventories	215,038	158,499	106,238
Inventories - Assets Held for Sale	0	2,180,348	2,180,348
Other Current Assets	747,745	946,911	818,186
<b>TOTAL CURRENT ASSETS</b>	<b><u>\$ 71,109,374</u></b>	<b><u>\$ 81,352,751</u></b>	<b><u>\$ 79,047,892</u></b>
<b>NON-CURRENT ASSETS</b>			
Receivables	1,997,169	2,261,701	2,091,973
Inventories - Assets Held for Sale	1,081,256	946,464	946,464
Investments	284,205	321,541	284,205
Property, Plant and Equipment	366,699,832	360,011,085	368,082,798
Infrastructure	238,937,179	196,069,407	244,849,679
Intangibles	559,900	436,575	627,761
<b>TOTAL NON-CURRENT ASSETS</b>	<b><u>\$ 609,559,541</u></b>	<b><u>\$ 560,046,774</u></b>	<b><u>\$ 616,882,880</u></b>
<b>TOTAL ASSETS</b>	<b><u>\$ 680,668,915</u></b>	<b><u>\$ 641,399,525</u></b>	<b><u>\$ 695,930,772</u></b>
<b>CURRENT LIABILITIES</b>			
Payables	5,901,496	6,318,718	7,651,205
Interest Bearing Loans and Borrowings	76,505	89,388	1,149,859
Provisions	3,882,580	3,964,182	4,011,834
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>\$ 9,860,580</u></b>	<b><u>\$ 10,372,288</u></b>	<b><u>\$ 12,812,897</u></b>
<b>NON-CURRENT LIABILITIES</b>			
Payables	895,408	594,806	601,200
Interest Bearing Loans and Borrowings	8,081,397	9,231,255	8,081,397
CPV Leaseholder Liability	29,699,131	29,941,004	29,921,148
Provisions	284,648	310,011	284,648
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b><u>\$ 38,960,584</u></b>	<b><u>\$ 40,077,076</u></b>	<b><u>\$ 38,888,392</u></b>
<b>TOTAL LIABILITIES</b>	<b><u>\$ 48,821,164</u></b>	<b><u>\$ 50,449,364</u></b>	<b><u>\$ 51,701,290</u></b>
<b>NET ASSETS</b>	<b><u>\$ 631,847,751</u></b>	<b><u>\$ 590,950,161</u></b>	<b><u>\$ 644,229,482</u></b>
<b>EQUITY</b>			
Retained Surplus	106,318,983	105,158,338	110,437,627
Reserves	525,528,767	485,791,822	533,791,855
<b>TOTAL EQUITY</b>	<b><u>\$ 631,847,751</u></b>	<b><u>\$ 590,950,161</u></b>	<b><u>\$ 644,229,482</u></b>

**CITY OF SOUTH PERTH  
STATEMENT OF CHANGE IN EQUITY  
AS AT 31 MAY 2016**

	2016 YTD \$	2015 YTD \$	2015 \$
<b>RESERVES</b>			
<b>Cash Backed</b>			
Balance at beginning of reporting period	59,329,041	36,227,586	36,227,586
Aggregate transfers to Retained Earnings	(20,196,359)	(11,834,156)	(12,182,612)
Aggregate transfers from Retained Earnings	11,933,272	34,673,061	35,284,067
Balance at end of reporting period	<u>\$ 51,065,954</u>	<u>\$ 59,066,491</u>	<u>\$ 59,329,041</u>
<b>Non - Cash Backed</b>			
Asset Revaluation Reserve	474,462,814	426,725,331	474,462,814
Balance at end of reporting period	<u>\$ 474,462,814</u>	<u>\$ 426,725,331</u>	<u>\$ 474,462,814</u>
<b>TOTAL RESERVES</b>	<u>\$ 525,528,767</u>	<u>\$ 485,791,822</u>	<u>\$ 533,791,855</u>
<b>RETAINED EARNINGS</b>			
Balance at beginning of reporting period	110,437,627	107,564,021	107,564,021
Initial adjustments to comply with accounting standards	-	-	-
Change in Net Assets from Operations	(12,381,730)	20,433,223	25,975,061
Aggregate transfers to Reserves	(11,933,272)	(34,673,061)	(35,284,067)
Aggregate transfers from Reserves	20,196,359	11,834,156	12,182,612
Balance at end of reporting period	<u>\$ 106,318,984</u>	<u>\$ 105,158,339</u>	<u>\$ 110,437,627</u>
<b>TOTAL EQUITY</b>	<u>\$ 631,847,751</u>	<u>\$ 590,950,161</u>	<u>\$ 644,229,482</u>

CITY OF SOUTH PERTH  
2015/2016 - OPERATING REVENUE & EXPENDITURE  
May-2016

Key Responsibility Areas	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
<b>REVENUE</b>											
<b>Chief Executive's Office</b>											
City Administration	0	0	0	U		16,500	16,833	333	F	2	16,500
Human Resources Admin Revenue	0	0	0	U		0	0	0	U		0
Governance Admin	0	15,055	15,055	F		0	15,100	15,100	F		0
Ranger Services											
Animal Control	2,200	11,423	9,223	F	419	96,000	101,851	5,851	F	6	97,500
Fire Prevention	0	0	0	U		2,500	1,299	1,201	U	48	2,500
Parking Management	145,600	138,958	6,642	U	5	1,562,900	1,539,430	23,470	U	2	1,690,000
District Rangers	1,000	623	377	U	38	10,000	13,513	3,513	F	35	10,000
Sub Total Revenue - Ranger Services	148,800	151,004	2,204	F	1	1,671,400	1,656,093	15,307	U	1	1,800,000
Total Revenue - Governance & Legal	148,800	166,058	17,258	F	12	1,671,400	1,671,193	207	U	0	1,800,000
<b>Total Revenue - Chief Executive's Office</b>	<b>148,800</b>	<b>166,058</b>	<b>17,258</b>	<b>F</b>	<b>12</b>	<b>1,687,900</b>	<b>1,688,026</b>	<b>126</b>	<b>F</b>	<b>0</b>	<b>1,816,500</b>
<b>Directorate - Financial &amp; Information Services</b>											
Administration	0	0	0	U		22,000	22,327	327	F	1	22,000
Financial Services											
Administration	114,500	113,226	1,274	U	1	550,500	553,163	2,663	F	0	571,000
Investment Activities	229,160	199,525	29,635	U	13	2,556,240	2,475,434	80,806	U	3	2,838,672
Rating Activities	10,500	22,140	11,640	F	111	33,498,251	33,527,769	29,518	F	0	33,531,251
Property Management	33,500	44,888	11,388	F	34	363,500	379,487	15,987	F	4	375,000
Total Revenue - Financial Services	387,660	379,779	7,881	U	2	36,990,491	36,958,181	32,310	U	0	37,337,923
Information Services											
Information Technology	0	0	0	U		0	0	0	U		0
Total Revenue - Information Services	0	0	0	U		0	0	0	U		0
Library Services											
Administration	1,100	1,441	341	F	31	12,650	15,053	2,403	F	19	13,250
Civic Centre Library	1,050	1,012	38	U	4	11,950	11,669	281	U	2	13,000
Manning Library	200	425	225	F	113	2,300	2,647	347	F	15	2,500
Old Mill	200	282	82	F	41	2,300	2,844	544	F	24	2,500
Total Revenue - Library Services	2,550	3,160	610	F	24	29,200	32,213	3,013	F	10	31,250
<b>Total Revenue - Dir Financial &amp; Info Services</b>	<b>390,210</b>	<b>382,939</b>	<b>7,271</b>	<b>U</b>	<b>2</b>	<b>37,019,691</b>	<b>36,990,393</b>	<b>29,298</b>	<b>U</b>	<b>0</b>	<b>37,369,173</b>

**CITY OF SOUTH PERTH**  
**2015/2016 - OPERATING REVENUE & EXPENDITURE**  
**May-2016**

Attachment 10.6.1 (c)

Key Responsibility Areas	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
<b>Directorate - Development &amp; Community Services</b>											
Administration	0	0	0	U		0	0	0	U		0
Planning	75,000	27,266	47,734	U	64	780,150	772,202	7,948	U	1	850,150
Building Services	32,505	135,431	102,926	F	317	488,015	596,050	108,035	F	22	520,250
Community, Culture & Recreation											
Administration	200	0	200	U		89,800	95,461	5,661	F	6	90,000
Major Events	0	0	0	U		307,500	308,182	682	F	0	307,500
Community Events	0	0	0	U		15,000	15,628	628	F	4	15,000
Fiesta	0	12,425	12,425	F		25,000	42,469	17,469	F	70	25,000
Recreation & Facility Bookings	15,000	14,321	679	U	5	250,000	245,140	4,860	U	2	260,000
Senior Citizens	0	0	0	U		0	0	0	U		0
Safer City Program	0	0	0	U		0	0	0	U		0
Halls & Public Buildings	16,750	13,771	2,979	U	18	194,250	188,309	5,941	U	3	199,500
<b>Total Revenue - Community, Culture &amp; Recreation</b>	<b>31,950</b>	<b>40,518</b>	<b>8,568</b>	<b>F</b>	<b>27</b>	<b>881,550</b>	<b>895,188</b>	<b>13,638</b>	<b>F</b>	<b>2</b>	<b>897,000</b>
Collier Park Retirement Complex											
Collier Park Village	79,840	80,925	1,085	F	1	962,740	962,934	194	F	0	1,053,443
Collier Park Hostel	0	0	0	U		0	0	0	U		0
Collier Park Community Centre	500	455	45	U	9	5,250	5,000	250	U	5	5,750
<b>Total Revenue - Collier Park Complex</b>	<b>80,340</b>	<b>81,379</b>	<b>1,039</b>	<b>F</b>	<b>1</b>	<b>967,990</b>	<b>967,934</b>	<b>56</b>	<b>U</b>	<b>0</b>	<b>1,059,193</b>
Health & Regulatory Services											
Administration	0	18	18	F		14,000	14,603	603	F	4	14,000
Preventative Services	0	3,068	3,068	F		115,000	129,155	14,155	F	12	115,000
Other Sanitation	0	500	500	F		1,000	2,900	1,900	F	190	1,000
<b>Total Revenue - Health Services</b>	<b>0</b>	<b>3,586</b>	<b>3,586</b>	<b>F</b>		<b>130,000</b>	<b>146,658</b>	<b>16,658</b>	<b>F</b>	<b>13</b>	<b>130,000</b>
<b>Total Revenue - Dir Development &amp; Community</b>	<b>219,795</b>	<b>288,179</b>	<b>68,384</b>	<b>F</b>	<b>31</b>	<b>3,247,705</b>	<b>3,378,032</b>	<b>130,327</b>	<b>F</b>	<b>4</b>	<b>3,456,593</b>
<b>TOTAL REVENUE - ADMIN BUSINESS UNITS</b>	<b>758,805</b>	<b>837,176</b>	<b>78,371</b>	<b>F</b>	<b>10</b>	<b>41,955,296</b>	<b>42,056,451</b>	<b>101,155</b>	<b>F</b>	<b>0</b>	<b>42,642,266</b>

CITY OF SOUTH PERTH  
2015/2016 - OPERATING REVENUE & EXPENDITURE  
May-2016

Key Responsibility Areas	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
<b>EXPENDITURE</b>											
<b>Chief Executive's Office</b>											
City Administration											
Corporate Support	100,025	76,662	23,363	F	23	845,155	650,011	195,144	F	23	887,551
Building Operating Costs	(8,730)	4,988	13,718	U		62,730	70,389	7,659	U	12	65,000
Human Resources Administration	20,630	10,835	9,795	F	47	210,855	207,587	3,268	F	2	236,246
<b>Total Expense - City Administration</b>	<b>111,925</b>	<b>92,484</b>	<b>19,441</b>	<b>F</b>	<b>17</b>	<b>1,118,740</b>	<b>927,987</b>	<b>190,753</b>	<b>F</b>	<b>17</b>	<b>1,188,797</b>
Governance Admin	50,305	70,604	20,299	U	40	716,660	679,206	37,454	F	5	759,707
Governance - Elected Members	128,630	111,769	16,861	F	13	1,390,975	1,298,673	92,302	F	7	1,515,622
City Communications											
Community Promotions	57,785	49,650	8,135	F	14	601,765	550,817	50,948	F	8	654,799
Publications	17,500	1,520	15,980	F	91	167,500	142,310	25,190	F	15	177,500
Ranger Services											
Animal Control	23,860	25,821	1,961	U	8	277,340	283,383	6,043	U	2	301,007
Fire Prevention	1,335	1,303	32	F	2	98,025	98,098	73	U	0	99,376
Parking Management	56,555	78,955	22,400	U	40	713,630	753,175	39,545	U	6	814,696
District Rangers	23,780	24,583	803	U	3	298,470	304,727	6,257	U	2	322,285
Other Law & Order	0	0	0	F		2,000	1,636	364	F	18	2,000
<b>Total Expense - Ranger Services</b>	<b>105,530</b>	<b>130,662</b>	<b>25,132</b>	<b>U</b>	<b>24</b>	<b>1,389,465</b>	<b>1,441,018</b>	<b>51,553</b>	<b>U</b>	<b>4</b>	<b>1,539,364</b>
<b>Total Expense - Governance</b>	<b>359,750</b>	<b>364,206</b>	<b>4,456</b>	<b>U</b>	<b>1</b>	<b>4,266,365</b>	<b>4,112,024</b>	<b>154,341</b>	<b>F</b>	<b>4</b>	<b>4,646,992</b>
<b>Total Expense - Chief Executive's Office</b>	<b>471,675</b>	<b>456,690</b>	<b>14,985</b>	<b>F</b>	<b>3</b>	<b>5,385,105</b>	<b>5,040,011</b>	<b>345,094</b>	<b>F</b>	<b>6</b>	<b>5,835,789</b>
<b>Director Financial &amp; Info Services</b>											
Administration	26,440	41,547	15,107	U	57	305,240	221,936	83,304	F	27	334,240
Financial Services	0	0	0	F		0	0	0	F		0
Administration	15,915	21,798	5,883	U	37	341,195	351,514	10,319	U	3	359,743
Rating Activities	13,515	23,646	10,131	U	75	288,340	290,028	1,688	U	1	307,757
Investment Activities	27,500	19,376	8,124	F	30	270,500	262,495	8,005	F	3	374,247
Property Management	12,300	31,186	18,886	U	154	151,705	171,093	19,388	U	13	164,000
<b>Total Expense - Financial Services</b>	<b>95,670</b>	<b>137,553</b>	<b>41,883</b>	<b>U</b>	<b>44</b>	<b>1,356,980</b>	<b>1,297,066</b>	<b>59,914</b>	<b>F</b>	<b>4</b>	<b>1,539,987</b>
Information Technology	106,860	72,440	34,420	F	32	1,012,035	890,259	121,776	F	12	1,013,151
Customer Services Team	41,500	25,653	15,847	F	38	307,825	272,776	35,049	F	11	335,296

**CITY OF SOUTH PERTH**  
**2015/2016 - OPERATING REVENUE & EXPENDITURE**  
**May-2016**

Attachment 10.6.1 (c)

Key Responsibility Areas	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
Library Services											
Library Administration	13,460	11,446	2,014	F	15	209,140	187,940	21,200	F	10	224,600
Civic Centre Library	131,970	122,464	9,506	F	7	1,446,835	1,443,785	3,050	F	0	1,578,484
Manning Library	58,485	41,811	16,674	F	29	640,425	637,160	3,265	F	1	698,713
Local Studies Collection	420	1,510	1,090	U	260	9,580	13,253	3,673	U	38	10,000
Old Mill	4,140	3,433	707	F	17	49,455	44,630	4,825	F	10	53,614
<b>Total Expense - Library Services</b>	<b>208,475</b>	<b>180,664</b>	<b>27,811</b>	<b>F</b>	<b>13</b>	<b>2,355,435</b>	<b>2,326,768</b>	<b>28,667</b>	<b>F</b>	<b>1</b>	<b>2,565,411</b>
<b>Total Expense - Dir Finance &amp; Info Services</b>	<b>452,505</b>	<b>416,310</b>	<b>36,195</b>	<b>F</b>	<b>8</b>	<b>5,032,275</b>	<b>4,786,869</b>	<b>245,406</b>	<b>F</b>	<b>5</b>	<b>5,453,845</b>
<b>Directorate - Development &amp; Community Services</b>											
Administration	19,130	17,782	1,348	F	7	218,615	213,733	4,882	F	2	239,886
Planning	149,720	158,555	8,835	U	6	1,801,935	1,808,086	6,151	U	0	1,948,561
Building Services	41,790	38,035	3,755	F	9	513,750	497,028	16,722	F	3	555,570
Community, Culture & Recreation											
Administration	90,315	98,867	8,552	U	9	990,370	1,025,443	35,073	U	4	1,079,318
Major Events Expense	0	11,019	11,019	U		915,000	896,947	18,053	F	2	915,000
Community Events	5,000	22,447	17,447	U	349	178,500	194,143	15,643	U	9	216,000
Civic Functions	10,785	7,268	3,517	F	33	118,890	97,624	21,266	F	18	126,423
Donations	20,000	30,630	10,630	U	53	170,000	156,265	13,735	F	8	195,000
Fiesta	1,860	5,990	4,130	U	222	310,410	315,045	4,635	U	1	312,270
Safer City Program	3,285	502	2,783	F	85	33,980	34,046	66	U	0	36,789
Senior Citizens	36,560	35,477	1,083	F	3	405,190	389,483	15,707	F	4	440,841
Recreation & Facility Bookings	63,445	74,314	10,869	U	17	722,100	722,089	11	F	0	785,522
Halls & Public Buildings	42,895	46,445	3,550	U	8	486,125	480,128	5,997	F	1	529,643
<b>Total Expense - Community, Culture &amp; Recreation</b>	<b>274,145</b>	<b>332,959</b>	<b>58,814</b>	<b>U</b>	<b>21</b>	<b>4,330,565</b>	<b>4,311,214</b>	<b>19,351</b>	<b>F</b>	<b>0</b>	<b>4,636,806</b>
Collier Park Retirement Complex											
Collier Park Village	150,780	165,648	14,868	U	10	1,792,825	1,793,415	590	U	0	1,949,832
Collier Park Hostel	0	0	0	F		0	0	0	F		0
Collier Park Community Centre	170	88	82	F	48	1,830	2,138	308	U	17	2,000
<b>Total Expense - Collier Park Complex</b>	<b>150,950</b>	<b>165,736</b>	<b>14,786</b>	<b>U</b>	<b>10</b>	<b>1,794,655</b>	<b>1,795,553</b>	<b>898</b>	<b>U</b>	<b>0</b>	<b>1,951,832</b>

**CITY OF SOUTH PERTH**  
**2015/2016 - OPERATING REVENUE & EXPENDITURE**  
**May-2016**

Key Responsibility Areas	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
Health Services											
Administration	38,815	38,736	79	F	0	445,110	463,121	18,011	U	4	485,287
Infant Health Services	740	673	67	F	9	9,010	8,013	997	F	11	9,750
Preventative Services	5,000	0	5,000	F		63,500	45,544	17,956	F	28	63,500
Other Sanitation	0	0	0	F		0	0	0	F		0
<b>Total Expense - Health Services</b>	<b>44,555</b>	<b>39,408</b>	<b>5,147</b>	<b>F</b>	<b>12</b>	<b>517,620</b>	<b>516,678</b>	<b>942</b>	<b>F</b>	<b>0</b>	<b>558,537</b>
<b>Total Expense - Health &amp; Regulatory Services</b>	<b>44,555</b>	<b>39,408</b>	<b>5,147</b>	<b>F</b>	<b>12</b>	<b>517,620</b>	<b>516,678</b>	<b>942</b>	<b>F</b>	<b>0</b>	<b>558,537</b>
<b>Total Expense - Dir Develop &amp; Community Service</b>	<b>680,290</b>	<b>752,475</b>	<b>72,185</b>	<b>U</b>	<b>11</b>	<b>9,177,140</b>	<b>9,142,292</b>	<b>34,848</b>	<b>F</b>	<b>0</b>	<b>9,891,192</b>
<b>TOTAL EXPENDITURE - ADMIN BUSINESS UNITS</b>	<b>1,604,470</b>	<b>1,625,475</b>	<b>21,005</b>	<b>U</b>	<b>1</b>	<b>19,594,520</b>	<b>18,969,172</b>	<b>625,348</b>	<b>F</b>	<b>3</b>	<b>21,180,826</b>



**DIRECTORATE - INFRASTRUCTURE SERVICES**  
**2015/2016 - OPERATING REVENUE & EXPENDITURE**  
**May-2016**

Attachment 10.6.1 (d)

Key Responsibility Areas	MONTH					YEAR TO DATE					
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
<b>REVENUE</b>											
<b>Infrastructure Support</b>											
Administration Revenue	0	0	0	U		0	0	0	U		0
<b>Total Revenue - Infrastructure Support</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>U</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>U</b>		<b>0</b>
<b>City Environment</b>											
Contributions	32,500	23,583	8,917	U	27	217,500	161,900	55,600	U	26	265,000
Nursery Revenue	10,000	7,000	3,000	U	30	140,000	141,603	1,603	F	1	158,000
Asset Control Revenue	0	9,961	9,961	F		139,410	145,865	6,455	F	5	139,410
Environmental Services Revenue	0	336	336	F		5,000	5,469	469	F	9	5,000
<b>Total Revenue - City Environment</b>	<b>42,500</b>	<b>40,880</b>	<b>1,620</b>	<b>U</b>	<b>4</b>	<b>501,910</b>	<b>454,836</b>	<b>47,074</b>	<b>U</b>	<b>9</b>	<b>567,410</b>
<b>Engineering Infrastructure</b>											
Design Office Revenue	0	0	0	U		0	0	0	U		0
Construction & Maintenance											
Road Grants	65,500	70,180	4,680	F	7	202,000	214,281	12,281	F	6	202,000
Contributions to Works	75,000	64,545	10,455	U	14	124,500	108,410	16,090	U	13	134,500
Reinstatement Revenue	0	0	0	U		12,500	7,782	4,718	U	38	12,500
Crossover Revenue	3,500	7,447	3,947	F	113	82,500	99,790	17,290	F	21	85,000
Asset Control Revenue	36,000	41,211	5,211	F	14	92,320	75,781	16,539	U	18	92,320
Other Revenue	0	0	0	U		0	5,502	5,502	F		0
<b>Sub Total - Construction &amp; Maint</b>	<b>180,000</b>	<b>183,383</b>	<b>3,383</b>	<b>F</b>	<b>2</b>	<b>513,820</b>	<b>511,546</b>	<b>2,274</b>	<b>U</b>	<b>0</b>	<b>526,320</b>
<b>Total Revenue - Engineering Infrastructure</b>	<b>180,000</b>	<b>183,383</b>	<b>3,383</b>	<b>F</b>	<b>2</b>	<b>513,820</b>	<b>511,546</b>	<b>2,274</b>	<b>U</b>	<b>0</b>	<b>526,320</b>
<b>Waste Management</b>											
Refuse Collection	14,250	20,744	6,494	F	46	4,825,978	4,820,803	5,175	U	0	4,840,228
Recycling	2,250	344	1,906	U	85	1,343,982	1,336,592	7,391	U	1	1,346,232
<b>Total Revenue - Waste Management</b>	<b>16,500</b>	<b>21,088</b>	<b>4,588</b>	<b>F</b>	<b>28</b>	<b>6,169,960</b>	<b>6,157,394</b>	<b>12,566</b>	<b>U</b>	<b>0</b>	<b>6,186,460</b>
<b>Collier Park Golf Course</b>											
Collier Park Golf Course - Revenue	227,305	220,324	6,981	U	3	2,520,330	2,451,257	69,073	U	3	2,737,640
<b>Total Revenue - Collier Park Golf Course</b>	<b>227,305</b>	<b>220,324</b>	<b>6,981</b>	<b>U</b>	<b>3</b>	<b>2,520,330</b>	<b>2,451,257</b>	<b>69,073</b>	<b>U</b>	<b>3</b>	<b>2,737,640</b>
<b>TOTAL REV - INFRASTRUCTURE SERVICES</b>	<b>466,305</b>	<b>465,675</b>	<b>630</b>	<b>U</b>	<b>0</b>	<b>9,706,020</b>	<b>9,575,033</b>	<b>130,987</b>	<b>U</b>	<b>1</b>	<b>10,017,830</b>

**DIRECTORATE - INFRASTRUCTURE SERVICES**  
**2015/2016 - OPERATING REVENUE & EXPENDITURE**  
**May-2016**

Attachment 10.6.1 (d)

Key Responsibility Areas	MONTH					YEAR TO DATE					Total Budget
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	
<b>EXPENDITURE</b>											
<b>Infrastructure Support &amp; Administration</b>											
Governance Cost	20,470	26,653	6,183	U	30	310,020	263,145	46,875	F	15	372,999
<b>Total Expense - Infrastructure Support</b>	<b>20,470</b>	<b>26,653</b>	<b>6,183</b>	<b>U</b>	<b>30</b>	<b>310,020</b>	<b>263,145</b>	<b>46,875</b>	<b>F</b>	<b>15</b>	<b>372,999</b>
<b>City Environment</b>											
Reserves & Parks Maintenance	350,530	334,635	15,895	F	5	3,633,390	3,712,837	79,447	U	2	3,995,720
Miscellaneous Parks Programmes	2,500	4,212	1,712	U	68	27,500	18,503	8,997	F	33	30,000
Grounds Maintenance	14,320	15,355	1,035	U	7	177,680	150,963	26,717	F	15	192,000
Streetscape Maintenance	218,500	166,037	52,463	F	24	1,905,250	1,694,698	210,552	F	11	2,118,000
Environmental Services	79,695	61,030	18,665	F	23	558,950	540,784	18,166	F	3	608,631
Plant Nursery	21,760	22,233	473	U	2	255,475	253,056	2,419	F	1	289,380
Overheads	132,755	106,066	26,689	F	20	1,462,875	1,432,898	29,977	F	2	1,594,162
Asset Holding Costs	98,085	100,000	1,915	U	2	1,076,915	1,100,000	23,085	U	2	1,175,000
Building Maintenance	40,205	51,156	10,951	U	27	579,755	549,262	30,493	F	5	601,459
Reserve Building Maintenance & Operations	10,820	13,942	3,122	U	29	121,530	123,596	2,066	U	2	132,250
Public Convenience Maintenance & Operations	15,160	13,339	1,821	F	12	172,940	157,876	15,064	F	9	188,000
Operations Centre Maintenance	11,340	16,706	5,366	U	47	126,160	146,060	19,900	U	16	137,500
Jetty Maintenance	1,000	0	1,000	F		12,000	8,512	3,488	F	29	13,000
<b>Total Expense - City Environment</b>	<b>996,670</b>	<b>904,711</b>	<b>91,959</b>	<b>F</b>	<b>9</b>	<b>10,110,420</b>	<b>9,889,046</b>	<b>221,374</b>	<b>F</b>	<b>2</b>	<b>11,075,102</b>
<b>Engineering Infrastructure</b>											
Design Office Overheads	30,060	48,162	18,102	U	60	354,730	368,002	13,272	U	4	385,792
<b>Sub Total - Design Office</b>	<b>30,060</b>	<b>48,162</b>	<b>18,102</b>	<b>U</b>	<b>60</b>	<b>354,730</b>	<b>368,002</b>	<b>13,272</b>	<b>U</b>	<b>4</b>	<b>385,792</b>
Construction & Maintenance											
Reinstatements	2,000	2,964	964	U	48	23,000	32,179	9,179	U	40	25,000
Crossovers	8,500	11,051	2,551	U	30	116,500	114,283	2,217	F	2	125,000
Asset Holding Costs	431,250	438,345	7,095	U	2	4,745,750	4,821,792	76,042	U	2	5,177,000
Roads, Paths & Drains	340,250	385,696	45,446	U	13	2,709,250	2,694,732	14,518	F	1	2,949,000
Fleet Operations	50,005	99,605	49,600	U	99	722,345	853,887	131,542	U	18	771,359
Overheads	94,050	36,633	57,417	F	61	1,054,515	839,588	214,927	F	20	1,151,561
<b>Sub Total - Construction &amp; Maintenance</b>	<b>926,055</b>	<b>974,294</b>	<b>48,239</b>	<b>U</b>	<b>5</b>	<b>9,371,360</b>	<b>9,356,462</b>	<b>14,898</b>	<b>F</b>	<b>0</b>	<b>10,198,920</b>
<b>Total Expense - Engineering Infrastructure</b>	<b>956,115</b>	<b>1,022,456</b>	<b>66,341</b>	<b>U</b>	<b>7</b>	<b>9,726,090</b>	<b>9,724,464</b>	<b>1,626</b>	<b>F</b>	<b>0</b>	<b>10,584,712</b>

**DIRECTORATE - INFRASTRUCTURE SERVICES**  
**2015/2016 - OPERATING REVENUE & EXPENDITURE**  
**May-2016**

Attachment 10.6.1 (d)

Key Responsibility Areas	MONTH					YEAR TO DATE					
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
<b>Waste Management</b>											
Refuse Collection	482,315	347,887	134,428	F	28	4,175,120	3,990,438	184,682	F	4	4,506,413
Recycling	50,425	48,536	1,889	F	4	602,315	581,457	20,858	F	3	663,024
Transfer Station	58,410	71,657	13,247	U	23	701,240	821,378	120,138	U	17	759,661
<b>Total Expense - Waste Management</b>	<b>591,150</b>	<b>468,080</b>	<b>123,070</b>	<b>F</b>	<b>21</b>	<b>5,478,675</b>	<b>5,393,274</b>	<b>85,402</b>	<b>F</b>	<b>2</b>	<b>5,929,098</b>
<b>Collier Park Golf Course</b>											
Collier Park Golf Course - Expense	243,245	190,715	52,530	F	22	2,243,850	2,057,005	186,845	F	8	2,430,740
<b>Total Expense - Collier Park Golf Course</b>	<b>243,245</b>	<b>190,715</b>	<b>52,530</b>	<b>F</b>	<b>22</b>	<b>2,243,850</b>	<b>2,057,005</b>	<b>186,845</b>	<b>F</b>	<b>8</b>	<b>2,430,740</b>
<b>TOTAL EXP - INFRASTRUCTURE SERVICES</b>	<b>2,807,650</b>	<b>2,612,614</b>	<b>195,036</b>	<b>F</b>	<b>7</b>	<b>27,869,055</b>	<b>27,326,933</b>	<b>542,122</b>	<b>F</b>	<b>2</b>	<b>30,392,651</b>

CITY OF SOUTH PERTH  
2015/2016 CAPITAL SUMMARY  
May-2016

Key Responsibility Areas	MONTH					YEAR TO DATE					
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
<b>CAPITAL REVENUE</b>											
<b>Chief Executive's Office</b>											
Land Sales	540,000	0	540,000	U		3,626,363	3,060,808	565,555	U		3,626,363
Major Community Building Grants	0	0	0	U		0	0	0	U		0
<b>Total Revenue - Chief Executive's Office</b>	<b>540,000</b>	<b>0</b>	<b>540,000</b>	<b>U</b>		<b>3,626,363</b>	<b>3,060,808</b>	<b>565,555</b>	<b>U</b>	<b>16</b>	<b>3,626,363</b>
<b>Directorate - Financial &amp; Info Services</b>											
Financial Services Capital	0	0	0	U		0	0	0	U		0
<b>Total Revenue - Financial &amp; Info Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>U</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>U</b>		<b>0</b>
<b>Directorate - Development &amp; Community Services</b>											
Collier Park Retirement Complex											
Collier Park Village	138,500	149,605	11,105	F	8	453,499	465,605	12,106	F	3	499,999
Collier Park Hostel	0	0	0	U		0	0	0	U		0
<b>Total Revenue - Collier Park Retirement Complex</b>	<b>138,500</b>	<b>149,605</b>	<b>11,105</b>	<b>F</b>	<b>8</b>	<b>453,499</b>	<b>465,605</b>	<b>12,106</b>	<b>F</b>	<b>3</b>	<b>499,999</b>
<b>Total Revenue - Dir Development &amp; Community</b>	<b>138,500</b>	<b>149,605</b>	<b>11,105</b>	<b>F</b>	<b>8</b>	<b>453,499</b>	<b>465,605</b>	<b>12,106</b>	<b>F</b>	<b>3</b>	<b>499,999</b>
<b>Collier Park Golf Course</b>											
Collier Park Golf Course	0	0	0	U		0	0	0	U		0
<b>Total Revenue - Collier Park Golf Course</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>U</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>U</b>		<b>0</b>
<b>Directorate - Infrastructure Services</b>											
Roads, Paths & Drains	4,000	5,426	1,426	F	36	1,413,500	1,424,935	11,435	F	1	1,511,000
Traffic Management	0	0	0	U		0	0	0	U		0
City Environment	0	0	0	U		42,000	44,786	2,786	F	7	842,000
Building Management	0	0	0	U		1,000,000	1,000,000	0	U	0	1,655,000
<b>Total Revenue - Dir Infrastructure Services</b>	<b>4,000</b>	<b>5,426</b>	<b>1,426</b>	<b>F</b>	<b>36</b>	<b>2,455,500</b>	<b>2,469,721</b>	<b>14,221</b>	<b>F</b>	<b>1</b>	<b>4,008,000</b>
<b>Underground Power</b>											
Underground Power	0	0	0	U		0	41	41	F		0
<b>Total Revenue - Underground Power</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>U</b>		<b>0</b>	<b>41</b>	<b>41</b>	<b>F</b>		<b>0</b>
<b>TOTAL CAPITAL REVENUE</b>	<b>682,500</b>	<b>155,031</b>	<b>527,469</b>	<b>U</b>	<b>77</b>	<b>6,535,362</b>	<b>5,996,175</b>	<b>539,187</b>	<b>U</b>	<b>8</b>	<b>8,134,362</b>

CITY OF SOUTH PERTH  
2015/2016 CAPITAL SUMMARY  
May-2016

Key Responsibility Areas	MONTH					YEAR TO DATE					
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
<b>CAPITAL EXPENDITURE</b>											
<b>Administration Projects</b>											
<b>Chief Executive's Office</b>											
Administration	0	0	0	F		165,000	5,144	159,856	F	97	165,000
Ranger Services	0	79,920	79,920	U		80,000	79,920	80	F		80,000
Major Land & Building Initiatives	2,000,000	1,654,773	345,227	F		13,487,000	12,722,185	764,815	F		18,177,000
<b>Total Expense - Chief Executive's Office</b>	<b>2,000,000</b>	<b>1,734,693</b>	<b>265,307</b>	<b>F</b>	<b>13</b>	<b>13,732,000</b>	<b>12,807,249</b>	<b>924,751</b>	<b>F</b>	<b>7</b>	<b>18,422,000</b>
<b>Directorate - Financial &amp; Info Services</b>											
Information Technology	90,000	101,401	11,401	U	13	859,000	541,048	317,952	F	37	1,322,000
Finance Capital Expense	0	0	0	F		0	0	0	F		0
Library Services											
General Capital Expense	0	0	0	F		0	0	0	F		0
Heritage Capital Expense	0	0	0	F		0	0	0	F		0
<b>Total Expense - Library Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>		<b>0</b>
<b>Total Expense - Dir Financial Services</b>	<b>90,000</b>	<b>101,401</b>	<b>11,401</b>	<b>U</b>	<b>13</b>	<b>859,000</b>	<b>541,048</b>	<b>317,952</b>	<b>F</b>	<b>37</b>	<b>1,322,000</b>
<b>Unclassified Capital</b>											
General Capital Expense	0	0	0	F		0	0	0	F		0
<b>Total Expense - Unclassified Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>		<b>0</b>
<b>Directorate - Development &amp; Community Services</b>											
Strategic Urban Planning	10,000	19,340	9,340	U	93	150,000	125,475	24,525	F	16	200,000
Community Culture & Recreation											
Community, Culture & Recreation	0	0	0	F		60,000	4,000	56,000	F	93	60,000
<b>Total Expense - Community, Culture &amp; Recreation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>		<b>60,000</b>	<b>4,000</b>	<b>56,000</b>	<b>F</b>	<b>93</b>	<b>60,000</b>
Collier Park Retirement Complex	25,000	75,476	50,476	U	202	305,000	353,861	48,861	U	16	325,000
Health & Regulatory Services											
Preventative Services	0	0	0	F		0	0	0	F		0
<b>Total Expense - Health &amp; Regulatory Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>		<b>0</b>
<b>Total Expense - Development &amp; Community Services</b>	<b>35,000</b>	<b>94,816</b>	<b>59,816</b>	<b>U</b>	<b>171</b>	<b>515,000</b>	<b>483,336</b>	<b>31,664</b>	<b>F</b>	<b>6</b>	<b>585,000</b>

**CITY OF SOUTH PERTH**  
**2015/2016 CAPITAL SUMMARY**  
**May-2016**

Key Responsibility Areas	MONTH					YEAR TO DATE					Total Budget
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	
<b>Collier Park Golf Course</b>											
Collier Park Golf Course	22,410	22,410	0	F	0	451,790	460,142	8,352	U	2	474,289
<b>Total Expense - Golf Course</b>	<b>22,410</b>	<b>22,410</b>	<b>0</b>	<b>F</b>	<b>0</b>	<b>451,790</b>	<b>460,142</b>	<b>8,352</b>	<b>U</b>	<b>2</b>	<b>474,289</b>
<b>Directorate - Infrastructure Services</b>											
Roads, Paths & Drains											
Roadworks	355,000	862,545	507,545	U	143	2,955,800	2,415,460	540,340	F	18	3,422,800
Drainage	140,000	136,024	3,976	F	3	419,000	428,288	9,288	U	2	464,000
Water Management Initiatives	25,000	11,106	13,894	F	56	340,000	318,929	21,071	F	6	340,000
Paths	5,000	52,850	47,850	U	957	506,000	435,386	70,614	F	14	536,000
Other	10,000	2,776	7,224	F	72	225,000	137,863	87,137	F	39	240,000
<b>Total - Roads, Paths &amp; Drains</b>	<b>535,000</b>	<b>1,065,301</b>	<b>530,301</b>	<b>U</b>	<b>99</b>	<b>4,445,800</b>	<b>3,735,927</b>	<b>709,873</b>	<b>F</b>	<b>16</b>	<b>5,002,800</b>
Traffic Management	70,000	323,237	253,237	U	362	757,000	750,125	6,875	F	1	1,152,000
Waste Management	26,250	4,320	21,930	F	84	237,150	197,336	39,814	F	17	243,400
City Environment											
Streetscape Projects	0	4,239	4,239	U		300,000	227,519	72,481	F	24	300,000
Park Development	380,000	155,237	224,763	F	59	1,773,000	1,321,347	451,653	F	25	2,748,000
Street & Reserve Lighting	60,000	3,536	56,464	F	94	150,000	73,852	76,148	F	51	150,000
Environmental Projects	35,000	69,012	34,012	U	97	416,500	221,616	194,884	F	47	566,500
Foreshore Asset Management	310,000	213,015	96,985	F	31	2,839,000	2,652,666	186,334	F	7	3,154,000
<b>Total - City Environment</b>	<b>785,000</b>	<b>445,039</b>	<b>339,961</b>	<b>F</b>	<b>43</b>	<b>5,478,500</b>	<b>4,497,001</b>	<b>981,499</b>	<b>F</b>	<b>18</b>	<b>6,918,500</b>
Recoverable Works	0	2,487	2,487	U		78,000	85,941	7,941	U	10	78,000
Building Management	90,000	134,472	44,472	U	49	516,000	458,074	57,926	F	11	601,000
Other Projects	0	119	119	U		25,000	1,309	23,691	F	95	25,000
Fleet Management	40,000	40,536	536	U	1	1,174,115	1,262,374	88,259	U	8	1,174,115
Sustainability	10,000	0	10,000	F		110,000	59,095	50,905	F	46	120,000
<b>Total Expense - Dir Infrastructure Services</b>	<b>1,556,250</b>	<b>2,015,511</b>	<b>459,261</b>	<b>U</b>	<b>30</b>	<b>12,821,565</b>	<b>11,047,181</b>	<b>1,774,384</b>	<b>F</b>	<b>14</b>	<b>15,314,815</b>
<b>Underground Power</b>											
Underground Power Project	0	0	0	F		0	0	0	F		0
<b>Total - Underground Power</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>		<b>0</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>3,703,660</b>	<b>3,968,830</b>	<b>265,170</b>	<b>U</b>	<b>7</b>	<b>28,379,355</b>	<b>25,338,957</b>	<b>3,040,398</b>	<b>F</b>	<b>11</b>	<b>36,118,104</b>

**SCHEDULE OF SIGNIFICANT VARIANCES**

Details	Month Budget	Month Actual	Month Var %	F U	YTD Budget	YTD Actual	YTD Var %	F U	Comment on Variances disclosed in Management Accounts
<b>Revenue</b>									
Governance Revenue	0	15,055	-	F	0	15,100	-	F	Vehicle trade in not budgeted for.
Parking Management	145,600	138,958	5%	U	1,562,900	1,539,430	2%	U	Meter parking revenue is now 1% under budget expectation and parking infringement revenue is 1% below. The appointment of a dedicated officer has been generally reversing the earlier infringement shortfall.
Investment Revenue	229,160	199,525	13%	U	2,556,240	2,475,434	3%	U	Municipal fund investment revenue is 8% under revised budget whilst Reserve Fund interest revenue is 3% under the revised budget. Refer to Agenda Item 10.6.2 for more detailed comment.
Rating Activities	10,500	22,140	111%	F	33,498,251	33,527,769	0%	F	Interest and collection costs recovered are both ahead of budget. Refer to Agenda Item 10.6.2 for more detailed comment.
Property Mgt Revenue	33,500	44,888	34%	F	363,500	379,487	0%	F	Unbudgeted revenue for temporary rental on Shop at 21 Welwyn Ave.
Planning Revenue	75,050	27,266	64%	U	780,150	772,202	1%	U	The earlier favourable variance relating to planning fees for JDAP applications has reversed. Full year target is not likely to be attained.
Building Services Revenue	32,505	135,431	-	F	488,015	596,050	22%	F	Unbudgeted building licence fee for 96 Mill Pt Rd.
City Env - Contributions	32,500	23,583	27%	U	217,500	161,900	26%	U	Casual ground hire well below budget expectations. Also there will be no major event revenue this year.
Crossover Revenue	3,500	7,447	113%	F	82,500	99,790	21%	F	Partial reversal of earlier timing difference as Budget Review is phased.
Asset Control Revenue	36,000	41,211	14%	F	92,320	75,781	18%	U	Timing difference on trade-in.
Waste Management Rev	16,500	21,088	28%	F	6,169,960	6,157,394	0%	U	Interim billing service adjustments and additional transfer station fees.
Collier Park Golf Course	227,305	220,324	3%	U	2,520,330	2,451,257	3%	U	Close to budget expectations - green fees slightly unfavourable.
<b>Expenditure</b>									
Corporate Support	100,025	76,662	23%	F	845,155	650,011	23%	F	Savings on salary costs from vacant positions, deferred consultant costs on CPGC expression of interest (\$100K).
Building Operating Costs (after allocations outwards)	(8,730)	4,988	-	U	62,730	70,389	12%	U	Monthly variance is timing difference on utilities. Less than anticipated utilities costs for year to date. As a consequence, allocations outwards have been similarly impacted.

**SCHEDULE OF SIGNIFICANT VARIANCES**

Details	Month Budget	Month Actual	Month Var %	F U	YTD Budget	YTD Actual	YTD Var %	F U	Comment on Variances disclosed in Management Accounts
Human Resources Admin (after allocations outwards)	20,630	10,835	47%	F	210,855	207,587	2%	F	Favourable variance on training and consultancy costs associated with EBA and award translations.
Governance Admin	50,305	70,604	40%	U	716,660	679,206	5%	F	Staff vacancy and timing difference on consultancy expenses.
Elected Members	128,630	111,769	13%	F	1,390,975	1,298,673	7%	F	These largely relate to timing differences on Councillor training and savings on support / functions.
City Communications	75,285	51,170	32%	F	769,265	693,127	10%	F	Timing difference on customer satisfaction survey costs and some salary savings.
Rangers Services	105,530	130,662	24%	U	1,389,465	1,441,018	4%	U	Depreciation adjustment brought to account.
Financial Services (after allocations outwards)	95,670	137,553	44%	U	1,389,465	1,441,018	4%	U	Several small variances in relation to audit fees, salaries from vacant position and also for interest expense due to deferred borrowing.
Information Services (after allocations outwards)	106,860	72,440	32%	F	1,012,035	890,259	12%	F	Several favourable variances on consultancy and software support and a timing difference on data service charges which will reverse by 30 June.
Customer Focus (after allocations outwards)	41,500	25,653	38%	F	307,825	272,776	11%	F	Savings against budgeted salaries and several other small variances on administrative costs.
Library Services	208,475	180,664	13%	F	2,355,435	2,326,768	1%	F	There are currently favourable variances on purchase of books, audio visual materials and journals which may reverse out by year end. Offsetting this, salaries are above budget.
Planning Services	149,720	158,555	6%	U	1,801,935	1,808,086	0%	U	Additional expenditure on legal advice relating to ALH matter.
Building Services	41,790	38,035	9%	F	513,750	497,028	3%	F	Some additional cost for external assessors and an additional insurance premium adjustment.
CCR Administration	90,315	98,867	9%	U	990,370	1,025,443	3%	U	Higher than budgeted staff costs after several position re-grades post budget adoption.
Major Events Expense	0	11,019	-	U	915,000	896,947	2%	F	Timing difference on some small supplier invoices.



**SCHEDULE OF SIGNIFICANT VARIANCES**

Details	Month Budget	Month Actual	Month Var %	F U	YTD Budget	YTD Actual	YTD Var %	F U	Comment on Variances disclosed in Management Accounts
Community Events	5,000	22,447	-	U	178,500	194,143	9%	U	Timing difference - still will be within budget allocation at year end.
Civic Functions	10,785	7,268	33%	F	118,890	97,624	18%	F	Costs will be well within budget allocation by year end.
Donations	20,000	30,630	53%	U	170,000	156,265	8%	F	Reversal of earlier timing difference - expected to be within annual budget allocation for the program.
Fiesta	1,860	5,990	-	U	310,410	315,045	0%	U	Reversal of earlier timing difference on supplier invoices for Fiesta.
Senior Citizens Centre	36,560	35,447	3%	F	405,190	389,483	4%	F	YTD variance reflects favourable cleaning and utilities costs.
Collier Park Village	150,780	165,648	10%	U	1,792,825	1,793,415	0%	U	Monthly variance relates to additional work on painting exteriors of units.
Infrastructure Governance (after allocations outwards)	20,470	26,653	30%	U	310,020	263,145	18%	F	The YTD variance relates largely to the extended absence of an employee in a senior role.
Reserve & Park Maint.	350,530	334,635	5%	F	3,633,390	3,712,837	2%	U	Variances on selected parks are currently under investigation.
Grounds Maintenance	14,320	15,355	7%	U	177,680	150,963	15%	F	Savings against budget on maintenance activities. Quality is not being affected.
Streetscape Maintenance	218,500	166,037	24%	F	1,905,250	1,694,698	11%	F	The favourable YTD variance reflects savings against budget for street tree pruning and the traffic device maintenance program.
Environmental Services	79,695	61,030	23%	F	558,950	540,784	3%	F	Lesser expenditure on natural areas maintenance.
Overheads - City Env.	132,755	106,066	20%	F	1,462,875	1,432,898	2%	F	Since overhead rates were adjusted in December, this area is tracking very close to anticipated overhead recovery.
Asset Holding Costs	98,085	100,000	2%	U	1,076,915	1,100,000	2%	U	Minor variation on estimated depreciation after Fair Value was revised at year end.
Building Maintenance Costs	78,525	95,143	21%	U	1,012,385	985,305	3%	F	Reversal of earlier timing difference.
Asset Holding Costs	637,505	438,345	31%	F	4,314,500	4,383,447	2%	U	Monthly variance is Q3 Budget Review adjustment brought to account.

**SCHEDULE OF SIGNIFICANT VARIANCES**

Details	Month Budget	Month Actual	Month Var %	F U	YTD Budget	YTD Actual	YTD Var %	F U	Comment on Variances disclosed in Management Accounts
Roads, Paths & Drains	340,250	385,696	13%	U	2,709,250	2,694,732	1%	F	The monthly variance reflects the reversal of the earlier timing difference on drainage maintenance.
Fleet Operations	50,005	99,605	99%	U	722,345	853,887	18%	U	Cash expenses are 8% under budget and non cash are 2% under budget. Recoveries against jobs are behind the YTD budget and will be retrospectively adjusted at year end.
Eng Infrastructure Overheads	94,050	36,633	61%	F	1,054,515	839,588	20%	F	Savings against salaries budget and over-recovery of overheads that will be adjusted at year end.
Waste Management	591,150	468,080	21%	F	5,478,675	5,393,274	2%	F	There is an unfavourable variance in relation to transfer station wages and a significant saving against budget in relation to rubbish site charges.
Collier Park Golf Course	243,245	190,715	22%	F	2,243,850	2,057,005	8%	F	Savings against budget for salaries, plant use and some maintenance activities - which may partially reverse out in June.
<b>Capital Revenue</b>									
Land Sales	540,000	0	-	U	3,626,363	3,060,808	16%		Proposed disposal of Crawshaw Crescent sump land could not proceed as the land area was slightly under sub-division requirements.
Building Management	0	0	-	F	1,000,000	1,000,000	-	F	Manning Hub Lotterywest grant received.
<b>Capital Expenditure</b>									
Major Land / Building Projects	2,000,000	1,654,773	17%	F	13,487,000	12,722,185	6%	F	Small timing difference on the cash flows associated with the Manning Hub project.
Information Technology	90,000	101,401	13%	U	859,000	541,048	37%	F	Bulk of the expenditure will be billed in June. Most projects are in progress but not yet billed - excepting those that are associated with the Manning Hub project (\$300K) which can only occur after the building is completed. There will be some carry forward works.
Strategic Urban Planning	10,000	19,340	93%	U	150,000	125,475	16%	F	Small timing difference on strategic projects.
Community, Culture & Rec.	0	0	-	F	60,000	4,000	93%	F	Timing difference on CSRFF funding but full budget won't be required.
Collier Park Village	25,000	75,476	-	U	305,000	353,861	1%	F	Refurbishment costs are higher than expectations at this time.

**SCHEDULE OF SIGNIFICANT VARIANCES**

Details	Month Budget	Month Actual	Month Var %	F U	YTD Budget	YTD Actual	YTD Var %	F U	Comment on Variances disclosed in Management Accounts
Roads, Paths & Drains	535,000	1,065,301	99%	U	4,445,800	3,735,927	16%	F	Significant reversal of earlier timing difference on major projects that is expected to further reverse in June.
Traffic Management	70,000	323,237	-	U	757,000	750,125	1%	F	Reversal of earlier timing difference in relation to invoicing for the Manning Rd - Ley St intersection works.
City Environment	785,000	445,039	43%	F	5,478,500	4,497,001	18%	F	Favourable variance relates to a budget phasing issue on playground upgrades and delays in progressing the Cygnia Cove wetland works as well as the remaining \$2.35K of work on James Miller Oval.
Building Management	90,000	134,472	49%	U	516,000	458,074	24%	F	This variance relates to deferral of the Civic Centre refurbishment and also air conditioner replacement as both projects should necessarily run in parallel.
Fleet Management	40,000	40,536	1%	U	1,174,115	1,262,374	8%	U	An incorrect amount was returned to the Plant Replacement Reserve at the Q3 Budget Review.

**CITY OF SOUTH PERTH  
SUMMARY OF BUDGET MOVEMENTS 2015/2016**

Key Responsibility Areas	2014/2015 Amended	2015/2016		Variance		Budget Adjustment Details
		Adopted	Amended	F/U	%	
<b>REVENUE</b>						
<b>Chief Executive's Office</b>						
City Administration	0	0	16,500	✓		Reconciliation Schedule Items marked R1
Human Resources Admin Revenue	0	0	0			Reconciliation Schedule Items marked R2
Communication	0	0	0			Reconciliation Schedule Items marked R3
Governance	0	0	0			Reconciliation Schedule Items marked R4
Ranger Services	1,673,500	1,780,500	1,800,000	✓	1%	Reconciliation Schedule Items marked R18
<b>Total Operating Revenue - Chief Executive's Office</b>	<b>1,673,500</b>	<b>1,780,500</b>	<b>1,816,500</b>	✓	2%	
<b>Directorate - Financial &amp; Information Services</b>						
Administration	26,000	0	22,000	✓		Reconciliation Schedule Items marked R10
Financial Services	3,788,644	3,537,672	3,409,672	✗	(4%)	Reconciliation Schedule Items marked R11
Rating Activities	31,927,500	33,416,251	33,531,251	✓	0%	Reconciliation Schedule Items marked R33
Property Management	409,385	375,000	375,000		0%	Reconciliation Schedule Items marked R12
Information Technology	14,250	0	0			Reconciliation Schedule Items marked R13
Customer Services Admin Revenue	0	0	0			Reconciliation Schedule Items marked R14
Library Services	33,120	31,250	31,250		0%	Reconciliation Schedule Items marked R6
<b>Total Operating Revenue - Dir Financial Services</b>	<b>36,198,899</b>	<b>37,360,173</b>	<b>37,369,173</b>	✓	0%	
<b>Directorate - Development &amp; Community Services</b>						
Administration	0	0	0			Reconciliation Schedule Items marked R15
Health	104,500	96,500	130,000	✓	35%	Reconciliation Schedule Items marked R16
Planning	798,250	800,150	850,150	✓	6%	Reconciliation Schedule Items marked R19
Building Services	498,250	480,250	520,250	✓	8%	Reconciliation Schedule Items marked R20
Community Culture & Recreation	811,000	870,000	897,000	✓	3%	Reconciliation Schedule Items marked R5
Collier Park Village	1,014,250	1,071,193	1,059,193	✗	(1%)	Reconciliation Schedule Items marked R7
Collier Park Hostel	0					Reconciliation Schedule Items marked R8
<b>Total Operating Revenue - Dir Develop &amp; Comm</b>	<b>3,226,250</b>	<b>3,318,093</b>	<b>3,456,593</b>	✓	4%	
<b>TOTAL ADMINISTRATION OPERATING REVENUE</b>	<b>41,098,649</b>	<b>42,458,766</b>	<b>42,642,266</b>	✓	0%	

**CITY OF SOUTH PERTH  
SUMMARY OF BUDGET MOVEMENTS 2015/2016**

Key Responsibility Areas	2014/2015 Amended	2015/2016		Variance		Budget Adjustment Details
		Adopted	Amended	F/U	%	
<b>REVENUE</b>						
<b>Infrastructure Support</b>						
Administration Revenue	18,000	0	0			Reconciliation Schedule Items marked R21
<b>Total Operating Revenue - Infrastructure Support</b>	<b>18,000</b>	<b>0</b>	<b>0</b>			
<b>City Environment</b>						
Contributions	335,000	270,000	265,000	x	(2%)	Reconciliation Schedule Items marked R22
Nursery Revenue	165,000	158,000	158,000		0%	Reconciliation Schedule Items marked R23
Asset Control Revenue	110,040	129,410	139,410	✓	8%	Reconciliation Schedule Items marked R24
Environmental Services Revenue	0	0	5,000	✓		Reconciliation Schedule Items marked R25
<b>Total Operating Revenue - City Environment</b>	<b>610,040</b>	<b>557,410</b>	<b>567,410</b>	✓	2%	
<b>Golf Course</b>						
Collier Park Golf Course	2,697,920	2,792,640	2,737,640	x	(2%)	Reconciliation Schedule Items marked R9
<b>Total Operating Revenue - Golf Course</b>	<b>2,697,920</b>	<b>2,792,640</b>	<b>2,737,640</b>	x	(2%)	
<b>Engineering Infrastructure</b>						
Design Office Revenue	16,000	0	0			Reconciliation Schedule Items marked R26
Construction & Maintenance						
Road Grants	417,900	218,000	202,000	x	(7%)	Reconciliation Schedule Items marked R27
Contributions to Works	170,000	108,500	134,500	✓	24%	Reconciliation Schedule Items marked R28
Reinstatement Revenue	15,000	12,500	12,500		0%	Reconciliation Schedule Items marked R29
Crossover Revenue	70,000	40,000	85,000	✓	113%	Reconciliation Schedule Items marked R30
Asset Control Revenue	29,110	92,320	92,320		0%	Reconciliation Schedule Items marked R31
Other Revenue	7,500	0	0			Reconciliation Schedule Items marked R32
Waste Management	6,101,560	6,372,460	6,186,460	x	(3%)	Reconciliation Schedule Items marked R17
<b>Total Operating Revenue - Engineer Infrastructure</b>	<b>6,827,070</b>	<b>6,843,780</b>	<b>6,712,780</b>	x	(2%)	
<b>TOTAL INFRASTRUCTURE SERVICES OP REVENUE</b>	<b>10,153,030</b>	<b>10,193,830</b>	<b>10,017,830</b>	x	(2%)	
<b>TOTAL OPERATING REVENUE</b>	<b>51,251,679</b>	<b>52,652,596</b>	<b>52,660,096</b>	✓	0%	

**CITY OF SOUTH PERTH  
SUMMARY OF BUDGET MOVEMENTS 2015/2016**

Key Responsibility Areas	2014/2015 Amended	2015/2016		Variance		Budget Adjustment Details
		Adopted	Amended	F/U	%	
<b>EXPENDITURE</b>						
<b>Chief Executive's Office</b>						
City Administration	1,186,475	873,551	952,551	x	9%	Reconciliation Schedule Items marked E1
Human Resources Administration (after allocation)	262,851	236,246	236,246		0%	Reconciliation Schedule Items marked E2
Governance Admin	711,290	839,707	759,707	✓	(10%)	Reconciliation Schedule Items marked E3
Elected Members	1,444,235	1,527,622	1,515,622	✓	(1%)	Reconciliation Schedule Items marked E4
City Communications	485,778	554,799	654,799	x	18%	Reconciliation Schedule Items marked E5
Publications	131,000	177,500	177,500		0%	Reconciliation Schedule Items marked E6
Ranger Services	1,350,628	1,476,865	1,539,364	x	4%	Reconciliation Schedule Items marked E28
<b>Total Operating Expense - Chief Executive's Office</b>	<b>5,572,257</b>	<b>5,686,290</b>	<b>5,835,789</b>	<b>x</b>	<b>3%</b>	
<b>Director Financial &amp; Information Services</b>						
Administration (after allocations out)	300,018	332,240	334,240	x	1%	Reconciliation Schedule Items marked E18
Financial Services (after allocations outwards)	1,107,579	1,176,747	1,041,747	✓	(11%)	Reconciliation Schedule Items marked E19
Property Management	1,273,428	164,000	164,000		0%	Reconciliation Schedule Items marked E20
Information Technology (after allocations out)	912,759	943,151	1,013,151	x	7%	Reconciliation Schedule Items marked E21
Customer Services Team	245,328	311,296	335,296	x	8%	Reconciliation Schedule Items marked E22
Library Services	2,452,730	2,568,411	2,565,411	✓	(0%)	Reconciliation Schedule Items marked E13
<b>Total Operating Expense - Dir Financial Services</b>	<b>6,291,842</b>	<b>5,495,845</b>	<b>5,453,845</b>	<b>✓</b>	<b>(1%)</b>	
<b>Directorate - Development &amp; Community Services</b>						
Administration	231,508	239,886	239,886		0%	Reconciliation Schedule Items marked E23
Planning	1,741,289	1,885,061	1,948,561	x	3%	Reconciliation Schedule Items marked E24
Building Services	511,564	515,570	555,570	x	8%	Reconciliation Schedule Items marked E25
Health	485,045	546,537	558,537	x	2%	Reconciliation Schedule Items marked E26
Community Culture & Recreation Admin	991,802	1,079,318	1,079,318		0%	Reconciliation Schedule Items marked E7
Cultural Activities	1,710,318	1,709,693	1,764,693	x	3%	Reconciliation Schedule Items marked E8
Safer City Program	43,134	36,789	36,789		0%	Reconciliation Schedule Items marked E9
Senior Citizens	436,525	440,841	440,841		0%	Reconciliation Schedule Items marked E10
Recreation	744,610	791,522	785,522	✓	(1%)	Reconciliation Schedule Items marked E11
Halls & Public Buildings	470,518	489,643	529,643	x	8%	Reconciliation Schedule Items marked E12
Collier Park Village	1,884,918	1,926,332	1,949,832	x	1%	Reconciliation Schedule Items marked E14
Collier Park Hostel	0	0	0			Reconciliation Schedule Items marked E15

**CITY OF SOUTH PERTH  
SUMMARY OF BUDGET MOVEMENTS 2015/2016**

Key Responsibility Areas	2014/2015 Amended	2015/2016		Variance		Budget Adjustment Details
		Adopted	Amended	F/U	%	
Collier Park Community Centre	1,000	2,000	2,000		0%	Reconciliation Schedule Items marked E16
<b>Total Operating Expense - Dir Develop &amp; Comm</b>	<b>9,252,231</b>	<b>9,663,192</b>	<b>9,891,192</b>	<b>x</b>	<b>2%</b>	
<b>TOTAL ADMINISTRATION OPERATING EXPENDITURE</b>	<b>21,116,330</b>	<b>20,845,327</b>	<b>21,180,826</b>	<b>x</b>	<b>2%</b>	
<b>Infrastructure Support &amp; Administration</b>						
Governance Cost (after allocations outwards)	312,506	363,000	372,999	<b>x</b>	3%	Reconciliation Schedule Items marked E29
<b>Total Operating Expense - Infrastructure Support</b>	<b>312,506</b>	<b>363,000</b>	<b>372,999</b>	<b>x</b>	<b>3%</b>	
<b>City Environment</b>						
Reserves & Parks Maintenance	3,976,638	3,995,720	3,995,720		0%	Reconciliation Schedule Items marked E30
Miscellaneous Parks Programmes	30,000	30,000	30,000		0%	Reconciliation Schedule Items marked E31
Grounds Maintenance	247,000	202,000	192,000	✓	(5%)	Reconciliation Schedule Items marked E32
Streetscape Maintenance	1,870,000	2,118,000	2,118,000		0%	Reconciliation Schedule Items marked E33
Environmental Services	610,006	608,631	608,631		0%	Reconciliation Schedule Items marked E34
Plant Nursery	234,575	269,380	289,380	<b>x</b>	7%	Reconciliation Schedule Items marked E35
Overheads	1,099,357	1,594,162	1,594,162		0%	Reconciliation Schedule Items marked E36
Asset Holding Costs	2,500,000	2,500,000	1,175,000	✓	(53%)	Reconciliation Schedule Items marked E37
Building Maintenance	620,406	521,459	601,459	<b>x</b>	15%	Reconciliation Schedule Items marked E38
Reserve Building Maintenance & Operations	134,750	132,250	132,250		0%	Reconciliation Schedule Items marked E39
Public Convenience Maintenance & Operations	192,000	188,000	188,000		0%	Reconciliation Schedule Items marked E40
Depot Maintenance	134,000	137,500	137,500		0%	Reconciliation Schedule Items marked E41
Jetty Maintenance	20,000	13,000	13,000		0%	Reconciliation Schedule Items marked E42
<b>Total Operating Expense - City Environment</b>	<b>11,668,732</b>	<b>12,310,102</b>	<b>11,075,102</b>	✓	(10%)	
<b>Golf Course</b>						
Collier Park Golf Course	2,324,808	2,430,740	2,430,740		0%	Reconciliation Schedule Items marked E17
<b>Total Operating Expense - CPGC</b>	<b>2,324,808</b>	<b>2,430,740</b>	<b>2,430,740</b>			

**CITY OF SOUTH PERTH  
SUMMARY OF BUDGET MOVEMENTS 2015/2016**

Key Responsibility Areas	2014/2015 Amended	2015/2016		Variance		Budget Adjustment Details
		Adopted	Amended	F/U	%	
<b>Engineering Infrastructure</b>						
Design Office Overheads (after allocations outwards)	357,797	385,793	385,793		0%	Reconciliation Schedule Items marked E43
<b>Sub Total - Design Office</b>	<b>357,797</b>	<b>385,793</b>	<b>385,793</b>		0%	
<b>Construction &amp; Maintenance</b>						
Reinstatements	45,000	25,000	25,000		0%	Reconciliation Schedule Items marked E44
Crossovers	100,000	100,000	125,000	x	25%	Reconciliation Schedule Items marked E45
Asset Control	4,885,000	4,902,000	5,177,000	x	6%	Reconciliation Schedule Items marked E46
Roads Footpaths & Drains	2,835,500	2,886,000	2,949,000	x	2%	Reconciliation Schedule Items marked E47
Fleet Operations	651,570	841,360	771,360	✓	(8%)	Reconciliation Schedule Items marked E48
Overheads	972,473	1,151,561	1,151,561		0%	Reconciliation Schedule Items marked E49
Waste Management	5,716,517	5,969,098	5,929,096	✓	(1%)	Reconciliation Schedule Items marked E27
<b>Total Operating Expense - Engineer Infrastructure</b>	<b>15,563,857</b>	<b>16,260,812</b>	<b>16,513,810</b>	x	2%	
<b>TOTAL OPERATING EXPENSE - INFRASTRUCTURE</b>	<b>29,869,903</b>	<b>31,364,654</b>	<b>30,392,651</b>	✓	(3%)	
<b>TOTAL OPERATING EXPENDITURE</b>	<b>50,986,233</b>	<b>52,209,981</b>	<b>51,573,477</b>	✓	(1%)	
<b>CAPITAL REVENUE</b>						
<b>Directorate - CEO Office</b>						
Capital Revenue	24,450,000	5,226,015	3,626,363	✓	(31%)	Reconciliation Schedule Items marked CR1
<b>Total Revenue - CEO Office</b>	<b>24,450,000</b>	<b>5,226,015</b>	<b>3,626,363</b>			
<b>Directorate - Finance &amp; Information Services</b>						
Capital Revenue	103,500	0	0			Reconciliation Schedule Items marked CR2
<b>Directorate - Development &amp; Community Services</b>						
Collier Park Village	400,000	500,000	500,000		0%	Reconciliation Schedule Items marked CR3
<b>Total Revenue - Dir Develop &amp; Community Services</b>	<b>400,000</b>	<b>500,000</b>	<b>500,000</b>			
<b>Directorate - Infrastructure Services</b>						
Roads, Drains & Streets	342,500	1,585,000	1,511,000	x	(5%)	Reconciliation Schedule Items marked CR6
City Environment	727,000	0	842,000	✓		Reconciliation Schedule Items marked CR8
Building Management	130,000	1,600,000	1,655,000	✓	3%	Reconciliation Schedule Items marked CR9
Underground Power	0	0	0			Reconciliation Schedule Items marked CR10
<b>Total Revenue - Dir Infrastructure Services</b>	<b>1,199,500</b>	<b>3,185,000</b>	<b>4,008,000</b>	✓	26%	
<b>TOTAL CAPITAL REVENUE</b>	<b>26,153,000</b>	<b>8,911,015</b>	<b>8,134,363</b>	x	(9%)	



**CITY OF SOUTH PERTH  
SUMMARY OF BUDGET MOVEMENTS 2015/2016**

Key Responsibility Areas	2014/2015 Amended	2015/2016		Variance		Budget Adjustment Details
		Adopted	Amended	F/U	%	
<b>CAPITAL EXPENDITURE</b>						
<b>Chief Executive's Office</b>						
Administration	15,000	165,000	165,000		0%	Reconciliation Schedule Items marked CX1
Rangers Services	685,000	80,000	80,000		0%	Reconciliation Schedule Items marked CX2
Major Land & Community Building Transactions	1,897,300	17,045,000	18,177,000	x	7%	Reconciliation Schedule Items marked CX30
<b>Total Expense - Chief Executive's Office</b>	<b>2,597,300</b>	<b>17,290,000</b>	<b>18,422,000</b>	<b>x</b>	<b>7%</b>	
<b>Directorate - Financial &amp; Information Services</b>						
Information Technology	1,110,000	835,000	1,322,000		58%	Reconciliation Schedule Items marked CX3
Financial Services	0	0	0			Reconciliation Schedule Items marked CX4
Library Services	0	0	0			Reconciliation Schedule Items marked CX6
<b>Total Expense - Dir Financial &amp; Info Services</b>	<b>1,110,000</b>	<b>835,000</b>	<b>1,322,000</b>	<b>x</b>	<b>58%</b>	
<b>Directorate - Development &amp; Community Services</b>						
Strategic Urban Planning	125,000	200,000	200,000		0%	Reconciliation Schedule Items marked CX27
Health & Building Regulatory	0	0	0			Reconciliation Schedule Items marked CX28
Community, Culture & Recreation	195,000	60,000	60,000		0%	Reconciliation Schedule Items marked CX5
Collier Park Retirement Complex	325,000	325,000	325,000		0%	Reconciliation Schedule Items marked CX8
<b>Total Expense - Dir Develop &amp; Comm Services</b>	<b>645,000</b>	<b>585,000</b>	<b>585,000</b>		<b>0%</b>	
<b>Unclassified Capital</b>						
General Capital Expense	0	0	0			Reconciliation Schedule Items marked CX11
<b>Total Expense - Unclassified Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Directorate - Infrastructure Services</b>						
Roads, Drains & Streets						
Roadworks	2,102,000	2,718,000	3,422,800	x	26%	Reconciliation Schedule Items marked CX12
Drainage	512,700	900,000	464,000	✓	(48%)	Reconciliation Schedule Items marked CX13
Water Management Initiatives	305,000	40,000	340,000			Reconciliation Schedule Items marked CX29
Paths	450,000	565,000	536,000	✓	(5%)	Reconciliation Schedule Items marked CX14
Other	220,000	115,000	240,000	x	109%	Reconciliation Schedule Items marked CX15
<b>Total Exp - Roads, Drains &amp; Streets</b>	<b>3,589,700</b>	<b>4,338,000</b>	<b>5,002,800</b>	<b>x</b>		
Traffic Management	984,500	1,230,000	1,152,000	✓	(6%)	Reconciliation Schedule Items marked CX16
Waste Management	520,450	173,400	243,400	x	40%	Reconciliation Schedule Items marked CX9

**CITY OF SOUTH PERTH  
SUMMARY OF BUDGET MOVEMENTS 2015/2016**

Key Responsibility Areas	2014/2015 Amended	2015/2016		Variance		Budget Adjustment Details
		Adopted	Amended	F/U	%	
City Environment						
Streetscape Projects	380,000	300,000	300,000		0%	Reconciliation Schedule Items marked CX17
Park Development	695,500	1,810,000	2,748,000		52%	Reconciliation Schedule Items marked CX18
Street & Reserve Lighting	0	150,000	150,000		0%	Reconciliation Schedule Items marked CX19
Environmental Projects	489,000	355,000	566,500		60%	Reconciliation Schedule Items marked CX20
Foreshore Asset Management	4,045,000	4,050,000	3,154,000		(22%)	Reconciliation Schedule Items marked CX26
Other Projects	0	50,000	78,000		56%	Reconciliation Schedule Items marked CX21
<b>Total Capital Expense - City Environment</b>	<b>5,609,500</b>	<b>6,715,000</b>	<b>6,996,500</b>			
Collier Park Golf Course	421,115	474,289	474,289		0%	Reconciliation Schedule Items marked CX7
Recoverable Works	7,500	0	25,000			Reconciliation Schedule Items marked CX22
Building Management	928,000	710,000	601,000		(15%)	Reconciliation Schedule Items marked CX23
Fleet & Plant Management	1,312,900	1,054,115	1,174,115	x	11%	Reconciliation Schedule Items marked CX24
Asset Management	205,000	0	0			Reconciliation Schedule Items marked CX31
Sustainability	130,000	120,000	120,000		0%	Reconciliation Schedule Items marked CX32
Underground Power Project	0	0	0			Reconciliation Schedule Items marked CX25
<b>Total Expense - Dir Infrastructure Services</b>	<b>13,708,665</b>	<b>14,814,804</b>	<b>15,789,104</b>	<b>x</b>	<b>7%</b>	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>18,060,965</b>	<b>33,524,804</b>	<b>36,118,104</b>	<b>x</b>	<b>8%</b>	

2015/2016 BUDGET RECONCILIATION SCHEDULE - SHOWING MOVEMENTS BETWEEN ADOPTED AND AMENDED BUDGET

Account No	Account Details	Fund	Month Approved	Agenda Item No	Adjustment Amount	Line Total Affected	Budget Impact
	<b>Budget Closing Position - Est at Adoption</b> (Including Carry Forward Funds)						<b>6,776,610</b> (4,000,000)
3326.2810	Planning Legal Fees	Muni	Aug-15	15.1.1	130,000	E24	(130,000)
	<b>Balance at Month End</b>						<b>2,646,610</b>
7165.1500.30	Thelma St Cul-de-Sac at Canning Highway	Muni	Sep-15	10.5.1	75,000	CX16	(75,000)
	<b>Balance at Month End</b>						<b>2,571,610</b>
8845.5831	Manning Community Facility	Muni	Nov-15	10.6.4	437,000	CX30	(437,000)
8704.5831	Computer Network Enhancements	Muni	Nov-15	10.6.4	35,000	CX3	(35,000)
8761.5831	Server Room - Manning Hub	Muni	Nov-15	10.6.4	200,000	CX3	(200,000)
8718.5831	Web Development	Muni	Nov-15	10.6.4	25,000	CX3	(25,000)
8721.5831	Software Development	Muni	Nov-15	10.6.4	80,000	CX3	(80,000)
8758.5831	CRM Upgrade	Muni	Nov-15	10.6.4	30,000	CX3	(30,000)
8765.5831	Online DA Solution	Muni	Nov-15	10.6.4	50,000	CX3	(50,000)
8764.5831	Online Bookings	Muni	Nov-15	10.6.4	25,000	CX3	(25,000)
8767.5831	Rangers Mobility Solution	Muni	Nov-15	10.6.4	15,000	CX3	(15,000)
5573.1500.30	Renwick St (Sandgate - Canning)	Muni	Nov-15	10.6.4	125,000	CX12	(125,000)
5584.1500.30	Doneraille Park Wetland	Muni	Nov-15	10.6.4	103,000	CX29	(103,000)
5561.1500.30	Drainage Infrastructure - Catchment 40	Muni	Nov-15	10.6.4	132,000	CX29	(132,000)
5581.1500.30	Commercial Precinct Paving	Muni	Nov-15	10.6.4	26,000	CX14	(26,000)
5485.5831	SJMP Viewing Platform Repairs	Muni	Nov-15	10.6.4	125,000	CX15	(125,000)
8000.5831	Mobile Plant	Muni	Nov-15	10.6.4	425,000	CX24	(425,000)
7141.4719	LATM Planning & Forward Design	Muni	Nov-15	10.6.4	10,000	CX16	(10,000)
7145.1500.30	Area 9A & 9B Traffic Management	Muni	Nov-15	10.6.4	25,000	CX16	(25,000)
7148.4719	Mends St Upgrade Planning	Muni	Nov-15	10.6.4	22,500	CX16	(22,500)
7149.1500.30	Manning Rd - Ley St Intersection	Muni	Nov-15	10.6.4	187,000	CX16	(187,000)
7151.1500.30	Broome St Parking	Muni	Nov-15	10.6.4	16,000	CX16	(16,000)
7153.1500.30	Davilak - Edgecumbe Roundabout	Muni	Nov-15	10.6.4	157,000	CX16	(157,000)
5579.1500.30	Drainage Design Program	Muni	Nov-15	10.6.4	20,000	CX13	(20,000)
6092.2500.30	Playground Equipment Upgrades	Muni	Nov-15	10.6.4	55,000	CX18	(55,000)
6262.4719	Park Master Planning / Design	Muni	Nov-15	10.6.4	83000	CX18	(83,000)

2015/2016 BUDGET RECONCILIATION SCHEDULE - SHOWING MOVEMENTS BETWEEN ADOPTED AND AMENDED BUDGET

Account No	Account Details	Fund	Month Approved	Agenda Item No	Adjustment Amount	Line Total Affected	Budget Impact
6302.2500.30	Cygnia Cove Environmental Work	Muni	Nov-15	10.6.4	100,000	CX20	(100,000)
6303.2500.30	Mt Henry Spit Weed Control	Muni	Nov-15	10.6.4	12,500	CX20	(12,500)
6304.2500.30	Salter Pt Restoration - Stage 2	Muni	Nov-15	10.6.4	48,750	CX20	(48,750)
6305.2500.30	Cloisters Foreshore Restoration	Muni	Nov-15	10.6.4	8,250	CX20	(8,250)
6257.2500.30	Western Foreshore Erosion Control	Muni	Nov-15	10.6.4	50,000	CX20	(50,000)
6301.1500.30	SJMP Promenade	Muni	Nov-15	10.6.4	880,000	CX26	(880,000)
6297.2500.30	Como Beach River Wall	Muni	Nov-15	10.6.4	19,000	CX26	(19,000)
8149.1500.30	Civic Centre Retaining Walls	Muni	Nov-15	10.6.4	48,000	CX23	(48,000)
8150.1500.30	Disability Access Ramps	Muni	Nov-15	10.6.4	71,000	CX23	(71,000)
8766.5831	Fleet Management Solution	Muni	Nov-15	10.6.4	10,000	CX24	(10,000)
5567.1500.30	Marsh Ave	Muni	Nov-15	10.6.4	10,000	CX12	(10,000)
5528.1500.30	Sulman Ave Drainage	Muni	Nov-15	10.6.4	4,000	CX13	(4,000)
8914.5831	Old Mill Precinct	Muni	Nov-15	10.6.4	15,000	CX30	(15,000)
8757.5831	Sharepoint Intranet Development	Muni	Nov-15	10.6.4	15,000	CX3	(15,000)
	<b>Balance Excluding Q1 Review</b>						<b>2,871,610</b>
1004.0102	General Purpose Grant Funding	Muni	Nov-15	10.6.5	40,000	R11	(40,000)
1103.0001	Rate Revenue	Muni	Nov-15	10.6.5	(25,000)	R33	25,000
1103.0002	Interim Rates	Muni	Nov-15	10.6.5	(50,000)	R33	50,000
3325.0499	Planning Misc Revenue	Muni	Nov-15	10.6.5	(25,000)	R19	25,000
3326.3806	Town Planning Scheme	Muni	Nov-15	10.6.5	13,500	E24	(13,500)
3134.0471	Building Material on Verge	Muni	Nov-15	10.6.5	(15,000)	R20	15,000
3216.0440	Asset Disposal Proceeds - Health	Muni	Nov-15	10.6.5	(13,000)	R16	13,000
2131.0108	Community Grant	Muni	Nov-15	10.6.5	(67,000)	R5	67,000
2136.4949	Kidsport Activities	Muni	Nov-15	10.6.5	45,000	E8	(45,000)
3135.2820	Building Services - Consultancy	Muni	Nov-15	10.6.5	40,000	E25	(40,000)
4028.2840	Infrastructure Admin Misc	Muni	Nov-15	10.6.5	2,500	E29	(2,500)
4500.0440	Asset Disposal Proceeds - Infrastructure	Muni	Nov-15	10.6.5	(10,000)	R24	10,000
4000.0103	Road Grant Revenue	Muni	Nov-15	10.6.5	16,000	R27	(16,000)
4033.0421	Contributions Revenue	Muni	Nov-15	10.6.5	(26,000)	R28	26,000
4990.1500.30	Bus Shelter Maintenance	Muni	Nov-15	10.6.5	13,000	E47	(13,000)
4991.0452	Crossover Revenue	Muni	Nov-15	10.6.5	(20,000)	R30	20,000

2015/2016 BUDGET RECONCILIATION SCHEDULE - SHOWING MOVEMENTS BETWEEN ADOPTED AND AMENDED BUDGET

Account No	Account Details	Fund	Month Approved	Agenda Item No	Adjustment Amount	Line Total Affected	Budget Impact
5999.0104	Capital Grant Revenue - Roads	Muni	Nov-15	10.6.5	530,000	CR6	(530,000)
7155.1500.30	Hayman Rd / Thelma St Roundabout	Muni	Nov-15	10.6.5	(530,000)	CX16	530,000
5604.1500.30	Queen St Drainage Upgrade	Muni	Nov-15	10.6.5	(150,000)	CX13	150,000
5605.1500.30	GPT Installation	Muni	Nov-15	10.6.5	(75,000)	CX13	75,000
5606.1500.30	Melville Pde Drainage	Muni	Nov-15	10.6.5	(110,000)	CX13	110,000
5589.1500.30	Duckett Drive (Isabella - Conochie)	Muni	Nov-15	10.6.5	(140,000)	CX12	140,000
5599.4719	Traffic Modelling - Station Precinct	Muni	Nov-15	10.6.5	80,000	CX12	(80,000)
7141.4719	Integrated Transport Plan	Muni	Nov-15	10.6.5	(55,000)	CX16	55,000
5610.4719	Design Work - Mill Pt / Labouchere Rd	Muni	Nov-15	10.6.5	150,000	CX12	(150,000)
8717.5831	Digital Map Images	Muni	Nov-15	10.6.5	12,000	CX3	(12,000)
0207.2823	CPGC EOI Process	Muni	Nov-15	10.6.5	100,000	E1	(100,000)
6300.1500.30	SJMP River Wall	Muni	Nov-15	10.6.5	50,000	CX26	(50,000)
6301.1500.30	SJMP River Foreshore Promenade	Muni	Nov-15	10.6.5	130,000	CX26	(130,000)
2132.2849	Consultation Software License	Muni	Nov-15	10.6.5	20,000	E5	(20,000)
2211.2848	Rangers Accommodation Planning	Muni	Nov-15	10.6.5	30,000	E28	(30,000)
4470.4500.30	Maintenance - Public Art	Muni	Nov-15	10.6.5	10,000	E38	(10,000)
4308.4500.30	Maintenance - Animal Care Facility	Muni	Nov-15	10.6.5	10,000	E38	(10,000)
4309.4500.30	Maintenance - Rangers Office	Muni	Nov-15	10.6.5	5,000	E38	(5,000)
3216.0440	Asset Disposal Proceeds - Health	Muni	Nov-15	10.6.5	(13,000)	R16	13,000
8961.5831	EJ Oval Precinct Upgrade	Muni	Nov-15	10.6.5	640,000	CX30	(640,000)
9917.7802	Transfer to Muni Fund	Muni	Nov-15	10.6.5	640,000	TRANS	0
1045.9917	Transfer from Reserve	Muni	Nov-15	10.6.5	(640,000)	TRANS	640,000
8843.5831	Land Acquisition	Muni	Nov-15	10.6.5	520,000	CX30	(520,000)
8845.5831	Manning Hub	Muni	Nov-15	10.6.5	(520,000)	CX30	520,000
8703.5831	IT Acquisitions	Muni	Nov-15	10.6.5	70,000	CX3	(70,000)
8704.5831	Network Enhancements	Muni	Nov-15	10.6.5	(20,000)	CX3	20,000
8705.5831	Communication Equipment	Muni	Nov-15	10.6.5	50,000	CX3	(50,000)
8721.5831	Software Acquisition	Muni	Nov-15	10.6.5	(120,000)	CX3	120,000
8708.5831	EDMS System	Muni	Nov-15	10.6.5	(25,000)	CX3	25,000
8758.5831	CRM Workflow Development	Muni	Nov-15	10.6.5	(30,000)	CX3	30,000
8762.2820	IT Consultancy	Muni	Nov-15	10.6.5	75,000	CX3	(75,000)
2132.1901	Communications / Marketing Salaries	Muni	Nov-15	10.6.5	20,000	E5	(20,000)
3015.1901	Governance Salaries	Muni	Nov-15	10.6.5	(20,000)	E3	20,000

2015/2016 BUDGET RECONCILIATION SCHEDULE - SHOWING MOVEMENTS BETWEEN ADOPTED AND AMENDED BUDGET

Account No	Account Details	Fund	Month Approved	Agenda Item No	Adjustment Amount	Line Total Affected	Budget Impact
4910.5915	Depreciation - Parks Assets	Muni	Nov-15	10.6.5	(1,400,000)	E37	0
3215.5850	Carrying Amount - Asset Sold	Muni	Nov-15	10.6.5	12,000	E26	0
4501.5850	Carrying Amount - Asset Sold	Muni	Nov-15	10.6.5	10,000	E48	0
Balance Sheet	Adjustment to Estimated Opening Position	Muni	Nov-15	10.6.5	1,276,193	-	(1,276,193)
	<b>Balance at Month End</b>						<b>1,622,417</b>
0206.0440	Proceeds on Sale of Asset - CEO Office	Muni	Feb-16	10.6.4	(16,500)	R1	16,500
2233.0440	Proceeds on Sale of Asset - Ranger Serv	Muni	Feb-16	10.6.4	(24,000)	R18	24,000
2209.4905	ESL - City Buildings	Muni	Feb-16	10.6.4	5,000	E28	(5,000)
0499.0440	Proceeds on Sale of Asset - DFIS	Muni	Feb-16	10.6.4	(22,000)	R10	22,000
1004.0102	General Grant Revenue	Muni	Feb-16	10.6.4	18,000	R11	(18,000)
1005.0499	Financial Services Misc Rev	Muni	Feb-16	10.6.4	(30,000)	R11	30,000
1103.0002	Interim Rates Revenue	Muni	Feb-16	10.6.4	(50,000)	R33	50,000
1103.0006	Property Enquiries	Muni	Feb-16	10.6.4	25,000	R33	(25,000)
1006.2830	Bank Fees	Muni	Feb-16	10.6.4	(20,000)	E19	20,000
3325.0468	Planning Fees	Muni	Feb-16	10.6.4	(25,000)	R19	25,000
3326.2810	Planning Services Legal Fees	Muni	Feb-16	10.6.4	(10,000)	E24	10,000
3135.1901	Building Services Salaries	Muni	Feb-16	10.6.4	(20,000)	E25	20,000
3135.2820	Building Services Consultants	Muni	Feb-16	10.6.4	20,000	E25	(20,000)
3213.0461	Food Vendor Permits	Muni	Feb-16	10.6.4	(7,500)	R16	7,500
3213.0499	Food Shop Licences	Muni	Feb-16	10.6.4	(13,000)	R16	13,000
3216.0440	Proceeds on Sale of Asset - Environ Health	Muni	Feb-16	10.6.4	13,000	R16	(13,000)
2341.1710	Manning Library - Data Link	Muni	Feb-16	10.6.4	(10,000)	E13	10,000
2692.1710	GBLC - Data Link	Muni	Feb-16	10.6.4	(6,000)	E11	6,000
2611.0357	Hall Hire - Community Centre	Muni	Feb-16	10.6.4	15,000	R5	(15,000)
4028.2820	Infrastructure Services Admin - Consultants	Muni	Feb-16	10.6.4	7,500	E29	(7,500)
4030.1901	Infrastructure Design - Salaries	Muni	Feb-16	10.6.4	(30,000)	E43	30,000
4030.2820	Infrastructure Design - Consultants	Muni	Feb-16	10.6.4	30,000	E43	(30,000)
4034.0355	Casual Ground Hire	Muni	Feb-16	10.6.4	20,000	R22	(20,000)
4465.2500.30	Grounds Maintenance Old Mill	Muni	Feb-16	10.6.4	(10,000)	E32	10,000
4324.4500.30	Building Maintenance Old Mill	Muni	Feb-16	10.6.4	10,000	E38	(10,000)
4319.4500.30	Building Maintenance Bridge Club	Muni	Feb-16	10.6.4	10,000	E38	(10,000)

2015/2016 BUDGET RECONCILIATION SCHEDULE - SHOWING MOVEMENTS BETWEEN ADOPTED AND AMENDED BUDGET

Account No	Account Details	Fund	Month Approved	Agenda Item No	Adjustment Amount	Line Total Affected	Budget Impact
4991.0452	Crossovers Revenue		Feb-16	10.6.4	(15,000)	R30	15,000
4992.1500.30	Crossovers Expense	Muni	Feb-16	10.6.4	15,000	E45	(15,000)
5998.0108	City Environment Capital Grants	Muni	Feb-16	10.6.4	(34,000)	CR8	34,000
6317.2500.30	Cygnia Cove Natural Area	Muni	Feb-16	10.6.4	42,000	CX20	(42,000)
5998.0108	City Environment Capital Grants	Muni	Feb-16	10.6.4	(8,000)	CR8	8,000
6999.7128.30	Recoverable Works - City Env	Muni	Feb-16	10.6.4	8,000	CX22	(8,000)
6999.7130.30	Recoverable Works - City Env	Muni	Feb-16	10.6.4	15,000	CX22	(15,000)
4034.0427	Contributions - Parks	Muni	Feb-16	10.6.4	(15,000)	R22	15,000
4034.0427	Contributions - Parks	Muni	Feb-16	10.6.4	(30,000)	R22	30,000
8839.0458	Profit - Disposal of Manning Land	Muni	Feb-16	10.6.4	(120,000)	CR1	120,000
8508.5831	Land Transaction Costs	Muni	Feb-16	10.6.4	65,000	CX30	(65,000)
5559.1500.30	Drainage - Catchment 32	Muni	Feb-16	10.6.4	(75,000)	CX13	75,000
5563.1500.30	Drainage - Catchment 36	Muni	Feb-16	10.6.4	(50,000)	CX13	50,000
7149.1500.30	Manning Rd / Ley St	Muni	Feb-16	10.6.4	25,000	CX16	(25,000)
5612.1500.30	King Edward St (Angelo - Hopetoun)	Muni	Feb-16	10.6.4	162,000	CX12	(162,000)
5999.0104	Capital Grants Revenue - Roads	Muni	Feb-16	10.6.4	(162,000)	CR6	162,000
5611.1500.30	McDougall St (Clydesdale - Lockhart)	Muni	Feb-16	10.6.4	144,000	CX12	(144,000)
5999.0104	Capital Grants Revenue - Roads	Muni	Feb-16	10.6.4	(144,000)	CR6	144,000
5613.1500.30	Talbot Ave (Henley - Cale)	Muni	Feb-16	10.6.4	150,000	CX12	(150,000)
5999.0104	Capital Grants Revenue - Roads	Muni	Feb-16	10.6.4	(100,000)	CR6	100,000
8766.5831	Fleet Management Solution	Muni	Feb-16	10.6.4	50,000	CX24	(50,000)
7145.1500.30	Area 9A & 9B Traffic Management	Muni	Feb-16	10.6.4	(25,000)	CX16	25,000
7151.1500.30	Broome St Parking	Muni	Feb-16	10.6.4	(16,000)	CX16	16,000
7153.1500.30	Davilak & Edgcombe St Roundabout	Muni	Feb-16	10.6.4	(147,000)	CX16	147,000
7166.1500.30	Mt Henry / Hope St Roundabout	Muni	Feb-16	10.6.4	180,000	CX16	(180,000)
7164.1500.30	Marsh Ave / Griffin Roundabout	Muni	Feb-16	10.6.4	(80,000)	CX16	80,000
7155.1500.30	Hayman Rd / Thelma St Roundabout	Muni	Feb-16	10.6.4	10,000	CX16	(10,000)
7141.4719	Integrated Transport Plan	Muni	Feb-16	10.6.4	15,000	CX16	(15,000)
5584.1500.30	Doneraille Wetland	Muni	Feb-16	10.6.4	65,000	CX29	(65,000)
6300.2500.30	SJMP Riverwall - Mends St	Muni	Feb-16	10.6.4	25,000	CX26	(25,000)
8843.5831	Land Purchase	Muni	Feb-16	10.6.4	(25,000)	CX30	25,000
3421.0251	Rubbish Service Charges	Muni	Feb-16	10.6.4	200,000	R17	(200,000)
3421.0440	Waste Proceeds on Sale of Asset	Muni	Feb-16	10.6.4	(9,000)	R17	9,000

2015/2016 BUDGET RECONCILIATION SCHEDULE - SHOWING MOVEMENTS BETWEEN ADOPTED AND AMENDED BUDGET

Account No	Account Details	Fund	Month Approved	Agenda Item No	Adjustment Amount	Line Total Affected	Budget Impact
3451.0254	Sale of Recycled Materials	Muni	Feb-16	10.6.4	(10,000)	R17	10,000
3422.3933	Rivers Regional Council Membership Contrib	Muni	Feb-16	10.6.4	(10,000)	E27	10,000
3472.3931	Rubbish Site Charges	Muni	Feb-16	10.6.4	(40,000)	E27	40,000
3472.3932	Rubbish Removal - Cleanaway	Muni	Feb-16	10.6.4	(30,000)	E27	30,000
3482.3931	Verge Side - Rubbish Charges	Muni	Feb-16	10.6.4	150,000	E27	(150,000)
3482.3936	Verge Side - Rubbish Removal	Muni	Feb-16	10.6.4	50,000	E27	(50,000)
4901.3931	Street & Reserve Rubbish - Site Charges	Muni	Feb-16	10.6.4	7,500	E27	(7,500)
3452.3931	Recycling - Site Charges	Muni	Feb-16	10.6.4	(60,000)	E27	60,000
4222.3935.30	Waste Transport Costs	Muni	Feb-16	10.6.4	(157,500)	E27	157,500
8958.2500.30	Green Waste Tub Grinding	Muni	Feb-16	10.6.4	10,000	CX9	(10,000)
8964.2500.30	Transfer Station Re-Design	Muni	Feb-16	10.6.4	10,000	CX9	(10,000)
1044.9912	Transfer to Waste Reserve	Muni	Feb-16	10.6.4	(111,000)	TRANS	111,000
9912.7801	Transfer to Muni Fund	Muni	Feb-16	10.6.4	111,000	TRANS	0
2419.0201	CPV Maintenance Fees	Muni	Feb-16	10.6.4	20,000	R7	(20,000)
2419.0207	CPV Rental Income	Muni	Feb-16	10.6.4	(20,000)	R7	20,000
2420.2860	CPV General Insurance	Muni	Feb-16	10.6.4	(60,000)	E14	60,000
2420.3621	CPV Building Insurance	Muni	Feb-16	10.6.4	60,000	E14	(60,000)
8000.5831	Mobile Plant Acquisitions	Muni	Feb-16	10.6.4	(365,000)	CX24	365,000
1044.9901	Transfer to Plant Reserve	Muni	Feb-16	10.6.4	365,000	TRANS	(365,000)
9901.7801	Transfer from Muni Fund	Muni	Feb-16	10.6.4	(365,000)	TRANS	0
5597.1500.30	Parking Strategy Implementation	Muni	Feb-16	10.6.4	23,800	CX12	(23,800)
9922.7802	Transfer to Muni Fund	Muni	Feb-16	10.6.4	23,800	TRANS	0
1045.9922	Transfer from Parking Reserve	Muni	Feb-16	10.6.4	(23,800)	TRANS	23,800
5991.0108	SPLTC Capital Contribution	Muni	Feb-16	10.6.4	(800,000)	CR8	800,000
6318.2500.30	SP Tennis Club Capital Works	Muni	Feb-16	10.6.4	800,000	CX18	(800,000)
8703.5831	IT Acquisitions	Muni	Feb-16	10.6.4	35,000	CX3	(35,000)
8726.5831	Meeting Rooms Technology	Muni	Feb-16	10.6.4	20,000	CX3	(20,000)
8768.5831	Civic Hall AV Systems Upgrade	Muni	Feb-16	10.6.4	25,000	CX3	(25,000)
8763.5831	Unified Communications Project	Muni	Feb-16	10.6.4	(25,000)	CX3	25,000
8708.5831	EDMS System Upgrade	Muni	Feb-16	10.6.4	(15,000)	CX3	15,000
8767.5831	Rangers Mobility Solution	Muni	Feb-16	10.6.4	(15,000)	CX3	15,000
8762.2820	IT Projects Consultancy	Muni	Feb-16	10.6.4	(25,000)	CX3	25,000
0207.5850	Carrying Amt Sale of Asset CEO Office	Muni	Feb-16	10.6.4	3,000	E1	0



2015/2016 BUDGET RECONCILIATION SCHEDULE - SHOWING MOVEMENTS BETWEEN ADOPTED AND AMENDED BUDGET

Account No	Account Details	Fund	Month Approved	Agenda Item No	Adjustment Amount	Line Total Affected	Budget Impact
0500.5850	Carrying Amt Sale of Asset DFIS	Muni	Feb-16	10.6.4	2,000	E18	0
2006.5910	Ammortisation Expense	Muni	Feb-16	10.6.4	24,000	E22	0
2142.4915	Donations	Muni	Feb-16	10.6.4	10,000	E8	(10,000)
	<b>Balance at Month End</b>						<b>1,807,917</b>
8839.0458	Profit on Sale of Land - Manning Commercial	Muni	Mar-16	15.1.1	1,719,652	CR1	(1,719,652)
1044.9917	Transfer to MCF Reserve	Muni	Mar-16	15.1.1	(1,719,652)	TRANS	1,719,652
9917.7801	Transfer from Muni Fund	Muni	Mar-16	15.1.1	(1,719,652)	TRANS	0
	<b>Balance at Month End</b>						<b>1,807,917</b>
1050.3521	Admin Centre Electricity	Muni	Apr-16	10.6.4	(30,000)	E1	30,000
1306.1710	Corporate Data Services	Muni	Apr-16	10.6.4	60,000	E21	(60,000)
3015.1901	Governance & Admin Salaries	Muni	Apr-16	10.6.4	(60,000)	E3	60,000
2132.1901	Marketing & Communications Salaries	Muni	Apr-16	10.6.4	60,000	E5	(60,000)
2206.0413	Dog Licenses	Muni	Apr-16	10.6.4	(7,000)	R18	7,000
2233.0409	Meter Parking	Muni	Apr-16	10.6.4	25,000	R18	(25,000)
2233.0440	Parking Proceeds on Sale of Asset	Muni	Apr-16	10.6.4	(13,500)	R18	13,500
1046.0431	Investment Revenue - Muni Fund	Muni	Apr-16	10.6.4	50,000	R11	(50,000)
1046.0435	Investment Revenue - Reserves	Muni	Apr-16	10.6.4	50,000	R11	(50,000)
1103.0012	Legal / Collection Cost Recovered	Muni	Apr-16	10.6.4	(15,000)	R33	15,000
1047.2835	Loan Interest - City Loans	Muni	Apr-16	10.6.4	(115,000)	E19	115,000
3326.1705	Planning - Postage	Muni	Apr-16	10.6.4	10,000	E24	(10,000)
3326.3835	Heritage Assessments	Muni	Apr-16	10.6.4	(80,000)	E24	80,000
3134.0471	Materials on Verge	Muni	Apr-16	10.6.4	(25,000)	R20	25,000
2133.0108	Fiesta Grants & Sponsorship	Muni	Apr-16	10.6.4	25,000	R5	(25,000)
4034.0355	Parks - Casual Ground Hire	Muni	Apr-16	10.6.4	30,000	R22	(30,000)
3235.0499	Env Management Misc Revenue	Muni	Apr-16	10.6.4	(5,000)	R25	5,000
4236.2500.30	Plant Nursery Operations	Muni	Apr-16	10.6.4	20,000	E35	(20,000)
4909.2500.30	Wetland Maintenance	Muni	Apr-16	10.6.4	(50,000)	E34	50,000
3025.1901	Environmental Services Salaries	Muni	Apr-16	10.6.4	50,000	E34	(50,000)

2015/2016 BUDGET RECONCILIATION SCHEDULE - SHOWING MOVEMENTS BETWEEN ADOPTED AND AMENDED BUDGET

Account No	Account Details	Fund	Month Approved	Agenda Item No	Adjustment Amount	Line Total Affected	Budget Impact
4305.4500.30	Civic Hall Maintenance	Muni	Apr-16	10.6.4	35,000	E38	(35,000)
4991.0452	Crossover Revenue	Muni	Apr-16	10.6.4	(10,000)	R30	10,000
4992.1500.30	Crossover Expenditure	Muni	Apr-16	10.6.4	10,000	E45	(10,000)
5995.0421	Contributions - Parks	Muni	Apr-16	10.6.4	(20,000)	CR8	20,000
5995.0426	Contribution - Roadworks	Muni	Apr-16	10.6.4	(10,000)	CR6	10,000
5995.0499	Road Reserve Inspection Fee	Muni	Apr-16	10.6.4	(20,000)	CR6	20,000
1050.3622	Cleaning - Admin Building	Muni	Apr-16	10.6.4	6,000	E1	(6,000)
2331.3622	Cleaning - Civic Library	Muni	Apr-16	10.6.4	7,000	E13	(7,000)
5573.1500.30	Renwick St (Sandgate - Parsons)	Muni	Apr-16	10.6.4	35,000	CX12	(35,000)
5586.1500.30	Marsh Ave (Parsons - Griffin)	Muni	Apr-16	10.6.4	(50,000)	CX12	50,000
5591.1500.30	Jubilee St (Douglas - Weston)	Muni	Apr-16	10.6.4	(50,000)	CX12	50,000
5592.1500.30	Roebuck (Edgewater - Mt Henry)	Muni	Apr-16	10.6.4	40,000	CX12	(40,000)
5593.1500.30	Alston Ave (Canning - Labouchere)	Muni	Apr-16	10.6.4	25,000	CX12	(25,000)
5603.4719	Path Asset Survey	Muni	Apr-16	10.6.4	(55,000)	CX14	55,000
7148.4719	Mends St Upgrade Planning	Muni	Apr-16	10.6.4	(22,500)	CX16	22,500
7155.1500.30	Hayman / Thelma St Roundabout	Muni	Apr-16	10.6.4	75,000	CX16	(75,000)
6313.2500.30	Water Body Risk Mitigation	Muni	Apr-16	10.6.4	(25,000)	CX20	25,000
6257.2500.30	Erosion Control - Western Foreshore	Muni	Apr-16	10.6.4	(50,000)	CX20	50,000
8123.5831	Civic Centre Air Con Replacement	Muni	Apr-16	10.6.4	(50,000)	CX23	50,000
8149.1500.30	Civic Centre Car Park Wall Replacement	Muni	Apr-16	10.6.4	(118,000)	CX23	118,000
8250.4719	Building Asset Condition Report	Muni	Apr-16	10.6.4	(60,000)	CX23	60,000
4930.1500.30	Footpath Maintenance	Muni	Apr-16	10.6.4	50,000	E47	(50,000)
5994.0421	Contribution to Building	Muni	Apr-16	10.6.4	(55,000)	CR9	55,000
6999.7170.30	Recoverable Works - WCG Thomas Pav	Muni	Apr-16	10.6.4	55,000	CX22	(55,000)
6306.1500.30	Millers Pool	Muni	Apr-16	10.6.4	(2,000,000)	CX26	2,000,000
1045.9917	Tsfr from Major Facilities Res	Muni	Apr-16	10.6.4	2,000,000	TRANS	(2,000,000)
9917.7802	Tsfr to Muni Fund	Muni	Apr-16	10.6.4	(2,000,000)	TRANS	0
2419.0201	CPV Maintenance Fees	Muni	Apr-16	10.6.4	12,000	R7	(12,000)
2419.0207	CPV Rental Income	Muni	Apr-16	10.6.4	(12,000)	R7	12,000
2419.0435	CPV Reserve Interest	Muni	Apr-16	10.6.4	12,000	R7	(12,000)
2420.3628	CPV Sanitation Costs	Muni	Apr-16	10.6.4	(4,000)	E14	4,000
2420.2842	Gardens Maintenance	Muni	Apr-16	10.6.4	(25,000)	E14	25,000
9923.7802	Tsfr to Muni Fund	Muni	Apr-16	10.6.4	(17,000)	TRANS	0

2015/2016 BUDGET RECONCILIATION SCHEDULE - SHOWING MOVEMENTS BETWEEN ADOPTED AND AMENDED BUDGET

Account No	Account Details	Fund	Month Approved	Agenda Item No	Adjustment Amount	Line Total Affected	Budget Impact
1045.9923	Tsfr from CPV Reserve	Muni	Apr-16	10.6.4	17,000	TRANS	(17,000)
3421.0253	Transfer Station Entry Fees	Muni	Apr-16	10.6.4	15,000	R17	(15,000)
3451.0252	Recycling Charges	Muni	Apr-16	10.6.4	(10,000)	R17	10,000
3472.3931	H Hold Waste Site Charges	Muni	Apr-16	10.6.4	50,000	E27	(50,000)
3472.3932	Cleanaway H Hold Waste Charges	Muni	Apr-16	10.6.4	(50,000)	E27	50,000
4222.3931.30	Transfer Station Site Charges	Muni	Apr-16	10.6.4	50,000	E27	(50,000)
8954.5831	Transfer Station Redevelopment	Muni	Apr-16	10.6.4	50,000	CX9	(50,000)
1044.9912	Tsfr to Waste Reserve	Muni	Apr-16	10.6.4	(105,000)	TRANS	105,000
9912.7801	Tsfr from Muni Fund	Muni	Apr-16	10.6.4	105,000	TRANS	0
0429.0351	CPGC - Pro Shop Rental	Muni	Apr-16	10.6.4	18,000	R9	(18,000)
0429.0440	CPGC - Proceeds on Sale of Asset	Muni	Apr-16	10.6.4	(13,000)	R9	13,000
0429.0455	CPGC - Green Fees	Muni	Apr-16	10.6.4	50,000	R9	(50,000)
1044.9911	Tsfr to CPGC Reserve	Muni	Apr-16	10.6.4	(55,000)	TRANS	55,000
9911.7801	Tsfr from Muni Fund	Muni	Apr-16	10.6.4	55,000	TRANS	0
2234.5850	Parking Carrying Amt on Sale of Asset	Muni	Apr-16	10.6.4	17,500	E28	0
0205.5915	Depreciation - Elected Members	Muni	Apr-16	10.6.4	(12,000)	E4	0
1306.5915	Depreciation - Info Services	Muni	Apr-16	10.6.4	10,000	E21	0
2234.5915	Depreciation - Parking	Muni	Apr-16	10.6.4	10,000	E28	0
2420.5915	Depreciation - CPV	Muni	Apr-16	10.6.4	52,500	E14	0
2681.5915	Depreciation - Halls	Muni	Apr-16	10.6.4	40,000	E12	0
4501.5915	Depreciation - Rec & Parks	Muni	Apr-16	10.6.4	(20,000)	E48	0
4906.5915	Depreciation - Road Plant	Muni	Apr-16	10.6.4	(60,000)	E48	0
4910.5915	Depreciation - Parks	Muni	Apr-16	10.6.4	75,000	E37	0
4912.5915	Depreciation - Roads, Paths, Drains	Muni	Apr-16	10.6.4	275,000	E46	0
8703.5831	IT Acquisitions	Muni	Apr-16	10.6.4	(55,000)	CX3	(55,000)
8708.5831	EDMS System	Muni	Apr-16	10.6.4	(10,000)	CX3	(10,000)
8758.5831	CRM Workflow Development	Muni	Apr-16	10.6.4	(25,000)	CX3	(25,000)
8761.5831	Manning Hub Server Room / DR Site	Muni	Apr-16	10.6.4	90,000	CX3	90,000
	<b>Balance at Month End</b>						<b>2,085,917</b>

**CITY OF SOUTH PERTH  
RATE SETTING STATEMENT  
FOR THE PERIOD ENDED 31 MAY 2016**

Attachment 10.6.1(i)

	<b>ORIGINAL BUDGET \$</b>	<b>2016 ACTUAL YTD \$</b>	<b>2016 REVISED BUDGET \$</b>
<b>REVENUE (Excluding Rates)</b>			
General Purpose Funding	4,079,672	3,539,975	3,911,672
Governance	75,000	108,421	105,000
Law, Order & Public Safety	103,000	116,663	110,000
Education	0	0	0
Health	95,500	130,334	116,000
Welfare	0	0	0
Housing	1,570,593	1,432,766	1,558,592
Community Amenities	7,161,550	6,917,174	7,021,550
Recreation & Culture	4,280,950	3,848,695	4,289,950
Transport	1,948,000	1,992,271	2,112,000
Economic Services	620,250	737,653	660,250
Other Property & Services	108,500	113,912	134,500
<b>Net Operating Revenue Excluding Rates</b>	<b>20,043,015</b>	<b>18,937,863</b>	<b>20,019,514</b>
<b>OPERATING EXPENDITURE</b>			
General Purpose Funding	(797,004)	(552,523)	(682,004)
Governance	(6,576,028)	(5,944,647)	(7,228,028)
Law, Order & Public Safety	(779,457)	(800,302)	(839,457)
Education	(70,500)	(59,322)	(70,500)
Health	(559,037)	(519,596)	(559,037)
Welfare	(510,841)	(444,301)	(510,841)
Housing	(2,251,707)	(2,147,982)	(2,275,207)
Community Amenities	(8,877,960)	(8,240,128)	(9,514,960)
Recreation & Culture	(18,930,135)	(16,170,376)	(17,999,135)
Transport	(13,448,573)	(12,253,535)	(14,401,573)
Economic Services	(773,070)	(750,083)	(833,070)
Other Property & Services	(329,928)	(657,777)	(612,928)
<b>Net Operating Expense</b>	<b>(53,904,240)</b>	<b>(48,540,571)</b>	<b>(55,526,740)</b>
<b>Net Operating Result - Excluding Rates</b>	<b>(33,861,225)</b>	<b>(29,602,708)</b>	<b>(35,507,226)</b>
<b>Adjust for Cash Budget Requirements (Non Cash Items)</b>			
Depreciation of Assets	10,395,250	7,862,652	9,365,750
Amortisation Expense	48,000	61,692	72,000
Movement in Employee Benefit Provisions (N/C)	0	0	0
Movement in CPV Liability	750,000	(222,017)	750,000
Movement in Deferred Pensioner Rates Debtors	25,000	38,849	25,000
Reclassify Assets Held for Sale to Non Current	0	134,792	0
Movement in Non Current Investments	0	0	0
Movement in Other Non Current Accruals	(29,697)	(19,959)	0
<b>Net Non Cash Items</b>	<b>11,188,553</b>	<b>7,856,009</b>	<b>10,212,750</b>

Figures contained on this statement necessarily include accounting estimates and accruals

**CITY OF SOUTH PERTH  
RATE SETTING STATEMENT  
FOR THE PERIOD ENDED 31 MAY 2016**

Attachment 10.6.1(i)

	<b>ORIGINAL BUDGET \$</b>	<b>2016 ACTUAL YTD \$</b>	<b>2016 REVISED BUDGET \$</b>
<b>CAPITAL EXPENDITURE</b>			
<b>Acquisition of Fixed Assets</b>			
Purchase of Buildings	(16,705,000)	(12,058,155)	(16,982,000)
Purchase of Furniture & Fittings	(545,000)	(1,144)	(15,000)
Purchase of Technology	(417,000)	(240,049)	(785,000)
Purchase of Plant & Equipment	(183,400)	(165,609)	(155,000)
Purchase of Mobile Plant	(1,264,415)	(1,517,751)	(1,212,515)
Construction of Infrastructure Assets	(11,591,000)	(8,475,162)	(11,630,800)
Purchase of Artworks	(120,000)	(4,000)	(705,300)
Purchase of Land	(495,000)	(493,871)	(495,000)
Incomplete / Uncapitalised Works	(4,000,000)	0	0
Acquisition of Software	(370,000)	0	0
	<b>(35,690,815)</b>	<b>(22,955,740)</b>	<b>(31,980,615)</b>
<b>Repayment of Loans</b>			
Loan Principal Repayments	(1,278,611)	(1,073,354)	(1,278,611)
Self Supporting Loan Advanced	0	0	0
	<b>(36,969,426)</b>	<b>(24,029,094)</b>	<b>(33,259,226)</b>
<b>Capital Revenues</b>			
Proceeds from Disposal of Land	5,255,712	3,060,808	3,626,363
Proceeds from Asset Disposals	328,330	420,083	449,330
Cash Deposit Received - Deferred Land Sale	565,356	565,356	565,356
Grants for the Acquisition of Assets	3,185,000	2,300,889	3,793,000
Proceeds of New Loans	5,000,000	0	5,000,000
Self Supporting Loan Principal Recouped	263,326	253,119	263,326
	<b>14,597,724</b>	<b>6,600,255</b>	<b>13,697,375</b>
<b>Reserve Transfers</b>			
Transfers to Reserves	(14,534,793)	(11,932,272)	(12,909,141)
Transfers from Reserves	20,931,744	20,196,359	19,578,544
	<b>6,396,951</b>	<b>8,264,087</b>	<b>6,669,403</b>
Add			
Opening Position Surplus (Deficit)	8,642,782	7,366,589	7,366,589
Less			
Closing Position (Surplus) Deficit	(2,776,610)	(9,363,154)	(2,085,917)
<b>AMOUNT TO BE MADE UP FROM RATES</b>	<b>(32,781,251)</b>	<b>(32,908,016)</b>	<b>(32,906,252)</b>

Figures contained on this statement necessarily include accounting estimates and accruals

**CITY OF SOUTH PERTH  
RATE SETTING STATEMENT  
FOR THE PERIOD ENDED 31 MAY 2016**

Attachment 10.6.1(i)

	<b>ORIGINAL BUDGET \$</b>	<b>2016 ACTUAL YTD \$</b>	<b>2016 REVISED BUDGET \$</b>
<b>COMPOSITION OF CLOSING POSITION</b>			
<b>Current Assets</b>			
Cash & Cash Equivalents - Unrestricted	7,058,943	16,279,712	6,368,250
Cash & Cash Equivalents - Restricted	52,932,090	51,065,954	52,659,638
Trade & Other Receivables			
Rates	196,509	560,737	196,509
Sundry Debtors	150,204	645,049	150,204
Infringement Debtors	370,400	437,291	370,400
GST Debtors	948,863	309,162	948,863
Pension Rebate Receivable	18,262	117,536	18,262
UGP Debtors	0	29,217	0
ESL Debtors - Year end only	56,006	0	56,006
Self Supporting Loan Debtors	275,256	781	275,256
Provision for Doubtful Debts	(199,436)	(194,257)	(199,436)
Inventories	136,238	215,038	136,238
Inventories - Assets Held for Sale	0	0	0
Accrued Interest	539,858	337,963	539,858
Prepayments	446,015	409,782	446,015
<b>Sub Total</b>	<b>62,929,208</b>	<b>70,213,965</b>	<b>61,966,063</b>
Exclude:			
Inventories - Land Held for Resale	0	0	0
Self Supporting Loan Debtors	(275,256)	(781)	(275,256)
	<b>62,653,952</b>	<b>70,213,184</b>	<b>61,690,807</b>
<b>Current Liabilities</b>			
Trade & Other Payables			
Accounts Payable	2,285,828	5,532,914	2,285,828
Income in Advance	93,373	30,912	93,373
Accrued Wages	477,224	337,670	477,224
Accrued Interest Expense	35,310	0	35,310
Interest Bearing Liabilities	1,388,389	76,505	1,388,389
Employee Provisions - Annual Leave	2,065,683	2,098,760	2,065,683
Employee Provisions - Long Service Leave	1,987,834	1,783,819	1,987,834
<b>Sub Total</b>	<b>8,333,641</b>	<b>9,860,581</b>	<b>8,333,641</b>
Exclude			
Borrowings	(1,388,389)	(76,505)	(1,388,389)
Liabilities Associated with Restricted Assets	0		0
	<b>6,945,252</b>	<b>9,784,076</b>	<b>6,945,252</b>
<b>(Adjusted) Net Current Assets</b>	<b>55,708,700</b>	<b>60,429,108</b>	<b>54,745,555</b>
<b>Calculation of Net Current Assets</b>			
(Adjusted) Net Current Assets	55,708,700	60,429,108	54,745,555
Less			
Restricted Cash - Reserves	(52,932,090)	(51,065,954)	(52,659,638)
<b>SURPLUS (DEFICIT)</b>	<b>2,776,610</b>	<b>9,363,154</b>	<b>2,085,917</b>

Figures contained on this statement necessarily include accounting estimates and accruals

**STATEMENT of ALL COUNCIL FUNDS  
AS AT 31 MAY 2016**

<b>Municipal Fund</b>		<b>\$ 16,575,483</b>
	Investments	16,324,258
	Current Account at Bank	247,840
	Cash on Hand	3,385
	Transfers from Reserves	0
		16,575,483
		16,575,483
<b>Trust Fund</b>	<b>(Non Controlled Funds)</b>	<b>\$ 885,333</b>
	Investments	525,000
	Current Account at Bank	360,333
		885,333
		885,333
<b>Cash Backed Reserves</b>		<b>\$ 51,065,954</b>
	<b>Discretionary Reserves</b>	
	Plant Replacement Reserve	578,089
	Reticulation and Pump Reserve	343,537
	Information Technology Reserve	1,012,606
	Insurance Risk Reserve	435,578
	Major Community Facilities Reserve	17,260,128
	Underground Power Reserve	106,387
	Parking Facilities Reserve	401,138
	River Wall Reserve	162,333
	Railway Station Precincts Reserve	755,485
	Sustainable Infrastructure Reserve	3,250,503
	Public Art Reserve	101,857
	<b>Quarantined Reserves</b>	
	CPV Residents Loan Offset Reserve	21,231,331
	Collier Park Golf Course Reserve	485,757
	Waste Management Reserve	3,573,648
	Collier Park Village Reserve	1,367,577
<b>Reserves represented by:</b>		
	Investments	50,770,184
	Accrued Interest	295,770
	Transfers from Muni to be funded	0
		51,065,954
		51,065,954
<b>TOTAL COUNCIL FUNDS</b>		<b>\$ 68,526,770</b>
		68,526,770

**SUMMARY OF CASH INVESTMENTS  
AS AT 31 MAY 2016**

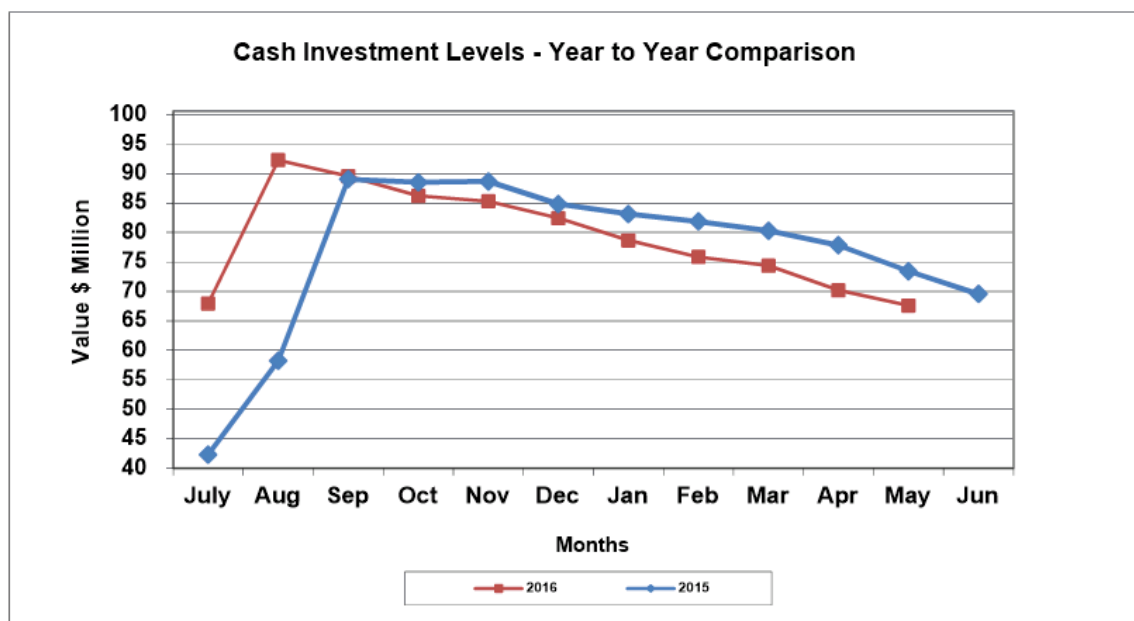
<b>Investments - Disclosed by Fund</b>	<b>2016</b>	<b>%</b>
Municipal	16,324,258	24.14%
Restricted - Trust	525,000	0.78%
Reserves	50,770,184	75.08%
	<b>67,619,442</b>	<b>100.00%</b>

<b>Investments - Disclosed by Financial Institution</b>	<b>\$</b>	<b>%</b>
Bankwest	11,500,000	17.01%
Commonwealth Bank	12,287,541	18.17%
ANZ Bank	10,745,504	15.89%
Westpac	-	0.00%
St George Bank	3,500,000	5.18%
Suncorp Metway Bank	11,504,646	17.01%
National Australia Bank	11,521,500	17.04%
Bank of Queensland	6,560,251	9.70%
	<b>67,619,442</b>	<b>100.00%</b>

<b>Interest Earned on Investments for Year to Date</b>	<b>2016</b>	<b>2015</b>
Municipal Fund	543,021	566,565
Reserves	1,485,913	1,596,683
	<b>2,028,934</b>	<b>2,163,247</b>

The anticipated weighted average yield on funds currently invested is 2.92%

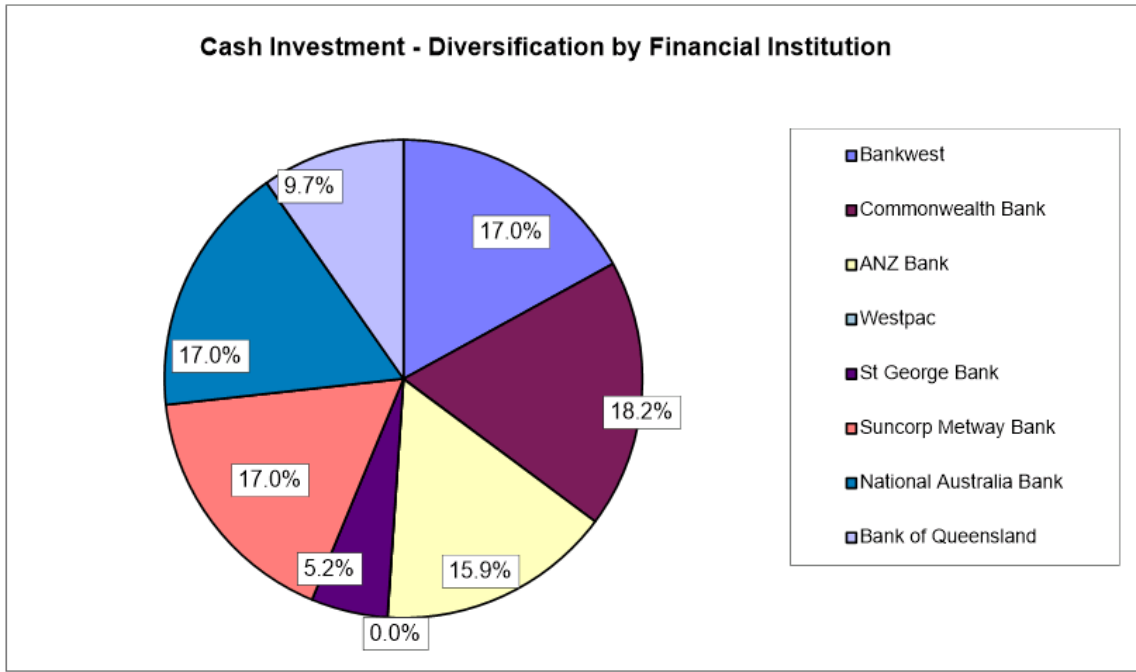
**Cash Investment Levels**



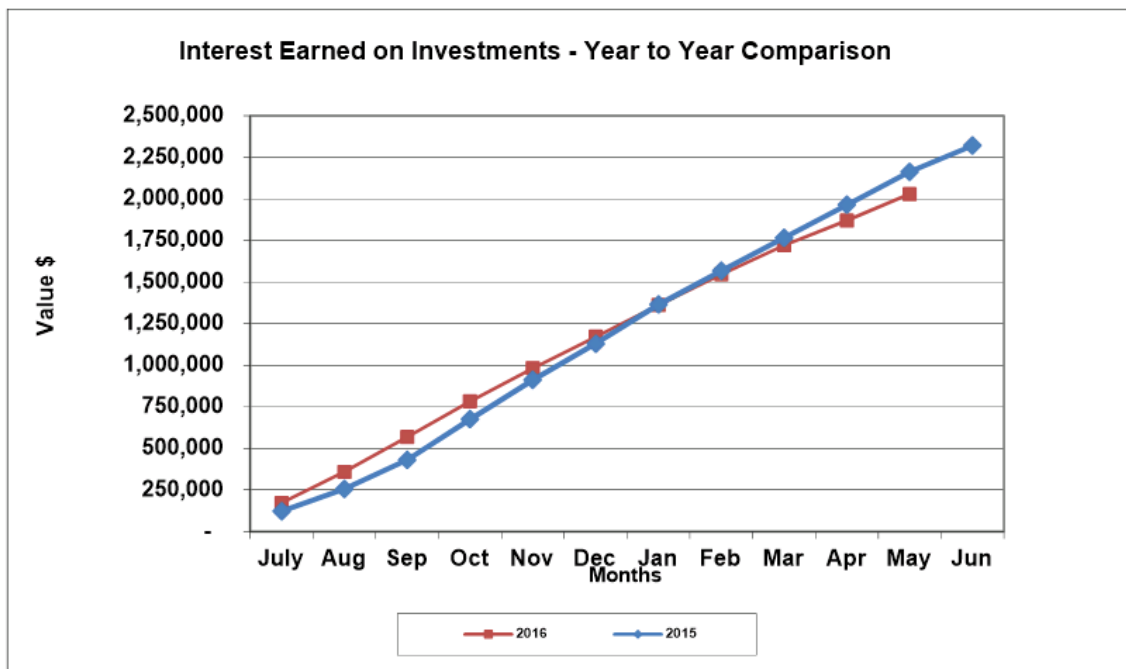


**SUMMARY OF CASH INVESTMENTS  
AS AT 31 MAY 2016**

**Investments - Disclosed by Institution**



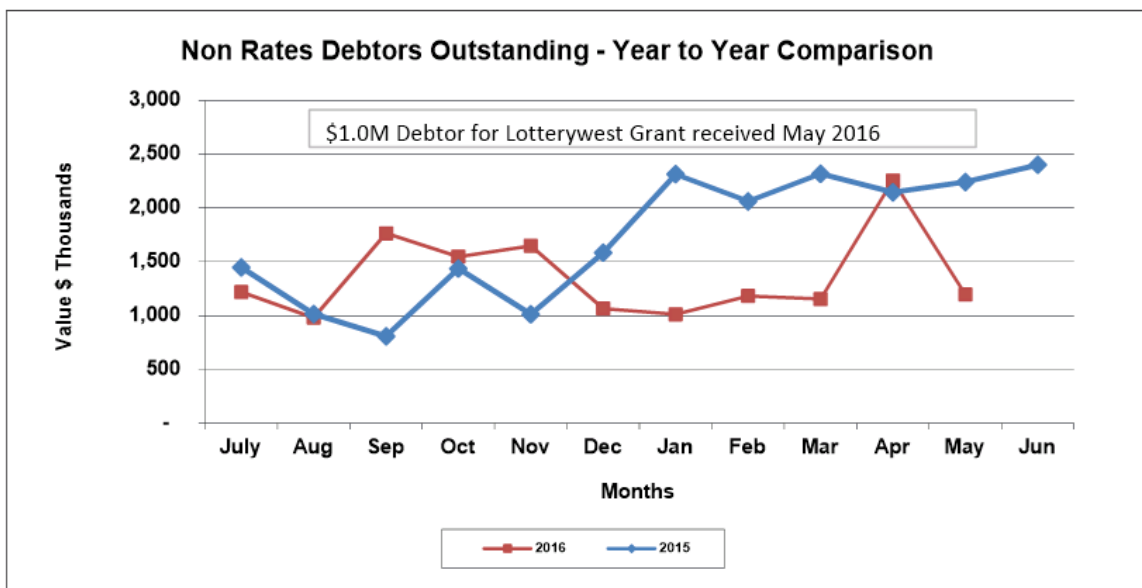
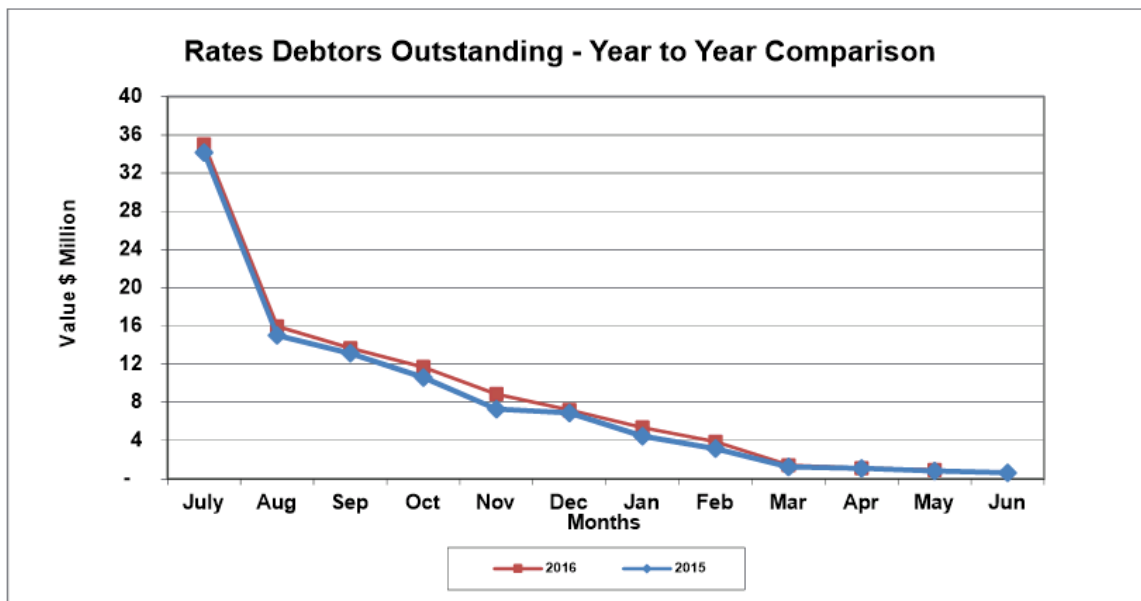
**Interest Earned on Investments**



**STATEMENT OF MAJOR DEBTOR CATEGORIES  
AS AT 31 MAY 2016**

<b>Rates Debtors Outstanding</b>	<b>2016</b>	<b>2015</b>
Outstanding - Current Year & Arrears	560,737	451,081
Pensioner Deferrals	368,678	356,990
	<b>929,415</b>	<b>808,071</b>

<b>Rates Outstanding as a percentage of Rates Levied</b>	<b>2016</b>	<b>2015</b>
Percentage of Rates Uncollected at Month End (Nil Instalment remaining)	<b>2.41%</b>	<b>2.19%</b>



Payment Listing  
Payments between  
1/05/2016 to 31/05/2016



Print Date and time: 17/06/2016 11:48:42AM

Cancelled

Reference No.	Date	Creditor	Payee	Description	Amount
1693.207218-01	09/05/2016	207218	Campbell James Whyte	***** CANCELLED *****	\$550.00
<b>Total:</b>	<b>EFT</b>				<b>1 \$550.00</b>
-----					
<b>Total:</b>	<b>Cancelled</b>				<b>1 \$550.00</b>
-----					
<b>Grand Total:</b>					<b>1 \$550.00</b>

Payment Listing  
Payments between  
1/05/2016 to 31/05/2016



Print Date and time: 17/06/2016 11:49:14AM

Creditors

Reference No.	Date	Creditor Payee	Description	Amount
1695.207550-01	18/05/2016	207550Pact Construction Pty Ltd	Manning Community Hub: Progress Claim #1	\$1,700,034.56
1700.203256-01	31/05/2016	203256Bankwest	New Municipal Fund Investment	\$1,000,000.00
1696.206835-01	23/05/2016	206835Roads 2000	Welwyn, South Tce, McDougall	\$405,791.74
1691.207761-01	06/05/2016	207761ClickSuper	Payroll Deduction PPE 11 & 25/4/2016	\$206,072.89
1696.205260-01	23/05/2016	205260West Coast Profilers Pty Ltd	Todd Ave: Road Rehabilitation Works	\$185,148.89
1696.207310-01	23/05/2016	207310Perthwaste Green Recycling	Waste Disposal - April 2016	\$179,964.33
1696.207679-01	23/05/2016	207679Densford Civil Pty Ltd	Catchment 40 Drainage Upgrade	\$164,024.15
1696.73148-01	23/05/2016	73148Cleanaway	Bin Collections	\$157,470.28
1694.76357-01	12/05/2016	76357Deputy Commissioner Of Taxation	PAYG PPE 9/5/2016	\$139,841.00
1692.76357-01	06/05/2016	76357Deputy Commissioner Of Taxation	PAYG PPE 25/4/2016	\$137,764.00
1698.76357-01	24/05/2016	76357Deputy Commissioner Of Taxation	PAYG PPE 23/5/2016	\$135,761.00
1696.84059-01	23/05/2016	84059Synergy	Power Usage, Streetlights	\$132,530.06
1693.207532-01	09/05/2016	207532Lexus of Perth	Lexus Sports Sedan - Mayor	\$77,168.51
1696.203975-01	23/05/2016	203975Syrinx Environmental Pty Ltd	CPGC Sanctuary Sites: April 2016	\$75,807.69
1696.203839-01	23/05/2016	203839Carringtons Traffic Services	Traffic Management Plans & TM Control	\$58,715.78
1696.206996-01	23/05/2016	206996Enviro Sweep	Sweeping of Commercial Zones & Precincts	\$55,847.60
1696.207197-01	23/05/2016	207197D & M Waste Management	Greenwaste Collection: Area 3, 4, 5	\$54,450.00
1696.207678-01	23/05/2016	207678Classic Tree Services	Pruning of Western Power Schedule	\$52,045.95
1695.204615-01	18/05/2016	204615Air Communications	Upgrade CoSP Wide Area Networking Wirele	\$50,795.80
1696.207526-01	23/05/2016	207526Datacom Solutions (AU) Pty Ltd	Lagan Annual Maintenance: 16/5/16-15/5/1	\$48,948.99
1693.202359-01	09/05/2016	202359Plant & Soil Management	Maintenance Various Locations:March 2016	\$45,431.40
1696.206607-01	23/05/2016	206607The Brand Agency	Website Development	\$44,343.13
1693.200155-01	09/05/2016	200155CDM Australia Pty Ltd	Supply Computers & Monitors	\$42,628.04
1696.203591-01	23/05/2016	203591Parkland Mazda	Dual Cab Ute - Workshop	\$41,352.10
1693.207197-01	09/05/2016	207197D & M Waste Management	Greenwaste Collection: Area 1 & 2	\$36,300.00
1699.207750-01	31/05/2016	207750Tobia Constructions	Morris Mundy: Repairs to Gable	\$35,494.80
1696.202644-01	23/05/2016	202644Harrison Electrics Pty Ltd	EJ Oval: Replace Faulty Bore Pump Meter	\$34,809.96
1693.201086-01	09/05/2016	201086Woodlands Distributors Agencies	Park Furniture for Karawara	\$32,983.50
1696.206775-01	23/05/2016	206775NS Projects	Manning C Hub, EJ, Mends St	\$32,741.50
1696.206688-01	23/05/2016	206688Glen Flood Group Pty Ltd	CPGC, Design Off, SPLTC, R/abouts, Boardwalk	\$28,640.59
1696.202679-01	23/05/2016	202679MP Rogers & Associates Pty Ltd	River Foreshore Restoration A: Tender &	\$26,521.41
1693.204603-01	09/05/2016	204603NEC Australia Pty Ltd	Necare Service Agreement 01/05/16-30/04/	\$26,000.98
1696.207737-01	23/05/2016	207737Eclipse Soils Pty Ltd	Goss Res CPGC & Lake Hurlingham: Supply	\$25,548.82
1696.202862-01	23/05/2016	202862Southern Metropolitan Regional Coun	Autumn Greenwaste Vergeside Disposal: 11	\$23,957.12
1696.202490-01	23/05/2016	202490McLeods Barristers & Solicitors	Planning, Noise, Gift Register, Contract for Sale	\$23,590.46
1693.202304-01	09/05/2016	202304Landmark Engineering & Design	Bin Surrounds x 3	\$23,466.30
1693.203839-01	09/05/2016	203839Carringtons Traffic Services	Kwinana Freeway Pit Cleaning: Traffic Ma	\$22,581.24
1693.74187-01	09/05/2016	74187Fuji Xerox	Lease & Copier Charges, Paper	\$22,161.23
1697.207111-01	24/05/2016	207111Engineering Technology Consultants	Millers Pool: Lighting & Electrical Cons	\$21,153.00
1693.24182-01	09/05/2016	24182Trees Need Tree Surgeons	Tree & Vegetation Watering: 4th Week Apr	\$20,171.03
1693.207407-01	09/05/2016	207407Axiis Contracting Pty Ltd	Salter Point Sulman Ave:Concrete Infill	\$20,126.33
1696.204586-01	23/05/2016	204586Integrity Industrial	Temps - Infrastructure Services	\$18,889.21
1696.204486-01	23/05/2016	204486Allerding & Associates	333 Mill Point Road: Professional Fees	\$17,961.07
1696.204538-01	23/05/2016	204538Cardno (WA) Pty Ltd	Prepare Framework: Wayfinding Strategy	\$17,732.00
1696.206104-01	23/05/2016	206104Coolmate Pty Ltd	Supply & Install Daiken Air Con to Ops C	\$17,679.20
1696.204459-01	23/05/2016	204459Greg Davies Architects	OpsC Extension: Phase 3 & 4	\$17,523.00
1696.203752-01	23/05/2016	203752Hillarys Plumbing & Gas	Plumbing Works	\$17,454.77
1693.200298-01	09/05/2016	200298Civica Pty Limited	Managed Services: June 2016	\$16,425.22
1696.76773-01	23/05/2016	76773Total Eden	Reticulation Supplies	\$15,861.76
1693.204586-01	09/05/2016	204586Integrity Industrial	Temps - Infrastructure Services	\$15,783.45
1696.74233-01	23/05/2016	74233Rosetta Holdings Pty Ltd	Green Fees Commission on Takings April	\$15,550.38
1696.201086-01	23/05/2016	201086Woodlands Distributors Agencies	Park Furniture for Karawara	\$15,317.50
1693.207432-01	09/05/2016	207432Italo's Tiling Service	CPV U143: Refurbishment	\$14,545.00
1696.207407-01	23/05/2016	207407Axiis Contracting Pty Ltd	Crossover & Path Repairs:Dyson, Eric	\$14,518.96
1693.205745-01	09/05/2016	205745Keos Events Pty Ltd	Aust Day 2016 - Event Mgt May	\$13,772.69
1696.202964-01	23/05/2016	202964Uniqco (WA) Pty Ltd	Phase 2: Tailored Implementation	\$13,765.40
1693.207339-01	09/05/2016	207339Electrical Services Consulting	Supply Additional Lights for Artwork, Men	\$13,659.93
1693.84059-01	09/05/2016	84059Synergy	Power Usage	\$13,573.85
1693.202644-01	09/05/2016	202644Harrison Electrics Pty Ltd	Electrical Works	\$12,427.66
1693.207678-01	09/05/2016	207678Classic Tree Services	Pruning Contract Services	\$12,342.83
1693.204001-01	09/05/2016	204001Temptations Catering	Catering - Anzac Day & Meetings	\$11,990.23
1696.207680-01	23/05/2016	207680Aquamonix	Supply & Install EM2020 Flow Meter	\$11,975.15
1693.207668-01	09/05/2016	207668Bolin Enterprises	CPV U21-32 Painting, Incl Pergolas	\$11,899.50
1696.206939-01	23/05/2016	206939Natural Area Consulting	Cygnia Cove: Watering of Tubestock	\$11,858.00
1699.202231-01	31/05/2016	202231Marketforce Pty Ltd	Peninsula Snapshot: April 2016	\$11,299.79
1693.204538-01	09/05/2016	204538Cardno (WA) Pty Ltd	Sth Pth Station Precinct Variations: Mar	\$11,293.70
1696.207636-01	23/05/2016	207636Jana Braddock Arts	Millers Pool: Public Art Project - 30%	\$11,220.00
1696.200974-01	23/05/2016	200974Hays Specialist Recruitment(Aust) P	Temps - Infrastructure Services	\$11,006.41
1693.204655-01	09/05/2016	204655Della's Group Pty Ltd	Penninsula May 2016 Edition	\$10,948.30
1696.24182-01	23/05/2016	24182Trees Need Tree Surgeons	Tree & Vegetation Watering: 1st Week May	\$10,717.63
1693.202612-01	09/05/2016	202612Fleetcare	Fuel: April 2016	\$10,626.86



Payment Listing  
Payments between  
1/05/2016 to 31/05/2016



Print Date and time: 17/06/2016 11:49:14AM

Creditors

Reference No.	Date	Creditor Payee	Description	Amount
1693.204595-01	09/05/2016	204595Affordable Pest Control	Spraying for Spiders & Baiting of Rats M	\$2,860.00
1693.205166-01	09/05/2016	205166Andreotta Cardenosa Consulting	WCG Thomas Pavilion	\$2,860.00
1696.202372-01	23/05/2016	202372Heatley Sales Pty Ltd	Safety Workwear	\$2,836.56
1696.207090-01	23/05/2016	207090Solo Resource Recovery	Jet Pipe Systems After Heavy Rain	\$2,722.50
1695.84059-01	18/05/2016	84059Synergy	Power Usage Charges	\$2,684.20
1696.203439-01	23/05/2016	203439Prestige Alarms	24 Hr Alarm Monitoring: 1/6/16-31/8/16	\$2,654.50
1696.207190-01	23/05/2016	207190Lightspeed Communications Aust Pty	Termination of Data Ports In Ops Centre	\$2,630.17
1696.206206-01	23/05/2016	206206Allflow Industrial	Baldwin Oil/Water Sperator: Service	\$2,619.05
1696.207794-01	23/05/2016	207794BPA Engineering	EJ Oval Project: Development Application	\$2,574.00
1696.72990-01	23/05/2016	72990Bunnings Building Supplies P/L	Building Supplies	\$2,534.03
1696.203504-01	23/05/2016	203504Imperial Glass	Comer Res: Replace Broken Glass Panels	\$2,514.14
1696.201957-01	23/05/2016	201957FPA Australia	Bushfire Attack Level Ass Course - Bldg S Coord	\$2,500.00
1696.207528-01	23/05/2016	207528Green Building Council of Australia	Green Building Council Membership 2016/2	\$2,500.00
1696.205774-01	23/05/2016	205774SOS-Switched Onto Safety	Chemwatch Gold FFX Licence:June16-May17	\$2,453.00
1693.206688-01	09/05/2016	206688Glen Flood Group Pty Ltd	Senior Environmental Specialist & Senior	\$2,432.10
1696.207749-01	23/05/2016	207749SeeDesign Studio WA	Urban Forestry Strategy: Consultation	\$2,420.00
1696.203693-01	23/05/2016	203693R & K Cabinets	Supply & Install Workstations: Balance P	\$2,360.37
1693.201590-01	09/05/2016	201590The Pressure King	Pressure Cleaning, Graffiti Removal	\$2,354.00
1699.207803-01	31/05/2016	207803SiteSmart	Transfer Station Banners	\$2,274.25
1696.206550-01	23/05/2016	206550Capital Recycling	Removal Concrete & Sand - 52 m3	\$2,246.77
1693.205542-01	09/05/2016	205542Advam Pty Ltd	Parking Ticket Mach CCard Pay Fees: April	\$2,218.66
1693.204859-01	09/05/2016	204859McGees Property	Market Valuation Advice Manning Hub Subd	\$2,200.00
1696.207795-01	23/05/2016	207795Milestone Building Code Certifiers	EJ Oval Project: Building Code Advice &	\$2,200.00
1699.84059-01	31/05/2016	84059Synergy	Power Usage	\$2,161.55
1696.205542-01	23/05/2016	205542Advam Pty Ltd	Parking Ticket Machines CCard Pay Fees March	\$2,156.00
1693.203504-01	09/05/2016	203504Imperial Glass	Manning Tennis Club: Replace Door Glass	\$2,141.81
1693.202792-01	09/05/2016	202792Award Contracting	Hensman Kinky: CCTV Inspection of Sewer	\$2,095.50
1693.203461-01	09/05/2016	203461WC Convenience Management Pty Ltd	Exeloo Toilet Maintenance & Cleaning: Ap	\$2,095.37
1693.205423-01	09/05/2016	205423Michael Page International Pty Ltd	Temp - Digital Marketing Officer	\$2,037.77
1693.206933-01	09/05/2016	206933Brightsolid Online Publishing	Find My Past Subscription	\$1,990.00
1696.76423-01	23/05/2016	76423Baileys Fertilisers	2 Pallets Fertiliser	\$1,987.15
1693.201712-01	09/05/2016	201712Qualcon Lab	Ashphalt auditing at Welwyn Avenue	\$1,980.00
1693.84216-01	09/05/2016	84216Como Panel And Paint	Fleet Vehicle Repairs	\$1,962.06
1696.207685-01	23/05/2016	207685KL Media Pty Ltd T/as All Access	DVD's As Selected	\$1,950.32
1693.207230-01	09/05/2016	207230The Hire Guys	Angelo St Marketplace: Generator Hire	\$1,935.60
1693.204653-01	09/05/2016	204653Ultimo Catering And Events	Citizenship Ceremony	\$1,912.02
1696.207215-01	23/05/2016	207215Blue Force Pty Ltd	24Hr Emergency Help Monitoring: April 20	\$1,894.17
1693.204675-01	09/05/2016	204675Insight Call Centre Services	Monthly Service Fees-March 2016	\$1,781.79
1696.73229-01	23/05/2016	73229Como Plumbing Services	CPV U113, 110 & 87: Plumbing Maint	\$1,768.14
1693.205582-01	09/05/2016	205582ALS Library Services Pty Ltd	Books As Selected	\$1,740.04
1696.201815-01	23/05/2016	201815Quick Corporate Aust Pty Ltd	Stationary: Rangers & Customer Focus	\$1,702.76
1696.206937-01	23/05/2016	206937ISentia Pty Ltd	Media Monitoring: April 2016	\$1,672.43
1693.207783-01	09/05/2016	207783Jennie Nayton - Artist	EJ Reserve: Public Art Concept	\$1,650.00
1693.207777-01	09/05/2016	207777Leanne Bray	Public Art Commission: EJ Oval - Stage 1	\$1,650.00
1696.207787-01	23/05/2016	207787Lorena Grant Pty Ltd	EJ Oval: Artwork Design Submission	\$1,650.00
1696.80788-01	23/05/2016	80788McIntosh & Son WA	Replace Air Cleaner Hose, Repairs	\$1,636.91
1693.24280-01	09/05/2016	24280AAA Production Services	Council Briefing PA Equip 19/4	\$1,628.00
1696.206934-01	23/05/2016	206934IT Cooling Solutions Pty Ltd	Install Control Wiring For CRAC Units	\$1,554.30
1696.84833-01	23/05/2016	84833Eastern Metropolitan Regional Counc	Mattress Disposal: 13/4/16-19/4/16	\$1,539.00
1696.207793-01	23/05/2016	207793Louie's Security	CPV U134: Install Security Door	\$1,539.00
1696.202859-01	23/05/2016	202859WA Hino Sales & Service	Repairs to Plant	\$1,523.60
1696.205054-01	23/05/2016	205054J Gourdis Landscapes	Kindergarten Maintenance: April 2016	\$1,510.00
1693.207394-01	09/05/2016	207394Bucher Municipal	Service & Repair of Plant	\$1,499.76
1696.201590-01	23/05/2016	201590The Pressure King	Graffiti Removal: April 2016	\$1,496.00
1696.202681-01	23/05/2016	202681Ecojobs	Lake Hurlingham Erosion Control: April 2	\$1,485.00
1693.205170-01	09/05/2016	205170Aveling	Area Warden Crse & 7 Manuals:14/4/16	\$1,474.00
1696.201343-01	23/05/2016	201343Sledgehammer Concrete Cutting Servi	South Terrace: Linemarking Removal	\$1,388.03
1693.202918-01	09/05/2016	202918Environmental Industries Pty Ltd	Millpoint Entry Statement Maintenance: A	\$1,375.00
1693.76773-01	09/05/2016	76773Total Eden	Reticulation Supplies	\$1,364.00
1696.205437-01	23/05/2016	205437Greenline Ag	Callout & Repairs to Plant	\$1,358.94
1693.204337-01	09/05/2016	204337Kerb Doctor	Vista St: Replace Kerbing	\$1,347.50
1693.202962-01	09/05/2016	202962Planning Institute Australia	Development Feasibility for Planners x 7	\$1,301.00
1690.201999-01	06/05/2016	201999Health Insurance Fund of WA	Payroll Deduction PPE 11 & 25/4/2016	\$1,286.40
1693.207030-01	09/05/2016	207030GAF Traffic	RTM Compliance Audit for South Terrace W	\$1,232.00
1696.204337-01	23/05/2016	204337Kerb Doctor	38 Brittain St & 46 Dyson St: Install Ke	\$1,221.00
1693.205955-01	09/05/2016	205955Beacon Equipment - Canning Vale	John Deer Service	\$1,212.00
1696.207718-01	23/05/2016	207718Phase 1 Audio	Morning Melodies: Audio Equipment	\$1,192.40
1696.204675-01	23/05/2016	204675Insight Call Centre Services	Monthly Service Fees - April 2016	\$1,191.20
1696.207671-01	23/05/2016	207671Ohura Consulting	Consultancy - EBA Renegotiation	\$1,179.75
1693.204711-01	09/05/2016	204711Dint Australia Pty Ltd	Treated Pine	\$1,111.00
1696.207741-01	23/05/2016	207741Kylie Boomerang Art & Design	Manning Hub: Screen Artwork	\$1,100.00

Payment Listing  
Payments between  
1/05/2016 to 31/05/2016



Print Date and time: 17/06/2016 11:49:14AM

Creditors

Reference No.	Date	Creditor Payee	Description	Amount
1696.203877-01	23/05/2016	203877Global CCTV Pty Ltd	Manning Library: CCTV Maintenance - May	\$1,067.00
1696.203868-01	23/05/2016	203868Mills Sign & Painting	Painting Services: Environmental Team Of	\$1,045.00
1693.84873-01	09/05/2016	84873Taman Diamond Tools & Machinery	4x Combination Cutting Blades	\$1,042.80
1693.205870-01	09/05/2016	205870Rent A Fence Pty Ltd	Rent A Fence	\$1,028.50
1693.206067-01	09/05/2016	206067Kmart Tyre & Auto Service	4 x Tyres	\$1,025.05
1693.207718-01	09/05/2016	207718Phase 1 Audio	Anzac Day: Audio Hire	\$1,003.20
1693.205960-01	09/05/2016	205960All Quality Panel & Paint	Motor Vehicle Repairs	\$1,000.00
1696.203366-01	23/05/2016	203366T-Quip	6 x MicroCut Bedknife	\$994.85
1693.73342-01	09/05/2016	73342Landgate	Interim Valuation Schedule	\$991.65
1693.207278-01	09/05/2016	207278Bookery Pty Ltd	IELTS Subscription 12/6/16-11/6/17	\$990.00
1696.201100-01	23/05/2016	201100HydroQuip Pumps	Lurnea PI Bore: Replace Corroded Section	\$990.00
1699.207799-01	31/05/2016	207799Cab City Smash	Vehicle Incident Repairs	\$948.57
1696.205137-01	23/05/2016	205137Thomson Reuters Australia Ltd	Print Subscription: 26/5/16-25/5/17 Law	\$947.99
1696.207779-01	23/05/2016	207779Soft Landing Mattress Recycling	Mattress Collections x 42: April 2016	\$924.00
1696.72834-01	23/05/2016	72834Blackwoods	New Tool Box for Plant	\$868.15
1696.21392-01	23/05/2016	21392Carramar Coastal Nursery	140ml Lepidosperma Gladiatum	\$858.00
1693.206504-01	09/05/2016	206504Billi Pty Ltd	Civic Centre: Replace Water Filters	\$847.08
1693.205857-01	09/05/2016	205857Microchips Australia Pty Ltd	Microchipping of Dogs x 24 on the 5/12/1	\$840.00
1693.205840-01	09/05/2016	205840ADH Golf & Utility Vehicles	Battery Maintenance: Gardeners Buggy	\$831.88
1696.84216-01	23/05/2016	84216Como Panel And Paint	Front Bar Repairs	\$821.70
1696.203306-01	23/05/2016	203306AGS Metalwork	Fabricate Drain Grate	\$808.50
1693.207358-01	09/05/2016	207358Stickerworld Pty Ltd	Karawara Playground:Upgrade Signs	\$786.50
1696.21655-01	23/05/2016	21655Digital Telecommunication System	CPV U136, 106: Alarm Maint	\$778.25
1696.200866-01	23/05/2016	200866Besam Australia	Manning Bowling Club: Grill Repairs Afte	\$772.75
1696.205905-01	23/05/2016	205905Safety Zone	Protective Clothing for Works & Services	\$755.70
1696.73342-01	23/05/2016	73342Landgate	Aerial Imagery, Interim Valuation Schedule	\$754.45
1696.206782-01	23/05/2016	206782Staples Australia Pty Ltd	Stationary: Library	\$754.30
1696.205129-01	23/05/2016	205129Scarey One Pty Ltd	MDL Truck Hire For Goal Post Replacement	\$742.50
1693.206982-01	09/05/2016	206982Flick Anticimex Pty Ltd	Sanitary Hygiene Services:April-June16	\$717.48
1693.206734-01	09/05/2016	206734WA Mechanical Services	Air-con Maint - Mayors Office	\$713.14
1693.206935-01	09/05/2016	206935Seme Solutions Pty Ltd	Civic Centre: CBUS Lighting Repairs	\$708.40
1696.204152-01	23/05/2016	204152Enware Australia Pty Ltd	2 x Biostax Microbes	\$704.55
1693.85049-01	09/05/2016	85049E & MJ Roshier Pty Ltd	50 hour Svce - Kubota Tractor	\$697.95
1696.207728-01	23/05/2016	207728Burson Automotive Pty Ltd	Workshop Tools	\$688.51
1693.201800-01	09/05/2016	201800Eighty Nine Enterprises	Rollerdoor Circuit Board: CPV U3 & 6	\$664.99
1693.207024-01	09/05/2016	207024SEM Distribution	Newspaper Deliveries	\$664.28
1696.201823-01	23/05/2016	201823Boral Construction Materials Group	1 Tonne Hot Mix	\$663.00
1693.207401-01	09/05/2016	207401Grand Theatre Company Pty Ltd	Morning Melodies: Cyclic Hire	\$660.00
1693.206852-01	09/05/2016	206852WA Building Certifiers & Assessors	CDC's for March 2016	\$660.00
1693.206620-01	09/05/2016	206620Dunbar Services (WA) Pty Ltd	Civic Centre Oven Cleaning	\$656.37
1693.207188-01	09/05/2016	207188Wild Honey - Carlos Maxwell	Remove Bee Hive: 3 Omagh Grove	\$650.00
1696.21011-01	23/05/2016	21011Farinosi & Sons Pty Ltd	Tools	\$644.48
1696.201608-01	23/05/2016	201608Econo Sweep	CPGC: Sweeping of Driveways & Carparks	\$638.00
1693.207784-01	09/05/2016	207784Promotion Product Pty Ltd	Speak With Confidence Awards: USB's	\$622.60
1696.206166-01	23/05/2016	206166Manheim Pty Ltd	Towage & Selling Costs: April 2016	\$610.50
1693.202452-01	09/05/2016	202452Lock Stock & Farrell Locksmith	Padlocks for Karawara Electrical Cabinet	\$604.00
1696.207796-01	23/05/2016	207796Emma Pettemerides	Morning Melodies: Performance	\$600.00
1696.206904-01	23/05/2016	206904South Perth United Football Club	KidSport Grant x 3	\$600.00
1696.207751-01	23/05/2016	207751FM Contract Solutions Pty Ltd	Compliance Audits on Cleaning: April 201	\$588.50
1696.204468-01	23/05/2016	204468John Hughes Service	Fleet Vehicle Service	\$575.00
1693.202511-01	09/05/2016	202511Pirtek Welshpool	Hydraulic Hose Assembly	\$571.58
1695.207218-01	18/05/2016	207218Campbell James Whyte	Youth Week Event	\$550.00
1696.200371-01	23/05/2016	200371Veteran Car Club Of WA Inc	Angelo St Marketplace: Vintage Car Displ	\$550.00
1696.200735-01	23/05/2016	200735Lawrence And Hanson	50 x Fluro Tubes	\$544.50
1693.202328-01	09/05/2016	202328SecurePay Pty Ltd	Web Payments: April 2016	\$533.89
1696.76267-01	23/05/2016	76267Daytone Printing	Gold Building Permit Envelopes x 400	\$506.00
1693.203439-01	09/05/2016	203439Prestige Alarms	Service Calls: Security Alarm System	\$500.50
1693.72990-01	09/05/2016	72990Bunnings Building Supplies P/L	1 Pallet (56 Bags) Grey Cement	\$495.55
1693.207748-01	09/05/2016	207748Trevor Alan Bly	Fiesta 2016: Artwalk - Payment 2	\$495.00
1696.206178-01	23/05/2016	206178Plantrite	Delivery of 185 Various Plants	\$485.38
1693.205097-01	09/05/2016	205097Perth Bin Hire	1 x 6m Skip Bin Hire	\$485.00
1693.207726-01	09/05/2016	207726Alpha Hire Pty Ltd	WGC Thomas Pavillion: Supply Portable Bu	\$484.00
1696.205762-01	23/05/2016	205762Action Glass Pty Ltd	CPV U143: Refurbishment	\$476.00
1696.205859-01	23/05/2016	205859James Campbell	Anzac Day: Photographer	\$462.00
1693.202409-01	09/05/2016	202409GCS Services Pty Ltd	Repairs to Zip Hydrotap in Planning	\$460.35
1693.201951-01	09/05/2016	201951Hanson Construction Materials P/L	Ten Tonne Blue Metal	\$452.42
1693.207648-01	09/05/2016	207648Art of Timber	Generator Hire For Floor Replacement	\$450.00
1693.207489-01	09/05/2016	207489Survey Results	Alston Ave: Linemarking Set-Out	\$446.60
1693.76388-01	09/05/2016	76388Australian Plant Wholesalers	Olearia "Little Smokies" x100	\$440.00
1693.206793-01	09/05/2016	206793Beta Pest Management	White Ant Treatment	\$440.00
1693.206658-01	09/05/2016	206658Fish Doctor	Aquarium Service: April 2016	\$434.50

## Payment Listing

Payments between  
1/05/2016 to 31/05/2016



Print Date and time: 17/06/2016 11:49:14AM

## Creditors

Reference No.	Date	Creditor Payee	Description	Amount
1696.207529-01	23/05/2016	207529Sims Recycling Solutions (ESPA)	Recycling Charges: Ewaste - April 2016	\$425.81
1693.207553-01	09/05/2016	207553The Rigging Shed	4 x Swivel Anchor Points	\$418.00
1693.203710-01	09/05/2016	203710Sunny Sign Company Pty Ltd	Signage	\$410.65
1696.202249-01	23/05/2016	202249Local Government Managers Australia	Outside the Box Networking Sundowner x 5	\$410.00
1696.83130-01	23/05/2016	83130GHD Pty Ltd	Welwyn Ave/South Tce Road Rehab	\$403.93
1693.203968-01	09/05/2016	203968Our Community	Annual Subscription: 2016/2017	\$400.00
1693.204563-01	09/05/2016	204563WJE Bannister	Library Serv Interview: J Harwood	\$400.00
1696.206278-01	23/05/2016	206278Battery World Welshpool	Battery for Plant	\$398.00
1696.206186-01	23/05/2016	206186Supafit Seat Covers	Mitsubishi Canter Single Cab Driver/Pass	\$388.52
1693.206814-01	09/05/2016	206814Assured Certification Services T/A	Bldg Permit Applics x 5 -Certification	\$385.00
1696.206044-01	23/05/2016	206044McLernons	Mobile Pedestal for GBLC	\$378.00
1693.202642-01	09/05/2016	202642Royal Life Saving Society of WA	Home Pool Inspections x 4	\$374.00
1696.205731-01	23/05/2016	205731Centurion Temporary Fencing	Fiesta 2016: Artwalk Project Fencing	\$374.00
1693.207128-01	09/05/2016	207128Blake Shopland Carpentry	CPV U20 & 22: Painting	\$357.50
1696.21605-01	23/05/2016	21605Dept Of Agriculture	Fungal Pathology Testing on Plant Materi	\$355.00
1696.205233-01	23/05/2016	205233Touchwood Nursery	Supply Assorted Plants	\$352.00
1693.207785-01	09/05/2016	207785Natalie Asha Enterprises	Angelo St Market Place: Performances	\$350.00
1693.207625-01	09/05/2016	207625Susan Midalia	Library Event	\$350.00
1696.206639-01	23/05/2016	206639Redimed Pty Ltd	Pre Employment Medical x 1	\$346.50
1693.204562-01	09/05/2016	204562Harvey Norman AVIT Superstore	Microwave For Planning Kitchen	\$340.00
1696.203622-01	23/05/2016	203622Harvey Fresh	Milk Supplies	\$334.71
1693.206282-01	09/05/2016	206282Wadumbah Aboriginal Dance Group	Citizenship Ceremony: Welcome to the Cou	\$330.00
1696.204374-01	23/05/2016	204374Garmory Property Consultants	CPV U87: Valuation	\$330.00
1696.205119-01	23/05/2016	205119Response Journal	Response Journal: Spring 2016	\$324.50
1696.207789-01	23/05/2016	207789Mr S A O'Connor	Angelo St Marketplace: Entertainment	\$320.00
1693.206980-01	09/05/2016	206980West Oz Wildlife	Petting Zoo	\$319.00
1696.207714-01	23/05/2016	207714ID Fleet Hire	Anzac Day: Generator Hire	\$319.00
1693.204054-01	09/05/2016	204054Pearson - Bronwyn	Fiesta 2016: Equipment at Concert	\$314.60
1696.203287-01	23/05/2016	203287Image Bollards Pty Ltd	Gentilli Way: Supply & Install Bollards	\$313.50
1693.206934-01	09/05/2016	206934IT Cooling Solutions Pty Ltd	UPS, Generator & ATS Maintenance - Mar 1	\$310.07
1696.207266-01	23/05/2016	207266Beacon Equipment - Bentley	Workshop Consumables	\$309.20
1693.203622-01	09/05/2016	203622Harvey Fresh	Milk Supplies	\$304.68
1695.84680-01	18/05/2016	84680Officeworks	IT Consumables	\$303.89
1693.207334-01	09/05/2016	207334Deb Fitzpatrick	Dragon Club Activity	\$300.00
1696.207798-01	23/05/2016	207798Candlelight Farm	Permaculture Design Course: Env Coord	\$300.00
1696.204556-01	23/05/2016	204556City Subaru	Fleet Vehicle Sevice	\$299.95
1690.76670-01	06/05/2016	76670Deputy Child Support Registrar	Payroll Deduction PPE 11 & 25/4/2016	\$297.44
1693.201608-01	09/05/2016	201608Econo Sweep	Sweeping of Car Parks - April 2016	\$297.00
1696.203632-01	23/05/2016	203632Reino International	Ticket Machine Repairs	\$297.00
1696.206706-01	23/05/2016	206706Holcim (Australia) Pty Ltd	20/14/80 Concrete	\$293.48
1693.205514-01	09/05/2016	2055143 Monkeys Audiovisual Pty Ltd	Audio Induction Loop Receiver	\$276.90
1693.206574-01	09/05/2016	206574Skateboarding Australia	National Youth Week Programme	\$275.00
1696.207356-01	23/05/2016	207356Skateboarding WA	National Youth Week: Manning Mayhem	\$275.00
1693.202249-01	09/05/2016	202249Local Government Managers Australia	Intro to Local Government x 1 Attend	\$270.00
1693.205668-01	09/05/2016	205668Gordon Milne Pty Ltd	Staff Flu Vaccinations x 7	\$269.50
1696.85086-01	23/05/2016	85086St John Ambulance Aust (WA) Inc.	Anzac Day 2016: First Aid Cover	\$268.40
1693.207665-01	09/05/2016	207665IQ PC Services Pty Ltd	Comp Printer Repairs - CPV	\$264.00
1693.206639-01	09/05/2016	206639Redimed Pty Ltd	Pre Employ Medical Assessment x 1	\$264.00
1693.84314-01	09/05/2016	84314Work Clobber	Safety Boots	\$261.00
1696.201391-01	23/05/2016	201391Refresh Pure Water	Water Bottle Refills	\$260.00
1693.204458-01	09/05/2016	204458Central Fire Services Pty Ltd	Rangers Office Monthly Testing:April 201	\$250.25
1696.200780-01	23/05/2016	200780Nashtec Auto Electrics	Call Out & Repairs to Plant	\$240.00
1693.207465-01	09/05/2016	207465Box Corporate	Fruit Deliveries: April 2016	\$234.00
1696.203081-01	23/05/2016	203081Filters Plus	Seal and Filters for Plant	\$231.44
1693.204588-01	09/05/2016	204588Western Resource Recovery Pty Ltd	Manning Seniors: Cleaning of Grease Trap	\$229.90
1693.21689-01	09/05/2016	21689Charter Plumbing & Gas	BBQ Maintenance - CPV	\$220.00
1693.207604-01	09/05/2016	207604OvenU - South Perth	CPV U87: Refurbishment	\$220.00
1696.204001-01	23/05/2016	204001Temptations Catering	1st Aid Training: Catering	\$214.08
1693.207288-01	09/05/2016	207288Tyrecycle Pty Ltd	Tyres Recycle	\$211.20
1693.205241-01	09/05/2016	205241Mrs N Paisley	Expense Reimbursement	\$201.80
1696.204291-01	23/05/2016	204291Recall Information Management Pty L	Off-site Archive Storage & Retrieval	\$200.39
1693.205851-01	09/05/2016	205851TimeTrackers	ASTT Event: Telling Your Story	\$200.00
1693.205754-01	09/05/2016	205754AV Custom Engineering	Library Function Room Audio Socket Repai	\$198.00
1696.207020-01	23/05/2016	207020Eagle Sports	Badminton Nets & Balls	\$193.60
1693.204388-01	09/05/2016	204388Hisco Hospitality & Healthcare	Urn Lids	\$184.45
1696.76356-01	23/05/2016	76356Southcare Inc	Verge Maintenance: March/April 16	\$177.10
1696.205534-01	23/05/2016	205534Superclean	Tableclothes & Napkins	\$176.00
1693.207658-01	09/05/2016	207658Hire A Busker	Angelo St Market Place: Buskers	\$170.00
1696.76420-01	23/05/2016	76420Forpark Australia	30 x S-Hooks	\$165.00
1696.207557-01	23/05/2016	207557TenderLink.Com	Advertising	\$165.00
1693.206782-01	09/05/2016	206782Staples Australia Pty Ltd	Stationary: Library	\$163.51



### Payment Listing

Payments between  
1/05/2016 to 31/05/2016



Print Date and time: 17/06/2016 11:49:14AM

**Creditors**

Reference No.	Date	Creditor Payee	Description	Amount
1693.203114-01	09/05/2016	203114Safety World	Blue Steel Enforcers Boots	\$160.60
1696.200510-01	23/05/2016	200510Totally Workwear - Victoria Park	Safety Workwear	\$158.35
1696.84680-01	23/05/2016	84680Officeworks	Powerboards, Keypad & Cables	\$157.92
1693.205053-01	09/05/2016	205053Comm-Link Enterprises	Civic Centre: Remove Ants From Safety Be	\$154.00
1696.207547-01	23/05/2016	207547Hotwaterwa	Gas Heater Maintenance	\$154.00
1693.206646-01	09/05/2016	206646Department Of Planning	DAP Application: 77 & 79 South Perth Esp	\$150.00
1693.200342-01	09/05/2016	200342West Australian Newspapers Limited	Newspaper Subscription to 22/6/16	\$141.59
1696.207026-01	23/05/2016	207026Peninsular Como Newsround	Newspaper Delivery: Jan to April 16	\$137.28
1693.204148-01	09/05/2016	204148Writing WA Inc	Annual Membership Renewal 2016	\$135.00
1696.207256-01	23/05/2016	207256Konnect Shop	Parts for Plant	\$131.27
1693.204510-01	09/05/2016	204510Karalee Tavern	Order of Australia Reception Beverages	\$108.98
1696.203184-01	23/05/2016	203184Kennards Hire	Equipment Hire	\$106.00
1696.207180-01	23/05/2016	207180Wicked Willow Florist	Floral Delivery to Staff Member	\$100.00
1693.201842-01	09/05/2016	201842ALIA - Aust Library & Information A	Promotional Bookmarks	\$95.00
1693.203473-01	09/05/2016	203473Pedersens Hire	Opening Sth Pth Promenade	\$90.00
1693.201391-01	09/05/2016	201391Refresh Pure Water	Water Bottle Refills	\$90.00
1696.83878-01	23/05/2016	83878BOC Gases	Container Service: 29/3/16-27/4/16	\$82.32
1693.207778-01	09/05/2016	207778Ms L M Coats	Books x 2: Manufacturing Factories	\$80.00
1693.204745-01	09/05/2016	204745Rainscape Waterwise Solutions	Reticulation Maint	\$77.80
1696.207551-01	23/05/2016	207551Loose Produce	Environmental Team Planting Day: Refresh	\$72.60
1693.76626-01	09/05/2016	76626Bunzl Ltd	Hand Towels & Handwash	\$71.72
1696.204562-01	23/05/2016	204562Harvey Norman AVIT Superstore	Sth Pth Seniors: 2 x Small Heaters	\$69.98
1693.84791-01	09/05/2016	84791Lamp Replacements Pty Ltd	Light Replacement	\$61.88
1696.206123-01	23/05/2016	206123COVS Parts Pty Ltd	Drill Bit	\$60.14
1696.21088-01	23/05/2016	21088Waldecks Bentley	Supply Plants as Listed	\$50.22
1693.200473-01	09/05/2016	200473Millpoint Caffe Bookshop	Gift Vouchers	\$45.00
1693.205637-01	09/05/2016	205637Archival Survival Pty Ltd	Stationary: Library	\$38.28
1696.207024-01	23/05/2016	207024SEM Distribution	Newspaper Deliveries: Ops Centre	\$35.20
1696.202452-01	23/05/2016	202452Lock Stock & Farrell Locksmith	Cutting of 4 Keys	\$27.80
1696.207700-01	23/05/2016	207700Waterford Supa IGA	SP Youth Network : Catering	\$26.29
1693.85222-01	09/05/2016	85222Westbooks	Books As Selected	\$22.48
1696.205884-01	23/05/2016	205884Ampac Debt Recovery WA Pty Ltd	Debtors Recovery Fees: April 2016	\$22.33
1696.201859-01	23/05/2016	201859Como IGA	Opening of South Perth Promenade	\$17.98
1693.206964-01	09/05/2016	206964Ms F Kabbani	Expense Reimbursement	\$14.00
1696.207057-01	23/05/2016	207057Hallite Seals Aust Pty Ltd	'O' rings	\$6.20
1696.202872-01	23/05/2016	202872Cabcharge Australia Limited	Cabcharges: April 2016	\$6.00

**Total: EFT 391 \$6,683,954.79**

10104486	31/05/2016	22507BCITF	BCITF Levies - May	\$126,383.48
10104406	10/05/2016	21476Western Aust Treasury Corp	Loan P & I :220,230,228,229,223,225,227	\$118,568.29
10104487	31/05/2016	206450Building Commission	BS Levies - May	\$89,641.11
10104451	24/05/2016	207064Moorditj Keila Inc	Community Partnership Funding 2016/2017	\$33,000.00
10104456	24/05/2016	204988Telstra	Land Lines: Apr 16 & Cisco Cameras in Ch	\$17,767.81
10104403	10/05/2016	200691Water Corporation	Water Charges	\$12,409.49
10104408	10/05/2016	200691Water Corporation	Water Charges	\$7,046.02
10104457	24/05/2016	204989Telstra	Mobile Phone Charges	\$6,745.21
10104445	24/05/2016	84133Alinta	CPV, Manning Snrs: Gas Supply	\$5,114.35
10104460	24/05/2016	205028Water Corporation	Cnr Roebuck & Batavia Way: Raise Manhole	\$3,581.27
10104426	13/05/2016	205986Department Of Transport	Vehicle Search Fees: March 2016	\$2,244.50
10104404	10/05/2016	205028Water Corporation	Relocate, Remove Water Mains	\$2,072.46
10104459	24/05/2016	205294The Esther Foundation Inc	Rfnd Hall/Swipe Card Bnd:S/P Comm Hall-2	\$1,650.00
10104463	25/05/2016	206338Larsen Superannuation Fund	Payroll Deduction PPE 9 & 23/5/2016	\$1,255.59
10104397	10/05/2016	207781Hangout Bar and Cafe	Staff Sundowner: April 2016	\$1,200.00
10104393	06/05/2016	206338Larsen Superannuation Fund	Payroll Deduction PPE 11 & 25/4/2016	\$1,179.02
10104464	25/05/2016	202999Local Gov't Racecourses & Cemeterie	Payroll Deduction PPE 9 & 23/5/2016	\$1,045.50
10104390	06/05/2016	73636Hospital Benefit Fund	Payroll Deduction PPE 11 & 25/4/2016	\$1,016.00
10104462	25/05/2016	73636Hospital Benefit Fund	Payroll Deduction PPE 9 & 23/5/2016	\$993.80
10104391	06/05/2016	202999Local Gov't Racecourses & Cemeterie	Payroll Deduction PPE 11 & 25/4/2016	\$820.00
10104458	24/05/2016	205037Telstra	White Pages Online: Civic Centre - Feb t	\$739.86
10104394	10/05/2016	84133Alinta	Bill Grayden: Gas Supply	\$555.85
10104488	31/05/2016	21545City of South Perth	BSL & BCITF Commission - May	\$532.50
10104398	10/05/2016	84403Operation Centre Petty Cash	Petty Cash Reimbursement	\$459.25
10104389	06/05/2016	73970Australian Services Union	Payroll Deduction PPE 11 & 25/4/2016	\$309.60
10104461	25/05/2016	73970Australian Services Union	Payroll Deduction PPE 9 & 23/5/2016	\$309.60
10104450	24/05/2016	204975Moonlight & Roses Florist	Wreath, Floral Arrangement, Posy	\$294.95
10104396	10/05/2016	204769Dux Cafe Restaurant	Meetings - Catering	\$292.00
10104453	24/05/2016	200758Pioneer Gardens Nursery	Plants & Soil Mix	\$260.00
10104399	10/05/2016	202947Sensis Pty Ltd	CPGC Yellow Pages Instalment 7 of 12	\$193.27

Payment Listing  
Payments between  
1/05/2016 to 31/05/2016



Print Date and time: 17/06/2016 11:49:14AM

Creditors

Reference No.	Date	Creditor Payee	Description	Amount
J0104455	24/05/2016	202947Sensis Pty Ltd	CPGC: Yellow Pages - Instalment 8 of 12	\$193.27
J0104395	10/05/2016	200949Collier Park Village Petty Cash	Petty Cash Reimbursement	\$155.05
J0104446	24/05/2016	200949Collier Park Village Petty Cash	Petty Cash Reimbursement	\$129.95
J0104392	06/05/2016	202589WA Local Govt Superannuation Plan	Payroll Deduction PPE 11 & 25/4/2016	\$80.00
J0104465	25/05/2016	202589WA Local Govt Superannuation Plan	Payroll Deduction PPE 9 & 23/5/2016	\$80.00
J0104448	24/05/2016	204769Dux Cafe Restaurant	Mayor/CEO Weekly Meeting	\$56.00
J0104449	24/05/2016	205384Ms M King	Expense Reimbursement	\$53.80
J0104405	10/05/2016	205422Ms S Watson	Expense Reimbursement	\$26.85
J0104452	24/05/2016	207792Mrs S O'Hara	Expense Reimbursement	\$24.95
J0104454	24/05/2016	207786Ms A L Scarfone	Expense Reimbursement	\$18.58
J0104447	24/05/2016	205986Department Of Transport	Vehicle Search Fees: April 2016	\$16.75

**Total: Cheque 41 \$438,515.98**

**Total: Creditors 432 \$7,122,470.77**

Payment Listing  
Payments between  
1/05/2016 to 31/05/2016



Print Date and time: 17/06/2016 11:49:14AM

Non-Creditors

Reference No.	Date	Payee	Description	Amount
J0104429	16/05/2016	Mr William L Marrable	Refund to Departing Resident: CPV U37	\$247,418.42
J0104479	31/05/2016	Mrs J Rhodes	CPV U90 Rfnd to Departing Resident	\$97,000.00
J0104428	16/05/2016	Mrs Betty Laird	Refund to Departing Resident: CPV - U103	\$96,877.50
J0018273	31/05/2016	Mr P Telfer	Refund Bond - 46 Edward	\$5,000.00
J0018220	09/05/2016	Vergola WA	RefundRdResAccBond-74 Edgecumbe St	\$2,200.00
J0018221	09/05/2016	APG Homes Pty Ltd	RefundRdResAccBond-65 Eric St	\$2,200.00
J0018222	09/05/2016	Mr M Skold	RefundRdResAccBond-111 Douglas Ave	\$2,200.00
J0018224	09/05/2016	Mr H H Meeves	RefundRdResAccBond-336 Mill Point Rd	\$2,200.00
J0018235	10/05/2016	Wendy Wells	RefundRdResAccBond-314 Mill Point Rd	\$2,200.00
J0018245	19/05/2016	Empire Lane	RefundRdResAccBond-3B Pepler Ave	\$2,200.00
J0018255	25/05/2016	Air Roofing P/L	RefundRdResAccBond-51-53 Daisy Lane	\$2,200.00
J0018256	25/05/2016	Mr S M Turner	RefundRdResAccBond-46 Elderfield Rd	\$2,200.00
J0018259	27/05/2016	Ms T Cowan	RefundRdResAccBond-8 Ambon St	\$2,200.00
J0018260	27/05/2016	Air Roofing P/L	RefundRdResAccBond-13 Max Forman Court	\$2,200.00
J0018262	27/05/2016	Ms D A Williams	RefundRdResAccBond-1/99 McDonald st	\$2,200.00
J0018271	27/05/2016	Ms A E Healy	RefundRdResAccBond-41 Elizabeth St	\$2,200.00
J0104415	12/05/2016	A1 Pools Pty Ltd	22 Forrest St: Bond Overpayment	\$1,700.00
J0104412	12/05/2016	Animal Actionist Ltd	Refund of Hall Bond: Sth Pth Community Hall 30/4	\$1,650.00
J0104421	12/05/2016	Southside Penrhos Wesley Swimming C	Rfnd Hall/Swipe Crd Bnd: S/P Comm Hall-6/5	\$1,650.00
J0104422	12/05/2016	Cat Welfare Society Inc	Refund of Hall Bond: SP Community Hall 7/5/16	\$1,650.00
J0104433	23/05/2016	Timor Leste Vision	Refund of Hall Bond: Sth Pth Community Hall 13/5	\$1,650.00
J0104444	23/05/2016	SABBR Inc	Refund of Hall Bond: Sth Pth Community Hall 14/5	\$1,650.00
J0104472	30/05/2016	Dogs' Refuge Home	Refund of Hall Bond: Sth Pth Community Hall 21/5	\$1,650.00
J0104484	31/05/2016	Institute of Engineers Sri Lanka WA	Refund of Hall Bond: Sth Pth Community Hall 28/5	\$1,650.00
J0104431	23/05/2016	Elliot Daniel	Refund of Hall Bond: EJ Scout Hall 14/5/16	\$1,635.00
J0104485	31/05/2016	Regan Mathews	Refund of Hall Bond: Collins St Hall 20/5/16	\$1,635.00
J0104434	23/05/2016	BGC Plasterboard	Refund of Park Restoration Bond: SJMP 7/5/16	\$1,620.00
J0104435	23/05/2016	Maura Geoghegan	Refund of Park Restoration Bond: SJMP 7/5/16	\$1,620.00
J0018239	19/05/2016	Baptist Union of WA Inc	RefundRdResAccBond-2 Lawler St	\$1,100.00
J0018270	27/05/2016	West Coast Sheds	RefundRdResAccBond-Lot 3298 Murray St	\$1,100.00
J0104417	12/05/2016	Mrs C Y Cen	Refund of Overpaid Rates: 197 Mill Point Road	\$1,016.12
J0104423	12/05/2016	Linda J Coventry	Refund of Hall Bond: SP Community Hall 5/5/16	\$950.00
J0104481	31/05/2016	Rajo Inc	Refund of Hall Bond: Sth Pth Community Hall 26/5	\$950.00
J0104471	30/05/2016	Ms S Sridhar	Refund of Overpaid Rates: 2/337 Canning Hwy	\$723.48
J0018227	09/05/2016	Webb & Brown-Neaves	RefundRdResAccBond-12 Dacelo Vista	\$700.00
J0104420	12/05/2016	Sardelic Real Estate	12 High St: Refund, Rates	\$632.54
J0104427	16/05/2016	Mrs Lorraine Meuleman	Crossover Subsidy: 6 Henman St	\$625.52
J0104437	23/05/2016	Mrs Catherine Cowcher	Crossover Subsidy: 11A Ranelagh Cresc	\$620.71
J0104438	23/05/2016	Mrs Catherine Cowcher	Crossover Subsidy: 11B Ranelagh Cresc	\$620.71
J0104440	23/05/2016	Mrs Catherine Cowcher	Crossover Subsidy: 15B Hurlingham Rd	\$620.71
J0104441	23/05/2016	Mrs Catherine Cowcher	Crossover Subsidy: 15C Hurlingham Rd	\$620.71
J0104413	12/05/2016	Jing Su	Refund of Park Restoration Bond: SJMP 20/4/16	\$540.00
J0104419	12/05/2016	Jetts Fitness Operations Pty Ltd	Refund of Park Restoration Bond	\$540.00
J0104436	23/05/2016	Wright On Promotions Pty Ltd	Refund of Park Restoration Bond: SJMP 15/5/16	\$540.00
J0104469	30/05/2016	Ms D Dina	Refund of Park Restoration Bond: Neil McDougall Pk	\$540.00
J0104411	12/05/2016	Ms Eugenia Li	Crossover Subsidy: 15 Anthus Corner	\$516.61
J0018223	09/05/2016	Mr E J Stone	RefundRdResAccBond-66 Brandon St	\$500.00
J0018225	09/05/2016	Stretford End Pty Ltd T/A Taff Desi	RefundRdResAccBond-27 Scaddan	\$500.00
J0018226	09/05/2016	Daniel Mance	RefundRdResAccBond-24 Pether Rd	\$500.00
J0018228	09/05/2016	Prandi Builders	RefundRdResAccBond-20 Forward St	\$500.00
J0018229	09/05/2016	Peter Alp	RefundRdResAccBond-63 Ranelagh Crescent	\$500.00
J0018230	10/05/2016	Ms D M Napier	RefundRdResAccBond-62 Crawshaw Cres	\$500.00
J0018231	10/05/2016	Tangent Nominees T/A Summit Homes	RefundRdResAccBond-30 Anthus Corner	\$500.00
J0018232	10/05/2016	Oswald Homes	RefundRdResAccBond-11 Philip Aven	\$500.00
J0018233	10/05/2016	Webb & Brown-Neaves Pty Ltd	RefundRdResAccBond-66 Dyson St	\$500.00
J0018234	10/05/2016	Mr D Robson	RefundRdResAccBond-5 Delamere Ave	\$500.00
J0018236	10/05/2016	Ian Grieve	RefundRdResAccBond-81 King George St	\$500.00
J0018237	10/05/2016	Hayley Ing	RefundRdResAccBond-2/66 Eric St	\$500.00
J0018238	19/05/2016	Vazari Pty Ltd	RefundRdResAccBond-28 Todd Ave	\$500.00
J0018240	19/05/2016	Mr R M Webb	RefundRdResAccBond-4/67 Mary St	\$500.00
J0018241	19/05/2016	Ms R Davies	RefundRdResAccBond-5/81 Douglas Ave	\$500.00
J0018242	19/05/2016	Mr D M Hudson	RefundRdResAccBond-1/17 Hazel St	\$500.00
J0018243	19/05/2016	Mr D Mountney	RefundRdResAccBond-44 Edgecumbe St	\$500.00
J0018244	19/05/2016	Mr B Sparkman	RefundRdResAccBond-8 Swanview Tce	\$500.00
J0018246	19/05/2016	V L Taylor	RefundRdResAccBond-121 Dyson St	\$500.00
J0018247	19/05/2016	Miluc Civil	RefundRdResAccBond-76 Roebuck Dr	\$500.00
J0018248	19/05/2016	Mr E A Daquino	RefundRdResAccBond-66 Henning Cres	\$500.00
J0018249	19/05/2016	Averna Homes	RefundRdResAccBond-11 Anthus Corner	\$500.00
J0018250	19/05/2016	Averna Homes	RefundRdResAccBond-6 Apus Loop	\$500.00
J0018251	19/05/2016	Averna Homes	RefundRdResAccBond-6 Anthus Corner	\$500.00
J0018252	19/05/2016	Ms A Wuu	RefundRdResAccBond-35 Waterford Ave	\$500.00

Payment Listing  
Payments between  
1/05/2016 to 31/05/2016



Print Date and time: 17/06/2016 11:49:14AM

Non-Creditors

Reference No.	Date	Payee	Description	Amount
J0018253	19/05/2016	Ms C E Sawyer	RefundRdResAccBond-10A Potter Ave	\$500.00
J0018254	25/05/2016	Daniel Gavin	RefundRdResAccBond-297 Canning Hwy	\$500.00
J0018257	25/05/2016	Empire Lane	RefundRdResAccBond-51 Todd Ave	\$500.00
J0018258	27/05/2016	Deep Green Landscaping	RefundRdResAccBond-6 Dalmatia PI	\$500.00
J0018261	27/05/2016	PERTH PATIO MAGIC	RefundRdResAccBond30B Baldwin St	\$500.00
J0018263	27/05/2016	Averna Homes	RefundRdResAccBond-24 Roseberry Ave	\$500.00
J0018264	27/05/2016	PERTH PATIO MAGIC	RefundRdResAccBond-190 Douglas Ave	\$500.00
J0018265	27/05/2016	S Lloyd	RefundRdResAccBond-54 Kennard St	\$500.00
J0018266	27/05/2016	Gemmill Home Improvements	RefundRdResAccBond-28 Cloister Ave	\$500.00
J0018267	27/05/2016	Tony Herbert	RefundRdResAccBond38 Axford St	\$500.00
J0018268	27/05/2016	Mr P Dermawan	RefundRdResAccBond-11 Swanview Tce	\$500.00
J0018269	27/05/2016	Prima Homes Nominees Pty Ltd	RefundRdResAccBond-40 Leonora St	\$500.00
J0018272	27/05/2016	Westral Home Improvements	RefundRdResAccBond-1/122 Robert St	\$500.00
J0104432	23/05/2016	Philatelic Society of WA	Refund of Hall Bond: Sth Pth Community Hall 15/5	\$480.00
J0104480	31/05/2016	Street Hassle Events	Refund of Hall Bond: Sth Pth Community Hall	\$480.00
J0104483	31/05/2016	South Side Symphony Orchestra	Refund of Hall Bond: Sth Pth Community Hall 29/5	\$480.00
J0104414	12/05/2016	Cassandra Milne	Refund of Hall Bond: Collins St Hall 1/5/16	\$465.00
J0104430	23/05/2016	Saschelle Blake	Refund of Hall Bond: EJ Scout Hall 14/5/16	\$465.00
J0104474	30/05/2016	Paul Brown	Refund of Hall Bond: Collins St Hall 14/5/16	\$465.00
J0104475	30/05/2016	Australian Tamil Congress	Refund of Hall Bond: Collins St Hall 18/5/16	\$465.00
J0104477	30/05/2016	Bangali Association of WA	Refund of Hall Bond: EJ Scout Hall 22/5/16	\$465.00
J0104482	31/05/2016	Timothy Ong	Refund of Hall Bond: Moresby St Hall 28/5/16	\$465.00
J0104424	12/05/2016	Dyslexia-Speld Foundation WA	Refund of Overpaid Rates: 10 Broome St	\$444.21
J0104425	12/05/2016	Vicki Philipoff Settlement	Refund of Overpaid Rates: 1/40 Brittain St Como	\$381.58
J0104468	30/05/2016	Parminder Sandhu	Expense Reimbursement	\$270.00
J0104439	23/05/2016	Mrs Catherine Cowcher	Crossover Subsidy: 15A Hurlingham Rd	\$230.49
J0104442	23/05/2016	Annie Gibbs	Ind Devlp Grant: U18 Hockey Champs Tasmania	\$200.00
J0104443	23/05/2016	Neseya Williams	Ind Devlpmt Grant: U16 Basketball Champs	\$200.00
J0104466	30/05/2016	ABI Home Improvements Pty Ltd	Overpaid Site Inspection Fee: 100A Forrest St	\$110.00
J0104473	30/05/2016	D C Hayworth	Refund of Overpaid Rates: 12/447 Canning Hwy	\$77.69
J0104478	30/05/2016	Suzanne Trembath	Street Party Lighting	\$61.68
J0104409	12/05/2016	Mrs Shelley Kraus	12 River Way: Mail Redirection After Change In	\$42.70
J0104410	12/05/2016	Mr John Santul	78 River Way: Mail Redirections After Change In	\$42.70
J0104470	30/05/2016	Mrs Shirley Watson	Mail Redirection Costs: 40 River Way Salter Point	\$42.70
J0104418	12/05/2016	Kito Madoka	Refund of Overpaid Parking Infringement	\$20.00
J0104467	30/05/2016	Brett Ariti	Expense Reimbursement	\$15.28
J0104416	12/05/2016	Mark Coughlan	152B Mill Point Rd:O'pymt Adv Area 2 Fee	\$15.00
J0104476	30/05/2016	Barrier Reef Pool Pty Ltd	Refund of Overpaid Building Fees: 127 Lockhart St	\$9.00
<b>Total:</b>	<b>Cheque</b>		<b>109</b>	<b>\$530,806.06</b>
<hr/>				
<b>Total:</b>	<b>Non-Creditors</b>		<b>109</b>	<b>\$530,806.06</b>
<hr/>				
<b>Grand Total:</b>			<b>541</b>	<b>\$7,653,276.83</b>

# City of South Perth Governance Framework

June 2016



## CONTENTS

<b>PART 1: CORPORATE GOVERNANCE IN LOCAL GOVERNMENT .....</b>	<b>3</b>
<b>1. GOVERNANCE DEFINED.....</b>	<b>3</b>
<b>PART 2: GOVERNANCE STATEMENT .....</b>	<b>5</b>
<b>1. INTRODUCTION .....</b>	<b>5</b>
<b>2. CORPORATE GOVERNANCE MODEL .....</b>	<b>6</b>
<b>3. ROLES, RESPONSIBILITIES AND COUNCIL COMPOSITION.....</b>	<b>7</b>
3.1 The Role of Council .....	7
3.2 The Composition of Council .....	8
3.3 The Role of Mayor.....	8
3.4 The Role of Deputy Mayor.....	9
3.5 The Role of Councillors .....	9
3.6 The Role of Chief Executive Officer .....	9
3.7 Employees .....	10
3.8 Council as a Corporate Body .....	11
3.9 Elected Member Support .....	11
<b>4. GOVERNANCE PRINCIPLES .....</b>	<b>12</b>
4.1 Integrated Planning and Reporting Framework .....	12
4.2 Customer Consultation and Engagement .....	14
4.3 Ethics and Values.....	15
4.4 Statutory Compliance .....	15
4.5 Asset and Risk Management.....	15
4.6 Performance Measurement and Review.....	16
4.7 Business Excellence .....	17
<b>5. CORPORATE VALUE AND STANDARDS.....</b>	<b>18</b>
5.1 Values.....	18
5.2 Code of Conduct.....	18
5.3 Rules of Conduct Legislation.....	19
5.4 Conflicts of Interest.....	19
5.5 Disclosure of Conflict of Interest .....	20
5.6 Financial Interests.....	20
5.7 Disclosure of Interests Affecting Impartiality.....	21
5.8 The Declaration and Recording of Gifts .....	21
<b>6. MEETINGS AND REPORTING STRUCTURES .....</b>	<b>21</b>
6.1 Agenda and Minutes .....	22
6.2 Council Meetings.....	22
6.3 Agenda Briefing Meetings .....	22
6.4 Councillor Briefing Sessions .....	23
6.5 Advisory Committees and Advisory Groups .....	23
6.6 Qualified Privilege for Members in the Performance of their Duties .....	23
6.7 Access to Information/and Decision Making.....	23
<b>7. PLANNING AND DEVELOPMENT FUNCTIONS OF THE COUNCIL.....</b>	<b>24</b>
7.1 Town Planning Schemes .....	24
7.2 Consideration of Development Applications.....	26
<b>8. LOCAL LAWS, POLICIES, MANAGEMENT PRACTICE AND DELEGATIONS....</b>	<b>27</b>
8.1 Local Laws .....	27
8.2 Policies and Management Practice .....	27
8.3 Delegations.....	27
<b>PART 3 - KEY GOVERNANCE DOCUMENTS, POLICIES AND PROCEDURES..</b>	<b>29</b>
<b>PART 4 – ATTACHMENTS .....</b>	<b>30</b>
Attachment One: Council Nomination Eligibility .....	30
Attachment Two: Limitation of Member Liability .....	31

Elected Members and employees of the City of South Perth (the City) are committed to the democratic process and the principles of good governance.

This document outlines the City's Corporate Governance Framework.

## **PART I: CORPORATE GOVERNANCE IN LOCAL GOVERNMENT**

### **1. GOVERNANCE DEFINED**

#### **Purpose**

This Governance Framework has been prepared to ensure our compliance with all relevant legislation, including the *Local Government Act 1995* (the Act) and the pursuit of best practice as a democratic local government.

It is an overview of the governance program that has been put in place so that Elected Members and employees can meet their governance responsibilities. It also enables our community and stakeholders to have an understanding of governance and demonstrates how all people associated with our Council can participate.

#### **What is governance?**

Governance is the act of governing. It encompasses all the processes for making and implementing decisions, that define expectations, grant power or verify performance. Governance is how the City of South Perth ensures and enhances good government principles throughout our organisation, in order to maintain the trust of the community.

It impacts on all sectors of our community and the practice of good governance is considered critical for ensuring that:

- The City meets legal and ethical compliance
- Decisions are made in the interests of all stakeholders
- The City behaves as a good corporate citizen should.

#### **What is good governance?**

Good governance for the City is about how well it provides goods, services and programs while also meeting its legislative, non-legislative requirements (e.g. internal standards) and community expectations.

This is achieved by having the best possible decision making processes and structures in place that are transparent and accountable, and having integrity when interacting with the community, businesses and with government.

It is defined by the following principles:

#### **Good governance is accountable**

Accountability is vital. The City has an obligation to report, explain and be answerable for the consequences of decisions we have made on behalf of our community.

### **Good governance is transparent and open**

The community and stakeholders should be able to follow and understand our decision-making process. This means they will be able to clearly see how and why a decision was made – what information, advice and consultation Council considered, and which legislative requirements (when relevant) Council followed.

### **Good governance follows the rule of law**

This means that decisions are consistent with relevant legislation or common law and are within the powers of Council.

### **Good governance is responsive**

The City should always try to serve the needs of the entire community while balancing conflicting interests in an appropriate, timely and responsive manner.

### **Good governance is equitable and inclusive**

Our community's wellbeing derives from the community's satisfaction that Council has considered their interests in the decision-making process. This means that all groups, particularly the most vulnerable, should have opportunities to participate in the process.

### **Good governance is effective, efficient and sustainable**

The City should implement decisions and follow processes that make the best use of available staff, resources and time, to ensure the best possible results for our community.

### **Good governance is participatory**

Anyone affected by or interested in a decision, should have an opportunity to participate in the process for making that decision, whether this is by being provided with information, or consultation to provide them with opportunity to give their opinion or recommendations.

## **Why is good governance important to the City?**

- It underpins the confidence that the community has in Council and its services
- It affects the quality of our outputs – goods, services and programs
- It is a value adding activity
- It ensures that the City meet its legislative responsibilities
- It is a strong reminder to the Council that it is ultimately accountable to the community it serves.

By following good governance principles, the Council, the Chief Executive Officer, employees and the community can be confident that our organisation is being run efficiently, is sustainable and is carrying out the objectives, policies and plans of Council.



## PART 2: GOVERNANCE STATEMENT

### 1. INTRODUCTION

Local governments are experiencing increasing scrutiny of their operations and activities, creating a need for full and open disclosure of their governance systems. As with the private sector's long-standing focus on governance issues, we must consider the principles of systems integrity, role delineation, accountability and strategic management, in order to develop suitable governance frameworks that ensure effective, transparent and sustainable administration of the City's affairs.

This Corporate Governance Framework provides information about the Council, Elected Members and administration; the relationships that exist and how they work together to achieve good governance.

The framework links their roles under the *Local Government Act 1995* (the Act) and other relevant legislation, our suite of governance documents and the functions performed by the City. It provides guidance and information to the major participants in the governance processes of the City

Supported by this framework, Elected Members and the Chief Executive Officer are able to:

- Provide strong, effective leadership
- Maintain quality service delivery and the effective use of resources
- Adhere to the City's values and defined strategies
- Deliver effective stewardship of the City's assets, including infrastructure assets
- Provide systems that ensure compliance with relevant statutes
- Encourage innovation and continuous improvement throughout the organisation
- Deliver services in line with agreed performance measures.

Our Governance Framework is underpinned by:

- a) Our commitment to best practice by adopting the Australian Business Excellence Framework and promoting continuous improvement for staff and other participants.

The Australian Business Excellence Framework outlines the necessary structures and processes that guide how members and staff fulfill their duties and sets out clear boundaries for participant's roles, in terms of their responsibilities and purpose. It also enables accurate measurement of the City's performance in achieving defined strategic goals.

- b) Our Integrated Strategic Planning (ISP) Framework and other Council strategic documents.

The ISP Framework demonstrates how we plan to sustainably and strategically meet the needs of our community, while focusing on place shaping (built/physical environment) and wellbeing and a greater level of community engagement. It was formulated through the Our Vision Ahead process, which documented our community's priorities, aspirations and vision for the City and helped us shape and create a shared vision for the City of South Perth. This involved extensive community consultation with approximately 1450 community members contributing.

## 2. CORPORATE GOVERNANCE MODEL

The following diagram represents the City's internal/external stakeholder governance model.



### **3. ROLES, RESPONSIBILITIES AND COUNCIL COMPOSITION**

#### **3.1 The Role of Council**

The roles, functions and objectives of councils are set out in the *Local Government Act 1995* as follows.

The role of the Council [Section 2.7]:

The Council as a body corporate -

- a) governs the affairs of the City of South Perth;
- b) is responsible for the performance of the City of South Perth's functions;
- c) oversees the allocation of the finances and resources of the City of South Perth; and
- d) determines the City of South Perth's policies.

The following Council roles and responsibilities have been interpreted from the Act, in conjunction with the City's Governance Framework.

#### **a) Directs and controls the affairs of the City of South Perth.**

How strategic planning mechanisms are used by the Council to ensure the continuing viability and performance of the City, by setting appropriate strategic goals for the organisation and monitoring the City's performance against them.

#### **b) Is responsible for performance of the functions of the City of South Perth.**

The Council bears ultimate responsibility for the performance of the City's functions. It can exercise this through the development of appropriate governance frameworks including delegations of authority and determining an appropriate organisational structure.

#### **c) Oversees allocation of the finances and resources of the City of South Perth.**

The Council exercises this role by adopting the City's budget and Strategic Financial Plan, as advised by City officers responsible for the professional development of appropriate financial controls and strategic documents.

#### **d) Determines the policies of the City of South Perth.**

The role of Council in setting policy is most effective when it consults with a professional organisation that implements policies through the development of appropriate management practices and work processes. Council policies should set the standards for the City's administration to achieve and make strategic policy decisions that guide officers in their decision-making processes.

To achieve the City's accountability, stewardship, sustainability and innovation objectives, Elected Members are at their most effective when they focus on the above, while at the same time, representing the interests of the community. They must also be involved in appointing the Chief Executive Officer and participating in that officer's performance review process.

Greater accountability and transparency is best achieved when:

Council deliberates and makes resolutions within a framework that is factually based, non-prejudicial and relevant to the issues at hand. It is fostered by Elected Members' standards and behaviour, especially those adhering to legislation governing the declaration of financial and other interests, whenever these arise, and any other associated implications for their participation in any debate.

The role of Council can be categorised into three key areas; legislative, executive and quasi-judicial.

### **Legislative**

The Council is responsible for adopting a set of local laws that reflect current community standards and provide for the good governance of the City. Council, when making local laws, must be aware of their legislative effect.

### **Executive**

The Council is responsible for overseeing the executive functions of the City; determining appropriate policies, strategies and functions for the administration to implement.

### **Quasi-judicial**

The Council is responsible for applying existing laws, including the Local Government Act, Town Planning and Development Act and other relevant legislation to specific facts and situations. A quasi-judicial role is one where they must act as judges rather than legislators.

## **3.2 The Composition of Council**

The Council comprises nine members, including the Mayor.

Two (2) Councillors are elected from each of the City's four wards.

The Mayor is elected by popular vote from throughout the entire City.

Local Government elections are conducted biennially (every two years) on a fixed date prescribed by the Act, with candidates elected to the office of Councillor or Mayor for a four (4) year term.

*Attachment 1* provides the eligibility criteria for nomination and current terms of office applicable to the Mayor and wards.

## **3.3 The Role of Mayor**

The role of the Mayor as provided under the Act [Section 2.8], is to:

- a) Preside at meetings in accordance with the Act;
- b) Provide leadership and guidance to the City of South Perth community;
- c) Carry out civic and ceremonial duties on behalf of the City;
- d) Speak on behalf of the City;
- e) Perform such other functions as are given to the Mayor by the Act or any other written law;
- f) Liaise with the Chief Executive Officer on the City of South Perth's affairs and the performance of its functions; and
- g) Otherwise fulfil the role of Councillor.

### **3.4 The Role of Deputy Mayor**

The Act [Section 2.9] enables the Deputy Mayor to perform the functions of the Mayor, if:

- a) The office of Mayor is vacant; or
- b) If the Mayor is not available, or is unable or unwilling to perform the functions of Mayor.

### **3.5 The Role of Councillors**

Under the Act [Section 2.10], the role of a Councillor is to:

- a) Represent the interests of electors, ratepayers and residents of the City;
- b) Provide leadership and guidance to the City of South Perth community;
- c) Facilitate communication between the community and the Council;
- d) Participate in the City of South Perth's decision making processes at Council and Committee meetings; and
- e) Perform such other functions as are given to a Councillor by this Act or any other written law.

Each individual councillor has a legislative requirement to fulfil this role and how they perform the role is outlined in this Governance Framework.

Individually, Councillors have a responsibility to act as a conduit between the community and the City. Not only must they represent the interests of the broader community on the Council, but also as community leaders they must represent the interests of the City within the broader community.

Whilst Councillors may be elected from an individual ward, their primary obligation is to represent the interests of the broader community within the City. It is not appropriate for individual Councillor's constituent concerns to interfere with their decision-making processes in providing good governance of the City as a whole.

### **3.6 The Role of Chief Executive Officer**

Under the Act [Section 5.42] the Chief Executive Officer's functions are to:

- a) Advise the Council in relation to the functions of the City of South Perth under the Act and other written laws;
- b) Ensure that advice and information is available to the Council so that informed decisions can be made;
- c) Cause Council decisions to be implemented;
- d) Manage the day to day operations of the City of South Perth;
- e) Liaise with the mayor on the City of South Perth's affairs and the performance of the City's functions;
- f) Speak on behalf of the City if the mayor agrees;
- g) Be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to Section 5.37 (2) in relation to senior employees);
- h) Ensure that records and documents of the City of South Perth are properly kept for the purposes of the Act, or any other written law; and
- i) Perform any other function specified or delegated by the City of South Perth or imposed under the Act or any other written law as a function to be performed by the Chief Executive Officer.

The Act enables Council to delegate in writing to the Chief Executive Officer, the capacity to exercise any of its powers or duties, **with the exception of** those relating to:

- a) Actions in which a decision of an absolute majority or a 75% majority of the Council is required;
- b) Acceptance of a tender which exceeds an amount as determined by the Council;
- c) Appointment of an auditor;
- d) Acquisition or disposal of any property valued at an amount exceeding an amount determined by the Council for the purposes of this paragraph;
- e) Any of the Council's powers under Sections 5.98, 5.99 or 5.100 (determining fees, allowances and expenses of members and Committee members);
- f) Borrowing money on behalf of the City;
- g) Hearing or determining an objection of a kind referred to in Section 9.5;
- h) Carrying out any power or duty that requires the approval of the Minister or the Governor; or
- i) Such other powers or duties as may be prescribed.

The role of the Chief Executive Officer in the governance framework extends to:

- Providing policy advice to Council
- Implementing strategies, policies and decisions of Council
- Managing the operations of the City
- Maintaining the integrity of systems and processes required to ensure that City's accountability and compliance obligations are met
- Appointing and managing the activities of the City's staff.

This clear separation of member and Chief Executive Officer roles and responsibilities as identified within the Act reinforces good governance principles. It also provides the basis for the City to adhere to all statutory requirements whilst meeting the expectations of its community.

However, it is also important for all parties to recognise and agree that maintenance of a close, effective and cooperative relationship between members, the Chief Executive Officer and staff will be critical to the achievement of key goals and objectives.

It is a requirement that initial staff contact by members on any matter is made through the Chief Executive Officer or Director or another person nominated by the CEO. A schedule of staff members, who the CEO has identified as being suitable to be contacted is available to members.

Should a member wish to contact any other member of staff directly, a request shall first be made to the Chief Executive Officer or relevant Director, who will assess the request.

### **3.7 Employees**

In undertaking its functions and responsibilities, Council is supported by the Chief Executive Officer and an Executive Management Team comprising the heads of three directorates, namely:

- Financial and Information Services
- Infrastructure Services
- Development and Community Services.

The Executive Management Team meets weekly as a basis for ensuring effective co-ordination of the City's operations and implementation of Council resolutions.

These meetings are complemented by regular Directorate and Operational Management Team meetings and Departmental Managers' meetings. Such forums are considered important, both in enabling management information dissemination and feedback by staff, thereby promoting a *whole of organisation* approach for the City in the fulfillment of its functions and responsibilities. The Role of Council

### **3.8 Council as a Corporate Body**

Under the Act [Section 2.5], a Local Government is a legal entity (body corporate) with perpetual succession (continues unaffected by death of leadership) and a common seal.

The City of South Perth protects its members and officers by mitigating their liability with liability insurance protection and incorporating effective risk management strategies and processes within our corporate governance framework.

*Attachment 2* outlines the limitation of member liability.

Good corporate governance requires clear identification and definitions of responsibility and a clear understanding of relationships between the organisation's stakeholders and those responsible for managing its resources.

Effective risk management can be achieved by ensuring participants in the governance process are fully aware of their roles, responsibilities and accountabilities.

### **3.9 Elected Member Support**

The Chief Executive Officer, through an effective support process, will ensure that elected members develop an understanding of their roles and responsibilities so they are able to add value and bring independent, informed and objective judgment to the governance decision making process of Council.

The CEO provides a comprehensive induction program upon their appointment and makes available to Elected Members (subject to budget provisions) appropriate resources for their continuing education and development programs as necessary to ensure effective representation of the community and key stakeholders and in accordance with Council policy. Individual support and advice is available through the CEO and relevant executive management.

## 4. GOVERNANCE PRINCIPLES

The foundations of our City's governance framework are in the strategies, policies and procedures established to meet legislative requirements, manage issues and relationships affecting our City while achieving the goals outlined in our strategic plans.

These detailed strategies and plans help us work effectively for and with the communities and businesses within the City to meet the needs and expectations of our residents and ratepayers and administer the City's affairs. Good governance requires accountable and sustainable strategic planning, and robust and transparent financial management, particularly concerning the stewardship of community assets.

These plans also serve to support our organisation's Mission and Vision.

### Our Mission

Our mission statement outlines the purpose and core business of the City of South Perth. This statement identifies the important roles of the community, the Council and the staff in ensuring that the strategies outlined in the Strategic Plan 2015–2025 can be achieved.

“Working Together to Create a City for Everyone”

### Our Vision

Our vision statement describes how the City of South Perth will respond to the community's aspirations and priorities for the future.

The community vision was identified through Our Vision Ahead:

“We belong to an engaged and cohesive community that is linked by vibrant local centres and shared spaces. We live and travel in ways that nurture our environment; and our housing and amenities meet the diverse needs of a changing society.”

The governance foundations are outlined below and can be found on Council's website.

## 4.1 Integrated Planning and Reporting Framework

All local governments are required to have an integrated planning and reporting framework in place, following legislation put in place by the Department of Local Government in 2012.

Our framework comprises:

### Strategic Plan 2015-2025

This is the overarching plan guiding the Council until 2025. It has a long-term focus and a strong emphasis on our community's aspirations, priorities and vision for the future. Community consultation identified key focus areas based around six themes, as the City's broad priorities.

These themes are:

Community: Create opportunities for an inclusive, connected, active and safe community.

Environment: Enhance and develop public open spaces and manage impacts on the City's built and natural environment.

Housing and Land Uses: Accommodate the needs of a diverse and growing community.



Places: Develop, plan and facilitate vibrant and sustainable community and commercial places.

Infrastructure & Transport: Plan and facilitate safe and efficient infrastructure and transport networks to meet the current and future needs of the community.

Governance, Advocacy and Corporate Management: Ensure that the City has the organisational capacity, advocacy and governance framework and systems to deliver the priorities identified in the Strategic Community Plan.

The Strategic Plan informs our Long Term Financial Plan 2015-2025.

### **Corporate Plan 2015-2019**

This four-year rolling plan contains details of the projects, services, operations and performance measurements required, to achieve the priorities identified in the Strategic Community Plan. It works in conjunction with the Strategic Financial Plan (see below), to set the City's resource and budgeting priorities for the life of the Corporate Plan.

Councillors are provided with a quarterly updates on the Corporate Plan to enable them to access the performance of strategic initiatives and to assist with decision-making.

### **Strategic Financial Plan**

This Plan captures Council decisions that have long-term financial implications, so that better business decisions can be made about the allocation of funds and financial resources. It outlines any significant projects, programs and activities to be undertaken by the City over a five-year period, relating to the City's strategic direction.

The Strategic Financial Plan is reviewed every year and is presented to Council every second year for consideration.

### **Long Term Financial Plan 2015-2025**

Set for ten years, the Long Term Financial Plan aligns our community aspirations, strategic intent and organisational capacity and guides how we responsibly deliver infrastructure and services to the community, in a financially sustainable and affordable manner.

### **Asset Management Plan 2015-2025**

The Asset Management Plan identifies responsibilities, maintenance standards and inspection regimes required to manage civil liability. It demonstrates that the City, as the asset infrastructure authority, is responsibly managing the assets under its control.

### **Workforce Plan 2015-2019**

The Workforce Plan sets out workforce requirements and our resourcing strategies for current and future operations, for the life of the Corporate Plan. Effective management of our human resources is an imperative as the City's staff plays an important role in achieving strategic/operational goals and objectives.

In recognition of this, the City has from a long term planning perspective, implemented strategic human resource projects (including implementation of Enterprise Bargaining Agreements, adherence to established occupational health and safety management practices and the conduct of employee surveys/lifestyle programs) to ensure that full advantage is derived from contemporary Human Resource practices.

## **Departmental Business Plans**

These plans enable the implementation of operational strategies/goals and feature performance measurement and reporting criteria for the City's directorate.

## **Annual Budget and Annual Report**

This twelve-month budget provides a framework for the allocation of financial, physical and administrative resources required to pursue the City's objectives.

Budget reviews are conducted every three months and reflect changing circumstances and priorities.

The Annual Report has its basis in legislation, but enables the City to monitor, control and report on the outcome of its activities over a particular financial year.

Both the Annual Budget and the Annual Report are strongly aligned with the City's Strategic Plan.

## **4.2 Customer Consultation and Engagement**

### **Customer Service Charter**

The City has developed and implemented a Customer Service Charter, which outlines the level of service a customer can expect from the City; how information can be obtained; how to address matters if standards are not met; and, offers advice on how customers can help us to serve them better.

The Customer Service Charter reflects our commitment to the quality of service we provide.

The Charter promotes flexibility, innovation and responsiveness in the delivery of service, in an environment of openness, transparency and co-operation between the City and its customers, pivotal to the achievement of positive outcomes. The Charter establishes minimum standards by which City staff will attend to customer enquiries, complaints and information requests to support these outcomes.

The City is committed to reviewing the Charter in order to reaffirm its customer-focused culture.

The City has also undertaken to develop and implement internal/external customer satisfaction surveys to improve the effectiveness of organisational processes.

A Customer Action Request System (CARS) has been implemented. The City is continually seeking new and innovative methods of service delivery, to provide improved access to information and enhance our customer interactions.

### **Communication and Consultation Strategy**

The City has developed and implemented a Communication and Consultation Strategy that establishes how the City builds and maintains relationships with stakeholders and communicates key communication objectives with residents and ratepayers.

As part of this process, the City undertakes regular community surveys and other consultative mechanisms to evaluate and measure performance and contribute to decision-making

processes.

### **4.3 Ethics and Values**

Ethical and values-based behaviour is a vital component of good governance. It is built into our governance framework through Corporate Values and a Code of Conduct for members and officers. This establishes clear parameters and standards of conduct

### **4.4 Statutory Compliance**

The City recognises that matters involving deliberations of Council, the implementation of resolutions and any reporting of performance/outcomes must be fully compliant with all legislation and regulations applicable to local government and as reflected in the Statutory Compliance Return.

Compliance is pursued by maintaining the integrity of key financially-based planning and reporting mechanisms underpinning the City's operations – notably, the Annual Budget and Annual Report, and supplemented by internally-based, performance measurement mechanisms such as Quarterly Reports.

Compliance with key financial and statutory requirements is assessed through the annual audit, conducted in accordance with the Act, by a professionally qualified external party appointed by the City.

### **4.5 Asset and Risk Management**

The City actively pursues effective risk management and internal systems of control in the conduct of its business, to safeguard its assets, by implementing a number of specific and organisation wide initiatives.

These initiatives include:

- Policies and procedures relating to financial investments;
- Limits on the approval of operational and capital expenditure;
- A quality budget development and implementation program that entrenches sound financial management in the City's operations;
- A proactive approach to meeting statutory compliance objectives;
- Preparation and monitoring of an infrastructure assets management plan;
- Appropriate procedural and technological controls to ensure a safe, reliable and secure approach to knowledge management;
- A coordinated plan of providing insurance cover for all the City's operational risks;
- Responsible guidelines and practices established for Occupational Safety and Health, Equal Employment Opportunity and Sexual Harassment;
- Standardisation of corporate business practices by implementing the Australian Quality Council Business Excellence Framework; and
- Procedures that ensure quality, customer focused decision making while meeting the requirements of administrative law.

Activity 6.4.3 of the City's Corporate Plan refers to the City's Risk Management framework. This framework collates all the risk management initiatives so that a coordinated approach can be adopted, to minimise business, financial and physical risks to the City's operations.

The City maintains a wide range of assets including:

- Infrastructure assets;
- Real property;
- Financial assets;
- Information assets and intellectual property; and
- Natural and heritage assets.

Effective stewardship of all City assets is a key element in ensuring the City optimises the use of financial, physical and intellectual resources for the benefit of its residents and ratepayers.

Strategic initiatives including the five-year capital works program and an annual works program schedule provide the City with a basis upon which infrastructure assets are managed and developed.

### **Audit, Indemnity and Liability Insurance Protection**

The City's performance in implementing effective risk management strategies and adhering to sound business practice, is reinforced through access to independent legal advice, the completion of an annual statutory compliance audit and the annual financial audit undertaken by professional, external auditors as required by the Act.

These strategies are intended to enable maintenance of comprehensive professional indemnity and public liability insurances, which are supported by appropriate insurance policies to ensure that the City is more than adequately safeguarded against unforeseen risks.

## **4.6 Performance Measurement and Review**

The City has implemented a range of mechanisms to ensure that performance is measured and reviewed so that remedial action can be taken, where necessary.

### **Funding**

From a strategic perspective and through the agency of its Strategic Financial Plan, the City has ensured that its priorities are sustainable and can be appropriately funded.

The City's primary aim is the maximisation of community benefit and value for money from expenditures and the use of assets.

The City is committed to identifying opportunities for introducing a 'user pays' fee charging model for appropriate functions and services, and developing strategies for implementing this philosophy while continuing to recognise community service obligations.

### **Performance Monitoring/Reporting/Strategic Planning/Business Planning/ Quarterly Reporting**

The City is committed to developing appropriate sustainable financial policies and strategic plans to ensure long term financial viability.

The City's level of 'rate competitiveness' is regularly benchmarked relative to other local governments. The level of dependence on rates, as the primary funding source for City programs, is monitored as part of the budget development process.

Financial performance of the City's operations is monitored through internal systems and processes, with reporting occurring at the Executive Management Team and Council levels.

The City's progress in implementing the Strategic Financial Plan, in terms of its effective

coordination between strategic and operational elements is monitored through quarterly reporting to Council. Departmental Business Plan outcomes are also reported to Council.

To further enhance existing strategic initiatives and broaden perspective, the City will develop and implement a corporate reporting performance management model, to outline the relationship between major stakeholders, corporate planning documents and processes.

The City will establish and implement a Business Planning Framework for major projects to ensure that all such projects are effectively planned, resourced and managed.

#### **4.7 Business Excellence**

The City is committed to pursuing business excellence as a basis for achieving best practice in customer service and quality in service delivery to its residents and ratepayers.

The City has adopted a Business Excellence Framework to promote improvement in quality of services, products and services.

The Council adopted the Australian Business Excellence Framework with the objective of good management practice and best practice in the provision of services to the community.

The City has also initiated self-assessment processes inherent in implementation of the Framework, with a view to achieving accreditation.

Through implementation of this framework, the City will facilitate continuous improvement.

The City is committed to ensuring the effectiveness and efficiency of its entire strategic framework, through review of ongoing programs and services. Central to achievement of these objectives is the preparation of an information technology and E-commerce strategy that identifies opportunities for the City to maximise use of technology.

Adoption of the Business Excellence Framework, has promoted continuous improvement in the City, supported by the implementation of self- assessment regimes and utilisation of nationally based criteria enabling benchmarking of operations/services.

Also important, is the involvement of internal/external stakeholders in various aspects of the strategic planning/development processes, to determine future priorities and the allocation of resources

## 5. CORPORATE VALUE AND STANDARDS

### 5.1 Values

In setting its governance and strategic frameworks, the City has committed to conduct its business according to four identified, organisational values, being:

- **Trust** - honesty and integrity
- **Respect** - acceptance and tolerance
- **Understanding** - caring and empathy
- **Teamwork** - leadership and commitment

As the City's leaders, the Mayor, Members and Chief Executive Officer are *committed* to ensuring that these values are created and sustained through all parts of the City's operations and functions and by demonstrating the values through their behaviour.

### 5.2 Code of Conduct

The City of South Perth has adopted a Code of Conduct in accordance with the legislative requirements of the Local Government Act. It is based on the City's Values (as above) and is available for public inspection on the City's website.

The Code establishes the minimum appropriate standards for the honest and ethical behaviour of members and employees.

The Code is not a replacement for any act, regulation or local law. If there is a conflict between the Code and the provisions of any act, regulation or local law, the latter provisions prevail.

Members and employees are required to familiarise themselves with the Code and ensure they observe its provisions.

The Mayor is to ensure that the Code is brought to the notice of all members. Members must observe the Code and behave in accordance with its provisions. Members, upon taking the oath or affirmation of allegiance, will declare that they will abide by the standards set out in the Code.

The Chief Executive Officer is to ensure that the Code is brought to the notice of all employees. Employees must observe the Code's contents as part of the conditions of their contract of employment.

In view of the open and accountable environment within which Western Australian Local Government operates, the Code occupies an important role in promoting good governance.

A fundamental tenet of the Code is that it involves self-regulation and relies upon members and the Chief Executive Officer to ensure the City is accountable and transparent and that business of the Council is conducted in an environment of openness and honesty.

In developing its Code, the City has recognised the need to meet these objectives, which are reflected in the core values underpinning the City's overall strategic approach and the focus of the Code, on good government for the residents and ratepayers.

### **5.3 Rules of Conduct Legislation**

The Local Government (Rules of Conduct) Regulations 2007 were introduced to provide statewide principles to guide the behaviour of elected members and specific rules of conduct that must be adhered to. Regulations apply only to elected members and breaches of the Rules of Conduct can result in sanctions.

The Regulations list eight general principles to guide Council members' behaviour.

A person in his or her capacity as a council member should;

- a) Act with reasonable care and diligence;
- b) Act with honesty and integrity;
- c) Act lawfully;
- d) Avoid damage to the reputation of the local government;
- e) Be open and accountable to the public;
- f) Base decisions on relevant and factually correct information;
- g) Treat others with respect and fairness; and
- h) Not be impaired by mind affecting substances.

The Regulations' Rules of Conduct of Council members, as referred to in Section 5.104 of the Act, cover:

- a) Use of Information
- b) Securing personal advantage or disadvantaging others
- c) Misuse of local government resources
- d) Prohibition against involvement in administration
- e) Relations with local government employees
- f) Disclosure of interest
- g) Gifts

Copies of the Local Government (Rules of conduct) regulations are available on the Department of Local Government website [www.dlg.wa.gov.au](http://www.dlg.wa.gov.au).

### **5.4 Conflicts of Interest**

The Act, Rules of Conduct Regulations and the City's Code of Conduct all deal with financial and conflicts of interest and requires that:

- a) Members and employees will ensure there is no actual or perceived conflict or incompatibility between their personal interests and the impartial fulfilment of their public and professional duties.
- b) Where a member or employee has a conflict of interest referred to in (a) above, then that member or employee will openly and fully disclose the conflict of interest.
- c) Discretionary employees will notify the Chief Executive Officer when dealing with a matter in which they have a direct or indirect conflict of interest and when dealing with relatives and closely associated persons. In such cases, discretionary employees will disqualify themselves from dealing with the matter.

- d) Where a report on a matter is submitted to Council by an employee, a disclosure of interest by the discretionary employee will be made in the report, where it could be perceived that the discretionary employee has an influence in the City's dealing with the matter.
- e) Employees will not engage in private work with or for any persons or body with an interest in a proposed or current contract with the City without first making a disclosure to the Chief Executive Officer or Council. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- f) Members and employees will lodge written notice with the Chief Executive Officer, describing an intention to undertake a dealing in land or otherwise take action within the district, which may be in conflict with the City's function. This provision does not apply to dealings with the member's or employee's principal place of residence.
- g) Members will make a disclosure before dealing with a matter that involves relatives or closely associated persons and will disqualify themselves from dealing with such a matter.

## 5.5 Disclosure of Conflict of Interest

- a) Where disclosure of a conflict of interest is required by law, the Code, or otherwise seems appropriate, it should be made promptly, fully and preferably in writing.
- b) In addition to disclosure of financial or non-financial interests, a member or employee:
  - i) attending a Council meeting; or
  - ii) giving advice to a Council meeting,will disclose any interest they have in a matter to be discussed at the meeting.
- c) Where a conflict of interest is disclosed under (b) above, the disclosure will be made at the meeting immediately before the matter is discussed or at the time the advice is given, and will be recorded in the minutes of the meeting.

## 5.6 Financial Interests

Elected members must disclose certain financial interests.

- In matters before Council and Committee meetings
- In Primary and Annual Returns

Elected Members need to inform themselves about their obligation to disclose because there are a number of offences that can be committed. Fines of up to \$10,000 or imprisonment of up to two years can be imposed.

Disclosures at meetings and in Primary and Annual returns are recorded in a register to which the public has access. This enhances the accountability of Elected Members to the public. At the same time, protection is given to Elected Members because it is an offence for a person to publish information from the register unless under specified circumstances.

The Financial Interests Handbook, detailing the financial interest provisions of the Local Government Act 1995, is available from the Department of Local Government.

It is a requirement that:

- a) Members and employees will faithfully observe the principles of disclosure of financial interest, as contained within the Act and the Standing Orders Local Law.



- b) Members and employees who have a direct or indirect financial interest in a matter, which is the subject of a report or advice, will disclose to the Chief Executive Officer or Council receiving the report, the fact that such an interest exists.
- c) The onus is on members and employees to identify possible conflicts of interest or financial interest and to determine whether such interests, to which no exemption applies, exist.

## **5.7 Disclosure of Interests Affecting Impartiality**

In addition to financial interests, Elected Members must declare any interest, which the community may perceive, would affect their ability to act with impartiality.

Interests that commonly fall within this definition are when an Elected Member is a member of a group, club or association and that organisation requires Council to make a decision on an application it has made. In addition, if a member's parents, siblings or children (not living at home) have an item before Council, it would be wise for the member to disclose an interest affecting their impartiality.

It is important to note that if an Elected Member has an interest affecting impartiality, once they have declared their interest, they may still take part in debate and vote on the matter.

The Department has produced guidelines in relation to interests affecting impartiality.

## **5.8 The Declaration and Recording of Gifts**

The Local Government Regulations characterize gifts as either 'notifiable' or 'prohibited'.

A notifiable gift is valued between \$50 - \$300. That is, one or more gifts given by the same person within a period of 6 months that are in total valued between \$50 - \$300.

A prohibited gift is valued \$300 or more. That is, one or more gifts given by the same person within a period of 6 months that have a total value of \$300 or more.

All notifiable gifts must be declared and recorded in accordance with the *Local Government Act 1995* and the Local Government (Rules of Conduct) Regulations 2007 (outlined in the City's Code of Conduct).

The City's Code of Conduct requires that:

- (a) The Chief Executive Officer is to maintain a gifts register accessible to the public.
- (b) The gifts register contains the name of the persons who gave and received each gift, the date of receipt of each gift, a description of each gift and the estimated value of each gift.
- (c) The gifts register does not contain details of gifts that do not need to be disclosed under the provisions of the Code.

Section 5.82 of the Act requires Elected Members and City Officers with delegated authority to make decisions or act on behalf of the City, to:

- Notify the CEO in writing within 10 days, of any notifiable gift accepted with a value over \$200
- Refuse to accept any gift valued at \$300 or more.

## **6. MEETINGS AND REPORTING STRUCTURES**

## 6.1 Agenda and Minutes

As required under the Act and associated regulations, the City prepares Agendas for Council meetings and ensures that the documentation is delivered to members on the Friday, prior to a scheduled Council meeting.

In keeping with the City's commitment to openness and accountability and engaging with the community, agendas are made available for the public to view on the City's website and in hard copy, on the Friday prior to a scheduled Council meeting.

Minutes of an Ordinary Council meeting are to be submitted to the next ordinary council meeting for confirmation. The Act provides scope for a Local Government to release Minutes in an unconfirmed form, in the interests of maintaining public information and accountability. Accordingly, the City endeavours to make unconfirmed Minutes of its Council meetings publicly available by the Friday following a meeting.

## 6.2 Council Meetings

The City of South Perth operates on a monthly Council meeting cycle as a basis for decision-making and management for its operations.

Ordinary Council Meetings are open to the public (except as otherwise prescribed under the Act) and are generally convened at 7.00 pm on the fourth Tuesday of each month.

The conduct of meetings is governed by the Standing Orders Local Law. Business at the City of South Perth Council meetings is based on an agenda prepared by the City's administration; incorporated within are reports and recommendations relating to matters requiring consideration and resolution.

The Standing Orders incorporated within the Local Law are designed to:

- a) provide the rules and guidelines, which apply to the conduct of meetings of Council and meetings of Electors.
- b) ensure that all meetings of Council and other matters as prescribed are to be conducted in accordance with the Act, the Regulations and the Standing Orders.
- c) result in:
  - Better decision making by Council;
  - The orderly conduct of meetings dealing with Council business;
  - Better understanding of the process of conducting meetings dealing with Council business; and
  - The more efficient and effective use of time at meetings.

## 6.3 Agenda Briefing Meetings

Agenda Briefing Sessions are convened on a monthly basis and occur on the Tuesday prior to the Council meeting, to provide a forum for members to obtain further information from staff, in respect to any business listed on the agenda. Despite being informal, Briefing Sessions are subject to certain rules, which provide that:

- No decisions are made.
- Members shall not canvass for votes, discuss voting patterns or take straw polls. The focus of discussions is on the provision of information by staff on agenda items.

- Provides an opportunity for members to seek assistance where amendments to motions are proposed.
- Notes of the meeting are to be kept.
- Deputations by members of the public are to be heard

#### **6.4 Councillor Briefing Sessions**

Councillor Briefing Sessions are held when required, to update elected members on some of the more important projects that the City is involved in and the progress that has been made on them.

Session outcomes are frequently a report for Council consideration, which enables elected members to have a greater level of knowledge and understanding of the topic.

No decisions are made at Councillor Briefing Sessions. Notes of the Councillor Briefing Session are made and included on the Agenda of the next Council Meeting as background and to serve as a record of the session.

#### **6.5 Advisory Committees and Advisory Groups**

The City operates advisory groups to provide recommendations on the management of key community assets and facilities. Advisory groups comprising community and stakeholder representatives and resourced by the City's technical and administrative staff, have also been established to progress key strategic projects.

As part of the City's aim of maintaining ongoing, effective community participation in decision making, consultative committees are also established on an 'as needs' basis, to provide input and feedback in the development of major proposals and initiatives.

#### **6.6 Qualified Privilege for Members in the Performance of their Duties**

Members, in the performance of their duties, are only protected by a qualified privilege in certain circumstances. This qualified privilege allows members to make public comment on issues under consideration, either at a Council meeting or Council briefing session. Qualified privilege provides members with a limited protection from actions in damages for defamatory statements.

The qualified privilege is available on occasions where a member has a moral, legal or social duty that is shared by the other members, as a result of their consideration of an issue in the performance of their duties. The exercise of their duty requires the member to make a communication to the Council to allow the other members to fulfil their duty.

This qualified privilege is limited to items under consideration by Council. Members can only claim it where they believe they are making a genuine and honest statement. Any maliciousness on behalf of the member claiming qualified privilege, may result in a finding that the member has misused the qualified privilege.

Members must be able to speak honestly, openly and frankly, taking into account all matters that are relevant to the items under consideration, when representing the interests of the community in Council decision making procedures. Qualified privilege allows members to honestly raise genuine concerns, in the fulfilment of their duty to provide good governance for the community, without fear of an action in defamation.

#### **6.7 Access to Information/and Decision Making**

The City is committed to fostering high levels of public awareness of its activities, by providing its

residents and ratepayers with the broadest possible access to information.

In addition to meeting the statewide and local public notice requirements prescribed by the Act in respect to particular proposals and activities, the City also ensures that information is available via traditional and electronic means. These include:

**City's website:** [www.southperth.wa.gov.au](http://www.southperth.wa.gov.au): provides up to date information and service delivery to ratepayers and residents.

**City's bi-monthly Peninsula Newsletter:** a primary mechanism for disseminating information and encouraging feedback on key strategies, projects and significant City events.

**City's fortnightly Peninsula Snapshot:** provides timely information about what is happening in the City.

**Official notice board at City's Administration Centre:** relevant information is regularly posted on the board.

**Local media:** local newspapers and other media are used to inform residents and ratepayers about important issues and Council activities.

**Social media:** Facebook, Twitter and Instagram are utilized by the City to inform a broader audience of Council related news

Public consultation with the City's residents and ratepayers occurs through a range of mechanisms such as direct information provision, consultation, public comment, Special Meetings and Annual General Meetings.

## 7. PLANNING AND DEVELOPMENT FUNCTIONS OF THE COUNCIL

### 7.1 Town Planning Schemes

A Local Government is required under the Town Planning and Development Act to have in place a Town Planning Scheme for the district. A Local Government Town Planning Scheme is required to be consistent with the Metropolitan Region Scheme, which is administered by the State Government. The Local Government Town Planning Scheme must also take into consideration State Government Town Planning Strategies, Plans and Policies.

A Town Planning Scheme provides a legal framework for a range of functions including:

- Providing land use and development controls;
- Supporting housing choice, variety and amenity;
- Providing the mechanism for the development of convenient and attractive retail centres;
- Assisting economic development through facilitation of commercial, industrial and business development to maximise job opportunities;
- Establishing high quality open space areas and protecting areas of environmental significance;
- Assisting in the provision of a transport network, which serves the needs of the community by providing a range of alternative networks catering for different transport modes, which are closely integrated with land use considerations.

The provisions of a Town Planning Scheme are formulated through a collaborative and consultative

process involving the State Government, Local Government and the community.

The State Government, through the Minister for Planning and Infrastructure provides final approval to the contents of a Town Planning Scheme and once gazetted, a Scheme comes into operation and has the force of law. Authority to operate its Town Planning Scheme is delegated to the local government by the State government.

A Town Planning Scheme requires review every five years. This is to ensure that the Scheme continues to meet changing community needs and expectations. This review process is facilitated by the Local Government and involves community consultation.

At the present time the City operates under Town Planning Scheme 6, which was gazetted in April 2003 and is amended as the need arises.

Amendments can be made to an operative Town Planning Scheme, which vary the Scheme provisions. An amendment to a Scheme again involves a range of stakeholders including the Local Government, the State Government and the community. The Minister for Planning provides the final decision in relation to a Scheme Amendment.

A range of local planning policies is also used to support and guide the implementation of the Scheme. These planning policies include the City's Local Housing and Local Commercial Strategies, as well as a Heritage List. Planning policies can be developed to also provide guidance, detail and consistency of treatment with respect to amenity and other relevant planning issues.

Importantly, Local Government Town Planning Schemes incorporate by reference the Residential Design Codes (R-Codes), which is the planning policy of the State Government providing detailed development control for residential development. The State Government revises the R-Codes from time to time.

The role of a Council in administering a Town Planning Scheme includes:

- Consideration of development applications
- Consideration of subdivision proposals
- Consideration of Town Planning Scheme Amendment proposals (whether suggested by the City or by a customer)
- Enforcement of Town Planning Scheme provisions
- Development of planning policies
- Review of existing Town Planning Scheme
- Formulation of new Town Planning Scheme

Council is provided with the professional advice from specialist planning officers in exercising its role in relation to each of these matters. This advice will provide Members with detailed information relating to the particular Town Planning issue requiring Council consideration. In certain circumstances applicants have rights of appeal to challenge a planning related decision of the Council. It is therefore important for Members to gain a full understanding of the issues and follow proper process before reaching a decision.

While all decisions relating to development applications represent a 'Council decision', the City's professional planning staff have 'delegated authority' to make various determinations.

Some development applications are also referred to the City's Design Advisory Consultants for advice on the design and appearance of buildings.

Town Planning decisions involving land within the Swan River Park, must be consistent with, and have regard to, the requirements of the Swan River Trust, who have jurisdiction over land adjoining the Swan and Canning Rivers.

## 7.2 Consideration of Development Applications

When a Council considers a development or planning application, it undertakes a quasi-judicial role. It is required to consider the information the applicant has provided and test it against the provisions of the Town Planning Scheme and any other relevant planning instruments or policies. It is guided in its consideration by the professional advice of its technical officers. The Council has particular responsibilities under the Town Planning Legislation.

Councils are required to decide on planning matters in an unbiased manner that satisfies the principles of administrative law and natural justice/procedural fairness. While it is recognised that councils are composed of members of the community, they must exercise their discretion over planning matters in a way that is mindful of this quasi-judicial role.

The City employs specialist-planning officers to draft reports and provide Council with the information it needs to consider a development or planning application and the relevant law that is applicable.

When deciding on planning matters, Council must take reasonable care to ensure that the following principles are adhered to.

- a) Councillors must read the officer's report on the matter before voting at a council meeting. A Councillor who has not read the officer's report and then participates in the decision making process without a full understanding of the issues at hand, may jeopardise the validity of the decision making process.
- b) Councillors must ensure that when they debate a planning matter under consideration that they restrict themselves to the relevant matters of fact and law. These relevant matters will be contained and addressed in the officer's report. Where Council conducts a debate on a matter that is based on irrelevant considerations, or fails to take into account relevant considerations, this may jeopardise the decision making process.
- c) If Council resolves a planning matter contrary to the recommendation made by its technical officers, then the reason for resolving differently must be recorded in the resolution. The reasons must be based upon valid planning considerations.
- d) Council has a responsibility to ensure neighbours who may be significantly adversely affected by the development have had an appropriate opportunity to be heard on the development proposal. The officer report will include details of any neighbour notification or consultation that has occurred. Council must ensure that neighbours that may be adversely affected by a proposed development have had an adequate opportunity to put their case, and that any relevant matters that they raise have been considered in the decision making process. An opportunity to make a written submission is generally significant, though an opportunity to make a submission in person to a relevant meeting may be appropriate, where it is requested by a person with a significant interest.

Any submission must be made on the basis of town planning principles. Council has the role of testing submissions, whether made by the applicant or another party, and the applicant must be given the right of reply.

Generally, Council as a body, and each Councillor individually, must be certain that they have a clear understanding of the relevant facts and law before making a decision. This decision must be based on the relevant considerations and should not take into account irrelevant considerations.

## **8. LOCAL LAWS, POLICIES, MANAGEMENT PRACTICE AND DELEGATIONS**

The City has adopted a number of local laws, policies, delegations and management practices to guide the administration in the conduct of the City's operations. The policy and delegation regimes are key components of the City's governance framework.

### **8.1 Local Laws**

The *Local Government Act 1995* outlines the process by which the City may adopt local laws. This legislative role allows the City to adopt local laws that may be enforced through the courts, by the issue of infringement notices or by performing other executive functions to enforce the local laws. When adopting local laws Council must be aware that they operate with the force of legislation which the City has an obligation to enforce.

When a local law is proposed, the community has an opportunity to submit comments. After the purpose and effect of a local law is read out at a Council meeting, there is a six-week advertising and submission period. The local law is then presented once more to Council and any public submissions are considered. Upon final adoption, the local law is then considered by the Western Australian Parliamentary Committee on Delegated Legislation and listed in the *Government Gazette*. Local laws must also comply with the National Competition Policy principles adopted by agreement between local, state and federal governments.

Local Laws must be reviewed every eight years under the *Local Government Act 1995*. The City undertook a comprehensive review of its suite of local laws in 2011.

The City maintains the following local laws:

- Dog Local Law 2011;
- Parking Local Law 2011;
- Penalty Units Local Law 2003;
- Public Places and Local Government Property Local Law 2011
- Standing Orders Local Law 2007
- Health Local Law 2002
- Town Planning (Height of Obstructions at Corners) General By Laws

### **8.2 Policies and Management Practice**

Policies provide the administration with guidance for the implementation of processes.

These policies focus on setting standards in compliance with legislation, adopting values or guiding processes. They have been drafted broadly, to encourage innovation by the administration, in the development of practices and processes to implement the policies.

Management practices and processes are descriptive of the functions and tasks that are required to achieve each policy objective. Management practices are developed by the Executive Management Team and approved by the Chief Executive Officer and must be consistent with its related policy.

### **8.3 Delegations**

Delegations of authority are required, to provide officers of the City with the power to exercise duties and make determinations. It is essential that the City's delegations are performed in a manner that is in accordance with the adopted governance framework and are compliant with the relevant legislation. The City is required to keep records on the exercise of its delegations.

Under the Local Government Act, both the Council and the Chief Executive Officer are given certain functions and duties to be discharged. In accordance with Section 5.42, Council may delegate authority to perform some of its functions and duties to the Chief Executive Officer.

The Chief Executive Officer may delegate to any other officer the authority to perform functions and duties that are exercisable by the Chief Executive Officer under the Act or that have been delegated to the Chief Executive Officer by the Council.

This accords with a governance framework whereby staff are responsible to the Chief Executive Officer and the Chief Executive Officer is responsible to Council. Similarly, the implementation of Council decisions and instructions is conducted by the Chief Executive Officer, who may delegate some of this responsibility to other officers of the City.

The judicious use of delegations, with appropriate policy and accountability frameworks, contributes to good governance by allowing the council to focus on strategic rather than operational issues



## **PART 3 - KEY GOVERNANCE DOCUMENTS, POLICIES AND PROCEDURES**

- 1. Integrated Planning Framework and Reporting**
  - City's Vision
  - Strategic Plan
  - Corporate Plan
  - Long Term Financial Plan
  - Workforce Plan
  - Asset Management Plan
  - Departmental Business Plans
  - Annual Budget and Annual Report
  - Departmental Quarterly Report
  - Financial Monthly Report
  
- 2. Ethics and Values**
  - Member and Officer Code of Conduct
  - Rules of conduct Regulations
  - Communication/Consultation Strategy
  - Community Surveys
  
- 3. Statutory Compliance**
  - Statutory Compliance Return
  - Annual Budget and Annual Report
  
- 4. Asset and Risk Management**
  - Independence of Decision Makers
  - Policies, management practices and delegations
  - Sound budgetary framework
  - Procedural and technological safeguards
  - Legislative and regulatory compliance
  - Independent, external legal advice
  - Quality, customer-focused decision making
  - Assets register
  - Capital works programs
  - Audit, Indemnity and Liability Insurance Protection
  
- 5. Performance Measurement and Review**
  - Strategic Financial Plan
  - Peer-based Benchmarking of Rate Competitiveness
  - Integrated Strategic Planning and Reporting Framework
  
- 6. Business Excellence**
  - Business Excellence Framework
  - Self-Assessment Programs
  - Continuous Improvement
  
- 7. Customer Consultation**
  - Customer Service Charter
  - Internal/External Customer Satisfaction Surveys
  - Customer Action Request System (C.A.R.S).
  - Communication and Consultation Strategy

## PART 4 – ATTACHMENTS

### Attachment One: Council Nomination Eligibility

There are no professional qualifications or pre-requisites for individuals to nominate for election to Council. A person is eligible provided that they are:

- At least 18 years of age;
- An elector of the district; and
- Not disqualified from being elected due to their incumbency as a representative of State or Federal parliament or due to insolvency, criminal convictions and membership of another council.

A person is unable to serve as a member of the Local Government of which he or she is an employee. However, they are able to stand as a candidate in any Council election and relinquish their employment in the event of their election to office.

### Current Terms of Office of the Mayor and Councillors

As a consequence of the October 2015 elections, terms have been allocated to the Council as follows:

<b>Mayoral</b>	Term expiring	October 2019
<b>Mill Point Ward</b>		
One member	Term expiring	October 2017
One member	Term expiring	October 2019
<b>Moresby Ward</b>		
One member	Term expiring	October 2017
One member	Term expiring	October 2019
<b>Como Ward</b>		
One member	Term expiring	October 2017
One member	Term expiring	October 2019
<b>Manning Ward</b>		
One member	Term expiring	October 2017
One member	Term expiring	October 2019

## **Attachment Two: Limitation of Member Liability**

The City of South Perth has the legal capacity of a natural person. Therefore, the City may instigate legal proceedings in its corporate name and have proceedings taken against it.

Section 9.56 of the Act provides that:

- a) *a member of the Council or of a Committee of the Council, of a local government; and*
- b) *an employee of a local government; or a person appointed or engaged by a local government to perform functions of a prescribed office or functions of a prescribed class;*

*is a protected person.*

Further to this, the Act specifies that:

*“An action in tort does not lie against a protected person for anything that the person has, in good faith, done in the performance or purported performance of a function under the Act or under any written law”.*  
*(2)*

The Act also determines that [Section 9.56]:

*“It does not relieve the local government of any liability that it might have for the doing of anything by a protected person”.* *(4)*

It is important to also note that, under the Act:

- a) *a reference to the doing of anything includes a reference to the omission to do anything;*
- b) *a reference to the doing of anything by a protected person in the performance or purported performance of a function under any written law other than this Act is limited to a reference to the doing of anything by that person in a capacity described in subsection (1) (a), (b) or (c) as the case may be.*

## Local Government Act 1995

### City of South Perth Standing Orders Amendment Local Law 2016

Under the powers conferred by the *Local Government Act 1995* and all other powers enabling it, the Council of the City of South Perth resolved on **date** to make the following local law:

#### 1. Short title

This is the *City of South Perth Standing Orders Amendment Local Law 2016*.

#### 2. Commencement

This local law comes into operation 14 days after its publication in the *Government Gazette*.

#### 3. Local law amended

The *City of South Perth Standing Orders Local Law 2007* as published in the *Government Gazette* on 17 May 2007 and as published and amended in the *Government Gazette* on 9 July 2010, and on 5 October 2012 is referred to as the Principle Local Law. The Principle Local Law is amended.

#### 4. Clause 6.7 amended

Clause 6.7 is deleted and replaced as follows:

##### **‘6.7 Other procedures for question time for the public**

- (1) In this clause –
  - (a) a “person” means a member of the public; and
  - (b) a question includes a part of a question (so that a question in 3 parts is to be treated as being 3 questions).
- (2) Unless the Presiding Member determines otherwise, a person may ask up to 3 questions at a meeting.
- (3) a maximum of 3 minutes is allotted for each person to ask up to 3 questions, including any contextual or opening statement.
- (4) A person who wishes to ask a question at a meeting must –
  - (a) before the commencement of the meeting, complete a question form provided by the City and place the completed question form in the question tray provided by the City; and
  - (b) be present at the meeting when the question is asked.
- (5) A completed question form must include –
  - (a) The name and residential or contact address of the person who wishes to ask the question; and
  - (b) the terms of no more than 3 questions that the person wishes to ask.

Note – a question form that does not include the residential or contact address of the person is to be treated as correspondence – see clause 6.7(7) below.
- (6) In cases of disability or other extenuating circumstances –
  - (a) the City, if requested to do so, is to assist a person to complete a question form; and
  - (b) in the absence of that assistance, the Presiding Member may permit a person to ask a question that was not included on a question form.
- (7) The Presiding Member may decide is to direct that a question is out of order, and is not to be recorded or responded to –
  - (a) if the same or similar question was asked at a previous meeting, a response was provided and the person is directed to the minutes of the meeting at which the response was provided;
  - (b) if it is not in the form of a question, or, having regard to its content and length, is essentially a statement or expression of opinion rather than a question;
  - (c) if, in respect of a Council meeting, the question does not relate to a matter affecting the City;

- (d) if, in respect of a special meeting of the Council, the question does not relate to the purpose of the meeting;
  - (e) if, in respect of a committee meeting, the question does not relate to a function of the committee; or
  - (f) if the question uses an offensive or objectionable expression or is defamatory.
  - (g) if the question, including any opening statement exceeds the time allotted by subclause 6.7(3).
- (8) If, in the opinion of the Presiding Member, a question requires further research or a response cannot be given at the meeting, or if a question form does not contain the name and residential or contact address of the person who wishes to ask the question –
- (a) the Presiding Member may determine that the question is to be treated as ‘correspondence’ or is to be taken on notice;
  - (b) the CEO, unless of the opinion that a response would divert a substantial and unreasonable portion of the City’s resources away from its other functions, is to ensure that a written response is given as soon as practicable after the meeting to the person who asked the question; and
  - (c) If a question is treated as ‘correspondence’, the question, but not the response, is to be recorded in the minutes of the meeting.
- (9) Unless subclause (7) or (8) applies –
- (a) the Presiding Member is either to read out each question or to ensure that each question is displayed electronically in a form (which may be summarised by the CEO) that may be viewed by members of the public attending the meeting;
  - (b) the Presiding Member is to respond personally or is to ask another Member or an employee to respond to the question; and
  - (c) a summary of the question and response is to be recorded in the minutes of the meeting.
- (10) A response to a question is not to be the subject of any discussion, except that if, in the opinion of a Member, false information or any adverse reflection is contained in any question asked or comments made by any member of the public, then (through the Presiding Member) the Member may correct or clarify the matter.
- (11) The Presiding Member may extend question time for up to 15 minutes after the end of the minimum time for questions if there are members of the public present who wish to ask questions and have not been given an opportunity to do so.’

**5 Clause 6.12 (3)(b) amended**

Clause 6.12(3)(b) be deleted and replaced with:

- ‘(b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied ~~under clause 6.9~~ to make a deputation on the issue; and’

**6 Clause 10.1A added**

Before clause 10.1, insert:

**10.1A Alternative motions**

- (1) Elected members are to submit alternative motions to recommendations on Council agendas to the Chief Executive Officer, ~~with supporting reasons,~~ by 12 noon on the day before each Council meeting, so they can be distributed to other elected members to give them an opportunity to reflect on the proposed changes.
  - (2) Material amendments and alternative resolutions submitted under subclause (1) must not conflict with the stated purpose of a Special Council Meeting.
-

Dated **date** 2016

The Common Seal of the City of South Perth was affixed by authority of a resolution of the Council  
in the presence of –

\_\_\_\_\_  
Sue Doherty, Mayor

\_\_\_\_\_  
Geoff Glass, Chief Executive Officer

DRAFT



## Request for a Deputation to Address Council

Council invites community members to present a Deputation to Council on an Item on the Agenda for which they have an interest. Should you wish to make a Deputation please complete the form below, acknowledge the conditions of making a Deputation and submit the form no later than 24 hours prior to the meeting.

I/we apply to be received by the Council at the Agenda Briefing scheduled for **Tuesday** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Full Name(s):** \_\_\_\_\_  
(If representing an organisation please print the name of the organisation)

**Address(s):** \_\_\_\_\_  
(If representing an organisation please print the address of the organisation)

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Spokesperson(s) Making Deputation:** \_\_\_\_\_

**Relationship to the person(s) seeking the Deputation (if not self):** \_\_\_\_\_

I am/we are speaking (please choose):

- FOR** the Officer Recommendation       **AGAINST** the Officer Recommendation

at **Agenda Item** (please insert number and name): \_\_\_\_\_

**The Deputation will cover the following points** (matters outside the below identified points are not permitted):

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

### Conditions for Making a Deputation

- Deputations shall only relate to reports on the Agenda
- One (1) Agenda Item per application form
- Group Deputations are encouraged where points to be raised are similar
- Deputations shall be received no later than 24 hours prior to the Briefing
- Supporting documentation for circulation to Members (if any) shall accompany this form
- Deputations shall not exceed 10 minutes
- Overhead presentations (slides) are not permitted
- Debate is not permitted.

Please email the completed form and supporting documentation to [enquiries@southperth.wa.gov.au](mailto:enquiries@southperth.wa.gov.au) or submit in person to the Concierge at the City's Administration Building, Cnr Sandgate St and South Tce, South Perth.

By signing below you acknowledge the Conditions for Making a Deputation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Agenda Briefings**

Agenda Briefings provide an opportunity for members to be briefed on Items that are on the Agenda of the immediately following Ordinary Council meeting. They provide information to Members on Agenda Items and provide the opportunity for Members to ask questions of relevant staff.

As these Briefings are outside the statutory framework of the Local Government Act 1995 and are not intended to replace Ordinary Council meetings, Council cannot make decisions at an Agenda Briefing. Members must not indicate their voting intentions at an Agenda Briefing.

Agenda Briefings are generally open to the public unless an Item is one to which section 5.23(2) of the Local Government Act 1995 may apply.

Deputations may be heard at the commencement of an Agenda Briefing session at Item 5.

Any person or group who completes and submits, with at least 24 hours' notice, a 'Request for Deputation' application form (available on the City's website) may be received as a Deputation at an Agenda Briefing session.

Unless the Presiding Member decides otherwise:

- a Deputation is not to exceed five (5) persons, only two (2) of whom may address the meeting (spokespersons), although others may respond to specific questions from Members;
- a Deputation is not to address the Agenda Briefing session for a period exceeding 10 minutes without the agreement of the meeting; and
- additional members of the Deputation may be allowed to speak with the leave of the Presiding Member.





**APPLICATION FORM  
REQUEST FOR DEPUTATION TO ADDRESS COUNCIL**

To: Chief Executive Officer  
City of South Perth  
Cnr Sandgate Street and South Terrace  
SOUTH PERTH WA 6151

I/We apply to be received by the City of South Perth Council at the Agenda Briefing scheduled for Tuesday  
**(insert date of Briefing)** \_\_\_\_\_:

Applicant's Name(s): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_

Spokesperson Making Deputation: \_\_\_\_\_

I am speaking **FOR / AGAINST (circle)** the officer Recommendation for **Item (insert Item Number and/or Item Name)** \_\_\_\_\_  
on the Agenda as per the following points:

*(Please ensure legible writing or Deputation may not be accepted.)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**NOTE: You are not permitted to speak on any matters outside the above identified points listed.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please note:**

- Only one Agenda Item subject per application form. Persons wishing to make more than one Deputation on the night will require Council approval subsequent to presentation of the first deputation.
- **Close-off time for submission of a written Deputation and electronic materials is 12 noon of the day of the meeting.**
- **Electronic Materials are to be emailed to [sharronk@southperth.wa.gov.au](mailto:sharronk@southperth.wa.gov.au) by 12 noon of the day of the meeting.**

Please send the completed form to [enquiries@southperth.wa.gov.au](mailto:enquiries@southperth.wa.gov.au) or submit in person to the Concierge at the City's Administration Building, Cnr Sandgate St and South Tc, South Perth

**Office Use Only**

Form Completed

Deputation Accepted / Confirmed Receipt

# CODE OF CONDUCT

Reviewed June 2016



Working Together to Create  
a City for **Everyone**



## **CODE OF CONDUCT 2016**

The City of South Perth will conduct its business based on its guiding values of:

### **TRUST**

Honesty and integrity

### **RESPECT**

Acceptance and tolerance

### **UNDERSTANDING**

Caring and empathy

### **TEAMWORK**

Leadership and commitment

## Table of Contents

<b>From the Mayor and Chief Executive Officer .....</b>	<b>4</b>
<b>Definitions.....</b>	<b>5</b>
<b>Introduction .....</b>	<b>6</b>
<b>Purpose &amp; Objectives.....</b>	<b>6</b>
<b>Statement of Values.....</b>	<b>7</b>
<b>Leadership.....</b>	<b>7</b>
<b>Statutory Framework.....</b>	<b>7</b>
<b>Roles and Functions .....</b>	<b>8</b>
Role of Council Members .....	8
Role of CEO and Employees.....	8
Relationships between Council Members, Committee Members and Employees .....	8
<b>Professional Standards .....</b>	<b>9</b>
Standards of Dress .....	9
Communication and Public Relations .....	9
Register of Interests in Professional and Community Associations .....	9
<b>Professional Behaviour .....</b>	<b>10</b>
General Principles of Behaviour .....	10
Compliance with Lawful Orders .....	10
Compliance with Local Laws and Policies .....	10
Interactions between Council Members and Applicants for Development Approval .....	10
Improper Use of Position.....	10
Improper Use of Information .....	10
Confidential Information.....	10
<b>Personal Behaviour .....</b>	<b>11</b>
Honesty and Integrity.....	11
Performance of Duties .....	11
Use of City Resources .....	11
Travelling Expenses .....	11
<b>Gifts and Benefits.....</b>	<b>12</b>
Notifiable Gift.....	12
Prohibited Gift.....	13
<b>Conflicts of Interest.....</b>	<b>14</b>
Avoiding Conflicts of Interest .....	14
Disclosure of Financial Interests .....	14
Codes of Conduct and Disclosure of Interests affecting Impartiality - Employees .....	14
<b>Statutory Framework for Dealing with Misconduct.....</b>	<b>16</b>
Complaints about Conduct of Council Members .....	16
Complaints about Conduct of Employees .....	16
Procedure.....	16

## From the Mayor and Chief Executive Officer

**View  
inclusion**

The City of South Perth is one of Perth's inner City Local Governments covering nearly 20 square kilometres and located just 2 kilometres from the Perth CBD. Widely recognised for its aesthetic appeal, the City is bounded by the Swan and Canning Rivers.

As the third level of government after Federal and State, Local Government is the closest to the people. The general function of a local government organisation is to provide good governance for its community members, involving efficient and effective decision-making, community participation, operational transparency and accountability. Employees have an active role in carrying out the functions of council and Council Members in their capacity as the governing body of the City and representatives of the community.

With the City facing significant and sustained growth during the next 20 years, it is vital that all Members, Employees, Consultants and Contractors understand what the City expects from them in relation to personal conduct and behaviours while carrying out their duties.

We have set high standards of ethical behaviour and conduct with the expectation that they are achieved. This Code of Conduct outlines the requirements, sets limits, provides examples, supports and provides guidance in achieving exemplary standards of ethical behaviour for all Council Members and Employees in their role serving our community.

We proudly provide this Code of Conduct with the expectation that respectful, ethical and professional standards of behaviour will be delivered by Council Members and City Employees, to both the community and each other.

New  
inclusion

## Definitions

**Act** means Local Government Act 1995

**Activity involving Local Government Discretion** means an activity

- (a) that cannot be undertaken without an authorisation from the City or
- (b) by way of a commercial dealing with the City

**Breach** means breach of Code

**CEO** means the Chief Executive Officer

**City** means City of South Perth

**Closed Meeting** means a council meeting that is closed to members of the public under section 5.23(2) of the Local Government Act.

**Code** means City of South Perth Code of Conduct

**Confidential Document** means a document either:

- marked by the CEO to clearly show that the information in the document is confidential and is not to be disclosed; or
- provided at a closed meeting;

**Conflict of Interest** means a situation in which a person's professional decision making ability could be, or could reasonably be seen to be, influenced by their personal interest.

**Consideration** means anything of value promised to another when making a contract.

**Council** means the governing body of City of South Perth.

**Council Member** means a person who holds the office of councilor on council.

**Employee** means a person employed by the City under section 5.36 of the Act.

**Gift** means:

1. Disposition of property or conferral of any financial benefit
2. Made by one person in favour of another
3. Without consideration
4. Does not include contribution to travel

**Interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person have the Interest and includes an interest arising from kinship, friendship or membership or an association.

**Notifiable Gift** means a gift – values between \$50 and \$300, or a gift that is – 1 of 2 or more gifts given by the same person within a period of 6 months that in total are valued between \$50 and \$300.

**Prohibited Gift** means a gift worth \$300 or more, or a gift that is one of 2 or more gifts given by the same person within a period of 6 months that have a total value of \$300 or more.

## Introduction

This Code of Conduct establishes the standards of behaviour and professional conduct expected of the City's Council Members, **Committee Members** and Employees in the performance of their respective functions and duties in serving the needs and aspirations of the community of South Perth.

The general function of a local government is to provide for the good government of persons in its district. Good government is achieved by a system of governance which provides -

- (a) better decision-making by local government;
- (b) greater community participation in the decisions and affairs of local government;
- (c) greater accountability of local government to its community; and
- (d) more efficient and effective local government.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through integration of environmental protection, social advancement and economic prosperity.

This Code is evidence of the demonstrable commitment by Members and Employees to observe the highest ethical and professional standards in the performance of their duties and functions. It outlines the key principles and values, which underpin their individual and collective behaviour, **and ensures the roles and responsibilities of Council Members and Employees are understood and respected**. The Code is based on acceptance of the principle that for it to be successful, Members and Employees must lead by example in complying with and actively promoting its provisions.

Note though that the Code is designed to deal only with low level complaints. In all other cases, the provisions of the Local Government (Rules of Conduct) Regulations of the Local government Act are to apply.

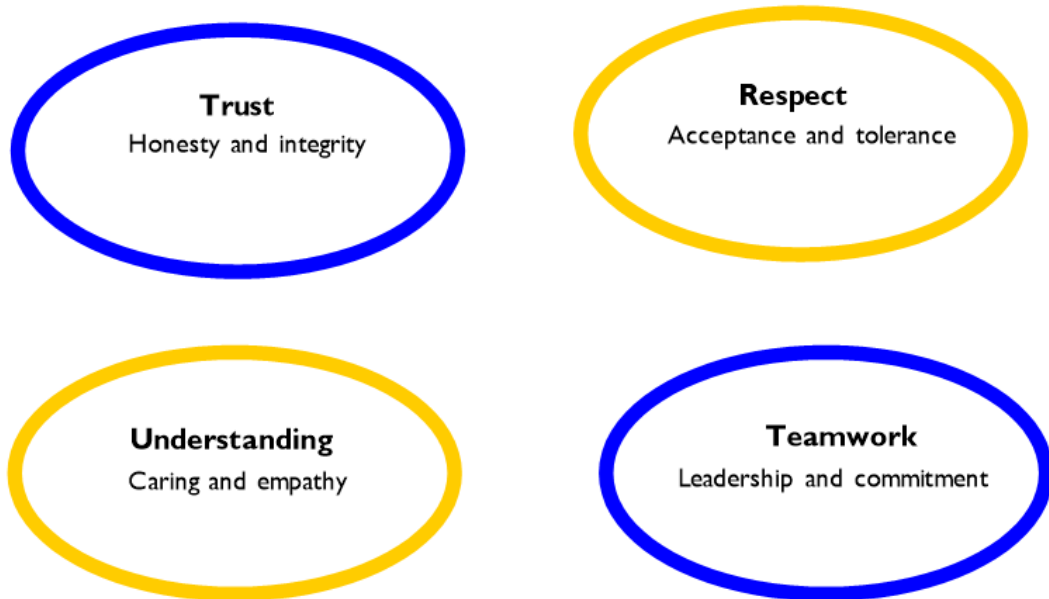
## Purpose & Objectives

A Code of Conduct is a public declaration of the standards of conduct that the community could reasonably expect of its Council Members and Employees. It is a statement of the desired standards of behaviour that the City has agreed that each individual member and employee should demonstrate when carrying out their respective roles.

A Code of Conduct is also an important element of good governance, which can positively shape the culture of an organisation. The purpose of this Code is to provide a mechanism for the City to establish and maintain an ethical culture through a committed self-regulatory approach, which enables members and employees to uphold the standards of conduct expected of them. The Code provides guidance and direction to individual members and employees to act in a way that enhances the community's confidence in the integrity of local government.

## Statement of Values

This Code is based on the City's Values of -



## Leadership

Council Members and Employees accept the responsibility of maintaining these Values by

- Communicating and promoting the City's Vision;
- Creating and sustaining a supportive environment which encourages members and employees to achieve their full potential; and
- Demonstrating commitment to these Values through their personal behaviour.

## Statutory Framework

This Code of Conduct complies with the statutory requirements of the *Local Government Act 1995* (Section 5.103 – Codes of Conduct) and the *Local Government (Administration) Regulations 1996* (Regulations 34B and 34C). The Code complements these statutory requirements, however in any conflict between the provisions of this Code and provisions of the Act or Regulations, the latter will prevail.

Council members acknowledge that their behaviour is subject to the prescribed rules of conduct set out in the *Local Government (Rules of Conduct) Regulations 2007*, including the General Principles of behaviour set out in Regulation 3.

Employees acknowledge that they are subject to the provisions of the Code upon their acceptance of employment and whilst they remain employed by the City.

Council Members and Employees acknowledge that they are subject to the provisions of the *Local Government Act* and in addition, they agree to act in accordance with their obligation of fidelity to the City - this means that they must act honestly, in good faith and to the best of their abilities in the interests of the City.



## Roles and Functions

Council Members and Employees must have mutual respect for the role that each party plays in achieving the goals of the City and implementing strategies. It is the responsibility of each party to understand the role of each other as defined in the *Local Government Act 1995*.

Summary of  
the role of  
Council,  
Council  
Members and  
Mayor.

### Role of Council Members

The role of Council is to govern the affairs and be responsible for the performance of the City of South Perth. Council members represent community interests; facilitate communication; participate in decision-making processes; determine City policies and guide future direction. The Mayor's role is to provide leadership and guidance to the community, carry out civic and ceremonial duties, speak on behalf of the City, preside at meetings, and liaise with the Chief Executive Officer on the affairs and performance of the City.

### References

*Local Government Act 1995*, ss2.10 and 5.36(1)(b): [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

### Role of CEO and Employees

Summary of  
the role of  
CEO and  
employees

The role employees are to enable the functions of council to be performed under the direction of the Chief Executive Officer.

The role of the Chief Executive Officer is to advise the Council in relation to the functions of the Local Government, ensure advice and information is available for informed decision, implement Council decision, manage daily operations, liaise with the Mayor regarding performance and manage City employees.

### References

*Local Government Act 1995*, ss2.10 and 5.36(1)(b): [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

### Relationships between Council Members, Committee Members and Employees

Council Members and Employees must have mutual respect for the role that each party plays in achieving the goals of the City and implementing strategies. It is the responsibility of each party to understand the role of each other as defined in the *Local Government Act 1995*.

To achieve this Council Members and Committee Members must

- accept that they have a leadership role play no part in the day to day management of the City;
- acknowledge that they have no capacity to direct individual employees to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility; and
- agree not to contact employees on City related business other than in accordance with approved procedures authorised by the CEO.

Employees must:

- accept the leadership role of Council as the governing body of the City;
- accept that the views and opinions of Council often reflect valid community viewpoints and therefore should be considered in conjunction with professional opinions;
- agree to ensure that their work is performed efficiently and effectively; and
- agree to give effect to the lawful decisions and policies of Council whether they agree with or approve of such decisions or policies.

### References

*Local Government (Rules of Conduct) Regulations 2007*): [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

**City of South Perth Code of Conduct**  
Page 8 of 16

## Professional Standards

### Standards of Dress

Council members and employees are expected to comply with reasonable and responsible dress standards at all times in a manner appropriate to their position as public officers, in particular when attending meetings or representing the City in an official capacity.

### Communication and Public Relations

As an elected representative of the community, Council Members should respect the values of the City and be responsive to community views, but should also communicate and promote the policies and decisions of Council. In doing so Council Members acknowledge that:

- the decision-making processes of Council, which are based on the decisions of the majority of members, should be respected;
- information relating to decisions of Council should be communicated in an official capacity by a designated employee of the City and should be conveyed professionally and accurately;
- if making statements to the media about a Council decision or policy, Council Members must clearly indicate that they are expressing their personal views and are not speaking on behalf of the City - in such a situation, council members should clearly communicate the decision of Council, the process taken to arrive at the decision and the reasons for it, before they indicate their personal views;
- they should refrain from making disparaging or offensive comments in the public domain including the media, public meetings and all forms of electronic communication about other members or employees, including that members or employees are incompetent or dishonest.

### Register of Interests in Professional and Community Associations

Members and Employees are to notify the CEO in writing of any interests, which they have by virtue of their membership of a professional association or any association (incorporated or otherwise), which conducts business in or is active in the district of the City of South Perth or a district adjoining the City.

## Professional Behaviour

### General Principles of Behaviour

The following principles as set out in the Local Government Regulation 3 of the Rules of Conduct Regulations act as a guide to all Council Members and Employees so as to achieve the highest standards of ethical conduct when acting on behalf of the City

- acting with reasonable care and diligence;
- acting with honesty and integrity;
- acting lawfully;
- avoiding damage to the reputation of the City;
- being open and accountable to the public;
- basing decisions on relevant and factually correct information;
- treating others with respect and fairness; and
- not being impaired by mind affecting substances.

### Compliance with Lawful Orders

Council Members, Committee Members and Employees will comply with any lawful order given by any person having the authority to make or give such an order.

New  
inclusion

### Compliance with Local Laws and Policies

Employees are required to give effect to the adopted policies, local laws and decisions of the City. Council Members and Committee Members are to consider the adopted policies of the City in their decision making responsibilities.

### Interactions between Council Members and Applicants for Development Approval

Council members should take particular care to avoid any potential meetings, which could result in accusations of impropriety. For this purpose, Council members agree that it is desirable to avoid a meeting with any person who is undertaking or seeking to undertake an activity that cannot be taken without authorisation from the City or by commercial dealing with the City unaccompanied. Another council member should accompany them or an appropriate City Employee authorised by the CEO. For further information please refer Department of Local Government and Communities, Local Government Operational Guidelines Number 12 – April 2006; Elected Members' Relationship with Developers.

### Improper Use of Position

Council Members and Employees must not make improper use of their position to improperly influence other members or employees in the performance of their duties or functions; to gain directly or indirectly an advantage for themselves or for any other person; or to cause detriment to the City or any other person.

### Improper Use of Information

Council members and employees must not make improper use of any information acquired by the person in performance of his or her functions under the Local Government Act 1995 or any other written law.

### Confidential Information

Council Members and employees must not disclose any information, which is acquired in the performance of their role, from a confidential document or a closed meeting of Council or committee meeting, which is not open to the public. This does not prevent a council member, committee member or employee from disclosing information as required or permitted by law.

### References

Local Government Act 1995: [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

## Personal Behaviour

Council members, Committee members and Employees will at all times:

- act and been seen to act properly and lawfully at all times
- perform their duties impartially and in the best interests of the City uninfluenced by fear or favour;
- act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the City;
- make no allegations which are offensive or objectionable and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- always act in accordance with their obligation of fidelity to the City.

### Honesty and Integrity

Council Members and employees will at all time:

- observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- bring to the notice of the Mayor or the CEO any dishonesty or possible dishonesty on the part of any other member or employee; and
- be frank, honest and respectful in their dealings with each other.

### Performance of Duties

While on duty, employees will attend to the City's business, will ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the City.

Council Members will at all time exercise reasonable care and diligence in the performance of their duties, being consistent and informed in their decision-making but treating all matters on individual merit.

### Use of City Resources

Council members and employees are to be honest in their use of the City's resources and not misuse or allow misuse by any other person. They will use the City's resources effectively and economically in the course of their duties; and not use the City's resources for private purposes (other than as part of a contract of employment), unless authorised by the Chief Executive Officer.

### Travelling Expenses

Council members and employees will only claim and accept travelling expenses arising out of travel-related matters which have been properly authorised and have a direct bearing on the services, policies or business of the City in accordance with City policies and the provisions of the *Local Government Act*.

## Gifts and Benefits

In general Elected Members, Committee Members and Employees must not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit, reward, donation or hospitality) for themselves, or for any other person or body as a result of their role with the City.

Key issues when assessing the provision of hospitality/gifts is whether any 'consideration' was received by the recipient from the donor i.e. does the recipient do anything to 'earn' the hospitality. If for example a Council Member participates in a meeting in their time, then basic hospitality would not be considered a gift as 'fully adequate' consideration would apply.

Council members and 'designated employees' can face significant penalties for failing to comply with the relevant gift disclosure requirements; including \$10,000 fine; 2 years imprisonment and investigations by the Corruption and Crime Commission. If you are in doubt about your reporting obligations, please direct enquiries to the Manager Governance or the Chief Executive Officer.

The Local Government Regulations characterise gifts as either 'notifiable' or 'prohibited'.

### Notifiable Gift

The acceptance of a notifiable gift by Council Members, Committee Members and Employees is required to comply with the provisions of the Local Government Regulations as follows:

- Clause 12 of the Local Government (Rules of Conduct) Regulation applies to Council Members; and
- Clause 34B of the Administration Regulations applies to Employees
- A Council Member or Employee must not accept a prohibited gift from a person who is undertaking or seeking to undertake or it is reasonable to believe is intending to undertake an activity involving local government discretion; or
- A Council Member or Employee and who accepts a notifiable gift from a person who is undertaking or seeking to undertake or it is reasonable to believe is intending to undertake an activity involving local government discretion, must within 10 day of accepting the gift notify the CEO of the acceptance.
  - This notification must be in writing and include:
    - The name and address of the person who gave the gift;
    - The date on which the gift was accepted;
    - A description, and the estimated value, of the gift;
    - The nature of the relationship between the Council Member or Employee with person who gave the gift; and
      - if the gift is one of 2 or more gifts received from the same person within the 6 month period, a description, the estimated value and the date of acceptance each of each other within the 6 month period and
- The CEO is to maintain a register of notifiable gifts and record details of the notifications in the Register of Notifiable Gifts, which is required to be advertised on the City's website.

If the gift has a value of \$50 or less (including moderate acts of hospitality), it is considered exempt from the requirement to be disclosed and/or recorded in the register. Examples of exempt gifts include, but are not limited to the following, (where the value is less than \$50):

- Trinket gifts (i.e. pens, key-rings, rulers, coasters)
- Minor items of clothing (i.e. hat, ties, t/shirt)
- Minor promotional items (i.e. mugs, badges)
- Provision of food and refreshments; or
- Goods and materials received from attendance at a conference, seminar or training course (i.e. satchel, contents of satchel or a minor nature, minor spot prizes and raffles, entertainment provided).

However a gift does not include

- a gift from a relative as defined in Section 5.74(1) of the Local Government Act 1995
  - an electoral gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997
- or
  - a gift from a statutory authority, government instrumentality or non-profit association for professional training

Nothing in this Code prevents a gift from being received:

- on behalf of the City, where it is retained by the City
- by an Council Member or Employee under and in accordance with the terms of a sponsorship or other commercial arrangement with the City.

For example, a ticket to attend a VIP event, that is being held on City property which has been hired for the event, that is given to a member or employee will not be a 'gift' (and, therefore, will not be subject to the gift provisions of this Code), if it is given because of a contractual obligation to give it under a sponsorship agreement with the City. However, a ticket that is given voluntarily, over and above any contractual obligation will be a gift (if it otherwise satisfies the definition of 'gift' referred to earlier) and, will be subject to the gift provisions of this Code.

#### **Prohibited Gift**

A Council Member, Committee Member or Employee must not accept a prohibited gift from a person who is undertaking or seeking to undertake or it is reasonable to believe is intending to undertake an activity involving local government discretion; or

A "**prohibited gift**", in relation to Council Members, Committee Members and Employees means:

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

#### **References**

*Local Government Act 1995, s5.82:* [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

*Local Government (Administration) Regulations 21996), r34B - Employees:* [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

*Local Government (Rules of Conduct) Regulations 2007), r12 – Council Members:* [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

## Conflicts of Interest

### Avoiding Conflicts of Interest

Conflicts of interest are dealt with in the *Local Government Act*, the *Rules of Conduct Regulations* and the *Administration Regulations*. Council Members, Committee Members and employees must agree to scrupulously observe these statutory obligations and in addition, agree to observe the following provisions of this Code as are applicable to members and employees respectively:

- Council members and employees will ensure that there is no actual or perceived conflict of interest between their personal interests and the impartial fulfilment of their public and professional duties;
- The onus for identifying and disclosing a conflict of interest is on the member or employee;
- Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the City, without first making disclosure to the Chief Executive Officer
- Council members and employees will lodge a written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the City (other than purchasing their principal place of residence);
- Employees will refrain from such partisan political activities which could cast doubt on or be perceived to affect the impartial conduct of their professional duties and obligations. It is not intended by this clause to otherwise affect an employee's civil rights to maintain their political convictions or pursue political activities.

### Disclosure of Financial Interests

The requirements for the disclosure of financial interests in matters affecting local government decisions by Council Members and employees are set out in Part 5, Division 6 of the *Local Government Act*.

### Codes of Conduct and Disclosure of Interests affecting Impartiality - Employees

Section 5.103 (3) of the *Local Government Act* enables regulations to be made which prescribe the content of a code of conduct.

Regulation 34C of the *Administration Regulations* sets out prescribed content for the disclosure by a local government employee of an 'interest' which is defined as:

*An interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest:
  - in a written notice given to the CEO before the meeting; or
  - at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter:
  - in a written notice given to the CEO before the meeting; or
  - at the time the advice is given
- (c) The requirement made under sub-clauses (a) and (b) of this clause excludes an interest referred to in section 5.60 of the *Local Government Act* (financial interest).
- (d) A person is excused from the requirement made under sub -clauses (a) or (b) of this clause to disclose the nature of an interest if:
  - the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or the person's failure to disclose occurs because the person did

**City of South Perth Code of Conduct**

Page 14 of 16

not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with the requirements of sub-clauses (a) or (b), then:
- before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
- to comply with a requirement made under sub-clause (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - a disclosure is made as described in sub-clause (d)(ii) at a meeting; or
  - to comply with a requirement made under sub-clause (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.



## Statutory Framework for Dealing with Misconduct

Any person may make a complaint about misconduct, which may reasonably be suspected of breaching these statutes. In addition, the CEO must report to the Corruption and Crime Commission on any matter which he or she reasonably suspects concerns misconduct. In addition, employees employed by the City, are appointed by the CEO under the provisions of the *Local Government Act* and are bound by the provisions of their individual contracts of employment and any relevant law which may apply.

Complaints made under this code are to be considered confidential and must not be disclosed to others unless provided by the code itself, a written law or by a court.

### Complaints about Conduct of Council Members

- Any person who has reason to believe that the behaviour of a Council Member breaches the standards of conduct set out in this Code may refer the matter to the Mayor who will consider the matter and deal with it as he or she sees fit. Alternatively, a complaint may be made in accordance with the Conduct Rules procedure.
- Any person who has reason to believe that the behaviour of the Mayor breaches the standards of conduct set out in this Code may refer the matter to the Deputy Mayor who will consider the matter and deal with it as he or she sees fit. Alternatively, a complaint may be made in accordance with the Conduct Rules procedure.

### Complaints about Conduct of Employees

- Any person who has reason to believe that the behaviour of an employee breaches the standards of conduct set out in this Code may refer the matter to the CEO who will consider the matter and deal with it in accordance with the procedures and practices of the City and any applicable law concerning employees.
- Any person who has reason to believe that the behaviour of the Chief Executive Officer breaches the standards of conduct set out in this Code may refer the matter to the Mayor who will consider the matter and deal with it in accordance with the procedures and practices of the City and any applicable law.

### Procedure

- The person making the complaint must receive an acknowledgement of the complaint within 5 days of receipt; and a written response from either the Mayor, Deputy Mayor or CEO at the conclusion of the matter or within 45 days of receipt, whichever is earlier; and
- Any actions taken by the Mayor, Deputy Mayor or CEO will be taken in accordance with the provisions of any applicable law governing the conduct of council members and employees.

## Policy P102 Community Grants Funding Program

Responsible Business Unit/s	Community, Culture and Recreation
Responsible Officer	Manager Community Culture and Recreation
Affected Business Unit/s	Community, Culture and Recreation

### POLICY OBJECTIVES

This policy provides a framework for the City to equitably distribute funding to community organisations and individuals to encourage community and personal development, and foster community services and projects.

### POLICY SCOPE

This Policy applies to all officers working in the Directorate of Development and Community Services, external organisations working in the City of South Perth community and individuals living in the City of South Perth community.

### POLICY STATEMENT

The City of South Perth supports community development by providing non-recurrent **a range of funding** opportunities to community organisations and individuals through the Community Grants Funding Program. Each year during the annual budget process, consideration is given to setting aside funds to distribute to community organisations and individuals in the coming year.

The goals of the funding assistance policy are to:

1. Support **and partner with** community organisations and groups toward achieving the objectives of the City's Strategic Community Plan 2015-2025.
2. Enable groups and individuals to maximise their development opportunities;
3. Provide an equitable and accessible means by which community groups can access funding;
4. Provide a process for distributing funds to meet defined outcomes; and
5. Involve stakeholders in a shared approach to the development of projects and services in the City.

The City will manage the Community Funding Program through M102: Community Grants Funding Program Management Practice.

**Types of funding available are as follows:**

- **Level 1: Community partnerships – The City may enter into partnerships with organisations that intend to deliver programs and services that will contribute and assist in meeting the objectives of the City's Strategic Plan.**
- **Level 2: Community grants – These grants provide assistance for minor non-recurrent projects that contribute to community development in the City of South Perth. The City will assess these opportunities as they arise.**
- **Level 3: Individual Development Grants – These grants are open to residents of the City of South Perth who have been selected to represent the state or nation in interstate or international championships, competitions or significant cultural, academic or community service programs. The grant is for travel and/or accommodation costs only and is set at a maximum of \$200 for interstate travel and \$300 for international travel.**

Not Applicable

**OTHER RELEVANT POLICIES/ KEY DOCUMENTS**

P110: Support of Community and Sporting Groups  
City of South Perth Strategic Plan 2015-2025  
M102: Community Funding Program

## Policy P103 Communication and Consultation

<b>Responsible Business Unit/s</b>	<b>Community, Culture and Recreation</b>
<b>Responsible Officer</b>	<b>Manager Community, Culture and Recreation</b>
<b>Affected Business Unit/s</b>	<b>Community, Culture and Recreation</b>

### POLICY OBJECTIVES

Council exists to make decisions on behalf of all members of the community/stakeholders. It is important that the views of the broader community and stakeholders are obtained so Council can consider them in the decision making process. ~~The City has established the following principles with regard to communication and consultation with the community and other stakeholders. It provides a framework and set of guiding principles for communication and consultation.~~

The City of South Perth is committed to providing stakeholders an opportunity to participate, engage and contribute to the decisions to be made by Council on issues that affect them.

This policy outlines the City's promise to consistently deliver meaningful and appropriate engagement and to clearly identify if, when and how stakeholders have contributed to the decision making process.

The City will be guided by relevant best practice principles and industry standards including (but not limited to) the International Association of Public Participation (IAP2) core values and AA1000 Stakeholder Engagement Standard 2011.

The City:

- ~~values feedback and will endeavour to maximise community and stakeholder participation in its activities;~~
- ~~will implement practices to ensure an appropriate level of communication and consultation;~~
- ~~will convey to the community and stakeholders its activities, their objectives and feedback opportunities;~~
- ~~will define the community/stakeholders role in the decision making process;~~
- ~~will consider views expressed by the community and stakeholders in its decision making; and~~
- ~~will ensure the community and other stakeholders are kept informed and given feedback on the decision..~~

### Definitions

**Stakeholder:** any person, group, business, organisation or interested party who can affect or is affected by a decision or activity.

**Stakeholder/community engagement:** any process that involves the public (stakeholders/community) in problem solving or decision making and uses public input to make decisions (International Association of Public Participation - IAP2).

### POLICY SCOPE

This Policy affects **elected members, all officers and consultants/contractors** involved with community and stakeholder consultation. ~~and the wider community.~~

~~Stakeholder engagement is part of all project management plans within the City of South Perth.~~

The City commits to the IAP2 (International Association of Public Participation) core values by:

- Recognising that those who are affected by a decision have a right to be involved in the decision-making process.
- Committing to implementing practices to ensure an appropriate level of communication and consultation occurs;
- Communicating to the community and stakeholders its activities, the objectives and feedback opportunities;
- Clearly defining the community/stakeholders role in the decision making process;

- Taking into consideration views expressed by the community and stakeholders in the decision making process
- Promoting sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
- Seeking out and facilitating the involvement of those potentially affected by or interested in the decision/activity.
- Providing participants with the information they need to participate in a meaningful way.
- Ensuring the community and other stakeholders are kept informed and given feedback on the decision and how their input affected the decision

**POLICY STATEMENT**

To ensure an appropriate process, ~~is applied to the different activities of the City, a Communication and Consultation Matrix has been developed.~~ The City uses the IAP2 Public Participation Spectrum to assist and guide in the communication and consultation process. The Matrix identifies ~~four~~ **five** distinct levels in the communication and consultation ~~participation/engagement~~ process. The level selected will have varying resource implications, ~~with the higher the level, the higher the resource implication~~ and there may be various levels of potential influence within components of one activity including moving up and down the spectrum.

**IAP2'S PUBLIC PARTICIPATION SPECTRUM**



The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

		INCREASING IMPACT ON THE DECISION				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

© IAP2 International Federation 2014. All rights reserved.

Level of Communication and Consultation	Objective	Promise to Community and Stakeholders	Examples /Tools
Inform	To provide the community and stakeholders with balanced and objective information to assist them in understanding the activity, alternatives and/or solutions	We will keep you informed	Brochures, fact sheets, website Peninsula, med releases
Consult	To obtain community and stakeholder feedback on analysis, alternatives and/or decisions	We will keep you informed, listen to and acknowledge concerns, and provide feedback on how public and stakeholder input influenced the decision.	Public comment surveys, public meetings, focus groups
Involve	To work directly with all the community and stakeholders throughout the process to ensure	We will work with you to ensure your concerns and issues are directly reflected in the alternatives developed and provide	Workshops, wa meetings

Page 2 of 3

Policy Number: P103  
Council Adoption: 22/07/03

Relevant Council Delegation: N/A  
Relevant Delegation: N/A

<b>Collaborate</b>	To partner with the public and stakeholders in each aspect of the decision including the development of alternatives and the identification of the preferred solution	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	Community Advisory Group
--------------------	---	--	--------------------------

### POLICY STATEMENT

The role of elected members in this process is to ensure that the principles outlined in this Policy are encompassed in the decision making process of Council. Where Council's decision making is involved, the City's administration is responsible for:

- Identifying the communication and consultation opportunity;
- Recommending the appropriate level of communication and consultation;
- Determining and implementing the communication and consultation methodology; and,
- Reporting to Council on the outcomes of the communication and consultation process.

Stakeholder engagement/consultation does not replace the decision making responsibility of Council. Rather the implementation of the policy is designed to ensure that Council has access to a range of information about stakeholder/community needs, opinions and options prior to making decisions

It should be noted that cCommunity and stakeholder feedback is one part of the information gathering process upon which decisions are based. Other information which may be taken into account includes technical advice, legal advice, third party expert advice and other stakeholder advice.

### LEGISLATION/ LOCAL LAW REQUIREMENTS

Not applicable – Local Government Act 1995 1.3 (2).

Section 1.3(2) of the Local Government Act 1995 states:

This Act intended to result in:

- Better decision making by local governments
- Greater community participation in the decision and affairs of local governments
- Greater accountability of local governments in their communities and
- More efficient and effective local government

### OTHER RELEVANT POLICIES/ KEY DOCUMENTS

P112: Community Advisory Groups  
M103: Communication and Consultation  
M301: Consultation in Planning  
P112: Appointment of Community Advisory Groups  
City of South Perth Strategic Plan 2015-2025

## Policy P104 Community Awards

Responsible Business Unit/s	Community, Culture and Recreation
Responsible Officer	Manager Community, Culture and Recreation
Affected Business Unit/s	Community, Culture and Recreation

### POLICY OBJECTIVES

This policy provides for relevant community awards which recognise the outstanding achievements of members of the local community and contribute towards fostering a strong sense of community.

### POLICY SCOPE

This Policy applies to the wider community to recognise people who make contributions to the community.

### POLICY STATEMENT

The City recognises the important contribution that an individual's achievements can make towards community development. The City has a number of annual community awards that acknowledge such achievements. They are the:

- ~~Premier's Australia Day Active Citizenship of the Year Awards;~~
- Volunteer of the Year Awards
- Dr Ted Maslen Memorial University Exhibition Award; and
- City of South Perth Emerging Artist Awards

The City may decide that any of these awards will not be presented in a year. Conditions for all the Awards are stated in the Management Practice.

### **CITIZENSHIP OF THE YEAR AWARDS**

#### **Award Focus**

~~The City partners with the Australia Day Council to present the Premiers Australia Day Active Citizenship Awards across three categories. The Citizen of the Year Awards~~ These awards aim to recognise, reward and celebrate the achievements of residents.

#### **Selection**

A panel of officers from the City will choose the recommended award recipients from nominations received from the community. A report will be submitted to Council recommending that these people receive the awards.

#### **Prize**

Award recipients will receive a certificate and/or trophy.

~~The Australia Day Council also runs an awards program concurrently and as such, the City awards its 'Citizen of the Year Awards' at the same time.~~

~~e.g. The Citizen of the Year winner will receive both the City of South Perth award and the Australia Day Council Award.~~

#### **Categories**

##### **~~Citizen of the Year Award~~ Citizen of the Year Award**

~~This award is open to all residents of the City of South Perth aged 25 years and over.~~ This award is open to all residents of the City aged 25 years and over.

### **Young Citizen of the Year Award**~~Young Citizen of the Year Award~~

This award is open to all residents of the City under the age of 25 ~~This award is open to all residents of the City under the age of 25 years.~~

### **Group or Event Award**~~Community Group or Event Award~~

This award is open to established community groups that are based or work primarily within the City of South Perth and/or groups/individuals that have produced a local event. ~~This award is open to established community groups that are based or work primarily within the City of South Perth, and groups/individuals that have produced a local event.~~

## **VOLUNTEER OF THE YEAR AWARDS**

### **Award Focus**

The Volunteer of the Year Awards aim to recognise, reward and celebrate the achievements of residents and others making a contribution to the local community.

### **Selection**

A panel of officers from the City will choose the recommended award recipients from nominations received from the community. A report will be submitted to Council recommending that these people receive the awards.

### **Prize**

Award recipients will receive a certificate and/or trophy.

### **Categories**

#### **Volunteer of the Year Award**

This award is open to individuals who reside or volunteer within the City of South Perth and are aged 25 years and over.

#### **Young Volunteer of the Year Award**

This award is open to individuals who reside or volunteer within the City of South Perth and are aged between 18 and 25 years.

#### **Junior Volunteer of the Year Award**

This award is open to individuals who reside or volunteer within the City of South Perth and are aged under ~~less than~~ 18 years.

## **DR TED MASLEN MEMORIAL UNIVERSITY AWARD**

### **Award Focus**

The Dr Ted Maslen University Exhibition Award aims to recognise outstanding achievement in secondary study.

### **Eligibility**

This award is open to all residents of the City of South Perth who have completed secondary studies in that year.

### **Selection**

The award is presented to the applicant with the highest Curriculum Council Award Score in that year.

### **Prizes**

The award recipient will receive a cash contribution for the first three years of their tertiary studies.

## **CITY OF SOUTH PERTH EMERGING ARTIST AWARDS**

### **Award Focus**

~~These awards~~ **The City of South Perth Emerging Artist Award aims to encourage participation in, and appreciation of, the arts and provides an opportunity for emerging artists to present their work to the community. The Award has evolved into a recognized prize and exhibition for emerging artists and has established a reputation amongst other local governments and the WA art scene for showcasing and previewing rising talent. The City of South Perth Emerging Artist Awards provides an opportunity for emerging artists in particular to present their work to the community. The Art Awards will also allow the** ~~provides opportunity for the~~ **City to accumulate a quality collection of art. acquire an artwork or artworks which are added to the City's art collection.**



### Selection

~~The Manager Community, Culture and Recreation. The City will appoint a panel of up to three industry experts in the field of Art who will select the winning entry for each of the prize categories with the exception of for the People's Choice Award which is awarded by poll vote from exhibition visitors.~~

### Prizes

~~Each of the award recipients will receive a sponsor's prize except for the City of South Perth Emerging Artist Award. There are multiple award categories which are awarded a prize either from sponsors or the City of South Perth.~~

### Categories

#### **City of South Perth Emerging Artist Award**

This award is open to all residents of Western Australia.

~~The City of South Perth Art Award is acquisitive which means that the. This means that the City will purchase acquire the winning entry at the cost of the prize value of \$4,000. The purchase price will be the prize for the winning entry.~~

#### **People's Choice Award**

~~This award is open to all exhibiting entrants. artists who have been chosen to display an art piece in the Emerging Artist exhibition.~~

~~People attending the Art Awards Exhibition will be are invited to vote for the People's Choice Award for the duration of the exhibition. The artist that achieves the highest tallying the most of votes will receive the People's Choice award.~~

#### **Best Work on a Local Theme**

This award is open to all residents of Western Australia.

~~The award will be presented for the best piece of art that best represents a with a local theme~~

#### **Best Local Artist**

This award is open to all residents of the City of South Perth.

#### **Young Artist Award**

This award is open to all residents of Western Australia between 18 and 25 years of age.

#### **Secondary School Student Award**

This award is open to all residents of Western Australia currently studying at secondary school.

#### **Aboriginal Artist Award**

This award is open to residents of Western Australia who are of Aboriginal or Torres Strait Islander descent.

### LEGISLATION/ LOCAL LAW REQUIREMENTS

Not Applicable

### OTHER RELEVANT POLICIES/ KEY DOCUMENTS

Not Applicable

## Policy P106 Use of City Reserves and Facilities

<b>Responsible Business Unit/s</b>	<b>Community, Culture and Recreation</b>
<b>Responsible Officer</b>	<b>Manager Community, Culture and Recreation</b>
<b>Affected Business Unit/s</b>	<b>Community, Culture and Recreation</b>

### POLICY OBJECTIVES

The City maintains a number of ovals, parks, reserves and facilities which are made available for to be used or hired by sporting groups, social groups, informal groups or individuals. This and this policy provides guidance on the use or hire of these City's reserves and facilities, and the conditions under which they may be used or hired. The use conditions of use and requirement for permits are of the City's reserves and facilities is largely governed by the City's City of South Perth Public Property Local Law 2011/1998. The conditions of use and the need for obtaining a permit are set out in the relevant local law. This Policy aims to balance long term hire, one off events, regular hirers and casual use of reserves and facilities.

### POLICY SCOPE

This Policy applies to personal trainers, sporting groups, social groups, informal groups, individuals and commercial organisations who wish to the wider community so they can access City reserves and facilities.

### POLICY STATEMENT

Approval is required for the use of City of South Perth managed reserves and facilities. The City may hire facilities and reserves where:

- The City is satisfied that the use for which the facility is hired is consistent with the nature of the facility and the surrounding area;
- The City is satisfied that the applicant is capable of ensuring the safe and appropriate use of the facility.

The applicant may be required to undertake one or more of the following:

- Pay a hire fee;
- Lodge a bond;
- Apply for a liquor licence;
- Show proof of qualifications;
- Show proof of relevant current insurance; and
- Apply for a permit and/or commercial licence.

Long term users of built facilities may enter into a lease agreement with the City; however the City determines whether a lease is appropriate for a particular building.

The cost of the hire is determined in accordance with the City's Schedule of Fees and Charges. The Schedule is reviewed annually.

#### **Waterways**

The use and hire of waterways is subject to two separate approvals. The first is from the City for the use of reserves and facilities adjacent to the waterway. The second is from the Department of Parks and Wildlife for use of the waterway. Each application is to be made separately to the relevant authority.

### Reserves

The City recognises that the City's reserves are used both formally and informally by regular and casual users. The City may enter into agreements with groups that regularly use the City's reserves and facilities and with groups that wish to use a reserve for formal events or large social gatherings on a one-off basis. The City will endeavour to ensure that access to City reserves and facilities by small groups and individuals on a casual basis continues to be available wherever possible.

### Events on Reserves

The City of South Perth is committed to developing and supporting events that provide entertainment and leisure opportunities for the community to enjoy.

Special events in the City of South Perth are those including commercial expos and/or functions, or not for profit events run independently or in partnership with the City that may have a significant impact on regular reserve use or the City of South Perth community. An event is considered to be:

- Open to the general public; or
- Held in a public place with over 500 people attending.

Approval is required for the use of City of South Perth managed reserves and facilities. The event will be assessed in relation to the impact it may have on the venue and surrounding area. Considerations may include the number of people attending the event, other activities taking place in the area, the availability of parking facilities and the possible impact of the event on the facility itself, facility users and local residents.

All applications must:

- Make application for a venue through the City's Booking Officer.
- Be submitted a minimum of 6 weeks (42 days) prior to your event for minor events (under 5000 people).
- Be submitted a minimum of 12 weeks (84 days) prior to your event for large events (over 5000 people).
- Be completed for all proposed events open to the general public or with over 500 people in attendance. This excludes private events on residential and commercial properties.
- Comply with the City of South Perth – "Special Events Application Guidelines".

### Personal Trainers on Reserves

The City will make available its reserves, which will be nominated by officers, for use by personal training groups.

This policy covers all outdoor personal training groups, including activities such as yoga, tai chi, pilates and similar activities.

### Policy

To ensure that all personal trainers operate in a manner acceptable by the City, all operators must:

- Make application for a venue through the City's Booking Officer.
- Comply with the regulations covering the use of a public reserve as prescribed in the City's Personal Trainer Guidelines and Application Form specifically the Conditions of Use.
- At all times when operating, display a standard sign and carry an official identification card, both issued by the City.
- Promptly pay all reserve hire and floodlight fees (if applicable) as indicated in the City's Schedule of Fees and Charges.
- Be registered with Fitness Australia as an exercise professional (personal trainer specialisation) or Business Member.
- Provide evidence to the City of a certificate of currency for public liability insurance cover for not less than \$10M.
- Ensure that all commercial personal training promotional signage be approved by the City prior to its display, which will be assessed in accordance with relevant policies and procedures pertaining to reserves.

### Regular Use of Reserves by Sporting Groups

The City maintains a number of ovals that are designed to accommodate particular sports. The City may enter into agreements with sporting groups for the regular use of these ovals during the appropriate season for each sport. The City will determine the cost of the hire from the rates set out in the City's Schedule of Fees and Charges.

The City does not charge hire fees for active or passive reserve use by junior sporting clubs based in the City of South Perth or to primary schools based in the City of South Perth. Player fees for seasonal use are applicable to secondary schools and private schools/colleges based in the City of South Perth.

Regular use of sports reserves within the City are prioritised as follows:

1. City of South Perth based incorporated not for profit clubs/groups
2. City of South Perth based public schools
3. City of South Perth based private schools and colleges
4. Not for profit incorporated clubs/groups outside the City of South Perth
5. All schools based outside the City of South Perth

#### **Casual Use or Hire of Reserves**

The City supports the casual use of reserves by individuals and groups and maintains a number of picturesque reserves with passive recreational facilities for this purpose. Individuals or small groups may casually use the City's reserves without the need to obtain a permit unless:

- An individual or group is charging a fee in association with their use of the reserve;
- The group is involved in a formal sporting match whether the sporting match is a one-off or regular fixture;
- The group is involved in a formal event or function and wishes to be certain that a specific area of a reserve will be available;
- The group will consist of twenty people or more;
- The group wishes to be able to consume alcohol;
- A marquee, bouncy castle or other similar structure is proposed to be erected; or
- The individual or group will be undertaking an activity that is likely to impact upon residents of the City or the enjoyment of the reserve by other users.

If any one of the above circumstances applies, or is likely to apply, then the individual or group concerned must obtain a permit prior to the proposed use in accordance with the City's published procedures and permit conditions.

The City may issue a permit for the hire of a reserve by a person or group where:

- The City is satisfied that the use for which the reserve is hired is consistent with the nature of the reserve; and
- The City is satisfied that the applicant is capable of ensuring the safe and appropriate use of the reserve.

#### **Hire of City Facilities**

The City may issue a permit for the hire of its facilities by a person or group where:

- The City is satisfied that the use for which the facility is hired is consistent with the nature of the facility; and
- The City is satisfied that the applicant is capable of ensuring the safe and appropriate use of the facility.

The cost of hire in each case will be determined in accordance with the City's Schedule of Fees and Charges and the applicant may be required to lodge a bond with the City prior to using the reserve or facility.

The City's philosophy of assisting community based not-for-profit groups is reflected in the Schedule of Fees and Charges which provides for significant support for such groups in their use of the City's reserves and facilities.

### LEGISLATION/ LOCAL LAW REQUIREMENTS

City of South Perth Public Places and Local Government Property Local Law 2011

### OTHER RELEVANT POLICIES/ KEY DOCUMENTS

P609: **Management of Lease of City property Owned Buildings**  
City of South Perth **Schedule of Fees and Charges**  
City of South Perth Permit Conditions  
City of South Perth Strategic Plan 2015-2025  
Personal Trainer Application Guidelines 2014  
Special Event Application Guidelines 2014  
**City of South Perth Conditions of hire**

## Policy P112 Community Advisory Groups

<b>Responsible Business Unit/s</b>	<b>Chief Executive Officer</b>
<b>Responsible Officer</b>	<b>Chief Executive Officer</b>
<b>Affected Business Unit/s</b>	<b>Chief Executive Officer, Governance and Administration</b>

### POLICY OBJECTIVES

To provide a policy framework to guide Council and City officers in the establishment and operation of Community Advisory Groups. Council recognises that these groups may provide valuable advice to the City and the object of this policy is provide the opportunity for interested members of the community to contribute to the decision-making processes of the City

### POLICY SCOPE

This Policy applies to members of the community and City employees that are currently involved or would like to become part of a Community Advisory Group.

### POLICY STATEMENT

The purpose of a Community Advisory Group is to provide advice to Council and City staff in regard to particular areas of interest as determined by Council.

**Establishment** - Council may resolve to establish a Community Advisory Group for a particular purpose as described in the resolution. The resolution must include terms of reference and may include details of representation but shall not nominate individual members.

Upon a Council resolution to establish a Community Advisory Group, the Chief Executive Officer shall initiate a process of appointment and appoint the members in accordance with Management Practice M112.

Community Advisory Groups established pursuant to this policy are not, and are not intended to be, committees established under section 5.8 of the *Local Government Act 1995*.

**Use of Advice** - Advice from a Community Advisory Group shall be provided to Council through a report prepared by the relevant City officer. Advice may also be considered by the relevant City officer where decision-making authority has been delegated to that officer.

**Membership** - ~~Elected members are not eligible for appointment to Community Advisory Groups.~~

**Code of Conduct** - Community Advisory Group members will be requested to act in accordance with the City of South Perth Code of Conduct and Management Practice M112.

**Review** - The CEO will review the membership of each Community Advisory Group every two years in accordance with Management Practice M112. The CEO will provide Council with an annual report reviewing the terms of reference, activities and the achievements for each Community Advisory Group.

### LEGISLATION/ LOCAL LAW REQUIREMENTS

Not Applicable

### OTHER RELEVANT POLICIES/ KEY DOCUMENTS

City of South Perth Code of Conduct  
City of South Perth Strategic Plan 2015-2025

## Delegation from Council DC115 Granting Fee Waiver – City Reserves and Facilities

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Chief Executive Officer

**DELEGATION TO:** The **Chief Executive Officer**

**STATUTORY REFERENCE:** Sections 5.42 and 6.12 of the *Local Government Act 1995*.

**POWERS AND DUTIES:** The delegate is authorised to grant full or partial concessions of fees outlined in the Schedule of Fees and Charges, in relation to the use and hire of City reserves and facilities by community groups and others; with particular reference to assessing requests for hire fee waivers or reductions.

**CONDITIONS:**

**The organisation must be:**

- A non-incorporated community group or
- An incorporated not-for-profit or
- Educational institution;
- Operate within the City of South Perth; and
- The majority of its services should provide a benefit to the community in the City of South Perth.

**Exclusions:**

- An organisation that has a negotiated partnership or MOU agreement in place with the City
- An organisation that has a negotiated lease or management licence with the City of South Perth
- Applications for a waiver after the event or activity has occurred
- Commercial projects or events
- Reimbursement for utility charges such as water and electricity
- Fees associated with any statutory obligations or bonds levied by the City

## Delegation from Council DC609 Leases and Licences

<b>Responsible Business Unit/s</b>	<b>All business units</b>
<b>Responsible Officer</b>	<b>Chief Executive Officer</b>
<b>Affected Business Unit/s</b>	<b>All business units</b>

**DELEGATION TO:** Chief Executive Officer

**STATUTORY REFERENCE:** Section 5.42 of the *Local Government Act 1995* and Regulation 30 of the *Local Government (Functions & General) Regulations 1996*

**POWERS AND DUTIES:** The CEO may on behalf of the City enter into agreements to lease or licence property that the City owns or that it controls under a management order which confers the power to lease or licence.

**CONDITIONS:** The CEO may exercise this power in relation to a lease or licence subject to:

- a) Meeting the requirements of section 3.58 of the *Local Government Act 1995*;
- b) Leases being for a maximum term of twenty one years for: Not for Profit Sporting Organisations, Not for Profit Organisations, Community Associations, Government Bodies, Committees and Associations, Preschools, Kindergartens and residential homes.
- c) Leases for commercial organisations being for a maximum term of five years.
- e)d) **All new leases for commercial organisations being brought to Council for consideration.**

## Delegation from Council DC686 Granting Fee Concessions – **Development Applications**

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Chief Executive Officer

**DELEGATION TO:** The **Chief Executive Officer**

**STATUTORY REFERENCE:** Sections 5.42 and 6.12 of the *Local Government Act 1995*.

**POWERS AND DUTIES:** The delegate is authorised to waive or grant concessions in relation to any amount of money which is owed to the City in ~~a situation~~ **relation to a development application**, where it is considered inappropriate to charge the full amount.

For example, a person may have previously paid a fee for the approval of an **development** application; it may be inappropriate to charge the full fee if the applicant submits a new proposal that is substantially similar to the earlier application.

This delegation does not apply to an amount of money owing in respect of rates or service charges.

- CONDITIONS:**
- (1) The delegate may only grant a concession in proportion to the reduction in the assessment workload; that is, the concession must reflect the proportion of the fee that relates to the assessment work that the City would not have to perform because of the work previously done on the first assessment.
  - (2) The delegate must not exercise this delegation with respect to **development** applications for projects where the estimated value of the project exceeds \$10 million.
  - (3) Council shall be informed of the details whenever this delegation is exercised.



Cat Act 2011  
Cat Regulations 2012  
Cat (Uniform Local Provisions) Regulations 2013  
Local Government Act 1995

City of South Perth

# Cats Local Law 2016

## Contents

<b>Part 1 - Preliminary</b> .....	<b>2</b>
1.1 Title.....	2
1.2 Commencement.....	2
1.3 Terms used.....	2
1.4 Application.....	4
<b>Part 2 - Number of cats that may be kept</b> .....	<b>4</b>
2.1 'Prescribed premises'.....	4
2.2 'Standard number of cats'.....	4
2.3 Application for approval.....	5
2.4 Determining an application.....	5
2.5 Conditions.....	6
2.6 Renewal of an application.....	6
2.7 Transfer of an approval.....	7
2.8 Variation or cancellation of an approval.....	7
2.9 Objection and review rights.....	8
<b>Part 3 - Enforcement</b> .....	<b>8</b>
3.1 Infringement notices.....	8
3.2 Objection: prescribed form.....	8

**Cat Act 2011**  
**Cat Regulations 2012**  
**Cat (Uniform Local Provisions) Regulations 2013**  
**Local Government Act 1995**

Under the powers conferred by the *Cat Act 2011*, the *Local Government Act 1995* and all other powers enabling it, the Council of the City of South Perth resolved on dd/mm 2016 to make the following local law.

**Part 1 - Preliminary**

**1.1 Title**

This is the *City of South Perth Cats Local Law 2016*.

**1.2 Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**1.3 Terms used**

(1) In this local law, unless the context otherwise requires -

**Act** means the *Cat Act 2011*;

**applicant** means a person who applies for an approval;

**application** means an application for an approval;

**approval** means approval under regulation 9 of the *Cat (Uniform Local Provisions) Regulations 2013* and Part 2 of this local law;

**approved person** means the person to whom an approval is granted;

**authorised person** means a person appointed by the local government to perform the functions conferred on an authorised person under this local law;

**cat** has the meaning given to it in the Act;

**cat** means an animal of the species *felis catus* or a hybrid of that species.

s3(1) of the *Cat Act 2011*.

**cat management facility** has the meaning given to it in the Act;

**CEO** means the Chief Executive Officer of the local government;

**district** means the district of the local government;

**local government** means the City of South Perth;

**local planning scheme** means a local planning scheme made by the local government under the *Planning and Development Act 2005*;

**owner'** has the meaning given to it in the Act;

Section 4 of the *Cat Act 2011* states -

**4. Term used: owner**

(1) In this Act —

**owner**, in relation to a cat, means any of these persons —

- (a) in the case of a cat that is registered, the registered owner of the cat; or
- (b) in the case of a cat that is not registered, a person who, or an owner of a business or organisation that, ordinarily keeps and cares for the cat; or
- (c) if a person referred to in paragraph (b) is a child under 18 years of age, that child's parent or guardian.

(2) In the case of a cat that is not registered, but is microchipped, a person whose name is recorded as the owner of the cat in a microchip database is to be taken, in the absence of evidence to the contrary, to be a person who ordinarily keeps and cares for the cat.

**premises** has the meaning given to it in the Act;

**prescribed premises** has the meaning given to it in regulation 4(1) of the *Cat (Uniform Local Provisions) Regulations 2013*;

**standard number of cats** has the meaning given to it in regulation 4(1) of the *Cat (Uniform Local Provisions) Regulations 2013*; and

**premises** includes the following —

- (a) land (whether or not vacant);
- (b) the whole or part of a building or structure (whether of a permanent or temporary nature);
- (c) a vehicle;

s3(1) of the *Cat Act 2011*.

**veterinarian** has the meaning given to it in the Act.

**veterinarian** means a registered veterinary surgeon as defined in the *Veterinary Surgeons Act 1960* section 2.

s3(1) of the *Cat Act 2011*.

- (2) A term that is used in this local law and is not defined in subclause (1) has the same meaning given to it in the Act or, if not defined in the Act, the same meaning given to it in the *Cat Regulations 2012*, the *Cat (Uniform Local Provisions) Regulations 2013* or the *Local Government Act 1995*.

## 1.4 Application

This local law applies throughout the district.

### Part 2 - Number of cats that may be kept

## 2.1 Prescribed premises

- (1) This local law limits the number of cats that may be kept at prescribed premises within the district except –
  - (a) a cat management facility operated by a body prescribed as a cat management facility operator under the *Cat Regulations 2012*;
  - (b) a cat management facility operated by the local government; or
  - (c) a veterinary clinic or veterinary hospital as defined in the *Veterinary Surgeons Act 1960* section 2, but only in relation to cats kept on those premises for treatment.

Regulation 4 of the *Cat Regulations 2012* states –

#### 4. Cat management facility operators (s. 3(1))

For the purposes of the definition of cat management facility paragraph (b) in section 3(1) of the Act, each of the following bodies are prescribed as operators of a facility for keeping cats –

- (a) Cat Welfare Society Inc., trading as "Cat Haven";
- (b) Royal Society for the Prevention of Cruelty to Animals (Inc) of Western Australia.

- (2) To avoid doubt, subclause (1) applies in respect of cats that are kept at premises under a boarding service operated by a veterinarian.

## 2.2 Standard number of cats

For the purposes of the definition of **standard number of cats** in regulation 4(1) of the *Cat (Uniform Local Provisions) Regulations 2013*, no more than 3 cats may be kept on premises at which a member of a cat organisation is not ordinarily resident.

Regulation 7 of the *Cat (Uniform Local Provisions) Regulations 2013* states -

'If a member of a cat organisation is ordinarily resident at prescribed premises, the number of cats that may be kept at the premises is 3 times the number of cats that could be kept at the premises under the local law that applies to the premises'.

A "member of a cat organisation" is defined to mean a person referred to in regulation 23(c) of the *Cat Regulations 2012*;

Regulation 23(3) of the *Cat Regulations 2012* refers to a person who -

- (c) is a current member of one of the following organisations and associations –
  - (i) the Cat Owners Association of Western Australia (COAWA);
  - (ii) the Feline Control Council of Western Australia (FCCWA);
  - (iii) the Australian National Cats (ANCATS).

### 2.3 Application for approval

- (1) An application for approval to keep an additional number of cats at prescribed premises is dealt with in regulation 8 of the *Cat (Uniform Local Provisions) Regulations 2013*.

Note: under the *Cat (Uniform Local Provisions) Regulations 2013* –

- (1) a cat that is under 6 months of age is not to be included when calculating the number of cats ordinarily kept at prescribed premises (regulation 5);
- (2) a person who is ordinarily resident at prescribed premises may apply to the local government for approval to keep an additional number of cats at its premises (regulation 8(1)); and
- (3) there are detailed provisions dealing with the application and approval processes and requirements (see regulations 8-11).

- (2) An application for approval must be accompanied by the application fee determined by the local government in accordance with sections 6.16 to 6.19 of the *Local Government Act 1995*.

### 2.4 Determining an application

Note: under regulation 9 of the *Cat (Uniform Local Provision) Regulations 2013*, the local government must not grant approval for an additional number of cats on prescribed premises unless it is satisfied that the premises are suitable for the additional number of cats.

- (1) For the purpose of determining whether to grant approval for an application to keep an additional number of cats at prescribed premises, the local government must have regard to -
  - (a) the zoning of the land under the local planning scheme;
  - (b) the physical suitability of the premises for the proposed use;
  - (c) the environmental sensitivity and general nature of the location surrounding the premises for the proposed use;
  - (d) the structural suitability of any enclosure in which any cat is to be kept;
  - (e) the likelihood of a cat causing a nuisance, inconvenience or annoyance to an occupier of adjoining land;
  - (f) the likely effect of the proposed use on the amenity of the surrounding area;
  - (g) the likely effect of the proposed use on the local environment, including any pollution or other environmental damage; and
  - (h) any other factors which the local government considers to be relevant in the circumstances of the application.
- (2) An approval is to be in the form determined by the CEO and is to be issued to the approved person.

## 2.5 Conditions

Regulation 9(3) of the *Cat (Uniform Local Provision) Regulations 2013* states -

An approval is subject to any condition that the local government –

- (a) reasonably considers is necessary to ensure that the premises are suitable for the additional number of cats; and
- (b) specifies in the approval.

(1) For the purpose of ensuring that the premises to which an application relates are suitable for the additional number of cats, the local government may impose any condition that it considers to be reasonably necessary for that purpose, including -

- (a) that the premises must be adequately fenced (and premises will be taken not to be adequately fenced if there is more than one escape of a cat from the premises);
- (b) that there must be adequate space for the exercise of the cats;
- (c) that, in the case of a multiple dwelling where there is no suitable dividing fence, each current occupier of the adjoining multiple dwellings must give their written consent to the approval; and
- (d) that, without the consent of the local government, the approved person must not substitute or replace any cat that dies or is permanently removed from the premises.

(2) An approved person who does not comply with a condition of the approval, commits an offence.

*Penalty: a fine of \$5,000.*

## 2.6 Renewal of an application

Regulation 10 of the *Cat (Uniform Local Provisions) Regulations 2013* states –

An approval has effect for the period specified in the approval.

(1) An application is to be renewed if –

- (a) the approved person has not breached the conditions of the approval;
- (b) the approval would have been granted if a fresh application for approval had been made; and
- (c) the renewal fee, imposed and determined by the local government under sections 6.16-6.19 of the *Local Government Act 1995*, is paid to the local government before the expiry of the approval.

(2) On the renewal of an approval, the conditions of the approval that applied immediately before the renewal continue to have effect.

## 2.7 Transfer of an approval

- (1) An approval relates only to the premises specified in the approval, and only to the approved person specified in the approval, and is transferrable only in accordance with this clause 2.7.
- (2) An application for the transfer of an approval from the approved person to another person must be –
  - (a) made in the form determined by the CEO;
  - (b) made by the proposed transferee;
  - (c) made with the consent of the approved person; and
  - (d) lodged with the local government together with the fee for the application for the transfer of an approval that is imposed and determined by the local government under sections 6.16-6.19 of the *Local Government Act 1995*.
- (3) The local government is not to determine an application for the transfer of an approval until the proposed transferee has complied with subclause (2).
- (4) The local government may grant, or refuse to grant an application for the transfer of an approval whether or not subject to such conditions as it considers appropriate.
- (5) Where the local government grants an application for the transfer of an approval –
  - (a) it is to issue to the transferee an approval in the form determined by the CEO; and
  - (b) on the date of approval, unless otherwise specified in the approval, the transferee becomes the approved person for the purposes of this local law.

## 2.8 Variation or cancellation of an approval

- (1) The local government may, at any time, vary the conditions of an approval.
- (2) The local government may cancel an approval –
  - (a) on the request of the approved person;
  - (b) if the approved person breaches the Act, the *Cat Regulations 2012*, the *Cat (Uniform Local Provisions) Regulations 2013* or this local law; or
  - (c) if the approved person is not a fit and proper person to provide for the health and welfare of the cats.
- (3) If an approval is cancelled, the fee paid for the approval is not refundable for the term of the approval that has not yet expired.



## 2.9 Objection and review rights

A decision of the local government made under clauses 2.6, 2.7 or 2.8 is a decision to which Division 1, Part 9 of the *Local Government Act 1995* applies.

Regulation 11 of the *Cat (Uniform Local Provisions) Regulations 2013* states –

### 11. Review by the State Administrative Tribunal

A person who applies for approval to keep an additional number of cats may apply to the State Administrative Tribunal for a review of a decision of the local government to –

- (a) refuse to grant approval; or
- (b) grant approval to keep an additional number of cats that is less than the number specified in the application; or
- (c) grant approval subject to conditions.

## Part 3 - Enforcement

### 3.1 Infringement notices

- (1) If this local law expresses a modified penalty as a number of penalty units, the monetary value of the modified penalty is the number of dollars obtained by multiplying the value of the penalty unit by the number of penalty units as specified in the *City of South Perth Penalty Units Local Law 2003*.
- (2) An offence against clause 2.5(2) is a prescribed offence for the purposes of section 62(1) of the Act and the modified penalty for the offence is a fine of 20 penalty units.
- (3) The form of an infringement notice is Form 6 in the *Cat Regulations 2012*, Schedule 1.
- (4) The form of withdrawal of the infringement notice is Form 7 in the *Cat Regulations 2012*, Schedule 1.

### 3.2 Objection

The form of an objection under clause 2.9 is Form 8 in the *Cat Regulations 2012*, Schedule 1.

Dated **date** 2016

The Common Seal of the City of South Perth was affixed by authority of a resolution of the Council in the presence of –

\_\_\_\_\_  
Sue Doherty, Mayor

\_\_\_\_\_  
Geoff Glass, Chief Executive Officer

### Policy P350.16 Variation to plot ratio for multiple dwellings and mixed development

<b>Responsible Business Unit/s</b>	<b>Development Services</b>
<b>Responsible Officer</b>	<b>Manager Development Services</b>
<b>Affected Business Unit/s</b>	<b>Development Services</b>

#### POLICY OBJECTIVES

To provide guidance regarding development applications proposing variations from the deemed-to-comply plot ratio standards in the Residential Design Codes (R-Codes) for Multiple Dwellings and Mixed Development.

#### POLICY SCOPE

The deemed-to-comply provisions in the R-Codes set maximum plot ratio standards based upon the assigned density coding of the subject land. The corresponding design principle gives the Council discretionary power to approve variations from the deemed-to-comply maximum plot ratio, if the bulk and scale of the proposed building is in accordance with the local planning framework and is consistent with existing or future desired built form of the locality.

This policy applies to all Multiple Dwelling and Mixed Development proposals seeking a variation from the maximum plot ratio set out in Table 4 of the R-Codes.

This policy does not apply within Special Control Area 1 – South Perth Station Precinct, or the Canning Bridge Activity Centre Plan area. Where this policy is inconsistent with the provisions of a specific Policy, Guideline or Plan applying to a particular site or area, the provisions of the specific Policy, Guideline or Plan shall prevail.

*Definitions*  
Refer to TPS6:  
- Multiple Dwelling  
- Mixed Development

*Advice Notes*  
Refer to R-Codes  
clause 6.1.1 and  
Table 4

#### POLICY STATEMENT

- Subject to compliance with the provisions of this policy, the City may grant approval for additional plot ratio:
  - up to 10 percent above the deemed-to-comply maximum prescribed in Table 4 of the R-Codes; or
  - up to 20 percent above the deemed-to-comply maximum prescribed in Table 4 of the R-Codes for sites coded R50 to R80, and up to 50 percent for sites coded R100 and higher, where all setbacks comply with the deemed-to-comply setback provisions in the R-Codes.
- Additional plot ratio will not be approved "as of right". To gain approval for additional plot ratio above the deemed-to-comply maximum in the R-Codes, the proposal must comply with the following requirements:
  - The proposal is to demonstrate that it meets design principle P1 of clause 6.1.1 of the R-Codes;
  - Where the development site is coded R50 or R60, open space is to be provided in accordance with the deemed-to-comply provisions of the R-Codes clause 6.1.5;

*Advice Notes*  
Refer to R-Codes  
clause 6.1.1 design  
principle P1 and  
clause 6.1.5, Table 4  
and Figure Series 6.

(c) The proposal is to meet all of the following criteria, to the satisfaction of the Council:

- The architectural design, in the opinion of the Council, is to be exceptional, sensitive and sophisticated, and contribute to the quality of the built environment in the locality. The City's Design Advisory Consultants will be requested to provide advice on the architectural and design quality of all development applications seeking additional plot ratio and their advice will be taken into consideration by the Council.
- In order to maximise energy efficiency, the building is to be designed to achieve at a 4-star rating under the relevant Green Star rating tool, or equivalent.
- The development will improve the streetscape and will not result in a significant negative impact on the streetscape character.
- The development will not adversely affect the amenity of an adjoining property in any way including, but not limited to, incompatible building bulk, obstruction of light and solar access or prevention of adequate ventilation between buildings.
- The development will improve the amenity of the locality.
- The development will not affect any significant view from an adjoining property.
- The development will not result in significant additional traffic in the locality.
- The development will remove vehicle access from a major road, wherever practicable.
- The development enables removal of a non-conforming use on the subject site, where applicable.

*Advice Notes*  
*Refer to the City's*  
*policy P350.09*  
*Significant Views*

#### LEGISLATION/ LOCAL LAW REQUIREMENTS

City of South Perth Town Planning Scheme No. 6

Residential Design Codes of Western Australia

#### OTHER RELEVANT POLICIES/ KEY DOCUMENTS

City of South Perth planning policies

