

ATTACHMENTS

Ordinary Council Meeting

22 March 2016

Part 3 of 3
Items 10.6.1 - 10.7.1

ATTACHMENTS TO AGENDA ITEMS

Ordinary Council - 22 March 2016

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CITY OF SOUTH PERTH
STATEMENT OF FINANCIAL POSITION AS AT 29 FEBRUARY 2016

	2016 YTD \$	2015 YTD \$	2015 \$
CURRENT ASSETS			
Cash	5,239,540	1,318,213	3,432,476
Investments	75,323,479	81,270,226	69,545,593
Receivables	5,323,237	5,447,816	2,965,050
Inventories	212,284	159,192	106,238
Inventories - Assets Held for Sale	2,134,792	2,180,348	2,180,348
Other Current Assets	1,044,136	1,158,138	818,186
TOTAL CURRENT ASSETS	\$ 89,277,468	\$ 91,533,932	\$ 79,047,892
NON-CURRENT ASSETS			
Receivables	2,011,873	2,277,281	2,091,973
Inventories - Assets Held for Sale	946,464	946,464	946,464
Investments	284,205	321,541	284,205
Property, Plant and Equipment	366,464,724	360,005,971	368,082,798
Infrastructure	240,549,679	197,853,012	244,849,679
Intangibles	578,408	450,024	627,761
TOTAL NON-CURRENT ASSETS	\$ 610,835,353	\$ 561,854,293	\$ 616,882,880
TOTAL ASSETS	\$ 700,112,820	\$ 653,388,225	\$ 695,930,772
CURRENT LIABILITIES			
Payables	8,618,035	6,600,480	7,651,205
Interest Bearing Loans and Borrowings	311,835	362,673	1,149,859
Provisions	3,851,207	3,821,971	4,011,834
TOTAL CURRENT LIABILITIES	\$ 12,781,077	\$ 10,785,124	\$ 12,812,897
NON-CURRENT LIABILITIES			
Payables	881,233	723,487	601,200
Interest Bearing Loans and Borrowings	8,081,397	9,231,255	8,081,397
CPV Leaseholder Liability	29,738,073	29,607,744	29,921,148
Provisions	284,648	310,011	284,648
TOTAL NON-CURRENT LIABILITIES	\$ 38,985,350	\$ 39,872,497	\$ 38,888,392
TOTAL LIABILITIES	\$ 51,766,427	\$ 50,657,621	\$ 51,701,290
NET ASSETS	\$ 648,346,393	\$ 602,730,605	\$ 644,229,482
EQUITY			
Retained Surplus	114,253,729	113,019,521	110,437,627
Reserves	534,092,665	489,711,084	533,791,855
TOTAL EQUITY	\$ 648,346,393	\$ 602,730,605	\$ 644,229,482

**CITY OF SOUTH PERTH
STATEMENT OF CHANGE IN EQUITY
AS AT 29 FEBRUARY 2016**

	2016 YTD \$	2015 YTD \$	2015 \$
RESERVES			
Cash Backed			
Balance at beginning of reporting period	59,329,041	36,227,586	36,227,586
Aggregate transfers to Retained Earnings	(10,034,540)	(3,521,602)	(12,182,612)
Aggregate transfers from Retained Earnings	10,335,350	30,279,769	35,284,067
Balance at end of reporting period	<u>\$ 59,629,851</u>	<u>\$ 62,985,753</u>	<u>\$ 59,329,041</u>
Non - Cash Backed			
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>
TOTAL RESERVES	<u>\$ 534,092,665</u>	<u>\$ 489,711,084</u>	<u>\$ 533,791,855</u>
RETAINED EARNINGS			
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	4,116,911	32,213,666	25,975,061
Aggregate transfers to Reserves	(10,335,350)	(30,279,769)	(35,284,067)
Aggregate transfers from Reserves	10,034,540	3,521,602	12,182,612
Balance at end of reporting period	<u>\$ 114,253,728</u>	<u>\$ 113,019,521</u>	<u>\$ 110,437,627</u>
TOTAL EQUITY	<u>\$ 648,346,393</u>	<u>\$ 602,730,605</u>	<u>\$ 644,229,482</u>

CITY OF SOUTH PERTH
2015/2016 - OPERATING REVENUE & EXPENDITURE
February-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
REVENUE											
Chief Executive's Office											
City Administration	16,500	0	16,500	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	0	0	U		0	0	0	U		0
Ranger Services											
Animal Control	2,700	4,392	1,692	F	63	80,650	79,056	1,594	U	2	90,500
Fire Prevention	0	0	0	U		2,500	1,299	1,201	U	48	2,500
Parking Management	162,100	153,362	8,738	U	5	1,122,600	1,098,450	24,150	U	2	1,701,500
District Rangers	1,000	1,200	200	F	20	7,000	8,967	1,967	F	28	10,000
Sub Total Revenue - Ranger Services	165,800	158,954	6,846	U	4	1,212,750	1,187,773	24,977	U	2	1,804,500
Total Revenue - Governance & Legal	165,800	158,954	6,846	U	4	1,212,750	1,187,773	24,977	U	2	1,804,500
Total Revenue - Chief Executive's Office	182,300	158,954	23,346	U	13	1,229,250	1,204,606	24,644	U	2	1,821,000
Directorate - Financial & Information Services											
Administration	22,000	0	22,000	U		22,000	22,327	327	F	1	22,000
Financial Services											
Administration	135,500	113,614	21,886	U	16	431,000	434,483	3,483	F	1	571,000
Investment Activities	228,385	225,384	3,001	U	1	1,881,540	1,882,263	723	F	0	2,938,672
Rating Activities	80,450	23,739	56,711	U	70	33,445,751	33,472,214	26,463	F	0	33,516,251
Property Management	21,000	24,306	3,306	F	16	269,500	275,074	5,574	F	2	375,000
Total Revenue - Financial Services	487,335	387,043	100,292	U	21	36,049,791	36,086,362	36,571	F	0	37,422,923
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	1,596	496	F	45	8,350	11,441	3,091	F	37	13,250
Civic Centre Library	1,050	1,269	219	F	21	8,800	8,537	263	U	3	13,000
Manning Library	200	373	173	F	87	1,700	1,556	144	U	8	2,500
Old Mill	200	21	179	U	89	1,700	2,016	316	F	19	2,500
Total Revenue - Library Services	2,550	3,259	709	F	28	20,550	23,551	3,001	F	15	31,250
Total Revenue - Dir Financial & Info Services	489,885	390,303	99,582	U	20	36,070,341	36,109,913	39,572	F	0	37,454,173

CITY OF SOUTH PERTH
2015/2016 - OPERATING REVENUE & EXPENDITURE
February-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
Directorate - Development & Community Services											
Administration	0	0	0	U		0	0	0	U		0
Planning	90,050	126,851	36,801	F	41	555,100	627,169	72,069	F	13	850,150
Building Services	32,255	45,628	13,373	F	41	355,725	429,023	73,298	F	21	495,250
Community, Culture & Recreation											
Administration	200	1,155	955	F	477	89,200	91,229	2,029	F	2	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	3,324	3,324	F		0	4,924	4,924	F		50,000
Recreation & Facility Bookings	20,000	13,559	6,441	U	32	205,000	195,742	9,258	U	5	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	8,250	15,665	7,415	F	90	140,500	139,173	1,327	U	1	199,500
Total Revenue - Community, Culture & Recreation	28,450	33,702	5,252	F	18	757,200	754,877	2,323	U	0	922,000
Collier Park Retirement Complex											
Collier Park Village	79,840	80,511	671	F	1	718,520	709,223	9,297	U	1	1,065,443
Collier Park Hostel	0	0	0	U		0	0	0	U		0
Collier Park Community Centre	475	455	20	U	4	3,800	3,636	164	U	4	5,750
Total Revenue - Collier Park Complex	80,315	80,965	650	F	1	722,320	712,859	9,461	U	1	1,071,193
Health & Regulatory Services											
Administration	0	73	73	F		13,500	14,180	680	F	5	14,000
Preventative Services	20,500	2,320	18,180	U	89	115,000	118,935	3,935	F	3	115,000
Other Sanitation	0	2,200	2,200	F		500	2,400	1,900	F	380	1,000
Total Revenue - Health Services	20,500	4,593	15,907	U	78	129,000	135,515	6,515	F	5	130,000
Total Revenue - Dir Development & Community	251,570	291,739	40,169	F	16	2,519,345	2,659,443	140,098	F	6	3,468,593
TOTAL REVENUE - ADMIN BUSINESS UNITS	923,755	840,996	82,759	U	9	39,818,936	39,973,961	155,025	F	0	42,743,766

CITY OF SOUTH PERTH
2015/2016 - OPERATING REVENUE & EXPENDITURE
February-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
EXPENDITURE											
Chief Executive's Office											
City Administration											
Corporate Support	76,330	53,041	23,289	F	31	502,770	474,091	28,679	F	6	887,551
Building Operating Costs	8,260	10,403	2,143	U	26	65,170	54,546	10,624	F	16	89,000
Human Resources Administration	16,760	16,056	704	F	4	159,860	173,433	13,573	U	8	236,246
Total Expense - City Administration	101,350	79,500	21,850	F	22	727,800	702,070	25,730	F	4	1,212,797
Governance Admin	73,530	101,375	27,845	U	38	581,005	519,872	61,133	F	11	819,707
Governance - Elected Members	110,370	109,981	389	F	0	1,035,070	982,838	52,232	F	5	1,527,622
City Communications											
Community Promotions	44,740	47,255	2,515	U	6	416,415	376,685	39,730	F	10	594,799
Publications	2,500	14,344	11,844	U	474	131,250	117,714	13,536	F	10	177,500
Ranger Services											
Animal Control	24,580	26,796	2,216	U	9	201,265	195,232	6,033	F	3	301,007
Fire Prevention	6,270	1,601	4,669	F	74	94,020	93,289	731	F	1	99,376
Parking Management	61,430	81,203	19,773	U	32	505,800	532,046	26,246	U	5	787,196
District Rangers	24,565	23,913	652	F	3	227,130	210,018	17,112	F	8	322,285
Other Law & Order	0	1,636	1,636	U		2,000	1,636	364	F	18	2,000
Total Expense - Ranger Services	116,845	135,149	18,304	U	16	1,030,215	1,032,222	2,007	U	0	1,511,864
Total Expense - Governance	347,985	408,104	60,119	U	17	3,193,955	3,029,332	164,623	F	5	4,631,492
Total Expense - Chief Executive's Office	449,335	487,604	38,269	U	9	3,921,755	3,731,402	190,353	F	5	5,844,289
Director Financial & Info Services											
Administration	29,670	17,488	12,182	F	41	223,470	144,975	78,495	F	35	334,240
Financial Services	0	0	0	F		0	0	0	F		0
Administration	18,955	47,661	28,706	U	151	272,080	260,956	11,124	F	4	359,743
Rating Activities	51,625	21,457	30,168	F	58	236,300	231,060	5,240	F	2	307,757
Investment Activities	25,000	20,209	4,791	F	19	219,950	214,619	5,331	F	2	489,247
Property Management	12,295	11,385	910	F	7	114,805	114,305	500	F	0	164,000
Total Expense - Financial Services	137,545	118,200	19,345	F	14	1,066,605	965,915	100,690	F	9	1,654,987
Information Technology	74,350	85,466	11,116	U	15	673,530	668,451	5,079	F	1	943,151
Customer Services Team	38,190	23,644	14,546	F	38	208,340	200,053	8,287	F	4	335,296

CITY OF SOUTH PERTH
2015/2016 - OPERATING REVENUE & EXPENDITURE
February-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	16,440	12,380	4,060	F	25	151,770	130,373	21,397	F	14	224,600
Civic Centre Library	127,820	162,838	35,018	U	27	1,045,300	1,103,637	58,337	U	6	1,571,484
Manning Library	50,985	53,009	2,024	U	4	465,305	429,639	35,666	F	8	698,713
Local Studies Collection	2,915	819	2,096	F	72	8,320	9,651	1,331	U	16	10,000
Old Mill	4,995	2,968	2,027	F	41	36,020	30,530	5,490	F	15	53,614
Total Expense - Library Services	203,155	232,014	28,859	U	14	1,706,715	1,703,830	2,885	F	0	2,558,411
Total Expense - Dir Finance & Info Services	453,240	459,324	6,084	U	1	3,655,190	3,538,249	116,941	F	3	5,491,845
Directorate - Development & Community Services											
Administration	18,350	18,137	213	F	1	155,790	154,103	1,687	F	1	239,886
Planning	143,930	159,974	16,044	U	11	1,308,005	1,230,759	77,246	F	6	2,018,561
Building Services	40,465	33,225	7,240	F	18	385,630	358,103	27,527	F	7	555,570
Community, Culture & Recreation											
Administration	86,360	96,916	10,556	U	12	719,800	731,360	11,560	U	2	1,079,318
Major Events Expense	38,500	11,228	27,272	F	71	897,500	870,928	26,573	F	3	915,000
Community Events	17,500	15,450	2,050	F	12	158,500	146,925	11,575	F	7	216,000
Civic Functions	10,540	2,871	7,669	F	73	82,035	65,314	16,721	F	20	126,423
Donations	15,000	15,000	0	F	0	117,500	118,213	713	U	1	195,000
Fiesta	26,855	42,977	16,122	U	60	134,840	78,411	56,429	F	42	312,270
Safer City Program	2,200	3,953	1,753	U	80	24,120	26,246	2,126	U	9	36,789
Senior Citizens	34,985	41,092	6,107	U	17	295,885	275,560	20,325	F	7	440,841
Recreation & Facility Bookings	57,985	73,101	15,116	U	26	530,140	514,452	15,688	F	3	785,522
Halls & Public Buildings	39,585	54,044	14,459	U	37	330,815	351,205	20,390	U	6	489,643
Total Expense - Community, Culture & Recreation	329,510	356,632	27,122	U	8	3,291,135	3,178,614	112,521	F	3	4,596,806
Collier Park Retirement Complex											
Collier Park Village	151,405	159,020	7,615	U	5	1,299,265	1,309,164	9,899	U	1	1,926,332
Collier Park Hostel	0	0	0	F		0	0	0	F		0
Collier Park Community Centre	165	(120)	285	F		1,320	1,527	207	U	16	2,000
Total Expense - Collier Park Complex	151,570	158,900	7,330	U	5	1,300,585	1,310,691	10,106	U	1	1,928,332

CITY OF SOUTH PERTH
2015/2016 - OPERATING REVENUE & EXPENDITURE
February-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
Health Services											
Administration	38,490	41,359	2,869	U	7	326,285	337,327	11,042	U	3	485,287
Infant Health Services	740	1,400	660	U	89	6,800	6,215	585	F	9	9,750
Preventative Services	25,000	18,566	6,434	F	26	48,500	40,942	7,558	F	16	63,500
Other Sanitation	0	0	0	F		0	0	0	F		0
Total Expense - Health Services	64,230	61,325	2,905	F	5	381,585	384,484	2,899	U	1	558,537
Total Expense - Health & Regulatory Services	64,230	61,325	2,905	F	5	381,585	384,484	2,899	U	1	558,537
Total Expense - Dir Develop & Community Service	748,055	788,193	40,138	U	5	6,822,730	6,616,754	205,976	F	3	9,897,692
TOTAL EXPENDITURE - ADMIN BUSINESS UNITS	1,650,630	1,735,121	84,491	U	5	14,399,675	13,886,405	513,270	F	4	21,233,826

DIRECTORATE - INFRASTRUCTURE SERVICES
2015/2016 - OPERATING REVENUE & EXPENDITURE
February-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 %	
REVENUE											
Infrastructure Support											
Administration Revenue	0	0	0	U		0	0	0	U		0
Total Revenue - Infrastructure Support	0	0	0	U		0	0	0	U		0
City Environment											
Contributions	0	5,607	5,607	F		133,500	115,538	17,962	U	13	295,000
Nursery Revenue	95,000	108,101	13,101	F	14	130,000	134,603	4,603	F	4	158,000
Asset Control Revenue	95,300	70,058	25,242	U	26	116,410	100,674	15,736	U	14	139,410
Environmental Services Revenue	0	392	392	F		0	4,687	4,687	F		0
Total Revenue - City Environment	190,300	184,158	6,142	U	3	379,910	355,501	24,409	U	6	592,410
Engineering Infrastructure											
Design Office Revenue	0	0	0	U		0	0	0	U		0
Construction & Maintenance											
Road Grants	45,500	49,286	3,786	F	8	136,500	144,101	7,601	F	6	202,000
Contributions to Works	2,250	4,330	2,080	F	92	38,250	41,935	3,685	F	10	134,500
Reinstatement Revenue	0	583	583	F		0	6,092	6,092	F		12,500
Crossover Revenue	18,500	7,230	11,270	U	61	62,000	70,090	8,090	F	13	75,000
Asset Control Revenue	15,250	10,836	4,414	U	29	40,320	34,570	5,750	U	14	92,320
Other Revenue	0	0	0	U		0	0	0	U		0
Sub Total - Construction & Maint	81,500	72,266	9,234	U	11	277,070	296,788	19,718	F	7	516,320
Total Revenue - Engineering Infrastructure	81,500	72,266	9,234	U	11	277,070	296,788	19,718	F	7	516,320
Waste Management											
Refuse Collection	(169,750)	17,107	186,857	F		4,785,228	4,773,431	11,797	U	0	4,855,228
Recycling	7,250	578	6,672	U	92	1,327,232	1,335,254	8,022	F	1	1,336,232
Total Revenue - Waste Management	(162,500)	17,685	180,185	F		6,112,460	6,108,685	3,775	U	0	6,191,460
Collier Park Golf Course											
Collier Park Golf Course - Revenue	229,210	211,096	18,114	U	8	1,847,005	1,809,246	37,759	U	2	2,792,640
Total Revenue - Collier Park Golf Course	229,210	211,096	18,114	U	8	1,847,005	1,809,246	37,759	U	2	2,792,640
TOTAL REV - INFRASTRUCTURE SERVICES	338,510	485,204	146,694	F	43	8,616,445	8,570,220	46,225	U	1	10,092,830

DIRECTORATE - INFRASTRUCTURE SERVICES
2015/2016 - OPERATING REVENUE & EXPENDITURE
February-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 %	
EXPENDITURE											
Infrastructure Support & Administration											
Governance Cost	34,190	20,013	14,177	F	41	242,225	192,995	49,230	F	20	372,999
Total Expense - Infrastructure Support	34,190	20,013	14,177	F	41	242,225	192,995	49,230	F	20	372,999
City Environment											
Reserves & Parks Maintenance	377,675	442,890	65,215	U	17	2,559,250	2,660,708	101,458	U	4	3,995,720
Miscellaneous Parks Programmes	2,500	0	2,500	F		20,000	9,291	10,709	F	54	30,000
Grounds Maintenance	8,420	14,723	6,303	U	75	134,770	109,943	24,827	F	18	192,000
Streetscape Maintenance	163,000	171,903	8,903	U	5	1,278,750	1,247,243	31,507	F	2	2,118,000
Environmental Services	28,930	38,495	9,565	U	33	334,880	355,332	20,452	U	6	608,631
Plant Nursery	21,335	23,389	2,054	U	10	169,200	184,328	15,128	U	9	269,380
Overheads	137,515	99,792	37,723	F	27	1,060,475	1,068,767	8,292	U	1	1,594,162
Asset Holding Costs	91,835	100,000	8,165	U	9	732,660	800,000	67,340	U	9	1,100,000
Building Maintenance	63,705	92,834	29,129	U	46	388,640	377,644	10,996	F	3	566,459
Reserve Building Maintenance & Operations	10,680	2,309	8,371	F	78	89,210	79,384	9,826	F	11	132,250
Public Convenience Maintenance & Operations	15,140	18,861	3,721	U	25	127,580	110,019	17,561	F	14	188,000
Operations Centre Maintenance	11,340	25,150	13,810	U	122	92,140	102,958	10,818	U	12	137,500
Jetty Maintenance	1,000	3,490	2,490	U	249	9,000	6,901	2,099	F	23	13,000
Total Expense - City Environment	933,075	1,033,837	100,762	U	11	6,996,555	7,112,518	115,963	U	2	10,945,102
Engineering Infrastructure											
Design Office Overheads	33,875	35,234	1,359	U	4	257,300	229,612	27,688	F	11	385,792
Sub Total - Design Office	33,875	35,234	1,359	U	4	257,300	229,612	27,688	F	11	385,792
Construction & Maintenance											
Reinstatements	2,000	1,486	514	F	26	17,000	29,078	12,078	U	71	25,000
Crossovers	23,500	15,759	7,741	F	33	81,000	79,946	1,054	F	1	115,000
Asset Holding Costs	408,335	438,345	30,010	U	7	3,268,660	3,506,758	238,098	U	7	4,902,000
Roads, Paths & Drains	229,250	249,311	20,061	U	9	1,846,000	1,812,446	33,554	F	2	2,899,000
Fleet Operations	93,870	114,562	20,692	U	22	593,690	608,948	15,258	U	3	851,359
Overheads	90,580	49,634	40,946	F	45	769,610	662,504	107,106	F	14	1,151,561
Sub Total - Construction & Maintenance	847,535	869,097	21,562	U	3	6,575,960	6,699,680	123,720	U	2	9,943,920
Total Expense - Engineering Infrastructure	881,410	904,330	22,920	U	3	6,833,260	6,929,292	96,032	U	1	10,329,712

DIRECTORATE - INFRASTRUCTURE SERVICES
2015/2016 - OPERATING REVENUE & EXPENDITURE
February-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 %	
Waste Management											
Refuse Collection	482,315	450,644	31,671	F	7	2,991,205	2,982,834	8,371	F	0	4,506,413
Recycling	18,420	9,568	8,852	F	48	440,745	424,548	16,197	F	4	663,024
Transfer Station	(30,230)	169,853	200,083	U		475,250	608,724	133,474	U	28	709,661
Total Expense - Waste Management	470,505	630,065	159,560	U	34	3,907,200	4,016,107	108,907	U	3	5,879,098
Collier Park Golf Course											
Collier Park Golf Course - Expense	189,230	200,713	11,483	U	6	1,541,995	1,464,937	77,058	F	5	2,430,740
Total Expense - Collier Park Golf Course	189,230	200,713	11,483	U	6	1,541,995	1,464,937	77,058	F	5	2,430,740
TOTAL EXP - INFRASTRUCTURE SERVICES	2,508,410	2,788,958	280,548	U	11	19,521,235	19,715,849	194,614	U	1	29,957,651

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

Attachment 10.6.1 (e)

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 %	
CAPITAL REVENUE											
Chief Executive's Office											
Land Sales	0	0	0	U		1,600,000	1,574,444	25,556	U		5,346,015
Major Community Building Grants	0	0	0	U		0	0	0	U		0
Total Revenue - Chief Executive's Office	0	0	0	U		1,600,000	1,574,444	25,556	U	2	5,346,015
Directorate - Financial & Info Services											
Financial Services Capital	0	0	0	U		0	0	0	U		0
Total Revenue - Financial & Info Services	0	0	0	U		0	0	0	U		0
Directorate - Development & Community Services											
Collier Park Retirement Complex											
Collier Park Village	45,000	51,750	6,750	F	15	315,000	306,000	9,000	U	3	500,000
Collier Park Hostel	0	0	0	U		0	0	0	U		0
Total Revenue - Collier Park Retirement Complex	45,000	51,750	6,750	F	15	315,000	306,000	9,000	U	3	500,000
Total Revenue - Dir Development & Community	45,000	51,750	6,750	F	15	315,000	306,000	9,000	U	3	500,000
Collier Park Golf Course											
Collier Park Golf Course	0	0	0	U		0	0	0	U		0
Total Revenue - Collier Park Golf Course	0	0	0	U		0	0	0	U		0
Directorate - Infrastructure Services											
Roads, Paths & Drains	346,000	358,698	12,698	F	4	1,351,500	1,389,296	37,796	F	3	1,461,000
Traffic Management	0	0	0	U		0	0	0	U		0
City Environment	42,000	796	41,204	U	98	42,000	43,271	1,271	F	3	842,000
Building Management	0	0	0	U		0	0	0	U		1,600,000
Total Revenue - Dir Infrastructure Services	388,000	359,494	28,506	U	7	1,393,500	1,432,567	39,067	F	3	3,903,000
Underground Power											
Underground Power	0	0	0	U		0	340	340	F		0
Total Revenue - Underground Power	0	0	0	U		0	340	340	F		0
TOTAL CAPITAL REVENUE	433,000	411,244	21,756	U	5	3,308,500	3,313,351	4,851	F	0	9,749,015

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

Attachment 10.6.1 (e)

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 %	
CAPITAL EXPENDITURE											
Administration Projects											
Chief Executive's Office											
Administration	15,000	0	15,000	F		15,000	1,144	13,856	F	92	165,000
Ranger Services	0	0	0	F		10,000	0	10,000	F		80,000
Major Land & Building Initiatives	1,160,000	1,068,898	91,102	F		7,557,000	7,377,155	179,845	F		18,177,000
Total Expense - Chief Executive's Office	1,175,000	1,068,898	106,102	F	9	7,582,000	7,378,299	203,701	F	3	18,422,000
Directorate - Financial & Info Services											
Information Technology	240,000	18,432	221,568	F	92	584,000	294,596	289,404	F	50	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
Total Expense - Library Services	0	0	0	F		0	0	0	F		0
Total Expense - Dir Financial Services	240,000	18,432	221,568	F	92	584,000	294,596	289,404	F	50	1,322,000
Unclassified Capital											
General Capital Expense	0	0	0	F		0	0	0	F		0
Total Expense - Unclassified Capital	0	0	0	F		0	0	0	F		0
Directorate - Development & Community Services											
Strategic Urban Planning	10,000	14,338	4,338	U	43	90,000	89,808	192	F	0	200,000
Community Culture & Recreation											
Community, Culture & Recreation	50,000	0	50,000	F		60,000	0	60,000	F		60,000
Total Expense - Community, Culture & Recreation	50,000	0	50,000	F		60,000	0	60,000	F		60,000
Collier Park Retirement Complex	40,000	29,284	10,716	F	27	240,000	222,408	17,592	F	7	325,000
Health & Regulatory Services											
Preventative Services	0	0	0	F		0	0	0	F		0
Total Expense - Health & Regulatory Services	0	0	0	F		0	0	0	F		0
Total Expense - Development & Community Services	100,000	43,622	56,378	F	56	390,000	312,216	77,784	F	20	585,000

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

Attachment 10.6.1 (e)

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 %	
Collier Park Golf Course											
Collier Park Golf Course	22,135	22,134	1	F	0	384,840	393,190	8,350	U	2	474,289
Total Expense - Golf Course	22,135	22,134	1	F	0	384,840	393,190	8,350	U	2	474,289
Directorate - Infrastructure Services											
Roads, Paths & Drains											
Roadworks	264,000	306,562	42,562	U	16	2,307,000	1,034,943	1,272,057	F	55	3,422,800
Drainage	(103,000)	13,544	116,544	U		191,000	122,658	68,342	F	36	464,000
Water Management Initiatives	65,000	95	64,905	F	100	300,000	300,484	484	U	0	340,000
Paths	40,000	43,636	3,636	U	9	206,000	190,042	15,958	F	8	591,000
Other	0	599	599	U		125,000	39,916	85,084	F	68	240,000
Total - Roads, Paths & Drains	266,000	364,435	98,435	U	37	3,129,000	1,688,043	1,440,957	F	46	5,057,800
Traffic Management	36,500	36,229	271	F	1	502,000	299,884	202,116	F	40	1,099,500
Waste Management	16,250	1,855	14,395	F	89	118,400	116,438	1,962	F	2	193,400
City Environment											
Streetscape Projects	25,000	9,961	15,039	F	60	255,000	195,354	59,646	F	23	300,000
Park Development	220,000	113,328	106,672	F	48	688,000	438,438	249,562	F	36	2,748,000
Street & Reserve Lighting	0	15,416	15,416	U		20,000	32,874	12,874	U	64	150,000
Environmental Projects	140,000	11,179	128,821	F	92	319,500	70,199	249,301	F	78	616,500
Foreshore Asset Management	235,000	195,486	39,514	F	17	2,129,000	2,008,774	120,226	F	6	5,154,000
Total - City Environment	620,000	345,370	274,630	F	44	3,411,500	2,745,639	665,861	F	20	8,968,500
Recoverable Works	23,000	27,874	4,874	U	21	23,000	68,929	45,929	U	200	23,000
Building Management	147,000	44,838	102,162	F	69	316,000	202,291	113,709	F	36	829,000
Other Projects	0	119	119	U		50,000	952	49,048	F	98	50,000
Fleet Management	90,000	119,041	29,041	U	32	1,090,000	1,113,316	23,316	U	2	1,174,115
Sustainability	10,000	1,875	8,125	F	81	80,000	48,782	31,218	F	39	120,000
Total Expense - Dir Infrastructure Services	1,208,750	941,636	267,114	F	22	8,719,900	6,284,273	2,435,627	F	28	17,515,315
Underground Power											
Underground Power Project	0	0	0	F		0	0	0	F		0
Total - Underground Power	0	0	0	F		0	0	0	F		0
TOTAL CAPITAL EXPENDITURE	2,745,885	2,094,721	651,164	F	24	17,660,740	14,662,574	2,998,166	F	17	38,318,604

SCHEDULE OF SIGNIFICANT VARIANCES

Attachment 10.6.1 (f)

Details	Month Budget	Month Actual	Month var %	F U	YTD Budget	YTD Actual	YTD var %	F U	Comment on Variances disclosed in Management Accounts
Revenue									
City Admin Revenue	16,500	0	-	U	16,500	16,833	-	F	Q2 Budget Review adjustment brought to account.
Parking Management	162,100	153,362	5%	U	1,122,600	1,098,450	2%	U	Meter parking revenue is currently 1% below expectations and parking infringement revenue 8% below. The appointment of a dedicated parking officer is beginning to reverse this shortfall.
Dir. Financial Services Rev.	22,000	0	-	U	22,000	22,327	1%	F	Q2 Budget Review adjustment brought to account.
Fin. Services Admin	113,500	113,614	16%	F	431,000	434,483	1%	F	Q2 Budget Review adjustment for insurance rebate brought to account.
Investment Revenue	228,385	225,384	1%	U	1,881,540	1,882,263	0%	F	Municipal fund investment revenue is 1% under revised budget whilst Reserve Fund interest revenue is in line with revised budget. Refer to Agenda Item 10.6.2 for more detailed comment.
Rating Activities	80,450	23,739	70%	U	33,445,751	33,472,214	0%	F	The monthly variance is the Q2 Budget Review adjustment brought to account. Refer to Agenda Item 10.6.2 for more detailed comment.
Planning Revenue	90,050	126,851	41%	F	555,100	627,169	13%	F	Monthly variance relates to planning fees for 80 Henley St, Lyall -Melville & Mill Pt Road - all JDAI applications.
Building Services Revenue	32,255	45,628	41%	F	355,725	429,023	21%	F	Larger volume of applications plus larger application for 40 Coode St.
Hall Bookings	8,250	15,665	90%	F	140,500	139,173	1%	U	Variance is considered to be simply a timing difference.
Preventative Services Rev.	20,500	2,320	89%	U	115,000	118,935	3%	F	Q2 Budget Review adjustment for food licences brought to account.
CPV Revenue	79,840	80,511	1%	F	718,520	709,223	1%	U	Slightly less than budgeted interest revenue.
City Env - Contributions	0	5,607	-	F	133,500	115,538	13%	U	No major event revenue this year.
Nursery Revenue	95,000	108,101	14%	F	130,000	134,603	4%	F	Close to budget expectations for green stock value increases.
Crossover Revenue	18,500	7,230	61%	U	62,000	70,090	13%	F	Q2 Budget Review adjustment brought to account.
Waste Management Rev	(162,500)	17,685	-	F	6,112,460	6,108,685	0%	U	Reduction in number of services provided to grouped residential dwellings / residential towers & commercial premises.
Collier Park Golf Course	229,210	211,096	8%	U	1,847,005	1,809,246	2%	U	Close to budget expectations - green fees slightly unfavourable.

SCHEDULE OF SIGNIFICANT VARIANCES

Attachment 10.6.1 (f)

Details	Month Budget	Month Actual	Month var %	F U	YTD Budget	YTD Actual	YTD Var %	F U	Comment on Variances disclosed in Management Accounts
<u>Expenditure</u>									
Corporate Support	76,330	53,041	31%	F	502,770	494,091	6%	F	Savings on salary costs from vacant positions.
Building Operating Costs (after allocations outwards)	8,260	10,403	26%	U	65,170	54,546	16%	F	Less than anticipated utilities costs for year to date.
Human Resources Admin (after allocations outwards)	16,760	16,056	4%	F	159,860	173,433	8%	U	Allocations Outwards may require a retrospective adjustment to correct an anomaly.
Governance Admin	73,530	101,375	38%	U	581,005	519,872	11%	F	The unfavourable monthly variance reflects a timing difference on salaries.
Elected Members	110,370	109,981	0%	F	1,035,070	982,838	5%	F	These largely relate to timing differences on catering / events and training which should reverse out in future months.
City Communications	44,740	47,255	6%	U	416,415	376,685	10%	F	Timing difference on costs for Urban Walkabout guide.
City Publications	2,500	14,344	-	U	131,250	117,714	10%	F	Reversal of earlier timing difference caused by budget phasing applied to publications - may correct in next month.
Rangers Services	116,845	135,149	16%	U	1,030,215	1,032,222	0%	U	Unbudgeted carrying value of vehicle traded in.
Financial Services (after allocations outwards)	137,545	118,200	14%	F	1,066,605	965,915	9%	F	Favourable timing differences in relation to vacant position in the Directorate Admin area plus several other small variances in relation to bank fees, audit costs etc which may reverse out in future months.
Information Services (after allocations outwards)	113,540	109,110	4%	F	881,870	868,504	2%	F	Several small favourable variances on consultancy, software licensing that will reverse out in future. Allocations outwards has been adjusted and is returning progressively to closer align with budget.
Library Services	203,155	232,014	14%	U	1,706,715	1,703,830	0%	F	There are currently favourable variances on purchase of books, audio visual materials and journals which may reverse out in future months. Salaries costs are above budget and require remedial action.
Planning Services	143,940	159,974	11%	U	1,308,005	1,230,759	6%	F	Largely the YTD variance relates to favourable timing differences on potential legal costs on two significant planning matters.
Building Services	40,465	33,225	18%	F	385,630	358,103	7%	F	Some salary savings partly offset by additional cost for external assessors.

SCHEDULE OF SIGNIFICANT VARIANCES

Attachment 10.6.1 (f)

Details	Month Budget	Month Actual	Month var %	F U	YTD Budget	YTD Actual	YTD var %	F U	Comment on Variances disclosed in Management Accounts
Major Events Expense	38,500	11,228	71%	F	897,500	870,928	3%	F	Some small supplier invoices for Australia Day may still be outstanding.
Civic Functions	10,540	2,871	73%	F	82,035	65,314	20%	F	Some supplier invoices are outstanding.
Fiesta	26,855	42,977	60%	U	134,840	78,411	42%	F	Budget has been phased ahead of expenditure - will reverse out later.
Senior Citizens Centre	34,985	41,092	17%	U	295,885	275,560	7%	F	A number of minor favourable variances - not individually significant.
Recreation & Facilities	57,985	73,101	26%	U	530,140	514,452	3%	F	Reversal of earlier timing differences on salaries and cleaning costs.
Collier Park Village	151,405	159,020	5%	U	1,299,265	1,309,164	1%	U	Timing difference on maintenance activities, utilities costs and garden maintenance. May reverse out later in the year.
Infrastructure Governance	34,190	20,013	41%	F	242,225	192,995	20%	F	This variance relates largely to the extended absence of an employee in a senior role.
Reserve & Park Maint.	377,675	442,890	17%	U	2,559,250	2,660,708	4%	U	The variance is believed to be just a timing difference on maintenance activities - but will be closely monitored in future months.
Grounds Maintenance	8,420	14,723	75%	U	134,770	109,943	18%	F	Partial reversal of earlier timing difference on some maintenance programs. Timing is not affecting quality.
Streetscape Maintenance	163,000	171,903	5%	U	1,278,750	1,247,243	2%	F	The favourable YTD variance reflects a minor timing variance on street tree pruning program relative to budget.
Environmental Services	28,930	38,495	33%	U	334,880	355,332	6%	U	The variance related to a salaries issue that has since been addressed.
Overheads - City Env.	137,515	99,792	27%	F	1,060,475	1,068,767	1%	U	Since overhead rates were adjusted in December and as a result this area is now tracking close to anticipated overhead recovery.
Asset Holding Costs	91,835	100,000	9%	U	732,660	800,000	9%	U	Minor variation on estimated depreciation after Fair Value was revised at year end.
Building Maintenance Costs	101,865	142,644	40%	U	706,570	676,906	4%	F	There are a number of small timing differences as the maintenance program is implemented. These are reversing in recent months.

SCHEDULE OF SIGNIFICANT VARIANCES

Attachment 10.6.1 (f)

Details	Month Budget	Month Actual	Month var %	F U	YTD Budget	YTD Actual	YTD var %	F U	Comment on Variances disclosed in Management Accounts
Design Office Overheads	28,120	35,307	26%	U	223,425	194,378	13%	F	There is a favourable variance on some traffic survey costs at present.
Asset Holding Costs	408,335	438,345	7%	U	3,268,660	3,506,758	7%	U	Depreciation may need to be re-assessed in line with Fair Value assessments on drainage network. Can not be addressed until year end.
Roads, Paths & Drains	229,250	249,311	9%	U	1,846,000	1,812,446	2%	F	There are currently small variances on drain and sump maintenance activities but these should reverse in future months.
Fleet Operations	93,870	114,562	22%	U	593,690	608,948	3%	U	Cash expenses are 3% under budget and non cash are 3% under budget. Recoveries against jobs are behind the YTD budget but overall, net fleet costs are close to budget after the December adjustment to recovery rates.
Eng Infrastructure Overheads	90,580	49,634	45%	F	769,610	662,504	14%	F	Several small timing differences including salaries and carrying amounts for deferred asset trade-ins.
Waste Management	470,505	630,065	34%	U	3,907,200	4,016,107	3%	U	There is an unfavourable variance in relation to transfer station wages which is being investigated - possibly an incorrect cost centre is being used There is also what appears to be a timing difference in relation to rubbish site charges - city officers are working with the contractor to resolve this.
Collier Park Golf Course	189,230	200,713	6%	U	1,541,995	1,464,937	5%	F	Timing difference on salaries and some maintenance activities that may reverse out in future months.
<u>Capital Revenue</u>									
Land Sales	0	0	2%	U	1,600,000	1,574,444	2%	U	1st parcel of Manning Commercial Land sold.
CPV Lease Premiums	45,000	51,750	15%	F	315,000	306,000	3%	U	Minor unfavourable variance on ingoing lease premiums and refurb levy.
Road Grants	388,000	359,494	7%	U	1,393,500	1,432,567	3%	F	Grant revenue is slightly ahead of budget expectations overall.
<u>Capital Expenditure</u>									
Major Land / Building Projects	1,175,000	1,068,898	9%	F	7,582,000	7,378,299	3%	F	Very minor timing difference on the cash flows associated with the Manning Hub project.
Information Technology	240,000	18,432	92%	F	584,000	294,596	50%	F	Bulk of the expenditure will occur later in the year.

SCHEDULE OF SIGNIFICANT VARIANCES

Attachment 10.6.1 (f)

Details	Month Budget	Month Actual	Month var %	F U	YTD Budget	YTD Actual	YTD var %	F U	Comment on Variances disclosed in Management Accounts
Collier Park Village	40,000	29,284	27%	F	240,000	222,408	7%	F	Refurbishment costs close to budget expectations at this time.
Roads, Paths & Drains	266,000	364,435	37%	U	3,129,000	1,688,043	46%	F	This variance is largely caused by a budget phasing timing issue on the South Ice & Welwyn Ave projects which are being undertaken in March and April.
Traffic Management	36,500	36,229	1%	F	502,000	263,655	40%	F	The bulk of the favourable variance relates to a delay in invoicing in relation to the completed Manning Rd - Ley St intersection works.
City Environment	620,000	345,370	44%	F	3,411,500	2,745,639	20%	F	Favourable variance relates to a budget phasing issue on James Miller Oval, delays in progressing the Cygnia Cove wetland works and tardy invoicing by contractors on the SJMP Promenade project.
Building Management	147,000	44,438	69%	F	316,000	202,291	36%	F	This variance relates to deferral of the Civic Centre refurbishment and also air conditioner replacement as both projects should necessarily run in parallel. Also the Operations Centre perimeter alarm system upgrade is contingent on completion of the perimeter fencing project.
Fleet Management	90,000	119,041	32%	U	1,090,000	1,113,316	2%	U	Program is largely completed.

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

Attachment 10.6.1 (g)

Key Responsibility Areas	2014/2015 Amended	2015/2016		Variance		Budget Adjustment Details
		Adopted	Amended	F/U	%	
REVENUE						
Chief Executive's Office						
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	1,804,500	✓	1%	Reconciliation Schedule Items marked R18
Total Operating Revenue - Chief Executive's Office	1,673,500	1,780,500	1,821,000	✓	2%	
Directorate - Financial & Information Services						
Administration	26,000	0	22,000	✓		Reconciliation Schedule Items marked R10
Financial Services	3,788,644	3,537,672	3,509,672	✗	(1%)	Reconciliation Schedule Items marked R11
Rating Activities	31,927,500	33,416,251	33,516,251	✓	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
Total Operating Revenue - Dir Financial Services	36,198,899	37,360,173	37,454,173	✓	0%	
Directorate - Development & Community Services						
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	495,250	✓	3%	Reconciliation Schedule Items marked R20
Community Culture & Recreation	811,000	870,000	922,000	✓	6%	Reconciliation Schedule Items marked R5
Collier Park Village	1,014,250	1,071,193	1,071,193		0%	Reconciliation Schedule Items marked R7
Collier Park Hostel	0					Reconciliation Schedule Items marked R8
Total Operating Revenue - Dir Develop & Comm	3,226,250	3,318,093	3,468,593	✓	5%	
TOTAL ADMINISTRATION OPERATING REVENUE	41,098,649	42,458,766	42,743,766	✓	1%	

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

Attachment 10.6.1 (g)

Key Responsibility Areas	2014/2015 Amended	2015/2016 Adopted	2015/2016 Amended	Variance F/U	%	Budget Adjustment Details
REVENUE						
Infrastructure Support						
Administration Revenue	18,000	0	0			Reconciliation Schedule Items marked R21
Total Operating Revenue - Infrastructure Support	18,000	0	0			
City Environment						
Contributions	335,000	270,000	295,000	✓	9%	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	0			Reconciliation Schedule Items marked R25
Total Operating Revenue - City Environment	610,040	557,410	592,410	✓	6%	
Golf Course						
Collier Park Golf Course	2,697,920	2,792,640	2,792,640		0%	Reconciliation Schedule Items marked R9
Total Operating Revenue - Golf Course	2,697,920	2,792,640	2,792,640		0%	
Engineering Infrastructure						
Design Office Revenue	16,000	0	0			Reconciliation Schedule Items marked R26
Construction & Maintenance						
Road Grants	417,900	218,000	202,000	✗	(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	75,000	✓	88%	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	6,191,460	✗	(3%)	Reconciliation Schedule Items marked R17
Total Operating Revenue - Engineer Infrastructure	6,827,070	6,843,780	6,707,780	✗	(2%)	
TOTAL INFRASTRUCTURE SERVICES OP REVENUE	10,153,030	10,193,830	10,092,830	✗	(1%)	
TOTAL OPERATING REVENUE	51,251,679	52,652,596	52,836,596	✓	0%	

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

Attachment 10.6.1 (g)

Key Responsibility Areas	2014/2015 Amended	2015/2016		Variance		Budget Adjustment Details
		Adopted	Amended	F/U	%	
EXPENDITURE						
Chief Executive's Office						
City Administration	1,186,475	873,551	976,551	x	12%	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	819,707	✓	(2%)	Reconciliation Schedule Items marked E3
Elected Members	1,444,235	1,527,622	1,527,622		0%	Reconciliation Schedule Items marked E4
City Communications	485,778	554,799	594,799	x	7%	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	1,511,864	x	2%	Reconciliation Schedule Items marked E28
Total Operating Expense - Chief Executive's Office	5,572,257	5,686,290	5,844,289	x	3%	
Director Financial & Information Services						
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	1,156,747	✓	(2%)	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	943,151		0%	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	2,558,411	✓	(0%)	Reconciliation Schedule Items marked E13
Total Operating Expense - Dir Financial Services	6,291,842	5,495,845	5,491,845	✓	(0%)	
Directorate - Development & Community Services						
Administration	231,508	239,886	239,886		0%	Reconciliation Schedule Items marked E23
Planning	1,741,289	1,885,061	2,018,561	x	7%	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	1,754,693	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	489,643		0%	Reconciliation Schedule Items marked E12
Collier Park Village	1,884,918	1,926,332	1,926,332		0%	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**

Attachment 10.6.1 (g)

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
Total Operating Expense - Dir Develop & Comm	9,252,231	9,663,192	9,887,692	x	2%	
TOTAL ADMINISTRATION OPERATING EXPENDITURE	21,116,330	20,845,327	21,223,826	x	2%	
Infrastructure Support & Administration						
Governance Cost (after allocations outwards)	312,506	363,000	372,999	x	3%	Reconciliation Schedule Items marked E29
Total Operating Expense - Infrastructure Support	312,506	363,000	372,999	x	3%	
City Environment						
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	269,380		0%	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	1,100,000	✓	(56%)	Reconciliation Schedule Items marked E37
Building Maintenance	620,406	521,459	566,459	x	9%	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
Total Operating Expense - City Environment	11,668,732	12,310,102	10,945,102	✓	(11%)	
Golf Course						
Collier Park Golf Course	2,324,808	2,430,740	2,430,740		0%	Reconciliation Schedule Items marked E17
Total Operating Expense - CPGC	2,324,808	2,430,740	2,430,740			

**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	%	
Engineering Infrastructure						
Design Office Overheads (after allocations outwards)	357,797	385,793	385,793		0%	Reconciliation Schedule Items marked E43
Sub Total - Design Office	357,797	385,793	385,793		0%	
Construction & Maintenance						
Reinstatements	45,000	25,000	25,000		0%	Reconciliation Schedule Items marked E44
Crossovers	100,000	100,000	115,000	x	15%	Reconciliation Schedule Items marked E45
Asset Control	4,885,000	4,902,000	4,902,000		0%	Reconciliation Schedule Items marked E46
Roads Footpaths & Drains	2,835,500	2,886,000	2,899,000	x	0%	Reconciliation Schedule Items marked E47
Fleet Operations	651,570	841,360	851,360	x	1%	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	5,879,096	✓	(2%)	Reconciliation Schedule Items marked E27
Total Operating Expense - Engineer Infrastructure	15,563,857	16,260,812	16,208,810	✓	(0%)	
TOTAL OPERATING EXPENSE - INFRASTRUCTURE	29,869,903	31,364,654	29,957,651	✓	(4%)	
TOTAL OPERATING EXPENDITURE	50,986,233	52,209,981	51,181,477	✓	(2%)	
CAPITAL REVENUE						
Directorate - CEO Office						
Capital Revenue	24,450,000	5,226,015	5,346,015	x	2%	Reconciliation Schedule Items marked CR1
Total Revenue - CEO Office	24,450,000	5,226,015	5,346,015			
Directorate - Finance & Information Services						
Capital Revenue	103,500	0	0			Reconciliation Schedule Items marked CR2
Directorate - Development & Community Services						
Collier Park Village	400,000	500,000	500,000		0%	Reconciliation Schedule Items marked CR3
Total Revenue - Dir Develop & Community Services	400,000	500,000	500,000			
Directorate - Infrastructure Services						
Roads, Drains & Streets	342,500	1,585,000	1,461,000	x	(8%)	Reconciliation Schedule Items marked CR6
City Environment	727,000	0	842,000	✓		Reconciliation Schedule Items marked CR8
Building Management	130,000	1,600,000	1,600,000		0%	Reconciliation Schedule Items marked CR9
Underground Power	0	0	0			Reconciliation Schedule Items marked CR10
Total Revenue - Dir Infrastructure Services	1,199,500	3,185,000	3,903,000	✓	23%	
TOTAL CAPITAL REVENUE	26,153,000	8,911,015	9,749,015	✓	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	%	
CAPITAL EXPENDITURE						
Chief Executive's Office						
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
Total Expense - Chief Executive's Office	2,597,300	17,290,000	18,422,000	x	7%	
Directorate - Financial & Information Services						
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
Total Expense - Dir Financial & Info Services	1,110,000	835,000	1,322,000	x	58%	
Directorate - Development & Community Services						
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
Total Expense - Dir Develop & Comm Services	645,000	585,000	585,000		0%	
Unclassified Capital						
General Capital Expense	0	0	0			Reconciliation Schedule Items marked CX11
Total Expense - Unclassified Capital	0	0	0			
Directorate - Infrastructure Services						
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	591,000	x	5%	Reconciliation Schedule Items marked CX14
Other	220,000	115,000	240,000	x	109%	Reconciliation Schedule Items marked CX15
Total Exp - Roads, Drains & Streets	3,589,700	4,338,000	5,057,800	x		
Traffic Management	984,500	1,230,000	1,099,500	✓	(11%)	Reconciliation Schedule Items marked CX16
Waste Management	520,450	173,400	193,400	x	12%	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	616,500		74%	Reconciliation Schedule Items marked CX20
Foreshore Asset Management	4,045,000	4,050,000	5,154,000		27%	Reconciliation Schedule Items marked CX26
Other Projects	0	50,000	50,000		0%	Reconciliation Schedule Items marked CX21
Total Capital Expense - City Environment	5,609,500	6,715,000	9,018,500			
Collier Park Golf Course	421,115	474,289	474,289		0%	Reconciliation Schedule Items marked CX7
Recoverable Works	7,500	0	23,000			Reconciliation Schedule Items marked CX22
Building Management	928,000	710,000	829,000		17%	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
Total Expense - Dir Infrastructure Services	13,708,665	14,814,804	17,989,604	x	21%	
TOTAL CAPITAL EXPENDITURE	18,060,965	33,524,804	38,318,604	x	14%	

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

Attachment 10.6.1 (h)

Account No	Account Details	Fund	Month Approved	Agenda Item No	Adjustment Amount	Line Total Affected	Budget Impact
	Budget Closing Position - Est at Adoption (Including Carry Forward Funds)						6,776,610 (4,000,000)
3326.2810	Planning Legal Fees	Muni	Aug-15	15.1.1	130,000	E24	(130,000)
	Balance at Month End						2,646,610
7165.1500.30	Thelma St Cul-de-Sac at Canning Highway	Muni	Sep-15	10.5.1	75,000	CX16	(75,000)
	Balance at Month End						2,571,610
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

Attachment 10.6.1 (h)

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)
	Balance Excluding Q1 Review						2,871,610
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

Attachment 10.6.1 (h)

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

Attachment 10.6.1 (h)

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)
	Balance at Month End						1,622,417
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)	E20	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

Attachment 10.6.1 (h)

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 & Edgumbe 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

Attachment 10.6.1 (h)

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

Attachment 10.6.1 (h)

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

Attachment 10.6.1 (h)

Account No	Account Details	Fund	Month Approved	Agenda Item No		Adjustment Amount	Line Total Affected		Budget Impact

**CITY OF SOUTH PERTH
RATE SETTING STATEMENT
FOR THE PERIOD ENDED 31 OCT 2015**

Attachment 10.6.1(i)

	ORIGINAL BUDGET \$	2016 ACTUAL YTD \$	2016 REVISED BUDGET \$
REVENUE (Excluding Rates)			
General Purpose Funding	4,079,672	2,783,962	3,996,672
Governance	75,000	99,952	105,000
Law, Order & Public Safety	103,000	89,323	103,000
Education	0	0	0
Health	95,500	119,691	116,000
Welfare	0	0	0
Housing	1,570,593	1,018,087	1,570,593
Community Amenities	7,161,550	6,722,149	7,021,550
Recreation & Culture	4,280,950	2,906,935	4,357,950
Transport	1,948,000	1,414,381	2,077,000
Economic Services	620,250	563,626	635,250
Other Property & Services	108,500	41,935	134,500
Net Operating Revenue Excluding Rates	20,043,015	15,760,042	20,117,515
OPERATING EXPENDITURE			
General Purpose Funding	(797,004)	(445,679)	(797,004)
Governance	(6,576,028)	(4,305,260)	(7,229,028)
Law, Order & Public Safety	(779,457)	(574,438)	(839,457)
Education	(70,500)	(43,494)	(70,500)
Health	(559,037)	(374,868)	(559,037)
Welfare	(510,841)	(315,912)	(510,841)
Housing	(2,251,707)	(1,531,666)	(2,251,707)
Community Amenities	(8,877,960)	(5,871,160)	(9,559,960)
Recreation & Culture	(18,930,135)	(11,692,691)	(17,862,135)
Transport	(13,448,573)	(8,707,851)	(14,194,073)
Economic Services	(773,070)	(542,431)	(813,070)
Other Property & Services	(329,928)	(503,095)	(617,928)
Net Operating Expense	(53,904,240)	(34,908,546)	(55,304,740)
Net Operating Result - Excluding Rates	(33,861,225)	(19,148,504)	(35,187,225)
Adjust for Cash Budget Requirements			
(Non Cash Items)			
Depreciation of Assets	10,395,250	6,305,352	8,995,250
Amortisation Expense	48,000	49,354	72,000
(Gain) / Loss Realised on Disposal of Revalued Asset	0	0	0
Movement in Employee Benefit Provisions (N/C)	0	0	0
Movement in CPV Liability	750,000	(183,075)	750,000
Movement in Deferred Pensioner Rates Debtors	25,000	24,145	25,000
Movement in UGP Debtors - Non Current	0	0	0
Movement in Non Current Investments	0	0	0
Movement in Other Non Current Accruals - ESL	(29,697)	(13,364)	0
Net Non Cash Items	11,188,553	6,182,412	9,842,250

Figures contained on this statement necessarily include accounting estimates and accruals

**CITY OF SOUTH PERTH
RATE SETTING STATEMENT
FOR THE PERIOD ENDED 31 OCT 2015**

Attachment 10.6.1(i)

	ORIGINAL BUDGET \$	2016 ACTUAL YTD \$	2016 REVISED BUDGET \$
CAPITAL EXPENDITURE			
Acquisition of Fixed Assets			
Purchase of Buildings & Land	(17,200,000)	(7,219,859)	(17,477,000)
Purchase of Furniture & Fittings	(545,000)	(1,144)	(15,000)
Purchase of Technology	(417,000)	(64,310)	(750,000)
Purchase of Plant & Equipment	(183,400)	(32,918)	(205,000)
Purchase of Mobile Plant	(1,264,415)	(1,366,433)	(1,212,515)
Construction of Infrastructure Assets	(11,591,000)	(4,419,817)	(13,673,800)
Purchase of Artworks	(120,000)	0	(705,300)
Incomplete / Uncapitalised Works	(4,000,000)	0	0
Acquisition of Software	(370,000)	0	0
	(35,690,815)	(13,104,481)	(34,038,615)
Repayment of Loans			
Loan Principal Repayments	(1,278,611)	(838,023)	(1,278,611)
Self Supporting Loan Advanced	0	0	0
Total Capital Expenditure	(36,969,426)	(13,942,504)	(35,317,226)
Capital Revenues			
Proceeds from Disposal of Land	5,255,712	1,574,444	5,346,015
Proceeds from Asset Disposals	328,330	318,627	422,830
Cash Deposit Received - Deferred Land Sale	565,356	0	565,356
Grants for the Acquisition of Assets	3,185,000	1,299,374	3,793,000
Proceeds of New Loans	5,000,000	0	5,000,000
Self Supporting Loan Principal Recouped	263,326	252,348	263,326
Net Capital Revenues	14,597,724	3,444,793	15,390,527
Reserve Transfers			
Transfers to Reserves	(14,534,793)	(10,335,350)	(14,788,793)
Transfers from Reserves	20,931,744	10,034,540	21,595,544
Net Reserve Transfers	6,396,951	(300,810)	6,806,751
Add			
Opening Position Surplus (Deficit)	8,642,782	7,366,589	7,366,589
Less			
Closing Position (Surplus) Deficit	(2,776,610)	(16,507,021)	(1,807,917)
AMOUNT TO BE MADE UP FROM RATES	(32,781,251)	(32,905,045)	(32,906,251)

Figures contained on this statement necessarily include accounting estimates and accruals

**CITY OF SOUTH PERTH
RATE SETTING STATEMENT
FOR THE PERIOD ENDED 31 OCT 2015**

Attachment 10.6.1(i)

	ORIGINAL BUDGET \$	2016 ACTUAL YTD \$	2016 REVISED BUDGET \$
COMPOSITION OF CLOSING POSITION			
Current Assets			
Cash & Cash Equivalents - Unrestricted	7,058,943	20,051,935	6,090,250
Cash & Cash Equivalents - Restricted	52,932,090	59,629,851	52,522,290
Trade & Other Receivables			
Rates	196,509	3,501,394	196,509
Sundry Debtors	150,204	625,489	150,204
Infringement Debtors	370,400	421,656	370,400
GST Debtors	948,863	326,377	948,863
Pension Rebate Receivable	18,262	604,632	18,262
UGP Debtors	0	33,895	0
ESL Debtors - Year end only	56,006	0	56,006
Self Supporting Loan Debtors	275,256	10,978	275,256
Provision for Doubtful Debts	(199,436)	(201,185)	(199,436)
Inventories	136,238	212,284	136,238
Inventories - Assets Held for Sale	0	2,134,792	0
Accrued Interest	539,858	442,264	539,858
Prepayments	446,015	601,871	446,015
Sub Total	62,929,208	88,396,233	61,550,715
Exclude:			
Inventories - Land Held for Resale	0	(2,134,792)	0
Self Supporting Loan Debtors	(275,256)	(10,978)	(275,256)
	62,653,952	86,250,463	61,275,459
Current Liabilities			
Trade & Other Payables			
Accounts Payable	2,285,828	5,702,314	2,285,828
Income in Advance	93,373	2,915,721	93,373
Accrued Wages	477,224	0	477,224
Accrued Interest Expense	35,310	0	35,310
Interest Bearing Liabilities	1,388,389	311,835	1,388,389
Employee Provisions - Annual Leave	2,065,683	2,087,391	2,065,683
Employee Provisions - Long Service Leave	1,987,834	1,763,816	1,987,834
Sub Total	8,333,641	12,781,077	8,333,641
Exclude			
Borrowings	(1,388,389)	(311,835)	(1,388,389)
Liabilities Associated with Restricted Assets	0	(2,355,651)	0
	6,945,252	10,113,591	6,945,252
(Adjusted) Net Current Assets	55,708,700	76,136,872	54,330,207
Calculation of Net Current Assets			
(Adjusted) Net Current Assets	55,708,700	76,136,872	54,330,207
Less			
Restricted Cash - Reserves	(52,932,090)	(59,629,851)	(52,522,290)
SURPLUS (DEFICIT)	2,776,610	16,507,021	1,807,917

Figures contained on this statement necessarily include accounting estimates and accruals

**STATEMENT of ALL COUNCIL FUNDS
AS AT 29 FEB 2016**

Municipal Fund	\$ 20,379,743
Investments	16,021,436
Current Account at Bank	4,354,922
Cash on Hand	3,385
Transfers from Reserves	0
	<u>20,379,743</u>
Trust Fund (Non Controlled Funds)	\$ 881,233
Investments	525,000
Current Account at Bank	356,233
	<u>881,233</u>
Cash Backed Reserves	\$ 59,629,851
Discretionary Reserves	
Plant Replacement Reserve	575,164
Reticulation and Pump Reserve	341,395
Information Technology Reserve	1,005,163
Insurance Risk Reserve	308,076
Major Community Facilities Reserve	26,139,762
Underground Power Reserve	105,604
Parking Facilities Reserve	297,671
River Wall Reserve	161,116
Railway Station Precincts Reserve	749,926
Sustainable Infrastructure Reserve	2,731,306
Public Art Reserve	151,621
Quarantined Reserves	
CPV Residents Loan Offset Reserve	21,114,051
Collier Park Golf Course Reserve	438,146
Waste Management Reserve	3,696,479
Collier Park Village Reserve	1,814,372
	0
Reserves represented by:	
Investments	59,302,043
Accrued Interest	327,808
Transfers from Muni to be funded	0
	<u>59,629,851</u>
TOTAL COUNCIL FUNDS	\$ 80,890,827

SUMMARY OF CASH INVESTMENTS AS AT 29 FEB 2016

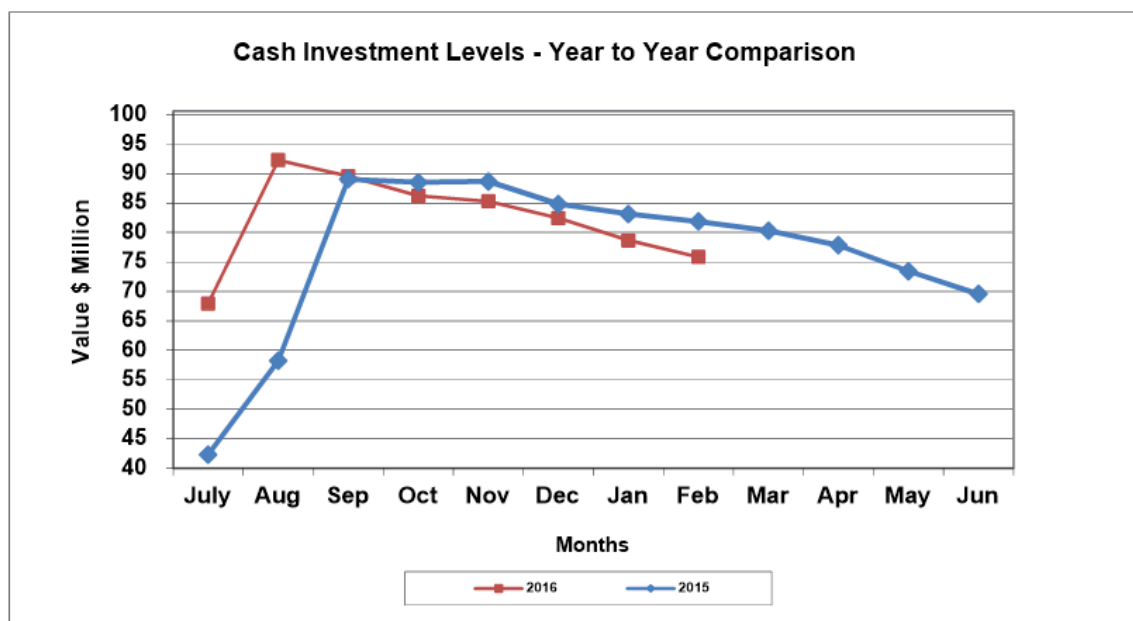
Investments - Disclosed by Fund	2016	%
Municipal	16,021,436	21.12%
Restricted - Trust	525,000	0.69%
Reserves	59,302,043	78.18%
	75,848,479	100.00%

Investments - Disclosed by Financial Institution	\$	%
Bankwest	10,527,877	13.88%
Commonwealth Bank	9,450,053	12.46%
ANZ Bank	10,736,191	14.15%
Westpac	-	0.00%
St George Bank	6,508,055	8.58%
Suncorp Metway Bank	16,534,796	21.80%
National Australia Bank	16,576,232	21.85%
Bank of Queensland	5,515,275	7.27%
	75,848,479	100.00%

Interest Earned on Investments for Year to Date	2016	2015
Municipal Fund	424,081	416,832
Reserves	1,122,230	1,150,727
	1,546,311	1,567,559

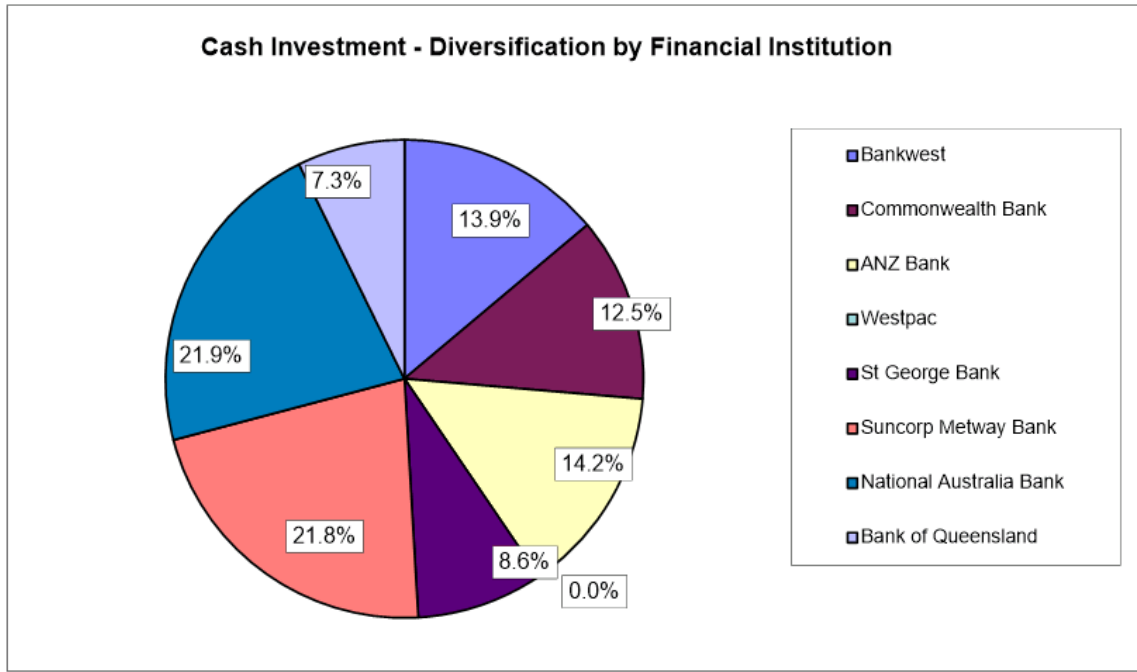
The anticipated weighted average yield on funds currently invested is 2.92%

Cash Investment Levels

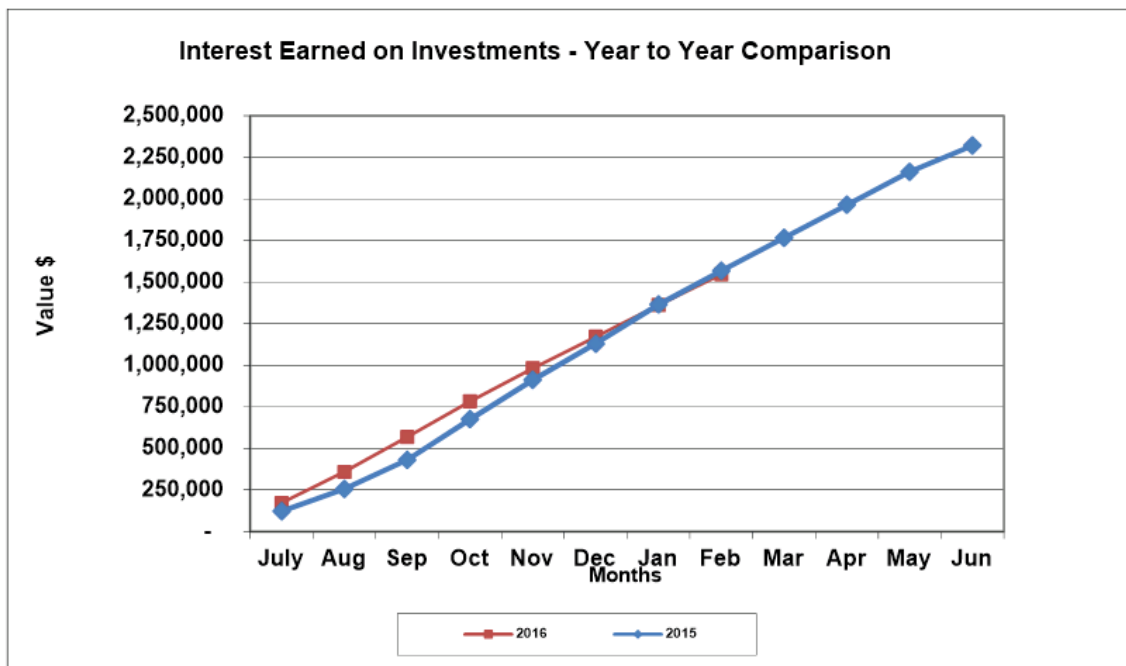


SUMMARY OF CASH INVESTMENTS AS AT 29 FEB 2016

Investments - Disclosed by Institution



Interest Earned on Investments



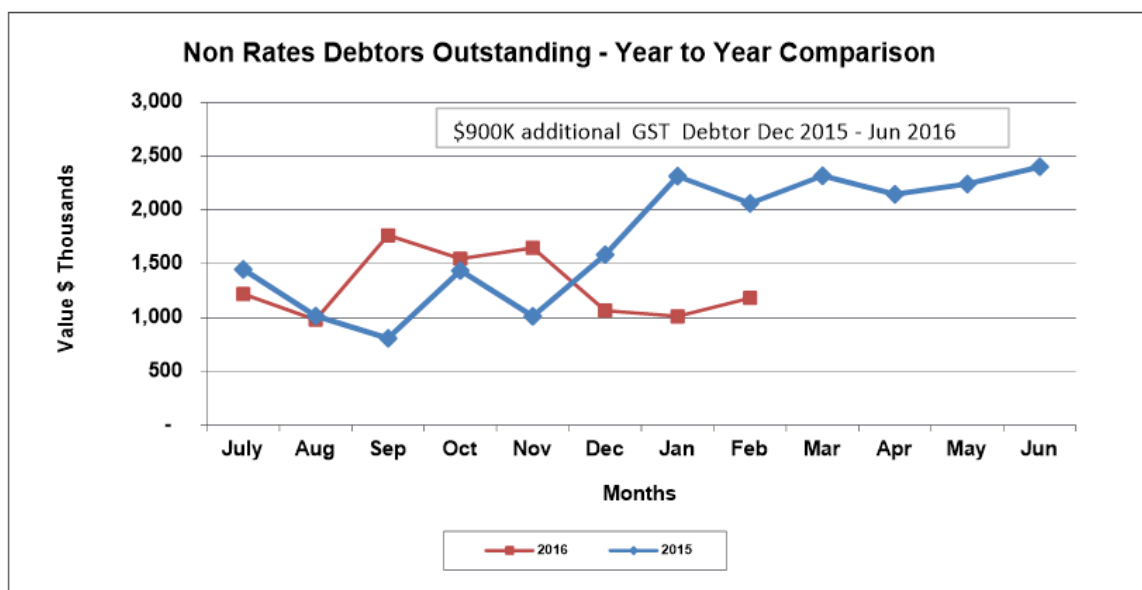
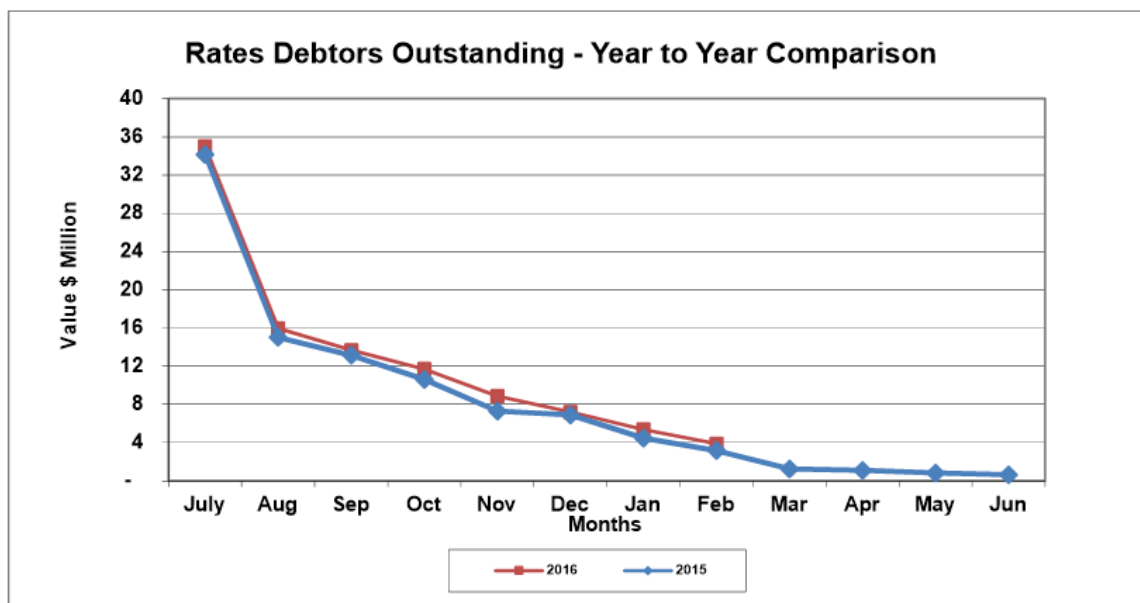
**STATEMENT OF MAJOR DEBTOR CATEGORIES
AS AT 29 FEB 2016**

Rates Debtors Outstanding

	2016	2015
Outstanding - Current Year & Arrears	3,501,394	2,781,334
Pensioner Deferrals	383,381	372,020
	3,884,776	3,153,355

Rates Outstanding as a percentage of Rates Levied

	2016	2015
Percentage of Rates Uncollected at Month End (1 Instalment remaining)	10.06%	8.53%



Warrant Listing

Warrants between

1/02/2016 to 29/02/2016



Authority LIVE

Program - cl_ap001 11/03/2016 12:41:46PM
Minimum Amount: \$0.00

Cancelled

Cheque No.	Chq Date	Payee	Description	Amount
00104048	12/02/2016	Sharon Swaney - Streets Alive Proje	***** CANCELLED *****	\$99.28
Total: Cancelled				1 \$99.28

Warrant Listing

Warrants between

1/02/2016 to 29/02/2016



Authority LIVE

Program - cl_ap001 11/03/2016 12:42:04PM

Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
00104008	02/02/2016	73342Landgate	Surrender of Lease: CPV U22	\$164.00
00104009	05/02/2016	200949Collier Park Village Petty Cash	Petty Cash Reimbursement	\$130.10
00104010	05/02/2016	205384Ms M King	Expense Reimbursement	\$108.00
00104011	08/02/2016	84133Alinta	Gas Supply - Collier Pavillion	\$34.55
00104012	08/02/2016	204622Aust Inst of Building Surveyors	Non Conforming Products Seminar x 1 Attend	\$360.00
00104013	08/02/2016	21449Curtain Drycleaners	Curtain Drycleaning	\$198.00
00104014	08/02/2016	205770Geoff Colgan	Expense Reimbursement	\$6.00
00104015	08/02/2016	206360Louise Mayberry	Expense Reimbursement	\$8.40
00104016	08/02/2016	207044Mr R M Popovsky	Expense Reimbursement	\$23.00
00104017	08/02/2016	207694Shire of Augusta Margaret River	Lost Book: Cosmic Logos	\$14.20
00104018	08/02/2016	83969Town Of Victoria Park	Sweeping	\$33,000.00
00104019	08/02/2016	205134Vaulcuse Newsagency	Magazine Purchases - Library	\$572.40
00104020	08/02/2016	204550Western Power	Bodkin Park: Disconnect & Reconnect Powe	\$500.00
00104021	09/02/2016	204977AMP Life Limited - CustomSuper	Payroll Deduction PPE 4 & 18/1/2016	\$2,696.20
00104022	09/02/2016	205174AMP Life Limited - Flexible Super	Payroll Deduction PPE 4 & 18/1/2016	\$1,329.21
00104023	09/02/2016	205846AMP Life Ltd-Flexible Lifetime Supe	Payroll Deduction PPE 4 & 18/1/2016	\$1,048.43
00104024	09/02/2016	206723Asgard Capital Management Limited	Payroll Deduction PPE 4 & 18/1/2016	\$50.61
00104025	09/02/2016	206141Australian Super	Payroll Deduction PPE 4 & 18/1/2016	\$1,823.73
00104026	09/02/2016	204906AustralianSuper	Payroll Deduction PPE 4 & 18/1/2016	\$4,643.52
00104027	09/02/2016	205379BT Super For Life	Payroll Deduction PPE 4 & 18/1/2016	\$1,841.88
00104028	09/02/2016	205018Catholic Super	Payroll Deduction PPE 4 & 18/1/2016	\$3,700.76
00104029	09/02/2016	205969Cbus	Payroll Deduction PPE 4 & 18/1/2016	\$383.35
00104030	09/02/2016	204805Colonial First State FirstChoice	Payroll Deduction PPE 4 & 18/1/2016	\$1,311.79
00104031	09/02/2016	204798HESTA Super Fund	Payroll Deduction PPE 4 & 18/1/2016	\$3,217.44
00104032	09/02/2016	205065Host Plus	Payroll Deduction PPE 4 & 18/1/2016	\$1,062.36
00104033	09/02/2016	207434IOOF Employer Super	Payroll Deduction PPE 4 & 18/1/2016	\$856.36
00104034	09/02/2016	206338Larsen Superannuation Fund	Payroll Deduction PPE 4 & 18/1/2016	\$1,303.03
00104035	09/02/2016	207376Local Government Superannuation Sch	Payroll Deduction PPE 4 & 18/1/2016	\$1,213.88
00104036	09/02/2016	207676Mercer Super Trust	Payroll Deduction PPE 4 & 18/1/2016	\$368.61
00104037	09/02/2016	204890MIML Super Manager	Payroll Deduction PPE 4 & 18/1/2016	\$1,658.94
00104038	09/02/2016	205845MLC Nominees Pty Ltd	Payroll Deduction PPE 4 & 18/1/2016	\$1,259.32
00104039	09/02/2016	206200OnePath Masterfund	Payroll Deduction PPE 4 & 18/1/2016	\$342.64
00104040	09/02/2016	205977Recruitment Super	Payroll Deduction PPE 4 & 18/1/2016	\$497.54
00104041	09/02/2016	204984REST Superannuation	Payroll Deduction PPE 4 & 18/1/2016	\$1,877.94
00104042	09/02/2016	205662Sunsuper Superannuation Fund	Payroll Deduction PPE 4 & 18/1/2016	\$965.33
00104043	09/02/2016	206831SUPERWRAP - PERSONAL SUPER PLAN	Payroll Deduction PPE 4 & 18/1/2016	\$1,420.40
00104044	09/02/2016	207667The Jason & Robyn Superannuation Fu	Payroll Deduction PPE 4 & 18/1/2016	\$1,043.63
00104045	09/02/2016	204873UniSuper Limited	Payroll Deduction PPE 4 & 18/1/2016	\$1,601.10
00104059	15/02/2016	207350AAMI	Motor Vehicle Insurance Claim	\$1,467.38
00104060	15/02/2016	84133Alinta	Gas Usage	\$4,175.30
00104061	15/02/2016	204988Telstra	Land Line: Usage & Equipment	\$3,876.16
00104062	15/02/2016	205037Telstra	White Pages Online	\$739.86
00104067	15/02/2016	200691Water Corporation	Water Usage	\$13,249.41
00104068	16/02/2016	206243Century Settlements	Purchase of PAW: Hope Ave/Roebuck Dr	\$989.00
00104069	17/02/2016	207707Ms C A Vass	Expense Reimbursement	\$34.95
00104070	17/02/2016	205028Water Corporation	53 Challenger Ave: Install New Water Me	\$1,528.63
00104071	18/02/2016	21476Western Aust Treasury Corp	Loan-225, 223, 230, 227, 220, 229, 228	\$118,568.29
00104072	22/02/2016	200901Better Class Lawns & Gardens	Mowing	\$4,753.00
00104073	22/02/2016	206964Ms F Kabbani	Expense Reimbursement	\$63.33
00104074	22/02/2016	204510Karalee Tavern	Aust Day 2016: Refreshments	\$98.98
00104075	22/02/2016	73342Landgate	Survivorship & Lease Surrender: CPV U63	\$328.00
00104076	22/02/2016	200473Millpoint Caffé Bookshop	Local History Book	\$76.49
00104077	22/02/2016	205241N Paisley	Expense Reimbursement	\$271.00
00104078	22/02/2016	204348Repco Auto Parts	Rubber Car Mats	\$191.04
00104079	22/02/2016	76645Stamp-It Rubber Stamps	Planning Stamp	\$35.43
00104080	22/02/2016	204990Telstra	CPV: Landline Usage & Rental - Dec/Jan 1	\$11,811.15
00104081	22/02/2016	21088Waldeck Nursery	Blue Poppy & Candlewick White Seeds	\$18.85
00104095	24/02/2016	84133Alinta	Gas Supply	\$506.80
00104096	24/02/2016	206007Lord Mayors Distress Relief Fund	Waroona & Districts Fire Appeal 2016	\$10,000.00
00104097	24/02/2016	202947Sensis Pty Ltd	CPGC: Yellow Pages - Instalment 5 of 12	\$193.27
00104098	24/02/2016	204989Telstra	Mobile Phone Charges	\$7,699.08
00104099	24/02/2016	200691Water Corporation	Water Usage	\$94.19
00104109	29/02/2016	200949Collier Park Village Petty Cash	Petty Cash Reimbursement	\$213.00
00104113	29/02/2016	22507BCITF	BCITF Levies - Feb	\$36,011.12
00104114	29/02/2016	206450Building Commission	BS Levies - Feb	\$30,572.03
00104115	29/02/2016	21545City of South Perth	BS Levy & BCITF Retained - Feb	\$519.75
00104116	29/02/2016	200406Perth Zoo	Ticket Machine Takings - Feb	\$15,888.77
00104117	29/02/2016	83856South Perth Bowling Club	Ticket Machine Takings - Feb	\$10,722.65
1654.202612-01 03/02/2016		202612Fleetcare	Fuel - January 2016	\$10,089.52

Authority LIVE

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Warrant Listing
Warrants between
1/02/2016 to 29/02/2016



Authority LIVE

Program - cl_ap001 11/03/2016 12:42:04PM
Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
1654.203135-01	03/02/2016	203135Pro Tramp Australia Pty Ltd	Aust Day 2016: Trampoline Trailer	\$1,300.00
1654.205192-01	03/02/2016	205192Caltex Energy WA	Diesel & Unleaded Fuel	\$2,305.22
1654.205445-01	03/02/2016	205445Flymotion	Aust Day 2016: Bungy Trampoline Hire	\$2,942.50
1654.205745-01	03/02/2016	205745Keos Events Pty Ltd	Aust Day 2016: Events	\$18,489.64
1654.205884-01	03/02/2016	205884Ampac Debt Recovery WA Pty Ltd	External Debt Collection Costs	\$207.90
1654.206440-01	03/02/2016	206440B Pusey	Aust Day 2016: Rainbow Tractor Train	\$2,400.00
1654.207164-01	03/02/2016	207164Lynn Jamieson	Aust Day 2016: Airbrush Tattoos	\$1,950.00
1654.207197-01	03/02/2016	207197D & M Waste Management	Bulk Verge Collection: Area 2B	\$23,375.00
1654.207424-01	03/02/2016	207424Fiona Read T/As Wizard Events	Aust Day 2016: Balance of Labour Hire	\$26,398.20
1654.207697-01	03/02/2016	207697Blaze Advertising Pty Ltd	Manning Hub: Advertising	\$21,155.07
1654.24140-01	03/02/2016	24140ARRB Group Ltd	Parking Strategy: Variation 2 - Planning	\$4,587.00
1654.73342-01	03/02/2016	73342Landgate	Interim Valuation Schedule	\$702.91
1655.200510-01	08/02/2016	200510Totally Workwear - Victoria Park	Work Clothing	\$1,304.79
1655.200544-01	08/02/2016	200544TJ & J Sheppard	Supervision of Construction to Op Centre	\$5,390.00
1655.200735-01	08/02/2016	200735Lawrence And Hanson	Light Globes for Library	\$147.40
1655.200866-01	08/02/2016	200866Besam Australia	Civic Centre: Repairs to Reception Door	\$1,119.80
1655.200874-01	08/02/2016	200874BBC Entertainment	Roving Entertainment - Aust Day 2016	\$2,200.00
1655.200974-01	08/02/2016	200974Hays Specialist Recruitment(Aust) P	Temps - Nursery, City Env, Planning, Design	\$21,612.43
1655.201343-01	08/02/2016	201343Sledgehammer Concrete Cutting Servi	Labouchere/Alston Rds: Remove White Line	\$1,216.43
1655.201391-01	08/02/2016	201391Refresh Pure Water	15L Water Bottle Refills, Cooler Rentals	\$1,500.00
1655.201463-01	08/02/2016	201463Bollig Design Group Pty Ltd	Manning Community Facility: Progress Pay	\$41,569.00
1655.201484-01	08/02/2016	201484Perth Cadcentre	Bus Stop Design Work: Roebuck Dr Additio	\$220.00
1655.201523-01	08/02/2016	201523Lo-Go Appointments	Temp - HRS	\$10,156.25
1655.201590-01	08/02/2016	201590The Pressure King	Pressure Clean CCentre, Bus Stops, Graffiti F	\$3,894.00
1655.201783-01	08/02/2016	201783Air Torque Refrigeration & Aircond	Elect Maint - CPV U43,111,127,159	\$2,677.40
1655.201800-01	08/02/2016	201800Eighty Nine Enterprises	Roller-door Service - CPV U68	\$189.99
1655.201825-01	08/02/2016	201825Kelyn Training Services	Traffic Control Training x 7	\$1,850.00
1655.201959-01	08/02/2016	201959WA Rangers Association	Advertising: Animal Care Facility Office	\$250.00
1655.202328-01	08/02/2016	202328SecurePay Pty Ltd	Web Payments: Jan 2016	\$791.01
1655.202334-01	08/02/2016	202334Expo Document Copy Centre (WA) P/L	Aust Day 2016: No Parking Signs x 8	\$4,525.40
1655.202359-01	08/02/2016	202359Plant & Soil Management	Turf Wicket Maintenance Contract	\$22,715.70
1655.202404-01	08/02/2016	202404Nuturf Australia Pty Ltd	Herbicides	\$189.20
1655.202452-01	08/02/2016	202452Lock Stock & Farrell Locksmith	Locks & Keys	\$1,007.60
1655.202459-01	08/02/2016	202459Traffic Management Plan Services	Auditing of Traffic Management Sites: 75	\$2,033.63
1655.202490-01	08/02/2016	202490McLeods Barristers & Solicitors	Como Hotel/Dan Murphy's: Legal Costs	\$5,871.25
1655.202588-01	08/02/2016	202588Electrolux Home Products Pty Ltd	Stove Repairs - CPV U137	\$145.00
1655.202642-01	08/02/2016	202642Royal Life Saving Society of WA	Donation: Use of Slide for Summer Splash	\$100.00
1655.202644-01	08/02/2016	202644Harrison Electrics Pty Ltd	R&M to Xmas Lighting	\$4,125.10
1655.202651-01	08/02/2016	202651Paul Drudi Plumbing	Aust Day 2016: Rental of Drinking Water	\$1,430.00
1655.202679-01	08/02/2016	202679MP Rogers & Associates Pty Ltd	Mends St Path Replacement Project	\$8,402.38
1655.202681-01	08/02/2016	202681Ecojobs	Temps - City Environment	\$3,286.25
1655.202792-01	08/02/2016	202792Award Contracting	Investigate Water Feature at Civic Centr	\$627.00
1655.202918-01	08/02/2016	202918Environmental Industries Pty Ltd	Millpoint Entry Statement: Monthly Maint	\$1,375.00
1655.203287-01	08/02/2016	203287Image Bollards Pty Ltd	Supply/Instal Removable Bollards	\$3,323.10
1655.203306-01	08/02/2016	203306AGS Metalwork	Welding at Gate: Hurlingham Toilets	\$154.00
1655.203439-01	08/02/2016	203439Prestige Alarms	Alarm System - Ops Centre	\$19,228.00
1655.203461-01	08/02/2016	203461WC Convenience Management Pty Ltd	Exeloo Toilet Maintenance & Cleaning: De	\$4,190.74
1655.203504-01	08/02/2016	203504Imperial Glass	Bus Shelter Glass Replacement	\$2,219.09
1655.203561-01	08/02/2016	203561Nindethana Seed Service	Plant Purchases	\$1,838.87
1655.203622-01	08/02/2016	203622Harvey Fresh	Milk Supplies	\$30.33
1655.203868-01	08/02/2016	203868Mills Sign & Painting	Painting - Mechanics Workshop	\$858.00
1655.203877-01	08/02/2016	203877Global CCTV Pty Ltd	CCTV Service - Heritage House	\$649.00
1655.204064-01	08/02/2016	204064MMM WA Pty Ltd	Mill Point River Wall: Tender 16/2015	\$207,847.76
1655.204248-01	08/02/2016	204248CBC Australia Pty Ltd WA	Bearings for Plant	\$458.60
1655.204291-01	08/02/2016	204291Recall Information Management Pty L	Off Site Storage & Retrieval - Jan 2016	\$20.24
1655.204293-01	08/02/2016	204293Sifting Sands	Playground Cleaning Costs	\$7,398.40
1655.204358-01	08/02/2016	204358Chadson Engineering Pty Ltd	10 x Test Tubes	\$165.00
1655.204374-01	08/02/2016	204374Garmony Property Consultants	Valuation Report - CPV U59	\$660.00
1655.204379-01	08/02/2016	204379Gel Group	Temps - CPV, Records	\$7,823.78
1655.204408-01	08/02/2016	204408Tanks For Hire	Summer Splash Event: Water Tank Hire	\$529.10
1655.204414-01	08/02/2016	204414Australian Events Protection	Australia Day 2016: Security	\$38,341.47
1655.204458-01	08/02/2016	204458Central Fire Services Pty Ltd	Civic Centre Monthly Emergency Services	\$154.00
1655.204586-01	08/02/2016	204586Integrity Industrial	Temps - Infrastructure Services	\$20,967.04
1655.204595-01	08/02/2016	204595Affordable Pest Control	Pest Control: Civic Library	\$4,399.00
1655.204711-01	08/02/2016	204711Dint Australia Pty Ltd	Ferrules, Dome Nuts	\$946.00
1655.204808-01	08/02/2016	204808Absolute Reticulation	30 Roseberry Ave: Remodify Retic After A	\$610.00
1655.205170-01	08/02/2016	205170Aveling	Online White Card Training	\$65.00
1655.205180-01	08/02/2016	205180Perth Security Services	Callouts, Lockups	\$1,858.29
1655.205257-01	08/02/2016	205257Austral Mercantile Collections Pty	External Debt Collection Fees - Rates	\$40,384.75

Authority LIVE

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Warrant Listing

Warrants between

1/02/2016 to 29/02/2016



Authority LIVE

Program - cl_ap001 11/03/2016 12:42:04PM
Minimum Amount: \$0.00

Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
1655.205292-01	08/02/2016	205292Car Care WA - WELSHPOOL	Interior Detail & Headlights	\$360.00
1655.205423-01	08/02/2016	205423Michael Page International Pty Ltd	Temp - Financial Services Payroll	\$3,138.72
1655.205531-01	08/02/2016	205531Hutton Street Carpet Court	Floorcoverings - CPV U59	\$3,365.00
1655.205534-01	08/02/2016	205534Superclean	Table Cloths, Napkins, Tea Towels	\$157.20
1655.205538-01	08/02/2016	205538Nextgen Networks Pty Ltd	Internet Corporate, P2P & VPLS Fees	\$12,708.30
1655.205591-01	08/02/2016	205591Chivers Asphalt Pty Ltd	Asphalt Works - Henley, Coode & Thelma	\$5,478.00
1655.205648-01	08/02/2016	205648Integral Development Pty Ltd	CEO Strategic Planning: Progress Pmt #1	\$2,750.00
1655.205668-01	08/02/2016	205668Gordon Milne Pty Ltd	Tetanus-Diphtheria Boosters - 2 Staff	\$132.00
1655.205738-01	08/02/2016	205738Gardenware	Gardening Equipment	\$257.00
1655.205754-01	08/02/2016	205754AV Custom Engineering	Civic Reception Room Project Screen Repa	\$990.00
1655.205801-01	08/02/2016	205801Ergolink	Forearm Support & Wrist Rest Keyboard	\$544.20
1655.205840-01	08/02/2016	205840ADH Golf & Utility Vehicles	Golf Buggy Service	\$552.68
1655.205849-01	08/02/2016	205849UCB Construction Equipment Australi	Fix Hydraulic on Plant	\$951.55
1655.206079-01	08/02/2016	206079Sonic HealthPlus Pty Ltd	Pre-Employment Medical	\$363.83
1655.206104-01	08/02/2016	206104Coolmate Pty Ltd	Air-con Repairs - Manning Library	\$506.68
1655.206142-01	08/02/2016	206142Aquawash Tile & Carpet Cleaning	Carpet Cleaning: Civic Centre & Library	\$4,671.61
1655.206466-01	08/02/2016	206466XP Solutions	Annual XPStorm Site Licence: 1/2/16-31/1	\$1,370.49
1655.206496-01	08/02/2016	206496Outback Imaging Pty Ltd	Ezescan Software Renewal: 2/3/16-1/3/17	\$4,290.00
1655.206550-01	08/02/2016	206550Capital Recycling	Removal of Inert Waste: Jan 2016	\$6,133.60
1655.206639-01	08/02/2016	206639Redimed Pty Ltd	Pre-employment Medical	\$517.00
1655.206658-01	08/02/2016	206658Fish Doctor	Aquarium Service	\$352.00
1655.206734-01	08/02/2016	206734WA Mechanical Services	Civic Centre: Air Con Not Working	\$1,207.94
1655.206833-01	08/02/2016	206833Multiclean WA Pty Ltd	Cleaning Services - Jan 2016	\$45,102.43
1655.206937-01	08/02/2016	206937Sentia Pty Ltd	Media Monitoring: Jan 2016	\$1,158.38
1655.206963-01	08/02/2016	206963Pets Meat Suppliers	Animal Food	\$40.00
1655.207006-01	08/02/2016	207006White Frame - AFT Brown Assets Pty	Art Awards: Frame Cast Pillows	\$400.00
1655.207030-01	08/02/2016	207030GAF Traffic	Consultant to Provide Road Safety & Tran	\$4,862.00
1655.207101-01	08/02/2016	207101Sherwood Flooring Pty Ltd	Sanding & Recoating Floor at Sth Pth Sen	\$7,370.00
1655.207121-01	08/02/2016	207121Accidental First Aid Supplies	First Aid Kit Service: Manning Seniors	\$1,813.19
1655.207128-01	08/02/2016	207128Blake Shopland Carpentry	Handrails & Ext Timber Maint - CPV U27	\$990.00
1655.207169-01	08/02/2016	207169West-Sure Group Pty Ltd	Parking Ticket Machines Coin Collection	\$1,994.32
1655.207185-01	08/02/2016	207185Veraison Training & Development	Culture Optimisation Prog Phase 3	\$7,587.80
1655.207188-01	08/02/2016	207188Wild Honey - Carlos Maxwell	Bee Hive Removal - Various Locs	\$3,500.00
1655.207257-01	08/02/2016	207257Glorious Gardens	Aust Day 2016: Plant Hire	\$506.00
1655.207265-01	08/02/2016	207265Get Fenced	Banksia & Third Ave Sump	\$2,310.00
1655.207283-01	08/02/2016	207283VCM - Vending Coffee Machines	Coffee Supplies	\$450.00
1655.207288-01	08/02/2016	207288Tyrecycle Pty Ltd	Disposal of Tyres	\$184.80
1655.207395-01	08/02/2016	207395Fridge Cool Refrigeration & Air	Boiler House Repairs	\$778.25
1655.207407-01	08/02/2016	207407Axilis Contracting Pty Ltd	Manning Rd: Crossover & Foot	\$3,020.82
1655.207432-01	08/02/2016	207432Italo's Tiling Service	Bathroom/Laundry Floor Maint: CPV U114	\$2,740.00
1655.207448-01	08/02/2016	207448Floral Image	Flowers - Mayors Office: Jan - Mar	\$193.05
1655.207465-01	08/02/2016	207465Box Corporate	Fruit Deliveries - Dec 2015	\$336.96
1655.207494-01	08/02/2016	207494ArtXpress Design Print Web Displays	Interpretive Signage - Foreshore	\$1,205.00
1655.207551-01	08/02/2016	207551Loose Produce	Catering - Water Team Meeting	\$281.00
1655.207574-01	08/02/2016	207574Vet West Animal Hospitals	Vet Medication	\$110.06
1655.207642-01	08/02/2016	207642Mattress Removal WA	Mattress Removal: Jan 2016	\$809.00
1655.207648-01	08/02/2016	207648Art of Timber	Community Centre: Timber Floor Refurbish	\$42,680.00
1655.207680-01	08/02/2016	207680Aquamonix	Jackson St Res: Replace Flowmeter	\$3,846.70
1655.207684-01	08/02/2016	207684Ideal Systems (WA) Pty Ltd	Hand Stacker - 60 Kg Capacity	\$517.00
1655.207685-01	08/02/2016	207685KL Media Pty Ltd T/as All Access	DVD Purchases	\$432.32
1655.207693-01	08/02/2016	207693Robert Schofield	Write Night Presenter	\$147.50
1655.207698-01	08/02/2016	207698Organised Chaos Party Hire	Fiesta 2016: Table & Stool Hire Deposit	\$50.00
1655.207699-01	08/02/2016	207699Chronicle (WA) Pty Ltd	Digital Media Training	\$594.00
1655.21655-01	08/02/2016	21655Digital Telecommunication System	Alarm Maintenance - CPV U30	\$209.00
1655.24182-01	08/02/2016	24182Trees Need Tree Surgeons	Tree/Other Vegetation Watering: 4th Wk J	\$33,795.18
1655.72966-01	08/02/2016	72966Benara Nurseries	Plant Purchases	\$392.18
1655.73229-01	08/02/2016	73229Como Plumbing Services	Reticulation Maintenance - CPV U106	\$2,605.35
1655.74187-01	08/02/2016	74187Fuji Xerox	Copier & Lease Charges	\$10,188.86
1655.74357-01	08/02/2016	74357RA Shopland	Maintenance CPV U114 26 & 34	\$4,521.00
1655.76267-01	08/02/2016	76267Daytone Printing	DLX Mailing Envelopes: W/face x 4000	\$1,090.10
1655.76356-01	08/02/2016	76356Southcare Inc	Young Leaders on Comm Boards- Commitme	\$5,500.00
1655.76420-01	08/02/2016	76420Forpark Australia	Shaftesbury Playground Modifications of	\$2,205.50
1655.76773-01	08/02/2016	76773Total Eden	Reticulation Supplies	\$4,125.00
1655.83130-01	08/02/2016	83130GHD Pty Ltd	Design Services for Capital Works Projec	\$20,298.22
1655.83878-01	08/02/2016	83878BOC Gases	Dry Ice Pallets	\$3.17
1655.84059-01	08/02/2016	84059Synergy	Power Usage	\$15,951.95
1655.84314-01	08/02/2016	84314Work Clobber	2 Pair Hard Yakka Trousers	\$79.20
1655.84833-01	08/02/2016	84833Eastern Metropolitan Regional Counc	Mattress Disposal - 13/1/16 to 19/1/16	\$810.00
1656.207418-01	09/02/2016	207418P Baker Supperannuation Fund	Payroll Deduction PPE 4 & 18/1/2016	\$273.54

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Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
1656.76765-01	09/02/2016	76765WA Local Govt Superannuation Plan	Payroll Deduction PPE 4 & 18/1/2016	\$177,053.25
1657.203287-01	10/02/2016	203287Image Bollards Pty Ltd	Bradshaw Conochie: Bollards	\$214.50
1657.203306-01	10/02/2016	203306AGS Metalwork	Playground Repairs At Meadowvale & Gates	\$429.00
1657.206646-01	10/02/2016	206646Department Of Planning	DAP Application x 3	\$19,671.00
1657.207106-01	10/02/2016	207106pSquared Communications	Angelo St Marketplace	\$5,885.00
1657.207373-01	10/02/2016	207373Constructive Project Solutions Pty	Project Management Services: Jan 2016	\$5,313.00
1658.202938-01	10/02/2016	202938Mrs S D Doherty	Expense Reimbursement	\$153.99
1659.202679-01	12/02/2016	202679MP Rogers & Associates Pty Ltd	Mends St Path Replacement Project	\$6,284.14
1659.207702-01	12/02/2016	207702Westurn Engineering Pty Ltd	5 x Raptor 3000	\$2,480.50
1659.25750-01	12/02/2016	25750Windsor Hotel	South Perth Bus Tour for Crs	\$1,287.50
1660.205192-01	16/02/2016	205192Caltex Energy WA	Diesel	\$7,829.42
1660.206778-01	16/02/2016	206778Solution 4 Building Pty Ltd	Manning Men's Shed: Final 50% Retention	\$9,668.45
1660.207550-01	16/02/2016	207550Pact Construction Pty Ltd	Manning Community Hub: Progress Claim #8	\$1,028,141.40
1660.83929-01	16/02/2016	83929Dowsing Concrete	Slab Replacement Program: Baldwin & Henl	\$7,997.55
1660.84059-01	16/02/2016	84059Synergy	Power Supply	\$134,177.10
1661.76357-01	16/02/2016	76357Deputy Commissioner Of Taxation	PAYG PPE 1/2/2016	\$150,309.00
1662.200832-01	18/02/2016	200832Kent M J	Expense Reimbursement	\$626.70
1663.200298-01	23/02/2016	200298Civica Pty Limited	Managed Services: Mar 2016	\$16,425.22
1663.200510-01	23/02/2016	200510Totally Workwear - Victoria Park	Supply 4 x Shirts with Logo	\$100.47
1663.200620-01	23/02/2016	200620Rotary Club Of Como Inc	Aust Day 2016: Morning Ceremony Breakfas	\$255.00
1663.200661-01	23/02/2016	200661Bardfield Engineering	Bradshaw/Conochie Res: Netball & Basketb	\$3,190.00
1663.200730-01	23/02/2016	200730Century Air Conditioning	Air-conditioner Maint - CPV U94	\$470.00
1663.200735-01	23/02/2016	200735Lawrence And Hanson	Light Globes: GBLC	\$517.00
1663.200816-01	23/02/2016	200816Park Motor Body Builders (WA) Pty L	Repairs to Plant	\$220.00
1663.200866-01	23/02/2016	200866Besam Australia	Door Maint - Ops Centre Storage Shed	\$231.00
1663.200963-01	23/02/2016	200963Prestige Sandblasting	Rear Tipper Re-spray	\$3,476.00
1663.200974-01	23/02/2016	200974Hays Specialist Recruitment(Aust) P	Temps - Planning, Infrastructure Serv	\$17,977.48
1663.201100-01	23/02/2016	201100HydroQuip Pumps	Decommission Bore - Sth Pth Tennis Club	\$825.00
1663.201191-01	23/02/2016	201191Reeces Structures & Gilkison Event	Aust Day 2016: Losses & Breakages - Hire	\$20,182.25
1663.201391-01	23/02/2016	201391Refresh Pure Water	Water Replenishment	\$446.00
1663.201414-01	23/02/2016	201414Globe Australia Pty Ltd	Fungicide & Insecticide	\$4,774.66
1663.201484-01	23/02/2016	201484Perth Cadcentre	Bus Stop Design Drawings: McDougall Rd R	\$440.00
1663.201523-01	23/02/2016	201523Lo-Go Appointments	Temp - HRS	\$2,226.10
1663.201608-01	23/02/2016	201608Econo Sweep	Sweeping Carparks	\$2,123.00
1663.201651-01	23/02/2016	201651Tree Surgeons of WA	Removal of Dangerous Branch	\$792.00
1663.201712-01	23/02/2016	201712Qualcon Lab	5 x Additional Core Samples for the Murr	\$555.50
1663.201783-01	23/02/2016	201783Air Torque Refrigeration & Aircond	CPV U106: Electrical Repairs to Oven	\$517.00
1663.201800-01	23/02/2016	201800Eighty Nine Enterprises	Roller Door Repairs - CPV U5	\$318.00
1663.201814-01	23/02/2016	201814Total Packaging	400 Boxes Dog Poo Bags	\$8,580.00
1663.201815-01	23/02/2016	201815Quick Corporate Aust Pty Ltd	Stationary Supplies - Ops Centre	\$727.71
1663.201820-01	23/02/2016	201820Elizabeth Richards School Supplies	Mobile Literacy Centre	\$643.40
1663.201827-01	23/02/2016	201827Kontek Communications	Edgewater Road: Replace Damaged Telstra	\$1,133.00
1663.201859-01	23/02/2016	201859Como IGA	Milk Supplies	\$238.20
1663.201959-01	23/02/2016	201959WA Rangers Association	Caps & Dangerous Dog Signs, M/Ship	\$581.00
1663.202172-01	23/02/2016	202172Bin Bath Australia Pty Ltd	Bin Cleaning at Community Hall: Jan 2016	\$128.04
1663.202231-01	23/02/2016	202231Marketforce Pty Ltd	Advertising: Recruitment - Functions Off	\$508.80
1663.202367-01	23/02/2016	202367Flexi Staff Pty Ltd	Aust Day 2016: Labour Hire Foreshore Cle	\$9,671.58
1663.202372-01	23/02/2016	202372Heatley Sales Pty Ltd	Personal Protective Supplies	\$376.20
1663.202404-01	23/02/2016	202404Nuturf Australia Pty Ltd	Soil Nutrient Analysis	\$7,547.10
1663.202452-01	23/02/2016	202452Lock Stock & Farrell Locksmith	Ops Centre: Gate Meter Key	\$1,036.55
1663.202459-01	23/02/2016	202459Traffic Management Plan Services	Auditing of Traffic Management Sites: Ja	\$1,963.50
1663.202490-01	23/02/2016	202490McLeods Barristers & Solicitors	Como Hotel / Dan Murphy's	\$1,548.22
1663.202511-01	23/02/2016	202511Pirtek Welshpool	Call Out & Repairs to Plant	\$172.70
1663.202642-01	23/02/2016	202642Royal Life Saving Society of WA	Home Pool Inspections x 2: PE 29/1/16	\$187.00
1663.202644-01	23/02/2016	202644Harrison Electrics Pty Ltd	Manning Snr Cits - Electrical Maint	\$2,932.90
1663.202650-01	23/02/2016	202650Statewide Ceilings & Interiors	Heritage House Ceiling Repairs	\$3,498.00
1663.202674-01	23/02/2016	202674Ecoscape Australia Pty Ltd	Millers Pool Design Development: Profess	\$11,181.61
1663.202679-01	23/02/2016	202679MP Rogers & Associates Pty Ltd	Kwinana Fwy/River Fshore, Millers Pool	\$30,673.67
1663.202681-01	23/02/2016	202681Ecojobs	Temps - City Env	\$3,856.05
1663.202685-01	23/02/2016	202685Childrens Book Council of Australia	Membership Subscription 2016	\$60.00
1663.202792-01	23/02/2016	202792Award Contracting	Location of Services	\$374.00
1663.202872-01	23/02/2016	202872Cabcharge Australia Limited	Cabcharges: Jan 2016	\$121.92
1663.203081-01	23/02/2016	203081Filters Plus	Air & Oil Filters	\$1,504.80
1663.203103-01	23/02/2016	203103Jackson McDonald Lawyers	Manning Hub: Professional Services	\$353.50
1663.203106-01	23/02/2016	203106State Library of WA	Lost/Damaged Items	\$2,897.40
1663.203184-01	23/02/2016	203184Kennards Hire	Aust Day 2016: Lighting Tower Hire	\$8,530.45
1663.203306-01	23/02/2016	203306AGS Metalwork	Fabrication - SJMP Access Gates	\$9,165.20
1663.203328-01	23/02/2016	203328Greenway Enterprises	Star Pickets & Equip Hire	\$3,285.54
1663.203366-01	23/02/2016	203366T-Quip	Ignition Keys, Parts	\$1,324.70

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Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
1663.203439-01	23/02/2016	203439Prestige Alarms	24HR Alarm Monitoring: 1/3/16-30/6/16	\$2,154.00
1663.203502-01	23/02/2016	203502WA Bluemetal	30 Tonne Road Base	\$819.62
1663.203504-01	23/02/2016	203504Imperial Glass	Replace Broken Bus Shelter Glass	\$1,282.43
1663.203505-01	23/02/2016	203505Repeat Plastics (WA)	Shaftsbury St Reserve Sign	\$364.73
1663.203591-01	23/02/2016	203591Parkland Mazda	Fleet Vehicle Service	\$353.50
1663.203622-01	23/02/2016	203622Harvey Fresh	Milk Supplies	\$90.99
1663.203692-01	23/02/2016	203692ZD Constructions Pty Ltd	Supply/ Install - Structural Steel: Ops	\$27,665.00
1663.203707-01	23/02/2016	203707Drive Straight Alignment Service	Wheel Alignment	\$198.00
1663.203710-01	23/02/2016	203710Sunny Sign Company Pty Ltd	6 x Environmental Signs With Fittings	\$228.36
1663.203752-01	23/02/2016	203752Hillarys Plumbing & Gas	Plumb Maint - SJMP Toilets	\$1,511.25
1663.20379-01	23/02/2016	20379Major Motors Pty Ltd	Fleet Vehicle Service	\$852.85
1663.203839-01	23/02/2016	203839Carringtons Traffic Services	Roebuck, Alston	\$39,755.95
1663.20391-01	23/02/2016	20391Total Turf	Sprinkler,Blades, Tee Markers	\$672.21
1663.203975-01	23/02/2016	203975Syrinx Environmental Pty Ltd	Cloisters Stage 1 Maintenance: Jan 2016	\$6,644.00
1663.204044-01	23/02/2016	204044Double Hire Structural Shade Hire	Aust Day 2016: Shade Structures	\$35,370.50
1663.204054-01	23/02/2016	204054Pearson - Bronwyn	Aust Day 2016: Media Event	\$16,004.03
1663.204064-01	23/02/2016	204064MMM WA Pty Ltd	Mill Pt Riverwall	\$161,151.44
1663.204152-01	23/02/2016	204152Enware Australia Pty Ltd	Biostax Microbes Solution	\$704.55
1663.204248-01	23/02/2016	204248CBC Australia Pty Ltd WA	Bearing Assembly for Plant	\$87.81
1663.204260-01	23/02/2016	204260Beaver Tree Services	Tree Pruning - 3 Lawrence St	\$8,466.08
1663.204291-01	23/02/2016	204291Recall Information Management Pty L	Off-site Archive Storage & Retrieval	\$163.43
1663.204293-01	23/02/2016	204293Sifting Sands	Clean-up SJMP after Skyshow	\$1,892.88
1663.204337-01	23/02/2016	204337Kerb Doctor	Kerbing Repairs Work	\$2,984.03
1663.204374-01	23/02/2016	204374Garmony Property Consultants	Valuation Report - 36 Brittain St	\$1,565.00
1663.204379-01	23/02/2016	204379Gel Group	Temps - IT, CPV, Office of Mayor	\$7,209.55
1663.204458-01	23/02/2016	204458Central Fire Services Pty Ltd	Monthly Emergency Systems Testing: Civic	\$250.25
1663.204468-01	23/02/2016	204468John Hughes Service	Clamp, Washers & Screw	\$48.40
1663.204486-01	23/02/2016	204486Allerding & Associates	333 Mill Point Rd	\$12,816.73
1663.204538-01	23/02/2016	204538Cardno (WA) Pty Ltd	South Perth Station Precinct: Profession	\$2,954.60
1663.204556-01	23/02/2016	204556City Subaru	Fleet Vehicle Service	\$338.05
1663.204563-01	23/02/2016	204563WJE Bannister	Library Event: Oral History Presentation	\$160.00
1663.204586-01	23/02/2016	204586Integrity Industrial	Temps - City Env, CPGC, W/Shop, Tsfr Static	\$20,588.78
1663.204601-01	23/02/2016	204601Hospitality Accessories	Aust Day 2016: Chair Covers	\$365.75
1663.204648-01	23/02/2016	204648Sign On Group Pty Ltd	Update Honour Board	\$176.00
1663.204653-01	23/02/2016	204653Ultimo Catering And Events	Catering - Meetings & Workshops	\$4,264.00
1663.204655-01	23/02/2016	204655Della's Group Pty Ltd	CPGC: Score Cards, Peninsula	\$20,354.40
1663.204708-01	23/02/2016	204708Cash & Carry	Aust Day 2016 - Drinks : Volunteers	\$906.87
1663.204711-01	23/02/2016	204711Dint Australia Pty Ltd	Flagsticks	\$491.70
1663.204745-01	23/02/2016	204745Rainscape Waterwise Solutions	Reticulation Maintenance	\$580.61
1663.204847-01	23/02/2016	204847Dy-Mark (Aust) Pty Ltd	Spray & Mark - Assrtd Colours	\$663.96
1663.204875-01	23/02/2016	204875Oxfords Carpentry & Renovations Pty	Operations Centre Upgrade	\$22,781.00
1663.204956-01	23/02/2016	204956WA Paint City	Paint	\$59.60
1663.204981-01	23/02/2016	204981Westrac Pty Ltd	Brake Pedal Switch	\$534.35
1663.205053-01	23/02/2016	205053Comm-Link Enterprises	Service Call - Civic Centre	\$526.00
1663.205054-01	23/02/2016	205054J Gourdis Landscapes	Garden/Turf Maint - Pre-schools	\$1,276.00
1663.205104-01	23/02/2016	205104The Poster Girls	Poster Distribution: A Story to Tell	\$696.40
1663.205153-01	23/02/2016	205153Abco Products	Hand Towels & Toilet Paper	\$299.73
1663.205155-01	23/02/2016	205155Ultraclean Carpet Cleaning	CPV U43: Carpet Cleaning	\$82.50
1663.205166-01	23/02/2016	205166Andreotta Cardenosa Consulting	Site Visits: Fire Damage at WCG Thomas P	\$1,100.00
1663.205180-01	23/02/2016	205180Perth Security Services	Mobile Patrols, Staff Escorts, Lockups	\$7,853.79
1663.205233-01	23/02/2016	205233Touchwood Nursery	Plants	\$352.00
1663.205246-01	23/02/2016	205246Rytech Australia Pty Ltd	Consulting - Sustainability	\$2,062.50
1663.205247-01	23/02/2016	205247State Wide Turf Services	James Miller Oval Works	\$214,145.81
1663.205257-01	23/02/2016	205257Austral Mercantile Collections Pty	Rates Recovery Fees - Jan 2016	\$3,518.71
1663.205289-01	23/02/2016	205289WATM Crane Sales and Services WA	Annual Hiab & Hook Service	\$3,661.17
1663.205423-01	23/02/2016	205423Michael Page International Pty Ltd	Temp - Financial Services Payroll Officer	\$1,931.33
1663.205437-01	23/02/2016	205437Greenline Ag	Filters for Plant	\$1,118.69
1663.205531-01	23/02/2016	205531Hutton Street Carpet Court	CPV U63: Floor Coverings	\$3,365.00
1663.205538-01	23/02/2016	205538Nextgen Networks Pty Ltd	Internet Corporate, P2P & VPLS Fees: Feb	\$9,412.70
1663.205542-01	23/02/2016	205542Advam Pty Ltd	Parking Ticket Mach CCard Pay Fees - Jan	\$1,857.33
1663.205546-01	23/02/2016	205546Splash Promotions	Lanyards & Cardholders	\$705.10
1663.205582-01	23/02/2016	205582ALS Library Services Pty Ltd	Books As Selected	\$708.16
1663.205688-01	23/02/2016	205688Altiform Pty Ltd	Banner Arm - 900mm long	\$478.50
1663.205744-01	23/02/2016	205744Road Signs Australia	4 x Loading Zones Signs	\$672.32
1663.205754-01	23/02/2016	205754AV Custom Engineering	Civic Boardroom AV Upgrade	\$6,600.00
1663.205762-01	23/02/2016	205762Action Glass Pty Ltd	Shower Screen - CPV U59	\$560.00
1663.205785-01	23/02/2016	205785Peoplebank Australia Ltd	Temp - IT	\$2,323.76
1663.205849-01	23/02/2016	205849JCB Construction Equipment Australi	Brake Cover for Plant	\$34.01
1663.205859-01	23/02/2016	205859James Campbell	Aust Day 2016: Photographer	\$1,078.00

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Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
1663.205884-01	23/02/2016	205884Ampac Debt Recovery WA Pty Ltd	Rates Recovery Fees: Feb 2016	\$1,058.94
1663.205937-01	23/02/2016	205937Cara Walker T/as Eco Faeries	Aust Day 2016: Hooping Pixies Entertainm	\$750.00
1663.205955-01	23/02/2016	205955Beacon Equipment - Canning Vale	Timbersports Guide Bar	\$793.20
1663.205985-01	23/02/2016	205985C & T Reticulation	Reticulation Maintenance - SJMP	\$660.00
1663.206011-01	23/02/2016	206011Instant Waste Management	Aust Day 2016: Sulo Bin Hire	\$385.00
1663.206123-01	23/02/2016	206123COVS Parts Pty Ltd	Funnel Set, Smart Lead	\$2,338.85
1663.206142-01	23/02/2016	206142Aquawash Tile & Carpet Cleaning	Carpet & Chair Cleaning: Civic Centre	\$9,689.85
1663.206179-01	23/02/2016	206179Aco Polycrete Pty Ltd	ACO Drainage System for Milson St	\$346.50
1663.206278-01	23/02/2016	206278Battery World Welshpool	Battery - NS70XC Century UHP	\$239.00
1663.206374-01	23/02/2016	206374City Of Vincent	Lost/Damaged Books	\$1,811.70
1663.206480-01	23/02/2016	206480PCP Sensemaking Pty Ltd	Sharepoint Maintenance & Enhancements	\$2,087.25
1663.206504-01	23/02/2016	206504Billi Pty Ltd	Changing Water Filters	\$1,314.78
1663.206607-01	23/02/2016	206607The Brand Agency	Website Development	\$20,662.88
1663.206637-01	23/02/2016	206637Portalit	Nimble Storage: 36 Months Support	\$41,433.24
1663.206639-01	23/02/2016	206639Redimed Pty Ltd	Pre-Employment Medical	\$357.50
1663.206658-01	23/02/2016	206658Fish Doctor	Aquarium Service: Feb 2016	\$244.75
1663.206669-01	23/02/2016	206669ER Consultants Pty Ltd	Asbestos Consult - Clontarf Proj Site	\$6,631.93
1663.206688-01	23/02/2016	206688Glen Flood Group Pty Ltd	Millers Pool, McDoug St, Senior Tech Off	\$5,017.65
1663.206706-01	23/02/2016	206706Holcim (Australia) Pty Ltd	44 Mill Point Rd: Supply Concrete	\$2,036.60
1663.206734-01	23/02/2016	206734WA Mechanical Services	Civic Centre: Air Con Repairs	\$4,738.25
1663.206775-01	23/02/2016	206775NS Projects	EJ Oval, Manning Hub	\$10,107.63
1663.206776-01	23/02/2016	206776Rotorwest Pty Ltd T/A Heliwest	Helicopter Hire For Aerial Mossie Treatm	\$2,557.50
1663.206782-01	23/02/2016	206782Staples Australia Pty Ltd	Stationary & Catering Supplies	\$2,774.64
1663.206801-01	23/02/2016	206801The Scene Team	Photographs for Annual Report 2	\$750.00
1663.206814-01	23/02/2016	206814Assured Certification Services T/A	3 Coode St: Consultation Fees	\$137.50
1663.206885-01	23/02/2016	206885Susan Smith T/As Eventketeers	Aust Day 2016: Coordinator & Administra	\$11,000.00
1663.206934-01	23/02/2016	206934IT Cooling Solutions Pty Ltd	Server Room Air-Con Maintenance - Jan 20	\$620.14
1663.206937-01	23/02/2016	206937Isentia Pty Ltd	Media Monitoring: Jan 2016	\$1,190.59
1663.206939-01	23/02/2016	206939Natural Area Consulting	Sulman Stairs: Maintenance - Jan 2016	\$1,039.78
1663.206996-01	23/02/2016	206996Enviro Sweep	Road Sweeping	\$29,474.80
1663.207024-01	23/02/2016	207024SEM Distribution	Newspaper Deliveries: 11/1/16-7/2/16 Civ	\$556.80
1663.207067-01	23/02/2016	207067Allwest Plant Hire	Excavator Hire - Jan 2016	\$2,436.50
1663.207122-01	23/02/2016	207122Mr J Thierfelder	Design Advisory Consult Mtng -2/2/16	\$220.00
1663.207123-01	23/02/2016	207123Mr R Anson	Design Advisory Consult Mtng -2/2/16	\$220.00
1663.207124-01	23/02/2016	207124Mr T Paterson	Design Advisory Consult Mtng -2/2/16	\$220.00
1663.207149-01	23/02/2016	207149Hey Presto Entertainment	Aust Day 2016: Kids Magician	\$750.00
1663.207155-01	23/02/2016	207155Fleetspec Hire	Aust Day 2016: Truck Hire	\$2,977.52
1663.207166-01	23/02/2016	207166Kevins Water Cartage	Water Cartage - SJMP: Skyshow	\$1,980.00
1663.207228-01	23/02/2016	207228Hire Society	Chinese Delegation: Hire of Crockery	\$189.19
1663.207237-01	23/02/2016	207237Heroes Framing & Memorabilia	2015 Councillors: Design, Print & Frame	\$807.85
1663.207266-01	23/02/2016	207266Beacon Equipment - Bentley	Hedge Trimmer Repairs of Plant	\$223.90
1663.207310-01	23/02/2016	207310Perthwaste Green Recycling	Waste Disposal - Jan 2016	\$192,910.95
1663.207328-01	23/02/2016	207328Pirtek (Fremantle) Pty Ltd	Hose Maintenance	\$617.53
1663.207373-01	23/02/2016	207373Constructive Project Solutions Pty	Project Management Services - Jan 2016	\$9,747.38
1663.207407-01	23/02/2016	207407Axis Contracting Pty Ltd	Crossover & Concrete Contractor Works	\$93,216.56
1663.207414-01	23/02/2016	207414Show Ski WA	Aust Day 2016: Flag Raising Ceremony	\$2,400.00
1663.207419-01	23/02/2016	207419Instant Products Hire	Aust Day 2016: Toilet Hire	\$9,938.78
1663.207420-01	23/02/2016	207420Bridgestone Australia Ltd	Tyres & Wheel Alignment	\$4,886.24
1663.207426-01	23/02/2016	207426BOS Civil	Surveying Services: Sth Pth Tennis Club	\$2,134.14
1663.207432-01	23/02/2016	207432Italo's Tiling Service	CPV U126: Retile of Bathroom	\$2,260.00
1663.207482-01	23/02/2016	207482ABA Automatic Gates	Transfer Station: Repairs to Gate	\$221.00
1663.207489-01	23/02/2016	207489Survey Results	EJ Oval Upgrade: Full Feature Survey	\$9,627.48
1663.207529-01	23/02/2016	207529Sims Recycling Solutions (ESPA)	EWaste Recycling Charges - Jan 2016	\$622.82
1663.207557-01	23/02/2016	207557TenderLink.Com	Advertising	\$825.00
1663.207589-01	23/02/2016	207589Triton Electrical	Supply & Install New Pedestal Irrigation	\$8,281.69
1663.207605-01	23/02/2016	207605Create It Unit Trust	Rental of Essential Time Lapse Service	\$14,564.00
1663.207642-01	23/02/2016	207642Mattress Removal WA	Mattress Removal 10/2/16	\$1,145.50
1663.207671-01	23/02/2016	207671Ohura Consulting	Consultancy - EBA Renegotiation	\$1,149.50
1663.207678-01	23/02/2016	207678Classic Tree Services	Tree Removal, Grinding Contract Serv	\$31,561.75
1663.207680-01	23/02/2016	207680AquamoniX	Scented Gardens: Irrigation Controller I	\$7,183.00
1663.207685-01	23/02/2016	207685KL Media Pty Ltd T/as All Access	DVD's as Selected	\$2,144.76
1663.207696-01	23/02/2016	207696Folium Landscape Architecture	Temporary Construction Signage Design	\$1,001.00
1663.207700-01	23/02/2016	207700Waterford Supa IGA	Summer Splash Event: Refreshments	\$335.11
1663.207703-01	23/02/2016	207703Olivia Jarman	Aust Day 2016: Staff Coordinator & Risk	\$20,000.00
1663.207704-01	23/02/2016	207704Zanzara	Repairs to Mosquito Traps	\$70.40
1663.207708-01	23/02/2016	207708Insul Fibre Insulation	Insulation Panels for Ops Centre	\$973.06
1663.21416-01	23/02/2016	21416Parker Black & Forrest Pty Ltd	Padlocks, Keys, Bolts	\$2,397.23
1663.21437-01	23/02/2016	21437Educational Art Supplies	Stationary Supplies	\$139.81
1663.24182-01	23/02/2016	24182Trees Need Tree Surgeons	Tree & Plant Watering	\$10,965.02

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Warrant Listing
Warrants between
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Creditors

Cheque No.	Chq Date	Creditor Payee	Description	Amount
1663.24280-01	23/02/2016	24280AAA Production Services	Aust Day 2016: Sound & Lighting Equipmen	\$24,795.64
1663.25522-01	23/02/2016	25522Mercury Messengers Pty Ltd	Courier Service - Jan 2016	\$47.25
1663.25544-01	23/02/2016	25544Vertel Telecoms Pty Ltd	Install 2 Way Radios to Plant	\$1,577.95
1663.72834-01	23/02/2016	72834Blackwoods	Grease Guns	\$558.75
1663.72842-01	23/02/2016	72842Australia Post	Postage, BillPay Trans Fees	\$15,512.33
1663.72966-01	23/02/2016	72966Benara Nurseries	Plant Purchases	\$224.13
1663.72990-01	23/02/2016	72990Bunnings Building Supplies P/L	Workshop Consumables	\$5,895.87
1663.73148-01	23/02/2016	73148Cleanaway	Rubbish Bin Collections, Replacement	\$158,811.92
1663.73229-01	23/02/2016	73229Como Plumbing Services	Hensman St Tennis Club	\$943.69
1663.73342-01	23/02/2016	73342Landgate	Online Land Enquiries, Interim Valuation Sch	\$830.06
1663.73709-01	23/02/2016	73709Jason Signmakers	Roads to Recovery Signs	\$221.76
1663.73946-01	23/02/2016	73946Midland Brick	Ops C Extension: Brick Delivery Costs	\$323.28
1663.74187-01	23/02/2016	74187Fuji Xerox	Lease & Copier Charges	\$15,573.92
1663.74233-01	23/02/2016	74233Rosetta Holdings Pty Ltd	CPGC Commission on Takings - Jan	\$21,509.55
1663.74330-01	23/02/2016	74330Sheridan's for Badges	Freeman of the City Badges x 3	\$2,977.15
1663.74748-01	23/02/2016	74748Wembley Cement Industry	6 x 1050x1050x150 Square Manholes	\$929.50
1663.76259-01	23/02/2016	76259Mr W Hames	Design Advisory Consult Mtg - 2/2/16	\$220.00
1663.76267-01	23/02/2016	76267Daytone Printing	Parking Infringement Reminder Notice	\$2,444.20
1663.76431-01	23/02/2016	76431Statewide Line Marking	Line Markings: Park St, Douglas, York &	\$10,110.10
1663.76492-01	23/02/2016	76492Budget Rent A Car - LOC 20008	Aust Day 2016: Hire of 4 Vehicles	\$510.14
1663.76586-01	23/02/2016	76586CJD Equipment Pty Ltd	Tail Lights & Air Filter	\$869.79
1663.76599-01	23/02/2016	76599New Town Toyota	Headlamp for Plant	\$688.96
1663.76773-01	23/02/2016	76773Total Eden	Reticulation Supplies	\$2,079.95
1663.80788-01	23/02/2016	80788McIntosh & Son WA	PTO Shaft Pins for Plant	\$29.52
1663.83433-01	23/02/2016	83433Angelo Street Gallery & Picture Fra	Freeman of City & Cnclr Service Certs Fr	\$454.00
1663.83878-01	23/02/2016	83878BOC Gases	Oxygen, Acetylene & Argoshield	\$90.63
1663.83906-01	23/02/2016	83906Castrol Australia Pty Ltd	Assorted Oils Incl Waste Oil Levy	\$4,427.73
1663.84314-01	23/02/2016	84314Work Clobber	Safety Boots	\$395.55
1663.84393-01	23/02/2016	84393Seton Australia Pty Ltd	Signage for CPV	\$616.45
1663.84680-01	23/02/2016	84680Officeworks	Lighting Cables	\$231.43
1663.85049-01	23/02/2016	85049E & MJ Roshier Pty Ltd	30 x Kubota Blades for Plant	\$907.50
1663.85051-01	23/02/2016	85051Matting Solutions WA Pty Ltd	South Perth Seniors: Replace Front Door	\$408.10
1663.85086-01	23/02/2016	85086St John Ambulance Aust (WA) Inc.	Aust Day 2016: First Aid Cover	\$601.00
1664.201484-01	26/02/2016	201484Perth Cadcentre	Bus Stop Design Work: 2015/2016 Capital	\$1,320.00
1664.201608-01	26/02/2016	201608Econo Sweep	CPGC: Sweeping of Carparks & Driveways	\$572.00
1664.202231-01	26/02/2016	202231Marketforce Pty Ltd	Peninsula Snapshot, Recruit Adv	\$18,383.44
1664.204260-01	26/02/2016	204260Beaver Tree Services	CPGC: Remove Collapsed Pine	\$1,921.15
1664.204459-01	26/02/2016	204459Greg Davies Architects	Concept Design for WCG Thoma Refurbishm	\$16,500.00
1664.204838-01	26/02/2016	204838Advanced Traffic Management WA Pty	Aust Day 2016: Traffic Control	\$84,286.40
1664.205223-01	26/02/2016	205223Ms C L Stace	Aust Day 2016: 'Flurotrash' Performers	\$891.00
1664.205339-01	26/02/2016	205339Allsons Installations	Aust Day 2016: Parking Sign	\$15,455.00
1664.205745-01	26/02/2016	205745Keos Events Pty Ltd	Aust Day 2016: Replacement of Damaged It	\$14,246.43
1664.206430-01	26/02/2016	206430Motorola Solutions Australia P/L	Aust Day 2016 - Walkie-Talkies	\$400.65
1664.206482-01	26/02/2016	206482Aaron Smyth	Aust Day'16 - Balloon Artistry	\$960.00
1664.207143-01	26/02/2016	207143Castles WA	Aust Day 2016 - Hire of Water Slide/the	\$5,200.00
1664.207146-01	26/02/2016	207146Urbanise WA Pty Ltd	Update Design Plans to Reflect Undergrou	\$605.00
1664.207188-01	26/02/2016	207188Wild Honey - Carlos Maxwell	Removal of Bee Hives: CPGC	\$1,200.00
1664.207215-01	26/02/2016	207215Blue Force Pty Ltd	CPV Alarm Monitoring	\$1,894.17
1664.207289-01	26/02/2016	207289Pracsys Management Systems Pty Ltd	National Stronger Regions Fund: Claim 1	\$10,450.00
1664.207553-01	26/02/2016	207553The Rigging Shed	Test & Tag Lifting Equipment	\$2,200.88
1664.76787-01	26/02/2016	76787Zipform Pty Ltd	4th Instalment Rates: Printing & Posting	\$7,273.68
1664.80788-01	26/02/2016	80788McIntosh & Son WA	Service of Fairway Mower	\$1,040.51
1664.84059-01	26/02/2016	84059Synergy	Power Usage	\$14,138.35
1665.207613-01	29/02/2016	207613Mr T Burrows	Expense Reimbursement - Mileage	\$216.48
1665.207670-01	29/02/2016	207670Mr G J Glass	Expense Reimbursement	\$11.20
1666.205788-01	29/02/2016	205788Bank Of Queensland	New Municipal Fund Investment	\$1,500,000.00
1667.207672-01	29/02/2016	207672Agency 296 Pty Ltd	Public Art: Ascending Signals - Instal 2	\$7,362.43
1667.207715-01	29/02/2016	207715Varidesk LLC	Workstation Pro Plus 36	\$1,150.00
1667.207718-01	29/02/2016	207718Phase 1 Audio	Morning Melodies: Kids Editon	\$2,580.60

Total: Creditors 473 \$6,280,696.48

Warrant Listing

Warrants between
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Non-Creditors

Cheque No.	Chq Date	Payee	Description	Amount
00018018	04/02/2016	Parklyn Contructions	Refund RdReserveAccessBd 6/32 Jubilee St	\$2,200.00
00018019	04/02/2016	Mr N J Dorai Raj	Refund RdReserveAccessBd 60 Riverway	\$500.00
00018020	04/02/2016	Mr A J Dias	Refund RdReserveAccessBd 4/10 Axford St	\$2,200.00
00018021	04/02/2016	Mr C Harris	Refund RdReserveAccessBd 5 Batavia Way	\$500.00
00018022	04/02/2016	Mr A McIntyre	Refund RdReserveAccessBd 2/39 Mary St	\$500.00
00018023	04/02/2016	Great Aussie Patios	Refund RdReserveAccessBd 28 Collins St	\$500.00
00018024	04/02/2016	P Chakraverty	Refund Hall/Key Deposit	\$465.00
00018025	16/02/2016	Peter Stannard Homes	RefundRdResAccBond-23A Brittain	\$500.00
00018026	18/02/2016	Don Russell Homes Pty Ltd	RefundBalRdResAccBond-16 Todd Ave	\$95.75
00018027	18/02/2016	Jenstruct Pty Ltd	RefundRdResAccBond-32 Roseberry Ave	\$700.00
00018028	18/02/2016	Le Charme Pty Ltd	RefundRdResAccBond-36 Vista St	\$500.00
00018029	18/02/2016	Robertson McLennan Mitchell	RefundRdResAccBond-25 Hopetoun St	\$500.00
00018030	18/02/2016	J & F Tolhurst	RefundRdResAccBond-38 Broome	\$500.00
00018031	18/02/2016	Mrs L Greenaway	RefundRdResAccBond-11 Philp Ave	\$500.00
00018032	18/02/2016	Peter Stannard Homes	RefundRdResAccBond-8 Apus Loop	\$500.00
00018033	18/02/2016	Evolve Builders Pty Ltd	RefundRdResAccBond-42 Brittain St	\$700.00
00018034	18/02/2016	Summit Homes Group	RefundRdResAccBond-3 Ambon St	\$500.00
00018035	18/02/2016	Living Environments	RefundRdResAccBond-6/154 Mill Point Rd	\$500.00
00018036	18/02/2016	Dale Alcock Homes	RefundRdResAccBond-2/34 Salter Point Pde	\$500.00
00018037	18/02/2016	Ms K M Addison	RefundRdResAccBond-1/70 Gardner St	\$500.00
00018038	18/02/2016	Mr H L Liu	RefundRdResAccBond-417 Canning Hwy	\$4,400.00
00018039	18/02/2016	Como Panel and Paint	RefundRdResAccBond-1/72 Mary St	\$500.00
00018040	18/02/2016	Action Sheds Australia Pty Ltd	RefundRdResAccBond-58 Mt Henry Rd	\$4,400.00
00018041	18/02/2016	Ms K J Marshall	RefundRdResAccBond-452A Canning Hwy	\$500.00
00018042	23/02/2016	Kinbuild Pty Ltd	Refund RdResAccBd 1/19 Cale St	\$700.00
00018043	23/02/2016	Webb & Brown-Neaves Pty Ltd	RefundBalRdResAccBond-38 Letchworth	\$240.97
00018044	23/02/2016	Jag Demolition	RefundRdResAccBond-58 Gwentyfred Rd	\$500.00
00018045	23/02/2016	Novus Homes	RefundRdResAccBond-5 Hirundo Place	\$500.00
00018046	23/02/2016	Westral	RefundRdResAccBond-144 Melville Pde	\$700.00
00018047	23/02/2016	Mr J M Cohen	RefundRdResAccBond-72 Arlington Ave	\$500.00
00018048	23/02/2016	Jeremy Cohen	RefundRdResAccBond-72 Arlington Ave	\$500.00
00018049	23/02/2016	Ventura Homes Pty Ltd	RefundRdResAccBond-30A Bickley Cr	\$500.00
00018050	23/02/2016	Mrs D L Carter	RefundRdResAccBond-6 Jubilee St	\$500.00
00018051	23/02/2016	Summit Homes Group	RefundRdResAccBond-27 Mabel St	\$2,200.00
00018052	23/02/2016	Mr W Robertson	RefundRdResAccBond-101 Manning Road	\$500.00
00018053	23/02/2016	Mr A Smith	RefundRdResAccBond-1/23 South Tce	\$500.00
00018054	26/02/2016	M Davison	Refund RdReserve Access Bond -31 Success	\$500.00
00018055	26/02/2016	Ms G M Ballantine	Refund RdReserve Access Bond-152 Hensm	\$500.00
00018056	26/02/2016	Mr P Knight	Refund RdReserve Access Bond-11 Baldwin	\$500.00
00018057	26/02/2016	Mr P J Wells	Refund RdReserve Access Bond-73 Henley	\$500.00
00018058	26/02/2016	Aveling Homes Pty Ltd	Refund RdReserve Access Bond-6 Brittain	\$500.00
00018059	26/02/2016	Home Group WA Pty Ltd	Refund RdReserve Access Bond-24b Downe	\$500.00
00018060	26/02/2016	J CORP T/A Perceptions	Refund RdReserve Access Bond-19 Stiffold	\$500.00
00018061	26/02/2016	Mr S A O'Hara	Refund RdReserve Access Bond-13 Hobbs	\$500.00
00018062	26/02/2016	Residential Building WA Pty Ltd	Refund RdReserve Access Bond-37 Apus Lp	\$500.00
00018063	26/02/2016	Mr S Hemachandra	Refund RdReserve Access Bond-115 Mannin	\$500.00
00018064	26/02/2016	J Leonard	Refund RdReserve Access Bond-57 Hobbs	\$500.00
00018065	26/02/2016	Outdoor World	Refund RdReserve Access Bond-91Waterforc	\$500.00
00018066	26/02/2016	Mrs R L Bodley	Refund RdReserve Access Bond-63 Birdwoor	\$3,000.00
00018067	26/02/2016	Barrier Reef Pools	Refund RdReserve Access Bond-6 Bruning	\$500.00
00018068	26/02/2016	OutdoorWorld	Refund RdReserve Access Bond7/1 Lawrenc	\$500.00
00018069	26/02/2016	Andantino Pty Ltd	Refund RdReserve Access Bon-64/80 Henley	\$500.00
00018070	26/02/2016	Mr P J Carrie	Refund RdReserve Access Bond-85 Welwyn	\$500.00
00018071	26/02/2016	Mr E Rogers	Refund RdReserve Acc Bd-4/31 Strickland	\$500.00
00018072	26/02/2016	A1 Patios	Refund RdReserve Access Bond9/24 Melinga	\$500.00
00104046	12/02/2016	Mrs Prya Veale	Rfnd Hall/Key Bond: Hire E/J Scout Hall	\$1,635.00
00104047	12/02/2016	Mr Daryl Rogers	Ticket Machine Rfnd	\$4.00
00104049	12/02/2016	Mrs Kaylene Cousins	Crossing Subsidy-2 Onslow St	\$425.86
00104050	12/02/2016	Mr Adam Hopkins	Crossing Subsidy-13 Apus Loop	\$366.62
00104051	12/02/2016	A One Academy	Rfnd Hall/Key Bond - Collins St Centre Hire	\$935.00
00104052	12/02/2016	Payum Hadian	Park Restoration Bnd: SJMP Zone 15	\$2,175.00
00104053	12/02/2016	South Perth Cricket Club	Rental Adj - 2 Mnths Rfnd	\$626.32
00104054	12/02/2016	M L Bates	Refund Archive Search: 13B Alston Ave	\$50.00
00104055	12/02/2016	Sandra Jaramillo	Refund of Park Restoration Bond: SJMP 7/2/1	\$540.00
00104056	12/02/2016	Kevin Johnson	Refund of Park Restoration Bond: SJMP 1/2/1	\$540.00
00104057	12/02/2016	Mrs Patricia Boys	Refund to Departing Resident: CPV U22	\$88,242.95
00104058	12/02/2016	Sharon Swaney	Streets Alive Project Reimbursement	\$99.28
00104082	22/02/2016	City of South Perth C/- Ms B Tsitsi	Refund UGP paid in error - transf Rates	\$232.13
00104083	22/02/2016	Ms T J Herbert	Stump Grinding Refund	\$71.50

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Non-Creditors

Cheque No.	Chq Date	Payee	Description	Amount
00104084	22/02/2016	Lyn Stoltze	38 River Way: Mail Redirection Due To Chan	\$64.00
00104085	22/02/2016	Alain Ludva	Refund of Old Mill Key Bond & Bin Fee	\$145.00
00104086	22/02/2016	Dynamic Productions	Refund of Old Mill Key Bond	\$25.00
00104087	22/02/2016	Lam Ti Muir	Refund of Overpaid Rates: 28 Kardan Circ	\$2,524.17
00104088	22/02/2016	RSPCA WA	Refund of Sth Pth Community Hall Bond: 13/2	\$1,650.00
00104089	22/02/2016	Mr & Mrs C Ooi	Partial Rfnd Dog Sterilisation	\$25.83
00104090	22/02/2016	Andre Maynard	Rfnd Hall/Swipe Card Bond: S/P Commun Ha	\$472.30
00104091	22/02/2016	Daryeel Association Inc	Rfnd Hall/Swipe Card Bond: S/P Commun Ha	\$950.00
00104092	22/02/2016	Mr S Hemachandra	Crossing Subsidy:115 Manning Rd	\$498.46
00104093	22/02/2016	Mr Anthony Greenaway	Crossing Subsidy:11 Philp Ave	\$552.91
00104094	22/02/2016	Mr Owen West	Crossing Subsidy:36 Pepler Ave	\$779.79
00104100	24/02/2016	Robert Noakes (Aussie Patio Designs	Overpayment Planning App: 2/57 Robert	\$9.65
00104101	24/02/2016	Mrs S A Whiteside	Rfnd Overpayment - 18 Westland Pl	\$470.30
00104102	24/02/2016	Kate Brian	Rfnd Hall/Swipe Card Bond: S/P Comm Hall	\$1,650.00
00104103	24/02/2016	Maros Listiak	Refund of Dupl Infringement Payment	\$76.40
00104104	24/02/2016	BAPS Perth Inc	Rfnd Hire Fee - Collins St Centre	\$75.00
00104105	26/02/2016	Tamsin Olejnik	Refund Archive Search: 50 Douglas Ave	\$50.00
00104106	26/02/2016	Mr Basim Jawad	Crossover Subsidy: 68B Axford St	\$676.96
00104107	26/02/2016	Mibeki Nominees Pty Ltd	Refund of Overpaid Rates: 3/15 Renwick St	\$1,352.42
00104108	26/02/2016	Estate of Mr N Wells	Refund to Departing Resident: CPV U115	\$196,028.35
00104110	29/02/2016	Acton Corporate	Refund of Park Restoration Bond: SJMP 23/2	\$540.00
00104111	29/02/2016	Scott Andrew Edward Jones	Refund of Park Restoration Bond: SJMP 12/2	\$540.00
00104112	29/02/2016	Mr Jeremy Cohen	72 Arlington Ave: Crossover Subsidy & Footp	\$941.43
Total: Non-Creditors				92 \$349,043.35

Grand Total: 566 \$6,629,839.11

MINUTES

Audit and Governance Committee Meeting

1 March 2016

Mayor and Councillors

Here within are the Minutes of the Audit and Governance Committee meeting held on Tuesday 1 March 2016 in the City of South Perth Council Chamber, Cnr South Terrace and Sandgate Street, South Perth.

Note:

As this Committee does not hold Delegated Powers or Duties in accordance with Section 5.23 of the Local Government Act the meeting was not open to the public.



GEOFF GLASS
CHIEF EXECUTIVE OFFICER

3 March 2016



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Audit and Governance Committee - Minutes

1. DECLARATION OF OPENING

With the positions of Chair and Deputy Chair vacant, the Chief Executive Officer opened the meeting at 5.30pm and welcomed everyone in attendance.

He then acknowledged that we meet on the lands of the Noongar / Bibbulmun people and honour them as the traditional custodians of this land.

2. ELECTION OF A CHAIR AND DEPUTY CHAIR

The Chief Executive Officer called for nominations for the position of Chair of the Audit and Governance Committee in accordance with *s5.12 and Schedule 2.3 of the Local Government Act 1995*.

Chair of the Audit and Governance Committee

Councillor Fiona Reid nominated herself for the position of Chair. Councillor Colin Cala seconded the nomination. No other nominations were received. Councillor Fiona Reid was duly declared Chair of the Audit and Governance Committee.

Councillor Reid then assumed the Chair and called for nominations for the position of Deputy Chair of the Audit and Governance Committee in accordance with *s5.12 and Schedule 2.3 of the Local Government Act 1995*.

Deputy Chair of the Audit and Governance Committee

Mayor Sue Doherty nominated Councillor Ken Manolas for the position of Deputy Chair. Councillor Manolas accepted the nomination. No other nominations were received. Councillor Ken Manolas was duly declared Deputy Chair of the Audit and Governance Committee.

3. ATTENDANCE

Fiona Reid Moresby Ward (Chair)

Committee Members

Sue Doherty	Mayor
Colin Cala	Manning Ward
Cheryle Irons	Mill Point Ward
Ken Manolas	Mill Point Ward (Deputy Chair)

Elected Members as Observers

Jessica Black Como Ward

Staff Members

Geoff Glass	Chief Executive Officer
Mike Kent	Director Financial and Information Services
Vicki Lummer	Director of Development and Community Services
Phil McQue	Manager Governance and Administration
Sandra Watson	Manager Community Services (until 6.20pm)
Mark Carolane	Senior Strategic Projects Planner (until 6.20pm)
Christine Lovett	Property and Administration Officer
Sharron Kent	Governance Officer

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

No Members were on an approved Leave of Absence.

4. DECLARATIONS OF INTEREST

Nil.

5. CONFIRMATION OF MINUTES

5.1 AUDIT AND GOVERNANCE COMMITTEE HELD: 19 AUGUST 2015

Officer Recommendation AND COUNCIL DECISION

Moved: Councillor Colin Cala

Seconded: Mayor Sue Doherty

That the Minutes of the Audit and Governance Committee meeting held 19 August 2015 be taken as read and confirmed as a true and correct record.

CARRIED (5/0)

At 5.35pm the Chair called for Standing Orders to be suspended to allow for open discussion as to how to progress the Audit and Governance Committee meetings.

MOTION TO SUSPEND STANDING ORDERS

Moved: Councillor Colin Cala

Seconded: Mayor Sue Doherty

That Standing Orders be suspended to allow for open discussion as to how to progress the Audit and Governance Committee meetings.

CARRIED (5/0)

At 5.51pm the Chair called for the Standing Orders to be reinstated.

MOTION TO REINSTATE STANDING ORDERS

Moved: Councillor Ken Manolas

Seconded: Councillor Colin Cala

That Standing Orders be reinstated.

CARRIED (5/0)

6. REPORTS

6.1 POLICY REVIEW 2016

Location: City of South Perth
Ward: Not Applicable
Applicant: Council
File Ref: D-16-12062
Date: 1 March 2016
Author: Christine Lovett, Corporate Support Officer
Reporting Officer: Phil McQue, Manager Governance and Administration
Strategic Direction: 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
Council Strategy: 6.3 Continue to develop best practice policy and procedure frameworks that effectively guide decision-making in an accountable and transparent manner.

Summary

The City has a statutory obligation under the *Local Government Act 1995* to review its policies each financial year. The Terms of Reference of the Audit and Governance Committee include responsibility for reviewing the City's policies.

A review of the City's policies has been completed and is now presented for the consideration of the Committee and referral to Council for adoption.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Colin Cala
Seconded: Councillor Ken Manolas

That the Audit and Governance Committee, having reviewed the Council Policies, recommends to Council that:

- (a) the following policies having been reviewed with 'no change' to content be adopted:
- | | |
|------|-------------------------------------------------------|
| P107 | Disability Access |
| P108 | Honorary Freeman of the City |
| P111 | Commemoration |
| P112 | Community Advisory Groups |
| P113 | Community Gardens |
| P202 | Energy Conservation |
| P203 | Ground Water Management |
| P204 | Chemical Use |
| P205 | Tree Preservation |
| P206 | Urban Forest |
| P207 | Natural Areas |
| P208 | Ecologically Sustainable Building Design |
| P209 | Shade Structures |
| P210 | Street Verges |
| P211 | Water Sensitive Urban Design |
| P301 | Consultation for Planning Proposals |
| P302 | General Design Guidelines for Residential Development |
| P303 | Design Advisory Consultants |
| P305 | Land Reserves for Road Widening |
| P306 | Development of Properties Abutting River Way |

6.1 Policy Review 2016

P307	Family Day Care and Child Day Care Centres
P308	Signs
P310	Telecommunications Infrastructure
P311	Subdivision Approval – Early Release from Conditions
P312	Serviced Apartments
P315	Car Parking Reductions for Non-Residential Development
P316	Developer contribution for Public Art
P317	Licensed Premises
P350.01	Environmentally Sustainable Building Design
P350.05	Trees on Development Sites and Street Verges
P350.13	Strata Titling of Dwellings Constructed prior to Town Planning Scheme No. 6
P350.14	Use or Closure of Rights-of-Way
P350.15	Bed and Breakfast Accommodation
P351.5	Streetscape Compatibility – Precinct 5 'Arlington' and Precinct 6 'Kensington'
P351.12	9 Bradshaw and 8 Conochie Design Guidelines
P351.14	Cygnia Cove Residential Design Guidelines
P352	Final Clearance Requirements for Completed Buildings
P353	Crossings/Crossovers
P354	Stormwater Drainage Requirements for Proposed Buildings
P356	Electricity Substations
P357	Right-of-Way (ROW) Maintenance and Development
P358	House Numbers on Kerbs
P360	Informing the Neighbours of Certain Development Applications
P401	Graffiti Management
P501	Paths – Provision & Construction
P502	Cycling Infrastructure
P510	Traffic Management Warrants
P601	Preparation of Long Term Financial Plan & Annual Budget
P602	Authority to make payments from the Municipal & Trust funds
P603	Investment of Surplus Funds
P604	Use of Debt as a Funding Option
P606	Continuous Financial Disclosure
P608	Dividend Policy – Collier Park Golf Course
P610	Collier Park Village – Financial Arrangements
P612	Disposal of Surplus Property
P625	Equal Employment Opportunity
P626	The Elimination of Harassment in the Workplace
P629	Occupational Safety and Health
P637	Employee Separation Payments
P648	Motor Vehicles
P649	Mayoral Vehicle
P662	Advertising on Banner Poles
P665	Use of Council Facilities
P667	Member Entitlements
P668	Mayoral Portraits
P670	Delegates from Council
P671	Governance
P673	Audio Recording of Council Meetings
P675	Legal Representation
P677	State Administrative Tribunal
P680	Electronic Agendas
P687	Development of Council Owned Land

6.1

Policy Review 2016

P688	Asset Management
P691	Australian Business Excellence Framework
P692	Sustainability Policy
P693	Retiring Elected Member Gift

- (b) the following policies having been reviewed and the content revised, as per **Attachment (a)**, be recommended to Council for adoption:

PI01	Public Art
PI02	Community Funding Program
PI03	Communication and Consultation
PI05	Cultural Services and Activities
PI06	Use of City Reserves and Facilities
PI10	Support of Community and Sporting Groups
P309	Satellite Dishes
P350.02	Boundary Walls
P350.03	Car Parking Access, Siting and Design
P350.04	Additions to Existing Dwellings
P350.07	Fencing and Retaining Walls
P350.09	Significant Views
P402	Alfresco Dining
P403	Charity Clothing Bins on City Managed Land
P605	Purchasing & Invoice Approval
P607	Tenders & Expressions of Interest
P609	Management of City Property
P613	Capitalisation & Valuation of Fixed Assets
P661	Complaints
P669	Training and Development
P689	Applications for Planning Approval: Applicants Responsibilities

- (c) the following policy having been reviewed at **Attachment (b)**, be deleted:
P201 Sustainable Procurement
- (d) the following policy having been added at **Attachment (c)**, be adopted:
P212 Waste Management

Amended Motion

Moved: Mayor Sue Doherty
Seconded: Councillor Cheryle Irons

To include a part (e) as follows:

- (e) the recommendation for policy 103 Communication and Consultation be deferred until the next Audit and Governance Committee meeting.

With the agreement of Councillors Cala and Manolas the amendment then became the substantive.

COMMITTEE RECOMMENDATION

Moved: Councillor Colin Cala
Seconded: Councillor Ken Manolas

That the Audit and Governance Committee, having reviewed the Council Policies, recommends to Council that:

- (a) the following policies having been reviewed with 'no change' to content be adopted:
- | | |
|------|------------------------------|
| PI07 | Disability Access |
| PI08 | Honorary Freeman of the City |

6.1 Policy Review 2016

P111	Commemoration
P112	Community Advisory Groups
P113	Community Gardens
P202	Energy Conservation
P203	Ground Water Management
P204	Chemical Use
P205	Tree Preservation
P206	Urban Forest
P207	Natural Areas
P208	Ecologically Sustainable Building Design
P209	Shade Structures
P210	Street Verges
P211	Water Sensitive Urban Design
P301	Consultation for Planning Proposals
P302	General Design Guidelines for Residential Development
P303	Design Advisory Consultants
P305	Land Reserves for Road Widening
P306	Development of Properties Abutting River Way
P307	Family Day Care and Child Day Care Centres
P308	Signs
P310	Telecommunications Infrastructure
P311	Subdivision Approval – Early Release from Conditions
P312	Serviced Apartments
P315	Car Parking Reductions for Non-Residential Development
P316	Developer contribution for Public Art
P317	Licensed Premises
P350.01	Environmentally Sustainable Building Design
P350.05	Trees on Development Sites and Street Verges
P350.13	Strata Titling of Dwellings Constructed prior to Town Planning Scheme No. 6
P350.14	Use or Closure of Rights-of-Way
P350.15	Bed and Breakfast Accommodation
P351.5	Streetscape Compatibility – Precinct 5 ‘Arlington’ and Precinct 6 ‘Kensington’
P351.12	9 Bradshaw and 8 Conochie Design Guidelines
P351.14	Cygnia Cove Residential Design Guidelines
P352	Final Clearance Requirements for Completed Buildings
P353	Crossings/Crossovers
P354	Stormwater Drainage Requirements for Proposed Buildings
P356	Electricity Substations
P357	Right-of-Way (ROW) Maintenance and Development
P358	House Numbers on Kerbs
P360	Informing the Neighbours of Certain Development Applications
P401	Graffiti Management
P501	Paths – Provision & Construction
P502	Cycling Infrastructure
P510	Traffic Management Warrants
P601	Preparation of Long Term Financial Plan & Annual Budget
P602	Authority to make payments from the Municipal & Trust funds
P603	Investment of Surplus Funds
P604	Use of Debt as a Funding Option
P606	Continuous Financial Disclosure
P608	Dividend Policy – Collier Park Golf Course
P610	Collier Park Village – Financial Arrangements
P612	Disposal of Surplus Property

6.1

Policy Review 2016

P625	Equal Employment Opportunity
P626	The Elimination of Harassment in the Workplace
P629	Occupational Safety and Health
P637	Employee Separation Payments
P648	Motor Vehicles
P649	Mayoral Vehicle
P662	Advertising on Banner Poles
P665	Use of Council Facilities
P667	Member Entitlements
P668	Mayoral Portraits
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P671	Governance
P673	Audio Recording of Council Meetings
P675	Legal Representation
P677	State Administrative Tribunal
P680	Electronic Agendas
P687	Development of Council Owned Land
P688	Asset Management
P691	Australian Business Excellence Framework
P692	Sustainability Policy
P693	Retiring Elected Member Gift

- (b) the following policies having been reviewed and the content revised, as per **Attachment (a)**, be recommended to Council for adoption:

PI01	Public Art
PI02	Community Funding Program
PI05	Cultural Services and Activities
PI06	Use of City Reserves and Facilities
PI10	Support of Community and Sporting Groups
P309	Satellite Dishes
P350.02	Boundary Walls
P350.03	Car Parking Access, Siting and Design
P350.04	Additions to Existing Dwellings
P350.07	Fencing and Retaining Walls
P350.09	Significant Views
P402	Alfresco Dining
P403	Charity Clothing Bins on City Managed Land
P605	Purchasing & Invoice Approval
P607	Tenders & Expressions of Interest
P609	Management of City Property
P613	Capitalisation & Valuation of Fixed Assets
P661	Complaints
P669	Training and Development
P689	Applications for Planning Approval: Applicants Responsibilities

- (c) the following policy having been reviewed at **Attachment (b)**, be deleted:
P201 Sustainable Procurement

- (d) the following policy having been added at **Attachment (c)**, be adopted:
P212 Waste Management

- (e) the recommendation for policy PI03 Communication and Consultation be deferred until the next Audit and Governance Committee meeting.

CARRIED (5/0)

6.1 Policy Review 2016

Background

In line with contemporary organisational models, the policy framework aligns policies and delegations to the City's Strategic Directions. During the review process, policies are considered by the custodian department having the relevant technical expertise in relation to the policy content and subsequently by the Executive Management Team (EMT) representing each of the City's Directorates.

The policy review centres on the continuing relevance of the policy and the need to update it in light of any change in the legislative or operating environment. The policy review may identify a need to revise the policy or it may determine that no change is needed. The nature of the change, whether minor or major, is noted in the '**Comment**' section below. Minor changes usually consist of minor typographical or grammatical corrections or revisions due to minor legislative amendments. Major change will consist of significant revision to the content of the policy due to changes in the operational environment or because of more substantial legislative change.

Comment

Under Review

The Policies listed below will be subject to a major review in 2016 and will be presented to Council at a future date:

P104	Community Awards
P313	Local Heritage Listing
P672	Agenda Briefings, Concept Forums and Workshops
P674	Management of Corporate Records

Minor Changes

The Policies listed below are considered to have only *minor* administrative changes and **no** change to content needed therefore they are not included as attachments.

Strategic Direction 1 - Community

P107	Disability Access
P108	Honorary Freeman of the City
P111	Commemoration
P112	Community Advisory Groups
P113	Community Gardens

Strategic Direction 2 - Environment

P202	Energy Conservation
P203	Ground Water Management
P204	Chemical Use
P205	Tree Preservation
P206	Urban Forest
P207	Natural Areas
P208	Ecologically Sustainable Building Design
P209	Shade Structures
P210	Street Verges
P211	Water Sensitive Urban Design

6.1

Policy Review 2016

Strategic Direction 3 - Housing and Land Uses

- P301 Consultation for Planning Proposals
- P302 General Design Guidelines for Residential Development
- P303 Design Advisory Consultants
- P305 Land Reserves for Road Widening
- P306 Development of Properties Abutting River Way
- P307 Family Day Care and Child Day Care Centres
- P308 Signs
- P310 Telecommunications Infrastructure
- P311 Subdivision Approval – Early Release from Conditions
- P312 Serviced Apartments
- P315 Car Parking Reductions for Non-Residential Development
- P316 Developer Contribution for Public Art
- P317 Licensed Premises
- P350.01 Environmentally Sustainable Building Design
- P350.05 Trees on Development Sites and Street Verges
- P350.13 Strata Titling of Dwellings Constructed prior to Town Planning Scheme No. 6
- P350.14 Use or Closure of Rights-of-Way
- P350.15 Bed and Breakfast Accommodation
- P351.5 Streetscape Compatibility – Precinct 5 ‘Arlington’ and Precinct 6 ‘Kensington’
- P351.12 8 Bradshaw and 9 Conochie Design Guidelines
- P351.14 Cygnia Cove Residential Design Guidelines
- P352 Final Clearance Requirements for Completed Buildings
- P353 Crossings/Crossovers
- P354 Stormwater Drainage Requirements for Proposed Buildings
- P356 Electricity Substations
- P357 Right-of-Way (ROW) Maintenance and Development
- P358 House Numbers on Kerbs
- P360 Informing the Neighbours of Certain Development Applications

Strategic Direction 4 - Places

- P401 Graffiti Management

Strategic Direction 5 Infrastructure and Transport

- P501 Paths – Provision and Construction
- P502 Cycling Infrastructure
- P510 Traffic Management Warrants

Strategic Direction 6 – Governance, Advocacy and Corporate Management

- P601 Preparation of Long Term Financial Plan & Annual Budget
- P602 Authority to make payments from the Municipal & Trust Funds
- P603 Investment of Surplus Funds
- P604 Use of Debt as a Funding Option
- P606 Continuous Financial Disclosure
- P608 Dividend Policy – Collier Park Golf Course
- P610 Collier Park Village – Financial Arrangements
- P612 Disposal of Surplus Property
- P625 Equal Employment Opportunity
- P626 The Elimination of Harassment in the Workplace
- P629 Occupational Safety and Health
- P637 Employee Separation Payments

6.1 Policy Review 2016

P648	Motor Vehicles
P649	Mayoral Vehicle
P662	Advertising on Banner Poles
P665	Use of Council Facilities
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P687	Development of Council Owned Land
P688	Asset Management
P691	Australian Business Excellence Framework
P692	Sustainability Policy
P693	Retiring Elected Member Gift

Major Changes

The Policies identified hereunder and at **Attachment (a)**, are considered to have **major** changes to content. The content changes have been highlighted in red. A small summary explaining the changes has been provided under each policy name.

Strategic Direction 1 - Community

P101 Public Art

This policy has been amended to include reference to the establishment of a City Arts Advisory Group and Policy P316 Developer Contributions to Public Art.

Policy P316 Developer Contributions to Public Art covers specific guidelines for developers of projects within the City, with a value of \$4 million or greater. This information is no longer required in Policy P101 Public Art and has been removed.

P102 Community Funding Program

The name of this policy has been amended from Community Funding Program to Community Grants Program. Specific wording of the Policy has been amended to clarify the City's support of community organisations.

P103 Communication and Consultation

The Communication and Consultation policy has been amended to represent relevant best practice and industry standards. This has been achieved by the inclusion of the IAP2 Public Participation spectrum and a more detailed policy scope.

It is considered that these amendments better reflect the City's commitment to providing stakeholders an opportunity to participate, engage and contribute to the decisions to be made by Council on issues that affect them.

6.1

Policy Review 2016

P105 Cultural Services and Activities

This policy has been amended to provide a broader understanding of the City's intention in relation to our Cultural Services and Activities. This has been achieved by grouping City events into one of two categories; Community Events or Civic Events and detailing the corresponding aims of the City in relation to each category.

P106 Use of City Reserves and Facilities

The City policies provide statements of strategic intent to guide our decision making. Policy P106 Use of City Reserves and Facilities has been rewritten to succinctly address this objective.

In addition a new Management Practice has been created to provide comprehensive guidelines to City Officers to operationalise Councils strategic policy intent.

P110 Support of Community and Sporting Groups

This policy has been amended as follows:

- **Community Sport and Recreation Facilities Fund**
Further clarification has been provided in relation to the contribution which will be made by the City, to any capital funding requests.
- **Self-Supporting Loan**
Amendments have been made to ensure that there is no impost on ratepayers or adverse impact on the City's statutory Debt Service Ratios, when providing Self Supporting Loans to community and sporting groups.

Strategic Direction 3 – Housing and Land Uses

Some Policies relating to Strategic Direction 3 – Housing and Land Uses have been re-formatted to fit in the City's updated policy template. As a result some sections, which are not included in the new template, were deleted (for example Rationale and Policy Status sections). These deletions are not shown using track changes.

In addition:

- Some sections have been re-worded to be more concise and/or readable. Where these changes are minor (for example changes to punctuation and sentence structure) they are not shown using track changes.
- Where text has been copied from the existing policy it is shown in black, with no tracked changes. Please note that, due to the reformatting of the policies, sections may not be in the same order as in the current policy.
- Where text has been significantly changed for any reason it is shown using track changes.
- Where text has been deleted that will affect the operation of the policy, for example deletion of text in the Policy Statement section, this is shown using track changes.

P309 Satellite Dishes

Amendments have been made to reference the R-Codes under Policy Scope, Policy Statement and Legislative Requirements

6.1

Policy Review 2016

P350.02 Boundary Walls

This policy has been amended to be in line with the R-Codes requirements for boundary walls. The current version of P350.2 indicates that all boundary walls are discretionary and as such applicants are required to demonstrate how the boundary wall meets the 'amenity factors in all instances'. It also results in boundary walls in higher density zones being assessed on the same amenity factors as for those in low density areas. This approach is inconsistent with the provisions of the R-Codes, which consider boundary walls to be acceptable as long as they meet certain height and length constraints.

P350.03 Car Parking Access, Siting and Design

This policy has been amended to refer to the correct documents, including new deemed scheme provisions. Also remove duplication of r-code requirements, clarify setback requirements for roofed and un-roofed car parking bays and clarify requirements relating to carports. Specification of minimum sizes for car stackers is added to the policy.

P350.04 Additions to existing dwellings

Clauses regarding skillion roofs and upgrade of retained dwellings are deleted as they are no longer used.

P350.07 Fencing and Retaining Walls

This policy has been amended as follows:

- Table 1: Fibre cement or metal sheeting now permitted on side boundaries within the front setback (max. height 1.2 metres)
- Clause 1.2(c) allows for walls to shield meter boxes adjacent to the street boundary
- Clause 1.5 is added to allow fences greater than 1.8 metres high in some circumstances and where the design of the fence minimises the visual impact on the street
- Clause 2.1(c) ensures any fencing within a driveway corner truncation area is visually permeable
- Clause 2.4(a) describes the method of measuring the driveway corner truncation area
- Figure 5 illustrates the driveway corner truncation area

P350.09 Significant Views

This scope of this policy has been amended to account for the new deemed provisions in Town Planning Scheme 6. Further amendments have been made to accommodate the updated policy format; however the requirements of the policy have not been changed.

6.1

Policy Review 2016

Strategic Direction 4 Places

P402 Alfresco Dining

This policy has been amended to include the following information:

- **Corner Blocks**

Where an application applies to a corner block, Town Planning Policy P350.7 and Guide to Road Design – Part 4A: Unsignalised and Signalised Intersections, 3.2.2 Safe Intersection Sight Distance applies. Each application for corner block trading will be assessed on a case by case basis. The City reserves the right to request the applicant engage an appropriately qualified person to ensure that these requirements are met to the satisfaction of the City's Engineering Infrastructure Department.

- **Pedestrian Access**

2m clearance is required for access to pedestrian crossings to allow for safe, unobstructed pedestrian access.

P403 Charity Clothing Bins on City Managed Land

This policy has been amended to include information which sets out the responsibilities of the registered organisation of individual clothing bins located within the City such as:

- Ensuring proper upkeep and maintenance of the charity bins.
- Ensuring regular collections so as to avoid illegal dumping and littering in and around charity bins.

Further information has been included advising that the City reserves the right to request the immediate removal of charity bins in the event that they are not managed and maintained in an appropriate manner.

Strategic Direction 6 – Governance, Advocacy and Corporate Management

P605 Purchasing and Invoice Approval

A recent review of the City's purchasing protocols and related discussions with our external auditors has highlighted some improvement opportunities in relation to the City's current in-force purchasing protocols.

The current purchasing protocols can sometimes be difficult for officers to consistently interpret and apply because of:

- Uncertainty surrounding what constituted a 'prescribed purchase' versus an 'un-prescribed' purchase.
- Multiple authorisation levels for individual officers.
- Insufficient clarity around the number of quotes required - or situations that were exempt from those quotation requirements.

Given these challenges and the fact that related legislation (the tender thresholds associated with the Local Government Finance & General Regulations) has recently been amended to lift the tender threshold to 150,000; a comprehensive review of purchasing protocols makes very good sense at this time.

With this in mind, a comprehensive review of the purchasing framework (Policy, Management Practice, Management Delegation, Process Maps and Related Forms) has been conducted - with reference to contemporary industry best practice.

6.1 Policy Review 2016

This new document package represents some very significant re-writes from the previous documentation to:

- Provide greater clarity of the requirements.
- Make explicit obligations in regard to accountability and integrity.
- Streamline the maintenance of purchasing authorisation limits.
- Ensure consistency in all purchasing activities.
- Improve the transparency and consistency of the City's Purchasing and Invoice Approval activities.

The City's auditors have been involved in reviewing and refining the new Policy and related documentation.

Tracking of changes has not occurred in relation to Policy P605 - as the new policy reflects a very major re-write of the document in its form, layout and content.

P607 Tenders and Expressions of Interest

In accordance with Local Government (Functions & General) Regulations 1996 – Part 4 Tenders for the Provision of Goods and Services; tender thresholds have been increased from \$100,000 to \$150,000.

P609 Management of City Property

This Policy has been amended in relation to the negotiation of leases for City properties as follows:

Not for Profit Sporting Organisations

- Removal of 21 years as a maximum, which has been replaced with:
 - Period of 5 years with a 5 year option to provide sporting clubs with security of tenure and the ability to attract funding.
- Removal of full recovery cost rental amount, which has been replaced with:
 - Leases to be for an annual rental amount which is calculated using the following formula:
 - 0.01% of the insured value of the facility or a minimum of \$1,000 per annum.
- Removal of the option for a donation in subsidy of the rental amount.
- Information regarding self-supporting loans has been removed as this is incorporated in Policy P110, Support of Community and Sporting Groups.
- Inclusion of the requirement for all groups to adhere to the 'Property Maintenance schedule' for the respective facility; a document which sets out the responsibilities of both parties (The City and the Lessee).

Kindergartens Operated by Not for Profit Organisations

- Removal of 21 years as a maximum, which has been replaced with:
 - Period of 5 years with a 5 year option
- Inclusion of the requirement for all groups to adhere to the 'Property Maintenance schedule' for the respective facility; a document which sets out the responsibilities of both parties (The City and the Lessee).

6.1 Policy Review 2016

Not for Profit Community Associations / Government Bodies, Committees and Associations

- Removal of 21 years as a maximum, which has been replaced with:
 - Period of 5 years with a 5 year option
- Removal of full or partial cost recovery rental amount, which has been replaced with:
 - Leases may be negotiated on a case by case basis for a rental amount which is calculated using the following formula:
 - 0.01% of the insured value of the facility or a minimum of \$1,000 per annum.

P613 Capitalisation & Valuation of Fixed Assets

Clarification has been provided in relation to Infrastructure assets with the inclusion of Foreshore Assets.

P661 Complaints

This Policy has been amended to reference the current Australian Standard and the principles of effective complaint handling as set out by the Ombudsman's Office of Western Australia.

Specific information has also been included in relation to Vexatious Complainants and Unreasonable Complainant Behaviour, providing customers with clear communication on how such behaviour will be managed by the City.

P669 Training and Development

This policy sets out the framework for Elected Members in relation to attendance at conferences, seminars, training and development programs and courses. It is intended that this Policy is read in conjunction with Policy P667 Member Entitlements.

The training and development of City Employees is comprehensively covered in City Human Resource Corporate documentation. Consequently Policy P669 Training and Development has been updated to remove all reference to City Employees, with the exception of the Chief Executive Officer.

The City's Chief Executive Officer must obtain written approval from the Mayor before travelling to courses, conferences or seminars in the course of his or her duties:

- (a) within Australasia;
- (b) to a conference or other scheduled event that will keep the CEO away from the City for three or more days.

The requirement for the Chief Executive Officer to obtain written approval to attend courses, conferences or seminars outside of the Perth metropolitan area (with the exception of the above circumstances) has been removed.

In addition, the following amendments have been made:

The Chief Executive Office will be responsible for organising all arrangements related to Elected Member training and development and all accommodation while travelling interstate or overseas will be at or within reasonable proximity of the conference venue. Other accommodation arrangements for Elected Members may be approved in writing by the Chief Executive Officer.

6.1

Policy Review 2016

P689 Applications for Planning Approval: Applicants Responsibilities

Inclusion of the following:

- Provision for planning approval to be accompanied by an 'Applicant's Planning Assessment Check-Sheet' or a written report explaining how the proposal addresses relevant planning matters.
- The words 'building licence' changed to 'building permit'.

Deletion

The Policy identified hereunder and at **Attachment (b)** is recommended for deletion from the City's portfolio of Policies:

Strategic Direction 2 – Environment

P201 Sustainable Procurement

The City's commitment to ongoing sustainability is reflected in a range of corporate documentation and management systems including our Sustainability Strategy 2012 – 2015, Sustainability Policy P692 and our commitment to the Australian Business Excellence Framework. The principles underlining sustainable procurement are incorporated within policy P605 Purchasing and Invoice Approval. Therefore it is no longer considered appropriate to maintain a specific Sustainable Procurement policy.

New Policy

The Policy identified hereunder and at **Attachment (c)** is recommended for inclusion in the City's portfolio of Policies:

Strategic Direction 2 – Environment

P212 Waste Management

This policy is intended to clearly demonstrate the City's commitment to providing an efficient and comprehensive waste disposal service for our residents/ratepayers. The Policy introduces and defines the concepts of compulsory service and exempted properties that will then enable the setting of rubbish charges that are fair and equitable and in line with the service being provided.

The Policy outlines the requirements for using the service and the controls which the City has in place that aim to ensure that new developments have adequate facilities to support waste management services.

Consultation

Consultation has occurred with officers of each of the relevant City departments.

Policy and Legislative Implications

The reviewed policies are consistent with the *Local Government Act 1995* and other City documents.

Financial Implications

Nil.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

6.1 Policy Review 2016

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

- 6.1 (a):** Attachment (a)
- 6.1 (b):** Attachment (b)
- 6.1 (c):** Attachment (c) .

6.2 COUNCIL DELEGATION REVIEW 2016

Location: City of South Perth
Ward: Not Applicable
Applicant: Council
File Ref: D-16-12330
Date: 1 March 2016
Author: Christine Lovett, Corporate Support Officer
Reporting Officer: Phil McQue, Manager Governance and Administration
Strategic Direction: 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
Council Strategy: 6.3 Continue to develop best practice policy and procedure frameworks that effectively guide decision-making in an accountable and transparent manner.

Summary

The City has a statutory obligation under the *Local Government Act 1995* to review its Delegations each financial year. The Terms of Reference of the Audit and Governance Committee include responsibility for reviewing the City's delegations.

A review of Council delegations has been completed and is now presented for the consideration of the Committee and referral to Council for adoption.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Sue Doherty
Seconded: Councillor Colin Cala

That the Audit and Governance Committee, having reviewed the City's Delegations, recommends to Council that the Delegations, listed hereunder and contained at **Attachment (a)**, be adopted:

DC370	Approve or Refuse Granting of a Building Permit
DC371	Approve or Refuse Granting of a Demolition Permit
DC372	Grant, or refuse to grant Occupancy Permits or Building approval Certificates
DC373	Approve or refuse an Extension of the Duration for Occupancy permits or Building Approval Certificates
DC374	Appoint Authorised Officers for the purposes of the Building Act 2011
DC375	Issue or Revoke Building Orders
DC511	Partial Closure of a Thoroughfare for Repair or Maintenance
DC601	Preparation of Long Term Financial Plan, Annual Budget & Annual Financial Report
DC602	Authority to Make Payments from Municipal and Trust Funds
DC603	Investment of Surplus Funds
DC607	Acceptance of Tenders
DC607B	Non Acceptance of Tenders
DC609	Leases and Licences
DC612	Disposal of Surplus Property
DC616	Write off Debts
DC642	Appointment of Acting CEO
DC664A	Dogs – Limitation as to numbers
DC664B	Dogs – Dangerous Dog Declaration

6.2 Council Delegation Review 2016

DC664C	Dogs – Registration
DC665A	Cats – Registration
DC665B	Cats – Approval to Breed Cats
DC665C	Cats – Recover Costs
DC678	Appointment of Authorised Officers
DC679	Administer the City's Local Laws
DC685	Inviting Tenders or Expressions of Interest
DC686	Granting Fee Concessions
DC690	Town Planning Scheme 6

CARRIED (5/0)

Background

Section 5.42 of the *Local Government Act 1995* (the Act) provides that a council may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the Act, other than those referred to in section 5.43 of the Act.

The purpose of the review is to consider the operational effectiveness of the current delegation, whether it remains relevant and appropriate and whether legislative amendments or organisational changes necessitate any revisions to the text.

Delegations are reviewed to ensure consistency of format with other City documents (e.g. Policies and Strategic Plan) and in some instances amendments may be made to correctly describe statutory references or to take account of changes to the relevant legislation which describes the power or duty being delegated.

Comment

The City's portfolio of delegations has been comprehensively reviewed and the delegations listed below are considered to have only minor administrative changes. All delegations are included in **Attachment (a)**.

Strategic Direction 3 - Housing and Land Uses

DC370	Approve or Refuse Granting of a Building Permit
DC371	Approve or Refuse Granting of a Demolition Permit
DC372	Grant or refuse to grant Occupancy Permits or Building Approval Certificates
DC373	Approve or refuse an Extension of the Duration for Occupancy Permits or Building Approval Certificates
DC374	Appoint Authorised Officers for the purposes of the Building Act 2011
DC375	Issue or revoke Building Orders

Strategic Direction 5 – Infrastructure and Transport

DC511	Partial Closure of a Thoroughfare for Repair or Maintenance
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Strategic Direction 6 – Governance, Advocacy and Corporate Management

DC601	Preparation of Long Term Financial Plan, Annual Budget & Annual Financial Report
DC603	Investment of Surplus Funds
DC607B	Non Acceptance of Tenders
DC609	Leases and Licences
DC612	Disposal of Surplus Property
DC616	Write off Debts
DC642	Appointment of Acting CEO
DC664A	Dogs – Limitation as to numbers

6.2 Council Delegation Review 2016

DC664B	Dogs – Dangerous Dog Declaration
DC664C	Dogs – Registration
DC665A	Cats – Registration
DC665B	Cats – Approval to Breed Cats
DC665C	Cats – Recover Costs
DC678	Appointment of Authorised Officers
DC679	Administer the City's Local Laws
DC685	Inviting Tenders or Expressions of Interest
DC686	Granting Fee Concessions

Major Changes

The delegations identified hereunder and at **Attachment (a)**, are considered to have **major** changes to content. The content changes have been highlighted in red. A small summary explaining the changes has been provided under each policy name.

Strategic Direction 6 – Governance, Advocacy and Corporate Management

DC602 Authority to Make Payments from Municipal and Trust Funds

This delegation has been amended to include reference to the City's Purchasing Authority Limits Matrix

DC607 Acceptance of Tenders

In accordance with Local Government (Functions & General) Regulations 1996 – Part 4 Tenders for the Provision of Goods and Services; tender threshold limits in this delegation have been amended as follows:

- The maximum value in relation to annual tenders has increased from \$200,000 to \$250,000 (exclusive of GST).
- Reference to “*all other tenders*” has been removed
- The Maximum value in relation to any non-annual tenders has increased from \$150,000 to \$250,000 (exclusive of GST).

DC690 Town Planning Scheme 6

The Coordinator position has been included in addition to the already existing Senior Planning Officer positions. This provides the Coordinator greater insight into the City's town planning scheme requirements and planning approval process.

Consultation

Consultation has occurred with officers of each of the relevant City departments.

Policy and Legislative Implications

Section 5.45. (1)(b) of the Act requires that any decision by Council to make, amend or revoke a delegation is to be by an *absolute majority*.

Financial Implications

Nil.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

6.2 (a): Attachment (a) .

6.3 2015 COMPLIANCE AUDIT RETURN

Location: City of South Perth
Ward: Not Applicable
Applicant: Council
File Ref: D-16-15482
Date: 1 March 2016
Author: Phil McQue, Manager Governance and Administration
Reporting Officer: Geoff Glass, Chief Executive Officer
Strategic Direction: 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
Council Strategy: 6.1 Develop and implement innovative management and
governance systems to improve culture, capability, capacity
and performance.

Summary

The Department of Local Government's 2015 Compliance Audit Return for the period 1 January 2015 to 31 December 2015 has been completed and is submitted to the Audit and Governance Committee for consideration prior to its submission to the Council for final adoption.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Sue Doherty
Seconded: Councillor Ken Manolas

That the Audit and Governance Committee recommends to the Council that it:

1. Adopt the 2015 Compliance Audit Return for the period 1 January 2015 to 31 December 2015 as detailed in **Attachment (a)**;
2. Authorise the Mayor and Chief Executive Officer to jointly certify the 2015 Compliance Audit Return; and
3. Submit the 2015 Compliance Audit Return to the Department of Local Government in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*.

**ABSOLUTE MAJORITY REQUIRED
CARRIED (5/0)**

Background

The Local Government (Audit) Regulations 1996 require that local governments undertake an annual audit of statutory compliance, in the form of the Department of Local Government's Compliance Audit Return. The City has now completed the Department of Local Government's 2015 Compliance Audit Return, for the period 1 January 2015 to 31 December 2015.

Comment

The 2015 Compliance Audit Return focuses on high risk compliance areas including statutory requirements, tenders, disposal of property, elections, commercial enterprises, delegations, disclosure of interests, finance, employees and audits.

The 2015 Compliance Audit Return reveals an extremely high level of legislative and statutory compliance.

6.3 2015 Compliance Audit Return

Consultation

Each section of the Compliance Audit Return was allocated to the appropriate 'Responsible Person' to review. The 'Responsible Persons' have reviewed the statutory requirements applicable to their particular areas of responsibility and completed the appropriate sections of the Return.

Policy and Legislative Implications

The Compliance Audit Return 2015 has been completed in accordance with the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*. Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* state:

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Compliance audit return, certified copy of etc. to be given to Executive Director

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit,is to be submitted to the Executive Director by 31 March next following the period to which the return relates.

Financial Implications

Nil.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

- 4.3 (a): 2015 Compliance Audit Return .

7. OTHER RELATED BUSINESS

7.1 PROGRESSING AUDIT AND GOVERNANCE COMMITTEE MEETINGS

Motion AND COMMITTEE RECOMMENDATION

Moved: Councillor Fiona Reid

Seconded: Councillor Colin Cala

That:

- a) the Audit and Governance Committee meet a minimum of four (4) times per year; and
- b) future annual policy reviews be progressively staged throughout the year.

CARRIED (5/0)

7.2 ELECTED MEMBER PROTOCOL FOR EMAIL AND SOCIAL MEDIA COMMUNICATION

Mayor Sue Doherty requested that an elected member protocol for email and social media communication be provided to elected members to guide them on the standards expected when communicating with the public.

Mayor Doherty pointed out that the existing policy on this issue refers to a management practice for which the Elected Members are not privy. Management practice apply to Officers, however, for the elected members to be able to comprehend and understand the policy in totality, they need a guideline or 'protocol' to follow.

It was suggested that this be incorporated into the governance review currently being undertaken as per the September 2015 Council Resolution.

7.3 EXTERNAL EXPERTISE TO AUDIT AND GOVERNANCE MEETINGS

Mayor Sue Doherty raised with Committee members consideration of inviting an external 'field expert' to become counsel to the Audit and Governance Committee.

Mayor Doherty referred to the City of Belmont, who sought an appropriate professional via an Expressions of Interest process.

It was agreed that the expected outcomes, field of expertise and the regularity of attendance at Council Meetings the Committee would require needed further investigation and the Mayor would undertake further research on this matter.

7.4 RESIGNATION FROM THE AUDIT AND GOVERNANCE COMMITTEE – COUNCILLOR COLIN CALA

Councillor Colin Cala announced his intention to resign from the Audit and Governance Committee. A report calling for nominations to replace Councillor Cala on the Committee will accompany the March 2016 Ordinary Council meeting Agenda.

8. CLOSURE

The Chair thanked everyone for their attendance and closed the meeting at 6.55pm.

9. RECORD OF VOTING

1/03/2016 5:33:33 PM

5. Confirmation of Minutes

Motion Passed 5/0

Yes: Mayor Sue Doherty, Cr Cheryle Irons, Cr Ken Manolas, Cr Glenn Cridland, Cr Colin Cala

1/03/2016 5:24:37 PM

Motion to Suspend Standing Orders

Motion Passed 5/0

Yes: Mayor Sue Doherty, Cr Cheryle Irons, Cr Ken Manolas, Cr Glenn Cridland, Cr Colin Cala

1/03/2016 5:40:32 PM

Motion to Reinstate Standing Orders

Motion Passed 5/0

Yes: Mayor Sue Doherty, Cr Cheryle Irons, Cr Ken Manolas, Cr Glenn Cridland, Cr Colin Cala

1/03/2016 6:08:45 PM

6.1 Policy Review 2016

Motion Passed 5/0

Yes: Mayor Sue Doherty, Cr Cheryle Irons, Cr Ken Manolas, Cr Glenn Cridland, Cr Colin Cala

1/03/2016 6:21:08 PM

6.2 Council Delegation Review 2016

Motion Passed 5/0

Yes: Mayor Sue Doherty, Cr Cheryle Irons, Cr Ken Manolas, Cr Glenn Cridland, Cr Colin Cala

1/03/2016 6:31:13 PM

6.3 2015 Compliance Audit Return

Motion Passed 5/0

Yes: Mayor Sue Doherty, Cr Cheryle Irons, Cr Ken Manolas, Cr Glenn Cridland, Cr Colin Cala

1/03/2016 6:32:07 PM

7.1 Motion: Progressing Audit and Governance Committee Meetings

Motion Passed 5/0

Yes: Mayor Sue Doherty, Cr Cheryle Irons, Cr Ken Manolas, Cr Glenn Cridland, Cr Colin Cala

These Minutes were confirmed at a meeting held on 22 March 2016.

Signed: _____
Presiding Member at the meeting at which the Minutes were confirmed

ATTACHMENTS

Audit and Governance Committee Meeting

1 March 2016



ATTACHMENTS TO AGENDA ITEMS

Audit and Governance Committee Meeting - 1 March 2016

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6.2 COUNCIL DELEGATION REVIEW 2016

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6.3 2015 COMPLIANCE AUDIT RETURN

Attachment (a):	2015 Compliance Audit Return	114
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Strategic Direction 1

Community

Policy P101 Public Art

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

The City values public art as a means of celebrating the identity and history of the community, enhancing the environment and contributing to a sense of place.

This policy provides a framework for the development and management of public art within the City of South Perth.

POLICY SCOPE

This Policy applies to City Officers involved in public art and major City projects ~~along with private~~ **including the implementation of developer contributions resulting from P316 'Developer Contributions to Public Art'** ~~developers of major development projects within the City of South Perth.~~

POLICY STATEMENT

The City of South Perth supports the development of public art in the City by:

- Contributing 2% of the total project cost (of **City** projects with a value greater than \$2 million) towards public art in new above ground urban design, public open space and community building constructions and redevelopment projects;
- Maximising opportunities for partnerships and external funding to contribute to identified public art projects;
- Establishing a process to encourage community involvement and/or consultation in City public art projects;
- Integrating the public art planning process at the commencement of applicable City developments and following this in accordance to the City's Public Art Management Practice;
- Ensuring public art is adequately resourced in order to acquire, maintain and promote a public art collection that represents a high quality investment for the City of South Perth;
- Private developers are required to contribute towards public art commissions within the vicinity of the development according to ~~the below parameters;~~ **the requirements as listed in planning policy P316.**
- ~~Private developments of commercial or mixed use, public open space, public building construction and/or redevelopments with a value greater than \$4M will be expected to contribute 1% towards public art. The public art can be contained within the development itself, within the neighbouring precinct, or contributed as funds to the Public Art Fund to be allocated at the City's discretion; and~~
- Encourage private developers of public or commercial projects of less than \$4M, to contribute a public art commission or a nominal amount to the City's Public Art Fund.
- **The establishment of an Arts Advisory Group to consist of three elected members, community members and City Officers.**

Page 1 of 2

Policy Number:	P101	Relevant Council Delegation:	N/A
Council Adoption:	N/A	Relevant Delegation:	N/A

LEGISLATION/ LOCAL LAW REQUIREMENTS

Not Applicable


OTHER RELEVANT POLICIES/ KEY DOCUMENTS

Management Practice M101: Public Art
City of South Perth Public Art Strategy 2013 - 2015
City of South Perth Policy P316: Developer Contribution for Public Art
City of South Perth Public Art Developer Toolkit

Page 2 of 2

Policy Number: P101
Council Adoption: N/A

Relevant Council Delegation: N/A
Relevant Delegation: N/A



Strategic Direction 1

Community

Policy P102 Community GrantsFunding 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** funding opportunities to community organisations and individuals through the Community **GgrantsFunding** 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. ~~Work in partnership with~~**Support** community organisations and groups toward achieving the objectives of the City's Strategic Community Plan 2013-2023.
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 **GgrantsFunding** Program through the M102: Community **GgrantsFunding** Program Management Practice.

LEGISLATION/ LOCAL LAW REQUIREMENTS


Not Applicable

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

P110: Support of Community and Sporting Groups
City of South Perth Strategic Plan 2015-2025

Page 1 of 1

Policy Number:	P102	Relevant Council Delegation:	N/A
Council Adoption:	28/05/13	Relevant Delegation:	N/A



Strategic Direction 1

Community

Policy P103 Communication and Consultation

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

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;

Page 1 of 3

Policy Number:	P103	Relevant Council Delegation:	N/A
Council Adoption:	22/07/03	Relevant Delegation:	N/A

- 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 The City uses the IAP2 Public Participation Spectrum to assist and guide in the communication and consultation process. is applied to the different activities of the City, a Communication and Consultation Matrix has been developed. 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.

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Level of Communication and Consultation	Objective	Promise to Community and Stakeholders	Examples /Tools
1) 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
2) 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
3) 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, working meetings

Page 2 of 3

Policy Number: P103
Council Adoption: 22/07/03

Relevant Council Delegation: N/A
Relevant Delegation: N/A

Collaborate	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
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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



Strategic Direction 1

Community

Policy P105 Cultural Services and Activities

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

To provide a policy framework that enables the City to develop and implement relevant cultural services and activities for its community members that contribute towards fostering a strong sense of community.

POLICY SCOPE

This Policy applies to the Community, Culture and Recreation department to provide events and activities for the local community.

POLICY STATEMENT

The City recognises the importance of cultural services and activities and the contribution such programs and services make towards developing a sense of community. As such, the City will develop and implement a range of annual events, projects and services which aim to enrich peoples lives, and connect people through shared experiences that celebrate place, strengthen community identity and help build trust between people.

Community Events

The City will implement a range of community events including but not limited to; Fiesta events, small scale concerts/live entertainment and/or ticketed activities, Pioneers and Elders Luncheon, exhibitions and other selected initiatives. Major anchor events include the Australia Day Celebration Zone and Fiesta. The aims of these major events are to celebrate the community and the unique identity and features of the City of South Perth. This will be achieved by:

- Providing accessible and equitable entertainment for local residents and visitors of a standard comparable with other metropolitan major events and festivals;
- Increasing the profile and maintaining a positive image of the City of South Perth in line with the City's Vision;
- Assisting in the community and economic development of the City of South Perth;
- Building partnerships between external organisations and the City; and
- Maintaining the longevity and sustainability of the events through constant review, evaluation and development of event structure and entertainment.

Civic Events

The City will deliver a range of high quality civic events, functions and ceremonies. These events will include but are not limited to; the Australia Day Citizenship and Flag Raising Ceremony, ANZAC Day Memorial Service, Remembrance Day Memorial Service, Citizenship ceremonies, Thank a Volunteer Breakfast, and Naidoc Week Flag Raising Ceremony. The aims of these events are to celebrate these nationally commemorated occasions and/or to honour our contributing citizens.

These major annual events include, but are not limited to, the City of South Perth Fiesta, Australia Day events and Anzac Day. Content and structure of these events is to be based on their individual aims and management practices, however they should be fluid enough to respond to changes in local needs.

City of South Perth Fiesta

The aim of this major event is to celebrate the community and the unique identity and features of the City of South Perth. This will be achieved through:

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Policy Number:	P105	Relevant Council Delegation:	N/A
Council Adoption:	N/A	Relevant Delegation:	N/A

- Providing accessible and equitable entertainment for local residents and visitors of a standard comparable with other metropolitan major events and festivals;
- Increasing the profile and maintaining a positive image of the City of South Perth in line with the City's Vision;
- Assisting in the community and economic development of the City of South Perth; and
- Building partnerships between external organisations and the City.

Australia Day, Remembrance Day and Anzac Day

The City will stage an event to celebrate these nationally commemorated occasions.

Other Cultural Activities & Services


The City may develop and implement other cultural activities and services **in response to community needs**. ~~in response to community needs for example the Pioneers' and Elders Luncheon and Thank a Volunteer breakfast.~~

LEGISLATION/ LOCAL LAW REQUIREMENTS

Not Applicable

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

City of South Perth Strategic Plan 2015-2025



Strategic Direction 1

Community

Policy P106 Use of City Reserves and Facilities

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

The City maintains a number of ovals, parks, reserves and facilities which are made available to be for used or hired, by sporting groups, social groups, informal groups or individuals. This policy provides guidance on the use or hire of the City's reserves and facilities, and the conditions under which they may be used or hired. The conditions of use and requirements for permits of the City's reserves and facilities is largely are governed by the City's of South Perth Public Places and Government Property Local Law 19982011. The conditions of use and the need for obtaining a permit are set out in the relevant local law.

The Policy aims to balance long term hire, one of events, regular hirers and casual use of the 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
- 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 hire is determined in accordance with the City's Fees and Charges Schedule. The Schedule is reviewed annually.

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.

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Policy Number:	P106	Relevant Council Delegation:	N/A
Council Adoption:	03/05	Relevant Delegation:	N/A

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.

Definitions

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

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: Lease Management of City property Owned Buildings

City of South Perth 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

Conditions of hire



Strategic Direction 1

Community

Policy P110 Support of Community and Sporting Groups

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

The City acknowledges the valuable role that local sporting and community groups play in ensuring that the local community has access to a wide range of leisure opportunities. This policy outlines the circumstances in which the City will consider making contributions to assist in the development of recreation facilities.

POLICY SCOPE

This Policy applies to community and sporting groups that need assistance to continue their programs and events.

POLICY STATEMENT

The City will consider requests for capital funding for facility development from local community and sporting groups.

The City will prioritise requests for capital funding through its corporate planning cycle. The City will not provide capital funding to groups outside of this process.

Community Sport and Recreation Facilities Fund

Groups may apply to the City with requests for capital funding through the Community Sport and Recreation Facilities Fund administered by the State Government. ~~The maximum contribution that the City will make to these projects is one third of the lesser of the final project cost or the approved maximum project cost.~~ **The City's preferred stance is that it will contribute a maximum of one third of the project cost. However, in exceptional circumstances, where the club / community organisation can clearly demonstrate additional benefit (above and beyond the normal expectation) to the broader community, Council may be prepared to consider and formally resolve a greater contribution.**

Self Supporting Loan

Groups may apply to the City with requests for **to support** capital funding through a self supporting loan. The City may consider these requests only in circumstances where the group provides financial plans to the satisfaction of the City which demonstrate the ability of the group to repay the loan.; **without impost on ratepayers and where the borrowing does not have an adverse impact on the City's statutory Debt Service Ratios.**

Other Requests for Capital funding

Groups may apply to the City with requests for capital funding that are not to be funded through a self supporting loan or the Community Sport and Recreation Facilities Fund. The maximum contribution that the City will make to these projects is one third of the lesser of the final project cost or the approved maximum project cost.

LEGISLATION/ LOCAL LAW REQUIREMENTS


Not Applicable

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

P609: Lease of City Owned Buildings
City of South Perth Strategic Plan 2015-2025

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Policy Number:	P110	Relevant Council Delegation:	N/A
Council Adoption:	28/05/13	Relevant Delegation:	N/A



Strategic Direction 3

Housing and Land Uses

Policy P309 Satellite Dishes

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

POLICY OBJECTIVES

The City recognises that satellite dishes can provide access to information and telecommunications. The City also recognises that satellite dishes can be visually intrusive, particularly in residential areas. This Planning Policy provides for the installation of satellite dishes in appropriate locations. It also regulates the location of satellite dishes to reduce their adverse visual impact.

POLICY SCOPE

This Planning Policy applies to all satellite dishes in the district of the City of South Perth and provides further guidance in relation to the associated provisions contained in the State Planning Policy 3.1 "Residential Design Codes" (R-Codes). This Planning Policy does not apply to: satellite dishes with a diameter of less than 1.0 metre; mobile satellite dishes installed on any land for less than two weeks; satellite dishes or similar facilities used by any emergency service provider under statutory authority; and Multipoint Distribution Systems antennas.

POLICY STATEMENT

- Requirement for planning approval**
A satellite dish with a diameter of 1.0 metre or more constitutes development and requires planning approval. Planning approval must be obtained before installing a satellite dish with a diameter of 1.0 metre or more.
- Satellite Dishes on Roofs**
 - A satellite dish with a diameter of less than 1.5 metres may be installed on a roof if it is in accordance with the R-Codes requirements and does not project:
 - above the ridge line; or
 - forward of the front wall of the building.
 - A satellite dish with a diameter of 1.5 metres or more must not be installed on a roof.
- Satellite Dishes on the Ground**
 - A satellite dish with a diameter of 1.5 metres or more may be installed at ground level.
 - A satellite dish installed at ground level must not project more than 3.0 metres above ground level.
 - A satellite dish installed at ground level must not be visible from any street unless:
 - the applicant provides information from a qualified consultant verifying that there are valid technical reasons why the satellite dish must be sited in a position visible from the street; and
 - the City is satisfied that there are no suitable locations where the satellite dish can be sited so that it is not visible from the street.

LEGISLATION / LOCAL LAW REQUIREMENTS


City of South Perth Town Planning Scheme No. 6
State Planning Policy 3.1 "Residential Design Codes" (2015)

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

City of South Perth Strategic Plan 2015-2025

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Policy Number:	P309	Relevant Council Delegation:	DC690 Town Planning Scheme 6
Council Adoption:	N/A	Relevant Delegation:	N/A



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

Page 1 of 3


Policy Number: P350.02

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: FEBRUARY 2016



Planning Policy Manual
Policy P350.02 Boundary Walls

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 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, it complies with clause 5.1.3 C3.2 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

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

Page 2 of 3


Policy Number: P350.02

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: FEBRUARY 2016



Planning Policy Manual
Policy P350.02 Boundary Walls

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.

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.

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.

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

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Policy Number: P350.02

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: FEBRUARY 20



Strategic Direction 3
Housing and Land Uses

Policy P350.03 Car Parking Access, Siting and Design

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

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.

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Policy Number: P350.03

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: JANUARY 2016

Section 10.7.1: Minimum Setback of Garages, Carports and Attached Car Ports		<u>Amended Clause</u>
1.1	Minimum Setback of Garages from the Street Boundary The minimum setback of garages from the street boundary shall be: (a) 4.5 metres from primary streets; (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.	<p>Clause 1.1 replaces the deemed-to-comply provisions of the R-Codes clause 5.2.1.</p> <p><u>Definitions</u></p> <p>Refer to R-Codes Appendix 1:</p> <ul style="list-style-type: none">- 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) 1.5 metres, with at least 6.5 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

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) 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 battleaxe 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.**



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Policy P350.03 Car Parking Access, Siting and Design

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.

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.

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.

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.

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.

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 shall be unroofed if the bay is located within the front setback area.

Advice Notes

Clause 2.7 replaces the deemed-to-comply provisions of the R-Codes clause 5.2.1 C1.1.ii.

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

Clause 3.2 refers to R Codes clause 5.2.1 C1.1

Definitions

Refer to R-Codes Appendix 1:

- Carport
- Deemed-to-Comply
- Dwelling
- Garage
- Grouped Dwelling
- Height, Wall
- Secondary Street
- Setback
- Street
- Street Boundary

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Policy Number: P350.03

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: JANUARY 2016



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Policy P350.03 Car Parking Access, Siting and Design

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.

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.~~

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.

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.

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

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Policy Number: P350.03

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

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Policy P350.03 Car Parking Access, Siting and Design

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 85th 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.

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.

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



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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.

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.

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.

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.

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

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Policy Number: P350.03

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

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Policy P350.03 Car Parking Access, Siting and Design

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.

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Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

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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.



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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.

Refer to the next page for defined words.

3 High Frequency Public Transport Routes

Based upon the timetable of train and bus services as at June 2013, 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) | Berwick Street* | (Rathay Street to Geddes Street) | | PM |
| (b) | Bruce Street | (Henley Street to Canavan Crescent) | | |
| (c) | Canavan Crescent | (Bruce Street to Manning Road) | | |
| (d) | Canning Highway | (Canning Bridge to Henley Street) | | |
| (e) | Canning Highway* | (Henley Street to Berwick Street) | AM to Perth | PM from Perth |
| (f) | Centenary Avenue | | | |
| (g) | Hayman Road* | (east of Kent Street) | AM to Curtin | |
| (h) | Henley Street | (Canning Highway to Bruce Street) | | |
| (i) | Kent Street* | (Manning Road to Hayman Road) | AM to Curtin | |
| (j) | Labouchere Road* | (Thelma Street to Mill Point Road) | AM to Perth | PM from Perth |
| (k) | Lawson Street | (north of Manning Road) | | |
| (l) | Manning Road | (Canavan Crescent to Kent Street) | | |
| (m) | Manning Road | (east of Centenary Avenue) | | |



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

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

Definitions (from the previous page)

Refer to R-Codes Appendix 1:

- Deemed-to-Comply
- High Frequency Bus Route
- High Frequency Rail Route
- Street

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Policy Number: P350.03

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: JANUARY 2016



Appendix 1 - Street Entry in Forward Gear

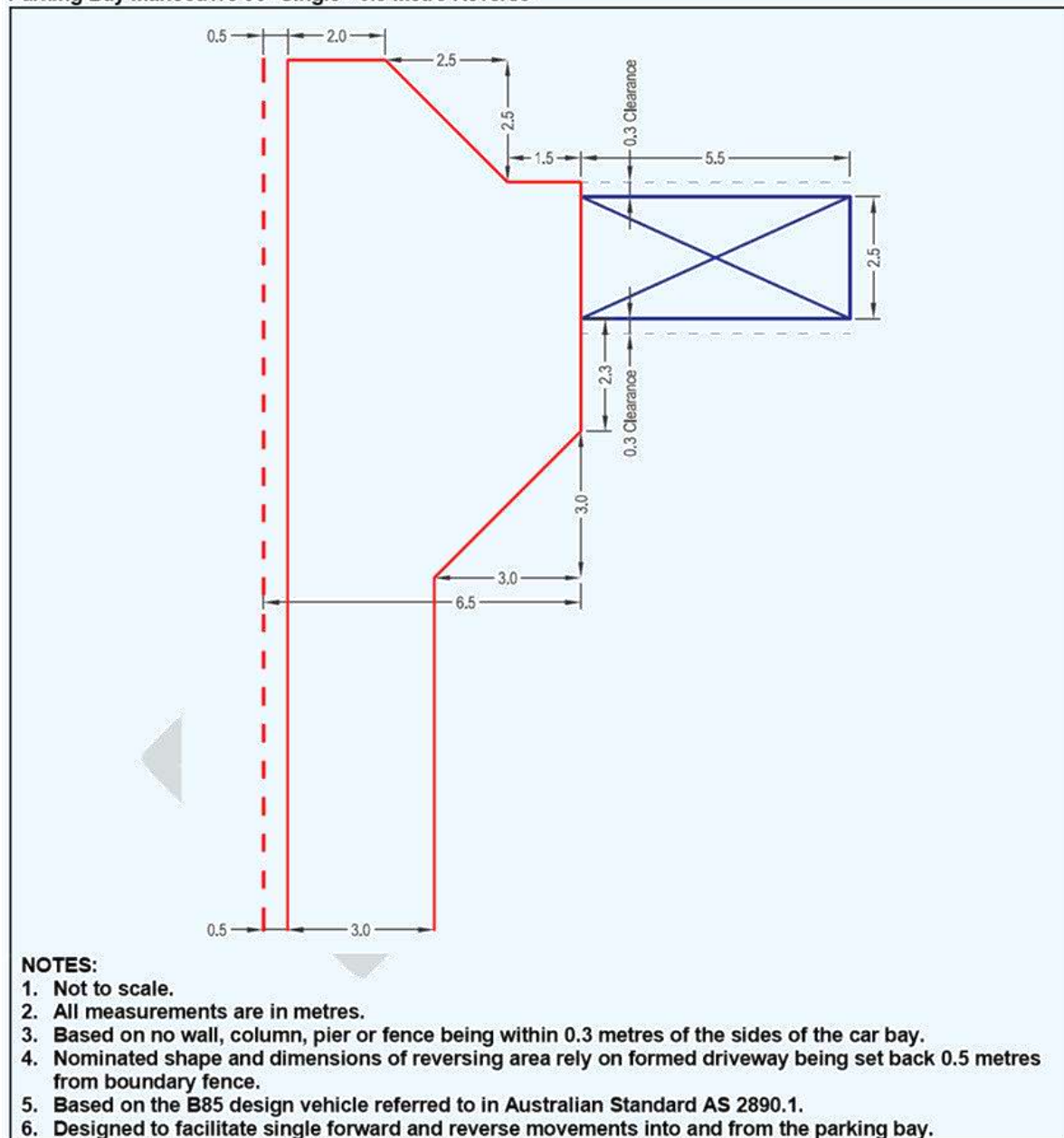


	Primary Distributor	Canning Highway.
	District Distributor	Douglas Avenue, George Street, Hayman Road, Kent Street, Labouchere Road (Mill Point Road to Thelma Street), Manning Road, Mill Point Road (Labouchere Road to Canning Highway), South Terrace, Thelma Street (Labouchere Road to Canning Highway)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



Appendix 2 - Figures 1 - 6

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



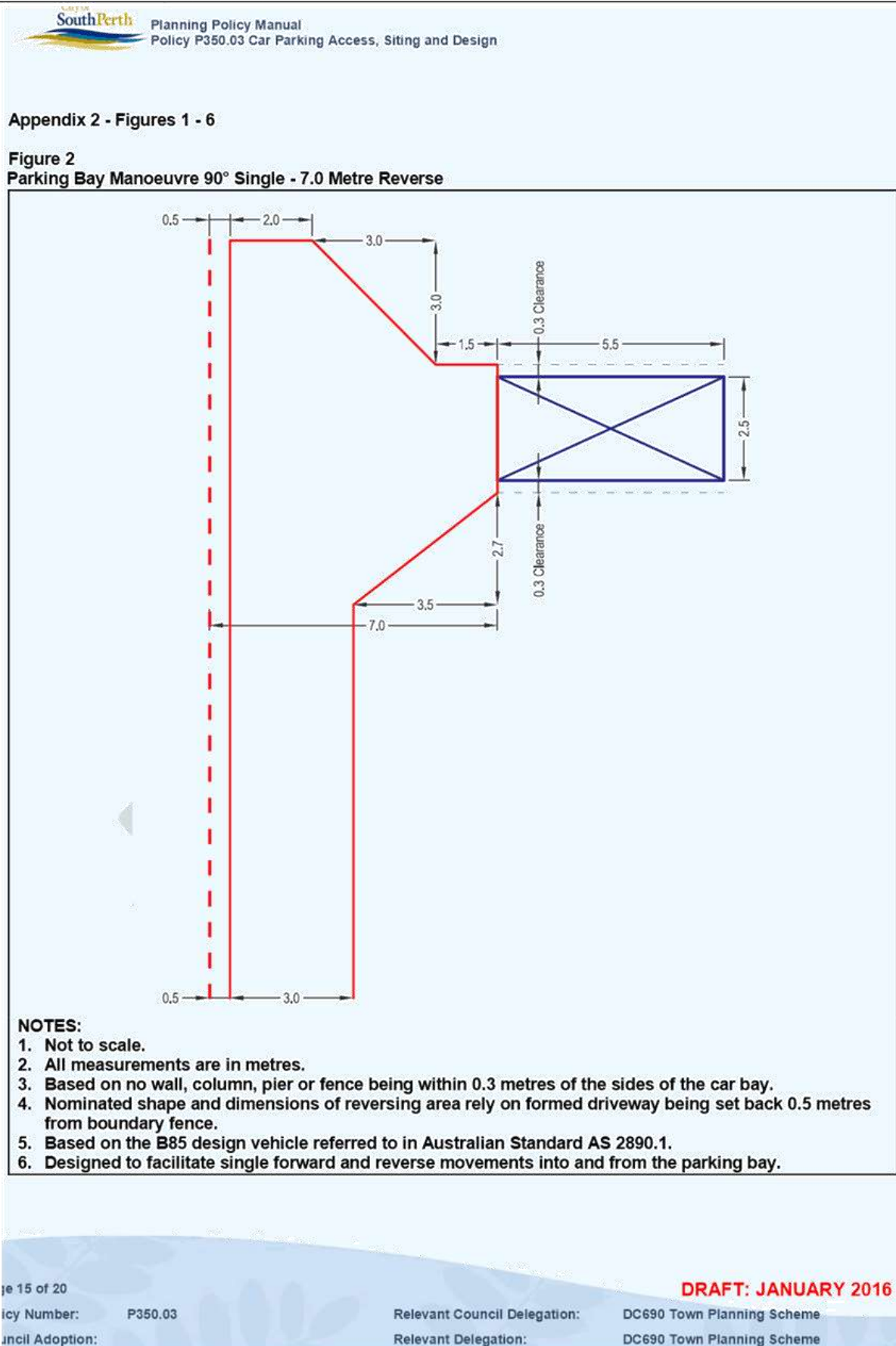


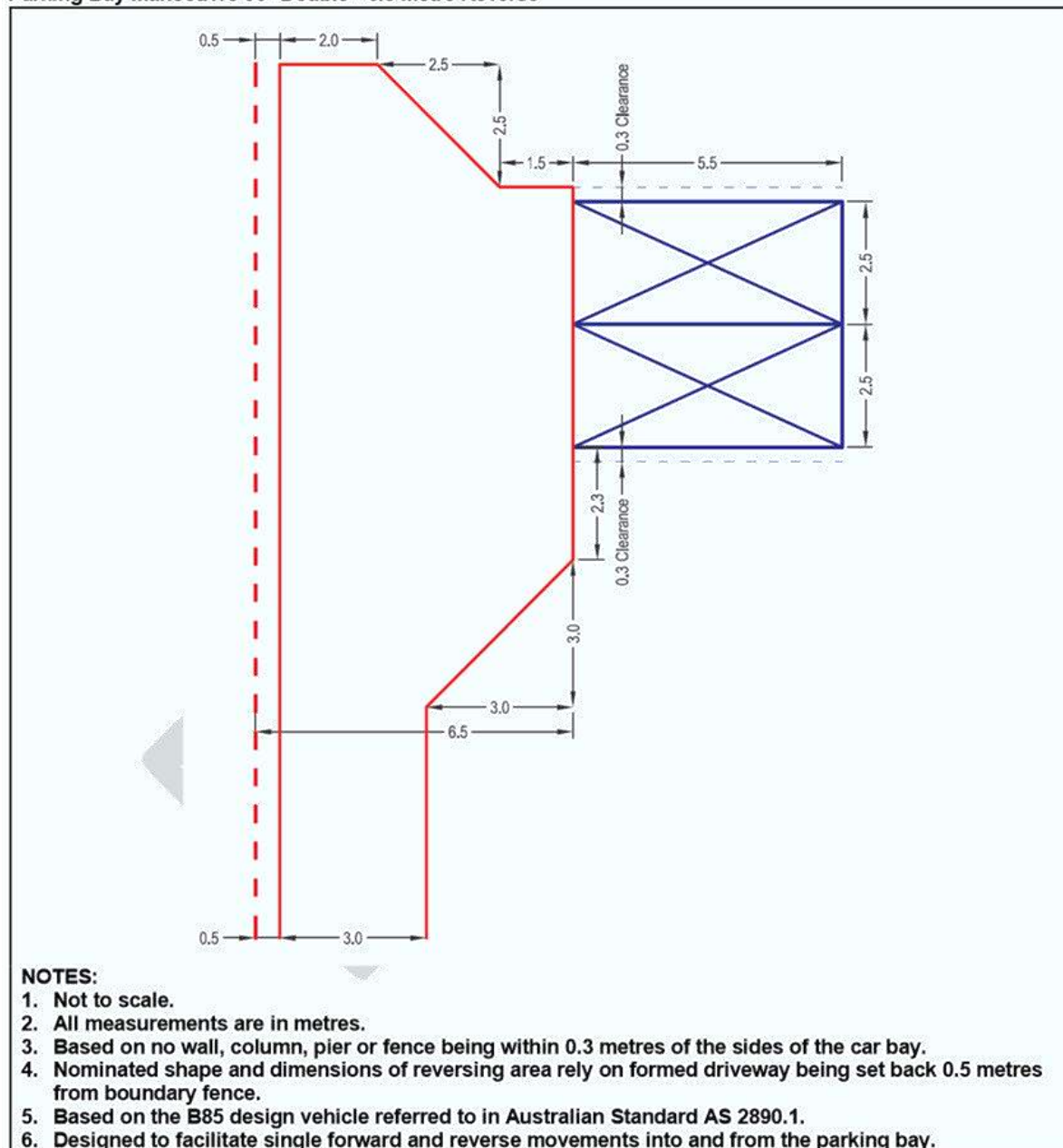
Figure 3
Parking Bay Manoeuvre 180° Single





Appendix 2 - Figures 1 - 6

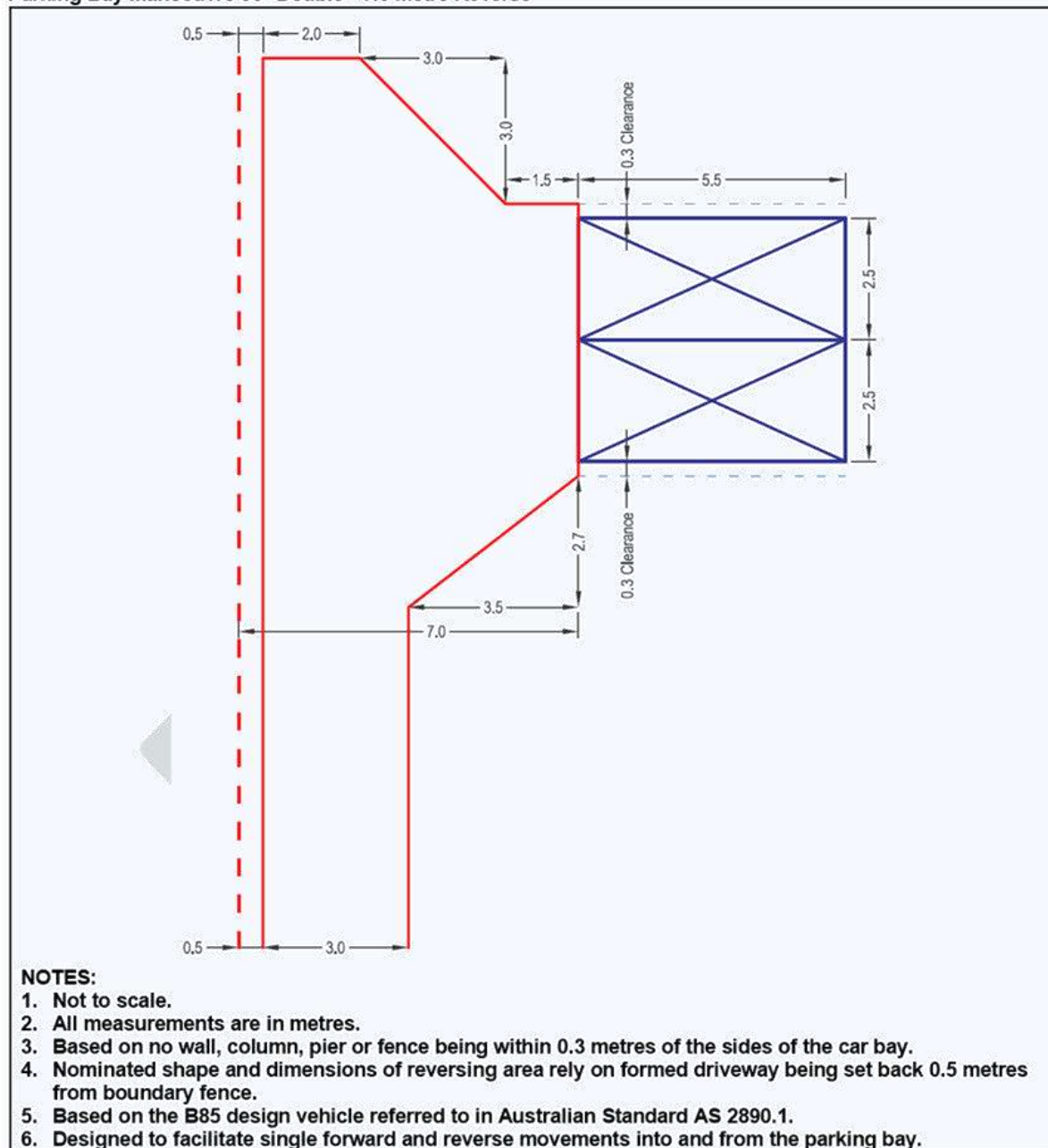
Figure 4
Parking Bay Manoeuvre 90° Double - 6.5 Metre Reverse





Appendix 2 - Figures 1 - 6

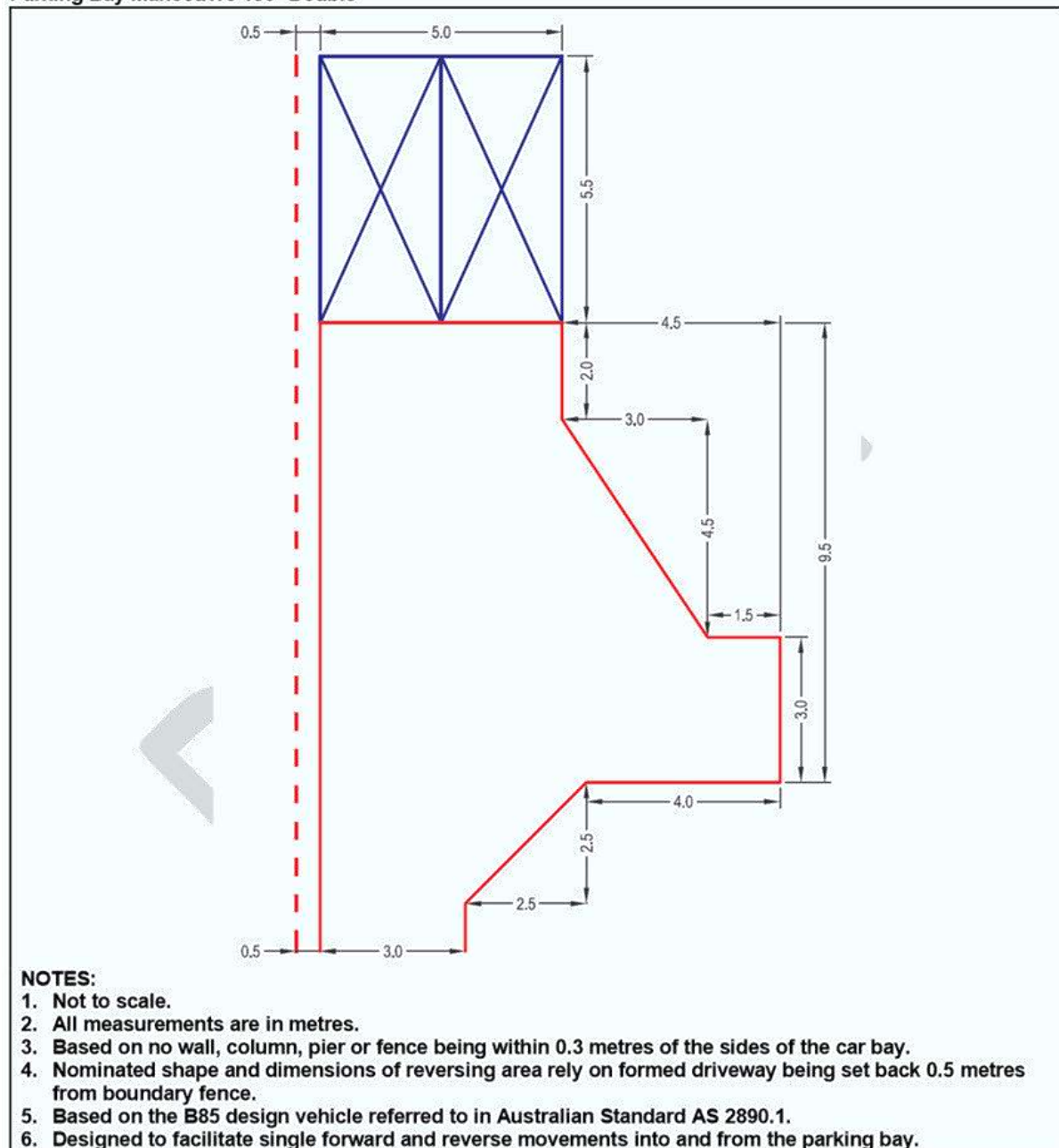
Figure 5
Parking Bay Manoeuvre 90° Double - 7.0 Metre Reverse



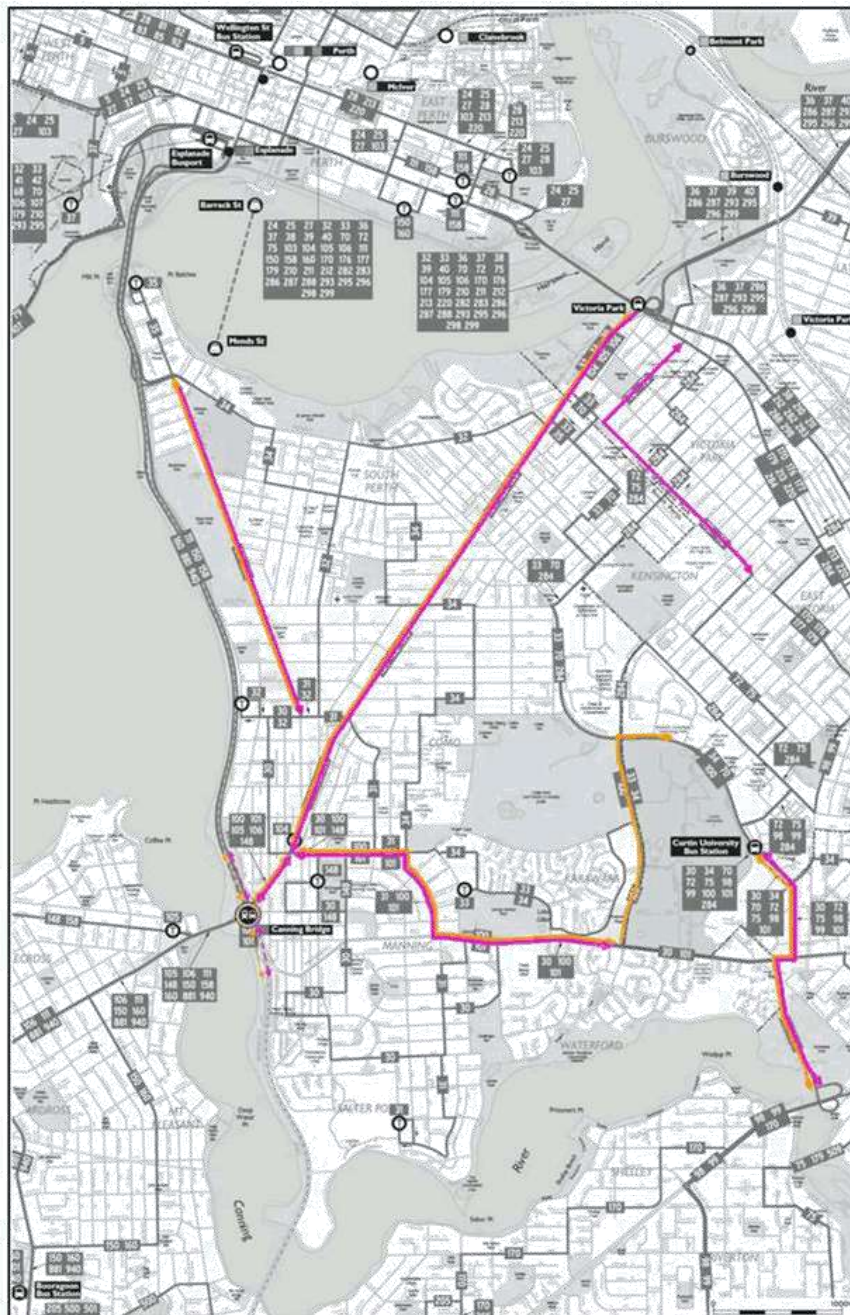


Appendix 2 - Figures 1 - 6

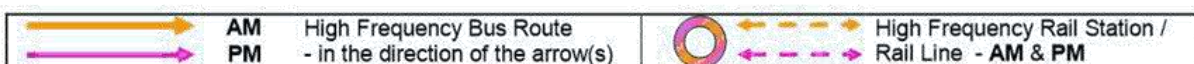
Figure 6
Parking Bay Manoeuvre 180° Double



Appendix 3 - High Frequency Public Transport Routes



June 2013



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 2013, the identified train stations and bus routes meet the definitions of 'high frequency rail route' and 'high frequency bus route' respectively in Appendix 1 of the R-Codes.

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



Strategic Direction 3

Housing and Land Uses

Policy P350.04 Additions to Existing Dwellings

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

POLICY OBJECTIVES

- To ensure that the design, materials and colours of additions to an existing dwelling match, or are compatible with, the existing dwelling.
- 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

- This Policy applies to development proposals involving:
 - Any addition or alteration to any existing dwelling; and
 - 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.
- This Policy does not apply to proposals involving:
 - 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
 - Any other detached outbuilding.

POLICY STATEMENT

- Additions Forming Part of an Existing Dwelling**
 - 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.
 - 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:

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

Definitions

Refer to TPS6
Schedule 1:
- Development

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

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Policy Number: P350.04

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: FEBRUARY 2016



Planning Policy Manual
Policy P350.04 Additions to Existing Dwellings

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.



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Policy P350.04 Additions to Existing Dwellings

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



Planning Policy Manual
Policy P350.04 Additions to Existing Dwellings

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.

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

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

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Policy Number: P350.04

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: FEBRUARY 2016



Strategic Direction 3

Housing and Land Uses

Policy P350.07 Fencing and Retaining Walls

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

POLICY OBJECTIVES

- 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.
- To preserve or re-establish a desired 'open front garden' streetscape character.
- 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.
- To regulate the height of side and rear boundary dividing fences in the interest of maintaining visual privacy.
- 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.
- To regulate the height of retaining walls in the interests of maintaining streetscape compatibility and protecting neighbours' amenity.

POLICY SCOPE

- This Policy applies to any fencing and retaining walls on the street, side or rear boundary of the site of any residential development.
- 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.

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

Page 1 of 11

Policy Number: P350.07

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: FEBRUARY 2016



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:

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	Permitted on the side boundaries only. 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. Percentage solid: 20% maximum.
Retaining walls	Maximum height: 0.5 metres. Materials: Design and finish to match solid base of fence.

Advice Notes

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

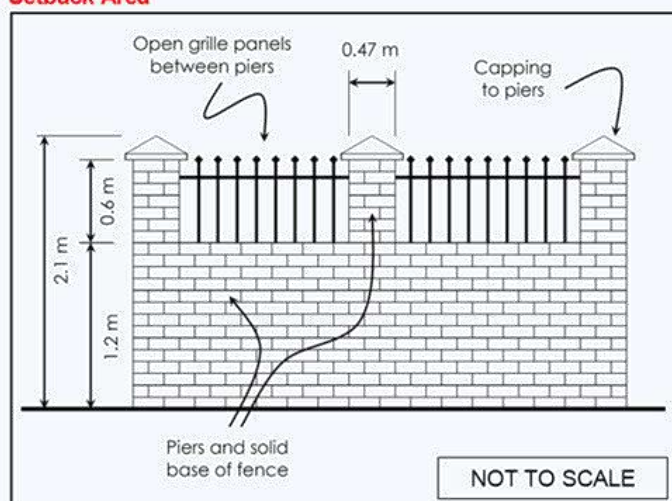
Definitions

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





Planning Policy Manual
Policy P350.07 Fencing and Retaining Walls

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:

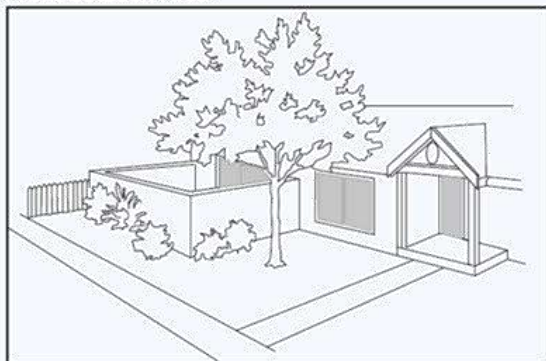
- (i) Canning Highway;
- (ii) Douglas Avenue;
- (iii) George Street;
- (iv) Hayman Road;
- (v) Kent Street;
- (vi) Labouchere Road (Mill Point Road to Thelma Street);
- (vii) Manning Road;
- (viii) Melville Parade;
- (ix) Mill Point Road (Labouchere Road to Way Road);
- (x) South Terrace;
- (xi) Thelma 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.

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.

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



Planning Policy Manual
Policy P350.07 Fencing and Retaining Walls

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

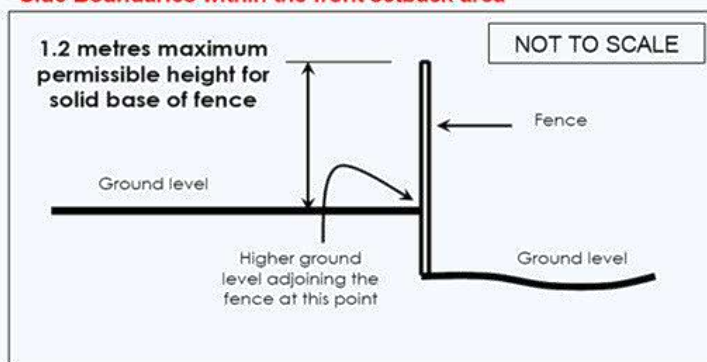
1.4 **Method of Measuring Fence Height**

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

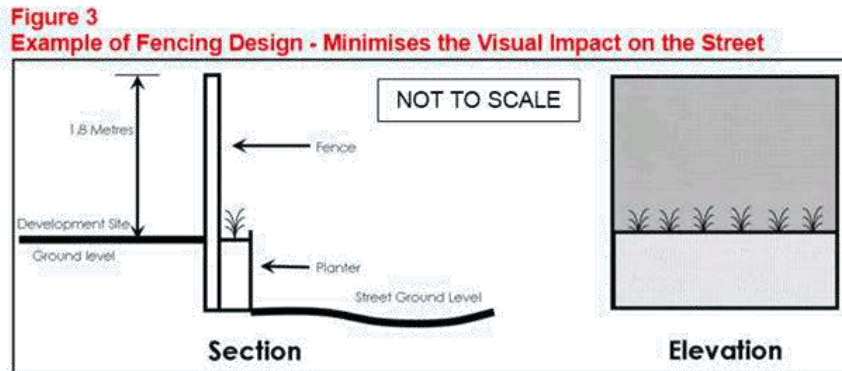
Figure 4
Fence Height Measured Above the Higher Ground Level Adjoining the Fence
- Side Boundaries within the front setback area






- 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:





Planning Policy Manual
Policy P350.07 Fencing and Retaining Walls

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

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Policy Number: P350.07

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: FEBRUARY 2016



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

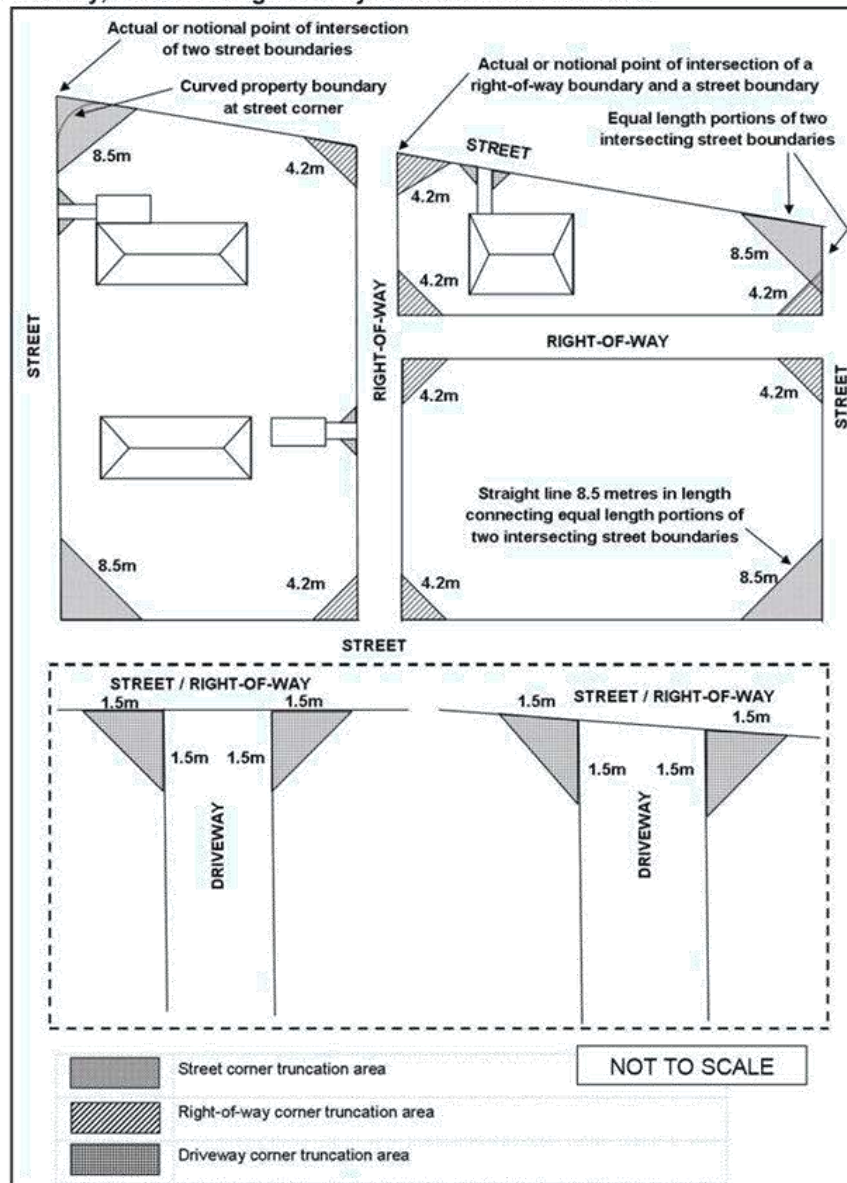
The corner truncation area is measured in the manner described, irrespective of the angle of intersection of the two boundaries:

- (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

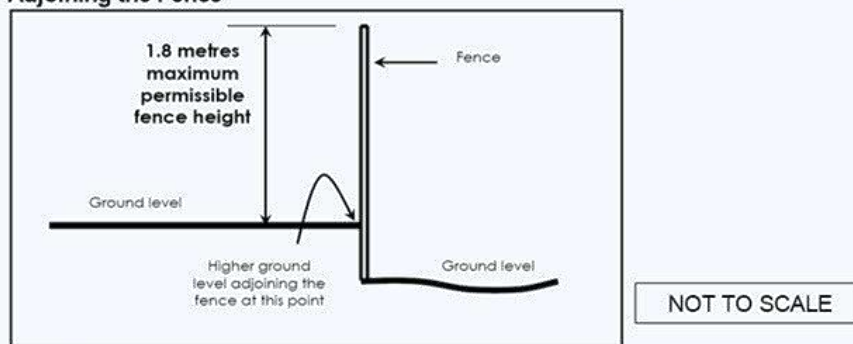
Where an existing fence is to be replaced, the new fence is to be erected immediately following the removal of the existing fence.

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



Planning Policy Manual
Policy P350.07 Fencing and Retaining Walls

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

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Policy Number: P350.07

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: FEBRUARY 2016

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



Planning Policy Manual
Policy P350.07 Fencing and Retaining Walls

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

Page 11 of 11


Policy Number: P350.07

Council Adoption:

Relevant Council Delegation: DC690 Town Planning Scheme

Relevant Delegation: DC690 Town Planning Scheme

DRAFT: FEBRUARY 2016



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

- 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

- This Policy applies to all proposed residential development throughout the City which may affect existing significant views available from adjoining properties.
- 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

- 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.
- Design Considerations Relating to a Significant View**
 - 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.
 - 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 some views. Accordingly, the following elements of the proposed building may be required to be modified:
 - Setbacks from the street and lot boundaries;
 - Floor size;
 - Roof form; and
 - Any other design element that impacts upon views.

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.

Page 1 of 2

Policy Number: P350.09
Council Adoption: 25 November, 2008

Relevant Council Delegation: DC690 Town Planning Scheme
Relevant Delegation: DM690 Town Planning Scheme

DRAFT: February 2016

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



Strategic Direction 4

Places

Policy P402 Alfresco Dining

Responsible Business Unit/s	Governance and Administration, Development Services
Responsible Officer	Manager Governance and Administration, Coordinator Environmental Health Services
Affected Business Unit/s	Governance and Administration, Coordinator Environmental Health Services

POLICY OBJECTIVES

Under the City's Public Places and Local Government Property Local Law can licence Alfresco Dining areas. This policy sets down the guidelines for officers considering applications for Alfresco Dining licences under delegated authority.

POLICY SCOPE

This policy applies to all owners of premises with alfresco dining on public property and users of these facilities.

POLICY STATEMENT

The City recognises that the available area for Alfresco Dining within road reserves is dependant upon the width of the footpath and the location of other infrastructure within the road reserve.

The City acknowledges the need to ensure that there is adequate space available for pedestrian use. In particular the City recognises the need to ensure that people with sight impairments are aware of the areas of the road reserve available for pedestrian use. For this reason, the City prefers to provide unobstructed pedestrian access directly adjacent to the shop front.

Wide Footpaths

Where the width of the footpath is more than 5 metres, the City may approve Alfresco Dining where the eating area is located in an area of the road reserve that is:

1. at least 0.5 metres from the carriageway; and
2. at least 1.8 metres from the shop front.

Narrow Footpaths

Where the width of the footpath is less than 5 metres, the City may approve Alfresco Dining where the eating area is located in an area of the road reserve that is:

1. directly adjacent to the shop front; and
2. at least 1.8 metres from the carriageway.

Corner Blocks

Where an application applies to a corner block, Town Planning Policy P350.7 and Guide to Road Design – Part 4A: Unsignalised and Signalised Intersections, 3.2.2 Safe Intersection Sight Distance applies. Each application for corner block trading will be assessed on a case by case basis. The City reserves the right to request the applicant engage an appropriately qualified person to ensure that these requirements are met to the satisfaction of the City's Engineering Infrastructure Department.

Separation from the Footpath

The City will require that the licensed area is separated from the rest of the footpath by:

1. appropriate temporary or permanent barriers;
2. tactile paving; or
3. another method to the satisfaction of the City.

Page 1 of 2

Policy Number:	P402	Relevant Council Delegation:	DC679
Council Adoption:	16/12/03	Relevant Delegation:	N/A

rest of the footpath.

Pedestrian Access

1. The City will not approve an Alfresco Dining eating area on a footpath unless there is a straight and unobstructed pedestrian carriageway at least 1.8 metres wide past the eating area.
2. 2m clearance is required for access to pedestrian crossings to allow for safe, unobstructed pedestrian access.

Car Parking

Where the eating area is proposed in an area of a footpath adjacent to kerbside parking the City will not approve Alfresco Dining unless the eating area is at least 1.2 metres from the kerbside parking.

Other Street Infrastructure


The City will not approve an Alfresco Dining eating area within 1.5 metres of a telephone booth, bus stop, bicycle rack, public seat or other street infrastructure. The City may move street infrastructure to satisfy this requirement if an applicant pays for the cost of moving the street infrastructure.

LEGISLATION/ LOCAL LAW REQUIREMENTS

City of South Perth Public Places and Local Government Property Local Law 2011

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

City of South Perth Strategic Plan 2013-2023



Strategic Direction 4

Places

Policy P403 - Charity Clothing Bins on City Managed Land

Responsible Business Unit/s	Governance and Administration
Responsible Officer	Manager, Governance and Administration
Affected Business Unit/s	Governance and Administration, Engineering Infrastructure (Waste), Community Culture and Recreation, Development Services (Environmental Health)

POLICY OBJECTIVES

This policy aims to control and regulate the placement and management of clothing recycling bins on City managed land to obviate nuisance, minimise the environmental impact and effectively manage safety and public risk.

POLICY SCOPE

This policy relates to Bona-fide (registered) Charities registered with the Australian Taxation Office under the provisions of the Charitable Collections Act 1946 that directly own and/or control the bins and then collect, sort and sell the clothing deposited in the bins.

The provisions of this Policy, excludes all private business including those where the charity name has been licensed to the private business for clothing collections or where the clothing bin is to be located on private land.

POLICY STATEMENT

The City of South Perth supports the placement of Charity Bins by registered organisations on City managed land for the following reasons:

- Used clothing bins assist residents to dispose unwanted clothing items.
- Charitable institutions or organisations depend upon clothing bins as an economical and convenient means of obtaining clothing donations from the public to support their services.
- Used clothing bins divert a substantial amount of recyclable material from land fill, resulting in less pressure being placed on waste disposal services as well as supporting the protection of the environment.

The City of South Perth will only approve the placement of clothing bins on City managed land on receipt of a formal Application for Approval submitted by the bin owner on such terms and conditions as detailed in the Management Practice M403.

It is the responsibility of the registered organisation to ensure the proper upkeep and maintenance of their charity bins, ensuring regular collections so as to avoid illegal dumping and littering in and around charity bins. The City reserves the right to request the immediate removal of charity bins in the event that they are not maintained and managed properly.

LEGISLATION/ LOCAL LAW REQUIREMENTS

Local Government Act 1995
Charitable Collections Act 1946
Planning and Development Act 2005
City of South Perth Public Places and Local Government Property Local Law 2011

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

Application – Charity Clothing Bins on Council Managed Land
City of South Perth Strategic Plan 2015-2025


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Policy Number: P403

Council Adoption:

Relevant Council Delegation:

Relevant Delegation:



Strategic Direction 6

Governance, Advocacy & Corporate Management

Policy P605 Purchasing & Invoice Approval

Responsible Business Unit/s	Financial Services
Responsible Officer	Director Financial & Information Services
Affected Business Unit/s	All Business Units

POLICY OBJECTIVES

Local government buyers operate in an increasingly dynamic commercial environment. It is essential to have a structured and consistently applied approach to the purchase of goods and services which is both transparent and accountable. The process should deliver both legislative compliance and value for money outcomes through the application of a best practice approach.

POLICY SCOPE

This Policy affects all the business units within the City of South Perth.

POLICY STATEMENT

Statement of Purpose

The City is committed to creating and deploying efficient, effective, economical and sustainable procedures for all purchasing activities. The City's purchasing policies are designed to:

- Provide a consistent efficient and effective process for purchasing goods and services.
- Ensure that purchasing transactions are carried out in a fair, equitable and transparent manner.
- Strengthen integrity and confidence in the purchasing system.
- Ensure that the City receives value for money in its purchasing.
- Control the costs and risks associated with purchasing.
- Ensure that the City considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensure that all relevant legislative obligations are properly met.
- Promote effective governance and clear definition of roles and responsibilities.
- Uphold respect from the public and industry for the City's purchasing practices.

Ethics and Integrity

All officers and employees of the City shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the City.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the City's policies and Code of Conduct;
- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Page 1 of 6

Policy Number:	P605	Relevant Council Delegation:	N/A
Council Adoption:	22/10/02	Relevant Delegation:	DM605 Purchasing & Invoice Approval

Purchasing Assessment Criteria

It is important that purchases of goods or services deliver the best possible outcome for the City. In assessing the procurement of products and services, Officers should responsibly balance Value for Money, Environmental Sustainability & Social Responsibility considerations. A higher priced conforming offer may be recommended should there be clear and demonstrable benefits over and above the lowest priced conforming offer. The establishment of appropriately weighted selection criteria will assist in this regard.

Compliance with a comprehensive and thoughtfully prepared specification is considered to be more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, service benchmarks, social impact, sustainability and life cycle costing.

Value for Money Assessment

Value for money is an over-arching principle governing the City's purchasing. When officers are undertaking a purchasing action, they should consider goods services and processes that maximise value for money.

Considerations that may be taken into account include:

- All relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- Financial viability and capacity to supply without risk of default - including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Environmental Sustainability Assessment

Where appropriate, in developing specifications, City officers should consider goods, services and processes that minimise negative environmental impacts or that provide positive environmental impacts.

Sustainability considerations that may be taken into account include consideration of:

- Products or services that demonstrate energy efficiency as demonstrated through suitable rating systems and eco labelling.
- Products that demonstrate water efficiency.
- Products that are environmentally sound in their manufacture, use and disposal with a preference for products that use a minimal amount of raw materials from a non sustainable resource and for those that are free of toxic or polluting materials.
- Products that may be re-used, recycled or reclaimed to minimise waste.
- Fuel / energy efficiency.

Corporate Social Responsibility Assessment

Where appropriate, in developing specifications, City officers should consider goods, services and processes that minimise negative social impacts or provide positive social impacts. This responsibility may be reflected in the supplier's demonstrated respect for people, communities and environment around the world.

Considerations that may be taken into account include:

- The social impact of the good or service before, during or after its deployment.
- Whether the supplier follows international conventions and labour laws,
- The suppliers demonstrated commitment to healthy and safe work practices

Legislative Requirements

All purchases must be made in accordance with Section 6.8(1) of the *Local Government Act 1995*.

Obtaining Quotations for Purchases

The general principles for obtaining quotations from suppliers are:

- Ensure that the requirement /specification is clearly understood by the City employee seeking the quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy (for verbal quotations).

As the purchasing becomes more complex and / or the purchasing thresholds increase, a more sophisticated written specification is required for the quotation to be sought.

Officers are encouraged to utilise the WALGA E-Quotes process to obtain competitive quotations from a series of pre-qualified suppliers. The E-Quotes service is a secure web-based tool that covers a broad range of goods and services, it stream-lines the quotation process and it meets all statutory reporting requirements in a transparent manner.

Should officers be seeking quotations outside of the WALGA E-Quotes process, the general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written specification
 - Selection criteria to be applied
 - Price schedule
 - Conditions of responding
 - How long the offer is valid for
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made..

Purchasing Thresholds

Category A - Up to \$2,000

One Verbal or Written Quotation Required

Where the value of goods or services is of a minimal amount, say less than \$2,000 it is permissible to direct purchase based on a single verbal or written quote where the market is known and the purchase is very low risk. This instance should only apply for a single, simple purchase where the cost of seeking competitive quotes would be unreasonable on a cost to benefit analysis basis (eg: purchasing library books or minor catering supplies).

Category B - \$2,000 up to \$10,000

Two Verbal or Written Quotations Required

Where the value of procurement of goods or services is between \$2,000 and \$10,000 it is permitted to purchase on the basis of at least two verbal or written quotations. However, it is recommended to use professional discretion and to occasionally test the market with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is in a known market or is relatively small and low risk.

Category C1 - \$10,000 up to \$20,000

Two Written Quotations Required

Where the value of the purchase of goods or services ranges between \$10,000 and \$20,000, the following principles apply:

At least two written quotations are required to be sought. Where this is not practical due to a limited number of suppliers, a proprietary product, or non-responses from potential suppliers asked to quote, this information should be recorded.

Category C2 - \$20,000 up to \$50,000

Three Written Quotations Required with a Written Specification Provided

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$50,000, it is necessary to seek three written quotes (a sufficient number of quotes may be determined according to the type and nature of the purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be met in accordance with record keeping policies.

Category D1 - \$50,000 up to \$100,000

Three Written Quotations Required with a Written Specification & Predetermined Evaluation Criteria

For the procurement of goods or services where the value exceeds \$50,000 but is less than \$100,000 it is necessary to seek at least three written quotations containing price and sufficient information relating to the specification of goods and services being acquired.

For procurement of goods and services in this range, the selection should not be based on price alone, and it is required to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, the organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quotes.

Category D2 - \$100,000 up to \$150,000

Three Written Quotations Required with a Written Specification & Predetermined Evaluation Criteria

For the procurement of goods or services where the value exceeds \$100,000 but is less than \$150,000 it is necessary to seek at least three written quotations containing price and sufficient information relating to the specification of goods and services being acquired.

For procurement of goods and services in this range, the selection should not be based on price alone, and it is required to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, the organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quotes.

Category E & F - Purchases in Excess of \$150,000

Tender Process Required

This policy does not apply to the purchase of goods or services where the expected consideration is more than \$150,000 (excluding GST) as such transactions are the subject of the Tender Regulations and are to be progressed in accordance with Policy P607 - Tenders & Expressions of Interest.

Limited Number of Suitable Suppliers

In the event that the requisite number of alternative suppliers does not exist, the purchase is to be processed and documented in accordance with the relevant Management Practice M605 & Delegation DM605.

Exemptions

In the following instances, public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as provided by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (Common Use Arrangements), or from a Regional Council, or another Local Government;
- The purchase contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations that apply.

State Government (Department of Treasury & Finance) Common Use Agreements (CUA)

Officers are encouraged to make use of government supply contracts for goods and services (Common Use Agreements) where possible - as these items have been the subject of a competitive tendering process to pre-qualify them prior to their inclusion on the relevant government supply contract. As such they are likely to offer the City reliable quality, value for money outcomes and administrative cost savings.

Where a purchase is made from a listed Common Use Agreement (CUA) participant, the requirements to seek multiple quotations may be waived. The Purchase Order and or Cheque Requisition Form should record the relevant CUA Reference Number.

WALGA Preferred Supplier Panels

Where a collective bargaining initiative has been established on behalf of local governments by WALGA through the WALGA Preferred Supplier Panels, authorised officers may make a purchase direct from a WALGA Preferred Supplier listed on the relevant panel (irrespective of the normal minimum number of quotation requirements) as these suppliers have already been the subject of a competitive procurement process to establish quality, value for money, suitability etc.

The City may elect to use these panels for services including, but not limited to, insurance services, telephone and data services and software licencing.

Statutory Authorities & Uncontested Markets

Where the City needs to acquire services from an uncontested market where there is only a single provider for a service such as Landgate Valuation Services, WA Electoral Commission, Fines Enforcement Registry or Water Authority; there is no requirement to seek quotations.

Local Government Panels of Suppliers (Not WALGA Preferred)

In certain limited circumstances, the City may wish to establish its own panel of prequalified suppliers (for purchases such as legal services, catering or project management). In these cases the City must be satisfied that there is a continuing and ongoing requirement for the goods and services and the purchasing must be low to medium risk.

The establishment of the panel, distribution of work and purchasing from the panel are controlled by the legislative requirements of Part 4, Division 3 of the Local Government (Functions & General) Regulations 1996. These include, but are not limited to, the requirement for a minimum of three panel members, a minimum two year contract term and the requirement for a commercial 'panel contract'.

Given the complexity of this style of purchase, it should only be used in very limited circumstances.

Repetitive Purchases

In making regular or repetitive purchases for the same goods or services, officers should be conscious of the potential for the annual purchases to accumulate to an amount in excess of the tender threshold (currently more than \$150,000). Where this repetitive purchasing issue is relevant and such occurrence is subsequently identified, officers should take appropriate actions to ensure that future purchases for these items are progressed in accordance with the requirements of Policy P607 - Tenders & Expressions of Interest.

Anti Avoidance

When making purchases City officers are to ensure that actions taken are in accordance with the Anti Avoidance provisions of the Local Government (Functions & General) Regulations 1996 (Part 4) and Section 3.57 of the *Local Government Act 1995*.

Authorising Purchase Orders & Invoices

The issuing of purchase orders on behalf of the City and the authorisation of invoices for payment is to be conducted in strict accordance with the principles contained in Management Practice M605 and the Purchasing & Invoice Approval Limits specified in Delegation DM605.

Officers shall not sign purchase orders or invoices for values in excess of their approved authorisation limits without the document being co-signed by an officer having the appropriate signing authority for that monetary value.


LEGISLATION/ LOCAL LAW REQUIREMENTS

Local Government Act 1995

Local Government (Functions & General) Regulations 1996

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

P607: Tendering & Expressions of Interest
WALGA Purchasing & Tendering Guidelines
City of South Perth Strategic Plan 2015-2025



Strategic Direction 6

Governance, Advocacy and Corporate Management

Policy P607 Tenders and Expressions of Interest

Responsible Business Unit/s	Financial Services
Responsible Officer	Director of Financial and Information Services
Affected Business Unit/s	All business units

POLICY OBJECTIVES

The purpose of this policy is to provide a framework by which the City can invite, evaluate and accept Tenders and Expressions of Interest. Openness and accountability are critical elements of the tendering process and hence it is essential to have a framework which adequately addresses matters of probity in the acquisition of goods and services.

POLICY SCOPE

This Policy will affect all business units that engage in tendering or expressions of interest activities.

POLICY STATEMENT

General Principles

The City uses Tendering and Expression of Interest processes that are based on the Western Australian Local Government Association (WALGA) Purchasing and Tendering Guide, the *Local Government Act 1995* and Part 4 *Local Government (Functions and General) Regulations 1996*.

The City has also incorporated a comprehensive suite of conditions of contract based on Australian Standard AS 4000 - *General Conditions of Contract* into its Tender documentation.

Tenders and Expressions of Interest are to be called and accepted in accordance with the principles contained in the City's Purchasing & Tendering Manual and reflected in Management Practice M607.

These documents reflect the guidelines of the WALGA Purchasing & Tenders Guide and the delegation of authority contained in Delegations DC607 and DC685. They are designed to provide a clear, auditable trail of the tender process and establish accountability for the various stages of the tender process. Any exercise of delegated authority by City officers under these delegations is to be properly documented in accordance with the procedures specified in the City's Tendering Manual and recorded in the City's Record Keeping System.

Regulatory Compliance

In the following instances, public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as provided by the *Local Government Act 1995*;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations.

In all other circumstances where it is expected that the expenditure on the acquisition of goods or services will exceed the tender threshold (\$1500,000 excluding GST), tenders must be called in accordance with all relevant statutory obligations and the City's documented tender process.

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Policy Number:	P607	Relevant Council Delegation:	DC685 Inviting Tenders or Expressions of Interest
Council Adoption:	26/11/02	Relevant Council Delegation:	D607 Acceptance of Tenders

Anti-Avoidance

Officers shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the consideration below the level of \$1500 000, thereby avoiding the need to publicly tender.

Tender Evaluation Criteria

The City shall, before tenders are publicly invited, determine in writing, the criteria that will be used for evaluating which tender should be accepted.

Evaluation Panel

The evaluation panel shall be established prior to the advertising of a tender and shall include a mix of skills and experience relevant to the nature of the purchase. For Requests with a total estimated (Ex GST) price of \$1500,000 and above, the panel must contain a minimum of three members.

Advertising Tenders

Tenders must be advertised in a Statewide publication eg "The West Australian" newspaper, preferably in the Local Government Tenders section, and preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The Notice of Tender must include:

- A brief description of the goods or services required;
- Information as to where and how tenders may be submitted;
- The date and time after which tenders cannot be submitted;
- Particulars identifying a person from whom more detailed information as to tendering may be obtained;
- This detailed information includes:
 - Such information as the City decides should be disclosed to those interested in submitting a tender;
 - Detailed specifications of the goods or services required;
 - The criteria for deciding which tender should be accepted;
 - Whether or not the City has decided to submit a tender; and
 - Whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will only be made available via counter, mail, internet, or referral where there is a robust process to ensure the recording of details of all parties who acquire the documentation. This is essential if notice of clarification, or variation to the tender requirements is required to be given prior to the close of tenders, so that all potential tenderers have equal access to this information in order for the City not to compromise its duty to be fair to all potential tenderers.

Addendum to Tender

If, after the tender has been publicly advertised, the City wishes to make any variations to the tender documentation, it must take reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Tender Deadline

A tender is required to be rejected unless it is submitted at a place and within a time specified in the invitation for tenders.

Opening of Tenders

No tenders are to be removed from the tender box, opened, examined or assessed until after the tender deadline. Tenders are to be opened in the presence of an officer authorised by the Chief Executive Officer and at least one other City Officer. Details of all tenders received / opened shall be recorded in the Tender Register.

Tenders are to be opened after the advertised time and at the advertised place. There is no obligation to disclose or record tendered prices at the tender opening and price information should be regarded as *commercial-in-confidence* to the City. Members of the public are entitled to be present at the opening.

The tenderer's offer form, price schedule and other appropriate pages from each tender shall be date stamped and initialled by the City officer present at the opening of tenders.

If No Tenders Received

Where the City has invited tenders and no tender was submitted that met the tender specifications, direct purchases can be arranged on the basis of the following:

Page 2 of 3

Policy Number: P607
Council Adoption: 26/11/02

Relevant Council Delegation: DC685 Inviting Tenders or Expressions of Interest
Relevant Council Delegation: D607 Acceptance of Tenders

- This fact is clearly and adequately documented;
- A sufficient number of quotations are obtained;
- The process follows the guidelines for seeking quotations in accordance with Policy P605 – Purchasing & Invoice approval;
- The specification for goods and / or services remains unchanged;
- Purchasing is arranged within six months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the City by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept. The tender evaluation panel is to determine which tender would be most advantageous to the City to accept.

Minor Variations

If after the tender has been publicly advertised and a successful tenderer has been chosen, but before the City and tenderer have entered into a contract, the City may make a minor variation in the goods or services required. A minor variation will not alter the nature of the goods or services required, nor will it materially alter the specification or structure requested by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following its determination. Notification shall include the name of the successful tenderer. The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All documentation associated with the tender process must be recorded and retained. This includes:

- Tender specification and supporting documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.


Record retention shall be in accordance with the minimum requirements of the *State Records Act*, and the City's internal records management policy.

LEGISLATION/ LOCAL LAW REQUIREMENTS

Conditions of Contract based on AS4000 - 1997 - *General Condition of Contract*
Western Australian Local Government Association (WALGA) Purchasing and Tendering Guidelines

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

P605: Purchasing and Invoice Approval
City of South Perth Strategic Plan 2015-2025



Strategic Direction 6

Governance, Advocacy and Corporate Management

Policy P609 Management of City Property

Responsible Business Unit/s	Governance and Administration, Financial Services
Responsible Officer	Manager Governance and Administration, Manager Financial Services and Manager Community Culture and Recreation
Affected Business Unit/s	Community Culture and Recreation, Financial Services, Governance and Administration, City Environment

POLICY OBJECTIVES

The City has a considerable and diverse property portfolio. Property assets are an important corporate resource that must be managed in an integrated manner in order to align with and support the City's vision, objectives and goals in an efficient and sustainable manner.

This policy ensures that the City has a framework which enables it to review, identify and evaluate Council owned property, ensuring that any property that is disposed of by lease or sale is undertaken in a consistent, fair and transparent manner.

POLICY SCOPE

The policy will affect the organisations leasing City buildings and all staff involved with City buildings and the leasing and sale of land process

POLICY STATEMENT

Leasing of City Property

The City will negotiate the lease of City buildings with the principles set out in this policy.

The City shall consider the following criteria in assessing a Council property with respect to usage and potential leasing:

- Community benefit assessment
- Alignment and contribution of the property towards the achievement of the Council's strategic objectives
- Assessment of present utilisation of asset
- Consideration of potential opportunities for future utilisation the asset
- Determine capacity for City to properly maintain and manage the property
- Consideration of statutory influences and heritage / conservation value
- Consideration of financial return to the Council

Not for Profit Sporting Organisations

Leases will be negotiated consistently with the following principles:

- Leases will be granted for a ~~sufficient number of years~~ **period of 5 years with a 5 year option** ~~(to a maximum of twenty one years)~~ to provide sporting clubs with security of tenure and the ability to attract funding;
- Leases to be for an **annual** rental amount which at least provides full cost recovery of the additional costs the City incurs in maintaining the building and its immediate surroundings; **is calculated using the following formula:**
 - 0.01% of the insured value of the facility or a minimum of \$1,000 per annum.**
- The City may by resolution of council grant a donation in subsidy of the rental amount where the tenancy would provide a demonstrable benefit to the community of South Perth; and
- The City may by resolution of council offer a self supporting loan to support the development of sporting facilities. Subject to the demonstrated capacity of the Not For Profit Sporting club to effectively and reliably service that debt without impost or reliance on finding support from the City.

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Policy Number:	P609	Relevant Council Delegation:	DC609 Leases and Licences
Council Adoption:	28/05/13	Relevant Delegation:	N/A

4.3. All groups will be required to adhere to the 'Property Maintenance Schedule' for the respective facility; a document which sets out the responsibilities of both parties (The City and the Lessee).

Preschools, Kindergartens Operated by Not for Profit Organisations

Leases will be negotiated consistently with the following principles:

- Leases will be for 5 years with a 5 year option, a maximum period of twenty-one years; and
- Leases will be offered for a peppercorn rental.
- These groups will be required to adhere to the 'Property Maintenance Schedule'.

Not for Profit Community Associations / Government bodies, Committees and Associations

Leases will be negotiated consistently with the following principles:

- Leases will be for a maximum period of twenty-one 5 years with a 5 year option years; and
- Leases may be negotiated on a case by case basis for a rental amount which provides full or partial cost recovery of the costs the City incurs in maintaining the building and its immediate surrounds; is calculated using the following formula:
 - 0.01% of the insured value of the facility or a minimum of \$1,000 per annum.
- The City may by resolution of council grant a donation in subsidy of the rental amount where the proposed tenancy would provide a demonstrable benefit to the community of South Perth; and

Commercial Organisations

Leases will be negotiated consistently with the following principles:

- Leases will be for a maximum period of twenty one years and
- Leases will be for a rental amount reflective of an independently market valuation of the premises, taking into account the nature of the business enterprise.

Sale of City Property

Sale / Disposal

The following criteria shall be taken into consideration to determine whether a property is surplus to Council requirements and identified for disposal:

- Whether the land is no longer used or is not used for a purpose associated with service provision by Council.
- Whether the land (if being used for a Council service) has a net realisable value which is significantly greater than the cost of re-establishing the service on another site.
- Whether the land does not contribute to the achievement of a Council's current objective.
- Whether the land if retained has no strategic significance to the Council on a long term basis.


The above criteria will be taken into consideration where a property has an independent market valuation in excess of \$250,000.

LEGISLATION/ LOCAL LAW REQUIREMENTS

Section 3.58 and 3.59 of the Local Government Act 1995.

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

P106: Use of City Reserves and Facilities
City of South Perth Strategic Plan 2015-2025



Strategic Direction 6

Governance, Advocacy and Corporate Management

Policy P613 Capitalisation & Valuation of Fixed Assets

Responsible Business Unit/s	Financial Services, Asset Management
Responsible Officer	Director Financial and Information Services, Manager Financial Services
Affected Business Unit/s	All Business Units

POLICY OBJECTIVES

Local governments are required to ensure that they have effective and accountable systems in place to safeguard the City's resources. This includes the development of proper systems to record the location and valuation of fixed assets acquired or constructed by the City. Fundamental matters to be considered in the effective management of fixed assets (Property, Plant & Equipment or Infrastructure) are the determination of what constitutes a fixed asset, how they are recorded and how they are valued according to fair value principles as well as at what threshold value they should be capitalised.

POLICY SCOPE

This Policy directly affects the Financial Services Team and Asset Management Team - and informs the preparation of the Annual Financial Statements to ensure the recording of accurate data on fixed assets in accordance with relevant accounting standards and professional announcements. It also directly impacts the way in which assets are maintained and managed by informing maintenance cycles and initiating renewals expenditure. In this way, the policy indirectly impacts the activities of all service departments.

POLICY STATEMENT

To permit the preparation of statutory financial statements and to inform the effective planning for, management of and enhancement of fixed assets, expenditures incurred by the City must be classified as either being 'operational in nature' or being such that they result in the creation of a 'fixed asset'. The manner in which expenditure is classified has a major impact on results disclosed in the Income Statement and on the financial position disclosed in the City's Statement of Financial Position.

Those items that are 'capitalised' as assets must be depreciated over their useful life which is determined according to the particular asset class (and component within that class to which that item belongs). Costs that are simply 'expensed' rather than capitalised are to be included as operating expenditure at the time of incurring the cost.

The nature of the expenditure must be carefully considered in both the budget and financial reporting stages to determine whether it is likely to create a new fixed asset or whether it constitutes a repair or maintenance expenditure. Reference to relevant professional accounting standards and practice statements should provide persuasive guidance in this regard. Not only does this determination impact financial results and financial position, but it also critically impacts the financial ratios by which the City's financial sustainability is assessed.

In determining whether or not an expenditure by the City results in the creation of an 'asset', the City applies the principles contained within Statement of Accounting Concepts No 4 and the associated professional accounting guidance statements. It also reflects contemporary best practice principles in asset management. This determination requires the exercise of appropriate professional accounting judgement - and therefore the determination is made only by the City's qualified professional accounting staff in consultation with the City's Asset Management Team.

It is important to effectively balance the administrative workload of recording and maintaining a reliable Asset Register that meets all auditing requirements and asset management responsibilities - including the risk and compliance issues attaching to the proper classification of capital expenditures.

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Policy Number:	P613	Relevant Council Delegation:	N/A
Council Adoption:	25/10/05	Relevant Delegation:	N/A

To effectively deliver these outcomes, fixed assets will be classified and recorded in the following asset categories:

Property Plant & Equipment:

Artworks
Buildings
Land
Technology Equipment (Computers, peripherals and communications equipment)
Furniture & Fittings
Plant & Equipment
Mobile Plant

Infrastructure:

Road Network
Path Network
Drainage Network
Parks Assets
Street Furniture & Other Infrastructure
Foreshore Assets

Capitalisation Thresholds

To permit efficient, accurate and complete recording of fixed assets, expenditure incurred to acquire or enhance an asset should be capitalised if the expenditure is above the following thresholds:

Property, Plant & Equipment:

Artworks	\$ 1,000
Buildings	\$ 5,000 per component *
Land	\$ 1,000
Technology Equipment	\$ 1,000
Furniture & Fittings	\$ 1,000
Plant & Equipment	\$ 1,000
Mobile Plant - Minor Plant	\$ 1,000
Mobile Plant - Passenger	\$ 5,000
Mobile Plant - Heavy	\$ 5,000

Infrastructure:

Road Network	\$ 5,000
Path Network	\$ 5,000
Drainage Network	\$ 5,000
Parks Assets	\$ 5,000
Street Furniture & Other Infrastructure	\$ 1,000
Foreshore Assets	\$ 5,000

Non-infrastructure assets are capitalised progressively throughout the year - at the time of acquisition or commissioning ready for use. Infrastructure assets are capitalised only at the conclusion of the financial year after the close off of the City's management accounts.

* The City does not capitalise separate component parts within a larger asset of Property Plant & Equipment assets - with the specific exception of Buildings which are required to be recorded and valued at the component level (as detailed elsewhere in this policy). All non-building Property Plant & Equipment assets are valued on an 'en-globe' basis.

Infrastructure assets are specifically required to be recorded and valued at fair value (reflected as the current written down replacement cost) compiled at the 'component' level - as this methodology recognises the differing useful lives of the various components of the infrastructure assets.

Building assets are firstly classified as 'Specialised' or 'Non Specialised' which determines the level of valuation inputs required. Buildings are then recorded and valued at fair value at the 'component' level to recognise the differing useful lives of the various components of the particular building asset.

Asset Components:

Building assets are segregated into the following (minimum) component classification for the purposes of recording, valuation and maintenance / replacement:

- Building structural shell
- Roof
- Transportation systems (lifts / elevators)
- Fire protection systems
- Mechanical plant (air conditioning plant etc)
- Internal fit-out
- Floor coverings

Note that AV equipment, furniture and fittings are not considered to be part of the building and are separately addressed.

Infrastructure assets are segregated into the components that are considered specific to (and relevant for) that particular asset class as determined by the Asset Management Team - guided by contemporary asset management principles.

Valuation

The following classes of Property Plant & Equipment are valued at 'fair value' as at 30 June 2013 and will be revalued on a regular 3 yearly cycle moving forward - but individual assets may be subject to an impairment test (and possible downwards revaluation) at any time should the City's professional staff deem that the asset has been 'impaired'.

- Artworks
- Land
- Technology Equipment (Computers, peripherals and communications equipment)
- Furniture & Fittings
- Plant & Equipment
- Mobile Plant

Building assets are to be carried at 'fair value' with effect from 30 June 2014 and then will be revalued on a regular 3 yearly cycle moving forward.

The following Infrastructure asset classes are valued at 'fair value' determined by management valuation representing the written down replacement cost determined using contemporary valuation techniques as at 30 June 2013 and will be revalued by management, using appropriate revaluation techniques, on an annual basis moving forward.

- Road Network
- Path Network
- Drainage Network

~~The remaining classes of Infrastructure assets are to be carried at 'fair value' with effect from 30 June 2015 and then will be revalued by management, using appropriate revaluation techniques, on a regular 3-yearly cycle moving forward.~~

- ~~Parks Assets~~
- ~~Street Furniture & Other Assets~~
- ~~Foreshore Assets~~

For certain readily transferable items of lesser value than the nominated thresholds above, such as mobile telephones or minor mobile plant such as chainsaws or brush-cutters etc, the Asset Register may still record the details, serial numbers, location and value of the items notwithstanding that the individual items do not exceed the general threshold for capitalisation to the Asset Register.

In accordance with guidance from the Department of Local Government (applicable to all WA local governments), the City does not record Land under Roads as an asset- nor is any value recognised against it in the asset register.

Easements over land are required to be recorded as assets in an Asset Register but are effectively carried at a nil value because of the inherent difficulty in reliably quantifying a value for each easement.

Useful Lives & Depreciation Rates

For the purposes of preparing the Annual Financial Statements, the City's policy in relation to the useful lives of fixed assets (and therefore the applicable depreciation rates to be applied) for each class of asset are governed by the principles contained in the International Asset Management Manual and relevant accounting pronouncements and guidelines. These are re-assessed annually by City officers to ensure that they reflect contemporary practice and the City's actual experience. They are also subject to annual review by the City's auditors for 'reasonableness'.

The policy in relation to the estimated useful lives which are to be applied to the City's fixed assets for the purposes of preparing statutory financial statements is:

Property, Plant & Equipment:

Artworks	50 years
Buildings	10 - 80 + years depending on the building component
Land	Not applicable
Technology Equipment	3 - 5 years
Furniture & Fittings	10 years
Plant & Equipment	10 years
Mobile Plant - Minor Plant	3 - 5 years
Mobile Plant - Passenger	3 - 5 years
Mobile Plant - Heavy	5 - 8 years

Infrastructure:

Road Network	20 - 60 years dependent on the component
Path Network	Up to 60 years dependent on the component
Drainage Network	Up to 100 years dependent on the component
Parks Assets	10 - 20 years dependent on the component
Street Furniture & Other Infrastructure	20 years
Foreshore Assets	To be confirmed


LEGISLATION/ LOCAL LAW REQUIREMENTS

Relevant accounting standards and guidance including, but not limited to the following:

AASB 13 Fair Value Measurement
AASB 116 Property, Plant and Equipment
AASB 136 Impairment
AASB 5 Assets Held for Sale
AASB 40 Investment Properties
Local Government (Financial Management) Regulations 1996

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

Statements of Accounting Concepts
City of South Perth Strategic Plan 2015-2025
City of South Perth Long Term Financial Plan
City of South Perth Asset Management Plans
International Asset Management Manual



Strategic Direction 6

Governance, Advocacy and Corporate Management

Policy P661 Complaints

Responsible Business Unit/s	Governance and Administration
Responsible Officer	Manager of Governance & Administration, Chief Executive Officer
Affected Business Unit/s	All business units

POLICY OBJECTIVES

The City recognises that complaints provide a valuable source of feedback on the performance of its functions and that this is of value to its customers. This policy outlines the City's commitment to a consistent approach to handling complaints.

POLICY SCOPE

This policy applies to all City staff, contractors, consultants and the wider community.

POLICY STATEMENT

The City is committed to a quality complaints handling process. The City's complaints handling process, as outlined in Management Practice M661 Complaints, reflects the 13 essential elements of a complaint handling process as set out in Australian Standard 4269-1995 Complaints Handling and the principles of effective complaint handling as set out by the Ombudsman's Office of Western Australia.

Initial Complaint

The Council acknowledges that the City's officers shall deal with complaints in accordance with Management Practice M661 Complaints.

As Council members may be the first point of contact for a complaint they may forward a complaint to the CEO for investigation. Where a council member does this, the CEO will direct the complaint to the relevant directorate and will ensure that the council member is kept informed about the progress and outcome of the complaint.

Internal Review

If a customer is not satisfied with the way that the City has handled their initial complaint then the customer may apply for an internal review of the complaint. The Council acknowledges that the CEO will ensure that all internal reviews are conducted in accordance with Management Practice M661 Complaints.

External Review

The Council acknowledges that customers may request an external review of a complaint through the Department of Local Government and/or the State Ombudsman. The CEO shall work cooperatively with the State Ombudsman and/or the Department of Local Government as appropriate to assist in the resolution of external review. The CEO will keep Council members informed of the progress and outcome of external review through the Bulletin.

Closing the File

Where the City has conducted an internal review and/or has been involved in an external review of a complaint and subject to the result of the external review, the City must be able to bring the matter to a conclusion. Accordingly, where a customer repeatedly corresponds with the City regarding a complaint that has been the subject of an internal review and/or the external review process has concluded, the CEO may close the City's file on the matter after informing the customer in writing of his decision.

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Policy Number:	P661	Relevant Council Delegation:	N/A
Council Adoption:	03/04	Relevant Delegation:	N/A

Unreasonable Conduct by Complainants

Vexatious Complaints

"Vexatious" means a complainant who complains of frivolous matters on a consistent basis and which is designed to annoy the City.

Every endeavour will be made to deal with complaints however the City may refuse to investigate a complaint if the complainant behaves in an actively hostile fashion or the complaint is considered to be trivial, frivolous or where there is a consistent complainant of trivial and/or frivolous matters.

The City has an obligation to responsibly manage our resources on behalf of our ratepayers. The substance of a complaint will dictate the resources allocated by the City, in its management, irrespective of the complainant's wishes, demands or behaviour. The City may consider it appropriate to determine that vexatious questions, complaints and repetitive communications are not given priority as they may divert a substantial and unreasonable portion of the City's resources away from its other functions.

Council will be responsible for determining whether a complaint is vexatious. In reaching such a decision, the Council will act in the best interests, and for the good of the district.

Unreasonable Complainant Behaviour

The City recognises that the reasonable right to freedom of expression includes the right of complainants to express dissatisfaction with the City or its decisions/conduct/services/products or policy, provided that these complaints comply with the law and reasonable community standards.

The City values its staff and customers, and safety is paramount to this commitment. Therefore, City staff have discretion available to them to terminate any interaction, where the staff member reasonably perceives that they are at risk, as a result of the complainant's behaviour, whatever the nature and particularly where the staff member is being threatened or the behaviour of the complainant/customer is aggressive.


In order to ensure that complainants are dealt with fairly, efficiently and effectively; and that work health and safety responsibilities and common law duty of care obligations are met, it may be necessary for the City to put in place specific guidelines to manage the unreasonable behaviour of individual complainants.

LEGISLATION/ LOCAL LAW REQUIREMENTS

Not Applicable

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

City of South Perth Strategic Plan 2013-2023



Strategic Direction 6
Governance, Advocacy and
Corporate Management

Policy P669 Training and Development

Responsible Business Unit/s	Governance and Administration
Responsible Officer	Manager Governance and Administration, Chief Executive Officer
Affected Business Unit/s	Governance and Administration

POLICY OBJECTIVES

The City encourages Elected Members to attend conferences, seminars and training development programs to ensure their ongoing professional development and acquisition of relevant skills and knowledge to assist in their capacity as Elected Member. This policy sets the framework for Elected Members and attendance at conferences, seminars and training development programs and courses.

POLICY SCOPE

This Policy provides guidance to the Mayor, Elected Members ~~and employees~~ **Chief Executive Officer (CEO)** in relation to conferences, seminars and training development programs and courses.

POLICY STATEMENT

This policy should be read in conjunction with Policy P667 Member Entitlements.

Attendance at Conferences, Seminars, Training Development Programs and Courses

The Mayor is to be provided an annual allocation of \$8,000 to attend conferences, seminars, training development programs and courses, professional development luncheons and networking events.

Each Elected Member is to be provided an annual allocation of \$5,000 to attend conferences, seminars, training development programs and courses, professional development luncheons and networking events

Each conference, seminar, training development program and course, professional development luncheon and networking event must be related to a subject matter that will enhance the professional development, knowledge and skills in their capacity as Elected Members. The Chief Executive Officer retains final discretion in determining the suitability of the above.

The allocation is per calendar ~~financial~~ year and is not permitted to be exceeded. Elected Members will not be registered for any event where there is insufficient funding available.

Any surplus funds in an Elected Members allocation at the end of each calendar year will be deemed unused and forfeited.

The annual allocation amount shall be inflated by the Consumer Price Index (all Perth Groups) on 1 January each year and rounded to the nearest \$100.

In addition to the allocation, the City will also fund from its own budget allocation:

- The Mayor and Elected Members attending the Western Australian Local Government Association State Conference
- Each Elected member completing the Australian Institute of Company Directors Course
- Specific introductory WALGA courses.
- Any training or event specifically arranged for by the Chief Executive Officer

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Policy Number:	P669	Relevant Council Delegation:	N/A
Council Adoption:	12/13	Relevant Delegation:	N/A

Travel interstate is not permitted within 3 months of an Elected Members expiry of term of office.

No more than two Elected Members may attend the same Interstate Conference or Seminar. Attendance of three or more Elected Members at an interstate Conference or Seminar will require specific Council approval.

The CEO must obtain the written approval of the Mayor before travelling to courses, conferences or seminars in the course of his or her duties:

- (a) within Australasia;
- (b) outside of the Perth Metropolitan area; or
- (cb) to a conference or other scheduled event that will keep the CEO away from the City for three or more days.

Where an Elected Member or senior employee **CEO** proposes to travel outside Australasia in the course of their duties they must obtain the approval of Council (by way of resolution)

The ~~Mayoral~~ **Chief Executive** Office will be responsible for organising all arrangements related to Elected Member training and development.

Standard of Travel

All air travel for Elected Members and ~~employees~~ **CEO** will be economy class or equivalent unless otherwise approved by a resolution of Council made prior to travel.

Standard of Accommodation

All accommodation for the Elected Members and ~~employees~~ **CEO** while travelling interstate or overseas will be at or within reasonable proximity of the conference venue.

Other accommodation arrangements may be approved in writing by ~~either the Mayor or the~~ **CEO** as appropriate provided that there is no significant extra cost to the City.

Expenses

The reasonable expenses of Elected Members and ~~employees~~ and **Chief Executive Officer** incurred in the performance of their duties whilst travelling shall be paid for by the City in line with adopted Management Practices.

Contract of Employment

Nothing in this policy is intended to detract from any right to travel an employee may exercise as a result of performing the normal duties of his or her contract of employment.

Information and Reporting

An Elected Member or ~~employee~~ who travels under this policy must provide to the CEO:


- (i) a copy of the conference papers and / or other relevant information they obtained during the course of the conference or study tour; and,
- (ii) a report of no more than two pages describing the significant outcomes of the conference or study tour.

LEGISLATION/ LOCAL LAW REQUIREMENTS

Not Applicable

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

P667: Member Entitlements
City of South Perth Strategic Plan 2015-2025



Strategic Direction 6

Governance, Advocacy and Corporate Management

Policy P689 Applications for Planning Approval: Applicants Responsibilities

Review in Jan 2016: summary of recommended modifications (deletions as xxx and additions as yyy) to the following sections:

1. Clause 4(d)
2. The words 'building licence' changed to 'building permit'

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

POLICY OBJECTIVES

Applications for planning approval are assessed to ensure compliance with all statutory requirements and policy provisions. The Council must also be satisfied that any proposed development will preserve or enhance the amenity of the locality. The Council endeavours to assess and determine applications in an effective, comprehensive, accurate and timely manner. To assist the Council in this regard, applicants are expected to submit complete and accurate documentation. This Policy identifies certain documentation that applicants are required to submit, in addition to items specified in Town Planning Scheme No. 6. The Policy also clarifies the limited extent of permissible variation from planning approval drawings at the building licence permit stage.

POLICY SCOPE

This Policy is relevant to development applicants, owners, builders, neighbours, the wider community and City officers involved in the planning application process.

POLICY STATEMENT

1. Status
This Policy is a planning policy prepared, advertised and adopted pursuant to clause 9.6 of Town Planning Scheme No. 6 (TPS6). Under clause 1.5 of TPS6 all planning policies are documents supporting the Scheme.

Clause 7.2 of TPS6 specifies the drawings and information that applicants are required to submit when applying for planning approval. Sub-clause (2)(c) of clause 7.2 provides for the submission of "any other plan or information that the Council may reasonably require to enable the application to be determined." Pursuant to clause 7.2(2)(c), in addition to the documents specifically identified in clause 7.2, this Policy specifies other plans and calculations which the applicant is required to submit, and also refers to a check-sheet to be submitted by the applicant.

2. Objective
To facilitate effective, comprehensive, accurate and timely processing of applications for planning approval for proposed development, by identifying documentation to be submitted by the applicant.

3. Scope
This Policy applies to any application for planning approval for proposed development and to the approved drawings and conditions of planning approval.

4. Applicants' responsibilities when applying for planning approval

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Policy Number:	P689	Relevant Council Delegation:	DC690 Town Planning Scheme 6
Council Adoption:	26/02/08	Relevant Delegation:	DM690 Town Planning Scheme 6

In addition to other documents submitted with an application for planning approval for proposed development, the Council requires submission of the following:

(a) Plans and calculations relating to Plot Ratio

(i) Plot Ratio Plans

In every case where the assessment of an application for planning approval involves a plot ratio calculation, in addition to the required floor plans, the applicant is to submit a separate set of those floor plans ('Plot Ratio Plans'), at a scale of 1:100, clearly indicating which portions of each floor of the building are included in the plot ratio area, calculated according to the definition of 'plot ratio' contained in TPS6 in the case of non-residential development, or the R-Codes in the case of residential development.

For each level of the building, the plot ratio area is to be depicted by means of bordering and distinctive colouring or other technique, on the Plot Ratio Plans. For each component, the area, in square metres, is to be recorded on the Plot Ratio Plans.

(ii) Plot ratio calculations

The applicant is to also provide, in tabulated form, the following information:

- the total site area shown on the Certificate of Title;
- the plot ratio areas of each floor of the building;
- the total plot ratio area for the entire building; and
- the overall plot ratio figure expressed as a ratio between the site area and the total plot ratio area for the entire building.

(b) Plans and calculations relating to Open Space

(i) Open Space Plans

In every case where the assessment of an application for planning approval involves an open space calculation, in addition to the required site plan, the applicant is to submit a separate copy of the site plan ('Open Space Plan'), at a scale of 1:100, clearly indicating which portions of the site comprise open space, calculated according to the definitions of 'open space', 'communal open space' and 'outdoor living area' contained in the R-Codes.

The open space is to be depicted by means of bordering and distinctive colouring or other technique, on the Open Space Plan. For each component, the area, in square metres, is to be recorded on the Open Space Plan.

In the case of Multiple Dwelling proposals, communal open space areas are to be identified separately from other areas of open space. In the case of Grouped Dwelling and Single House proposals, outdoor living areas are to be identified separately from other areas of open space.

(ii) Open space calculations

- The applicant is to also provide, in tabulated form, the following information:
- the total site area shown on the Certificate of Title;
- the areas, expressed in square metres, of total open space and communal open space or outdoor living area; and
- the percentage of the site comprising the total area of open space.

(c) Plan and calculation relating to Landscaped Area

In every case where the assessment of an application for planning approval for non-residential development involves a calculation of landscaped area, on the required site plan or a separate copy of the site plan at a scale of 1:100, the applicant is to clearly indicate which portions of the site comprise landscaped area as referred to in TPS6 and defined in the R-Codes.

The landscaped area is to be depicted by means of bordering and distinctive colouring or other technique, on the site plan. For each component of the landscaped area, the area, in square metres is to be recorded on the site plan.

The applicant is to also provide, in tabulated form, the following information:

- the total site area shown on the Certificate of Title;
- the total landscaped area, expressed in square metres; and
- the percentage of the site comprising the landscaped area.

(d) Applicant's Planning Assessment Check-Sheets

Every An application for planning approval is to be accompanied by an 'Applicant's Planning Assessment Check-Sheet', completed by the applicant or a written report explaining how the proposal addresses relevant planning matters. Various Check-sheets for different kinds of applications are available on the City's web site at www.southperth.wa.gov.au. The City's Applicants need to use the check-sheet applicable to their particular application.

By completing and submitting an 'Applicant's Planning Assessment Check-Sheet' this information, the applicant is certifying confirming that all of the required documents and information have been submitted to enable the City to determine compliance with TPS6, the R-Codes and Policies. The applicant is also acknowledging that additional information may be required in particular instances.

5. Major Variations from Planning Approval not Permitted

When planning approval is granted for a proposed development, the approval relates to the drawings and other documents submitted in support of the application. The planning approval does not relate to any later drawings incorporating major variations from the approved drawings. Therefore, the subsequent drawings submitted with a building licence permit application are required to be consistent with the planning approval drawings and to also demonstrate compliance with any conditions of planning approval. To ensure consistency between planning approval and building licence permit drawings, and to facilitate the Planning Officers' cross-checking of these documents, the following provisions apply:

(a) Applicant is to identify all variations

When submitting a building licence permit application, an applicant who proposes any variations from the planning approval drawings is to submit a written description of the variations, together with a request for approval of those variations. Unless the written description clearly identifies all major and minor variations, the description is to be accompanied by drawings highlighting the variations.

(b) Major variations

- (i) Where the building licence permit drawings incorporate major variations from the planning approval drawings, the building licence permit proposal will constitute a different development for which planning approval has not been granted. In this situation, a new application for planning approval will be required. Alternatively, the building licence permit drawings would need to be modified to maintain consistency with the planning approval drawings.
- (ii) Changes which constitute 'major' variations from the planning approval drawings include, but are not limited to, the following:
 - Major changes to the exterior of buildings.
 - Where at a Council meeting, the Council exercised discretion in relation to the approval of setbacks, any proposed further variation.
 - Where the approved setback complies with the setback prescribed in TPS6 or the Acceptable Development provisions of the R-Codes and a proposed variation would involve the exercise of discretion.
 - Major variations from the approved site layout and the design of car parks.
 - Any increase in plot ratio area where the increased plot ratio exceeds the prescribed maximum.
 - Any reduction below the minimum requirements for the total area of open space and for communal open space or outdoor living area.
 - Any reduction below the minimum requirement for landscaped area.

(c) Minor variations

- (i) Where any variations from the approved 'Planning' drawings are determined to be minor variations, the assigned Planning Officer is to record the reasons for this conclusion. The building licence permit drawings will then be accepted as being consistent with the planning approval drawings.


- (ii) Changes which constitute 'minor' variations from the planning approval drawings include, but are not limited to, the following:
- Internal changes to the layout of rooms or other spaces, subject to the changes not resulting in conflict with provisions of TPS6, R-Codes or Council Policies.
 - Minor and inconsequential changes to the exterior design of buildings.
 - Minor variations from the approved site layout and the design of car parks.
 - Minor variations from approved setbacks which comply with TPS6 or the Acceptable Development provisions of the R-Codes, provided that the reduced setbacks comply with the prescribed minimum.
 - An increase in plot ratio area of not more than 1%, provided that the increased plot ratio does not exceed the prescribed maximum.
 - A reduction in open space of not more than 1%, provided that the reduced area meets the minimum requirements for the total area of open space and for communal open space or outdoor living area.
 - A reduction in the landscaped area of not more than 1%, provided that the reduced area meets the prescribed minimum.

LEGISLATION/ LOCAL LAW REQUIREMENTS

Residential Design Codes State Planning Policy 3.1 "Residential Design Codes" (2015)
City of South Perth Town Planning Scheme No. 6

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

Information Sheet 'Applying for Planning Approval'
Information Sheet 'Applying for a Building Licence Permit'
Information Sheet 'Thinking of Building'
City of South Perth Strategic Plan 2015-2025



Strategic Direction 2

Environment

Policy P201 Sustainable Procurement

Responsible Business Unit/s	Sustainability Co-ordinator
Responsible Officer	Sustainability Co-ordinator
Affected Business Unit/s	All Business Units

DELETION RECOMMENDED

POLICY OBJECTIVES

This Policy outlines the City's commitment to the principles contained in its Sustainability Strategy and Policy, in regards to procurement and purchasing activities. This Policy seeks to minimise the social, environmental and economic impacts associated with those procurement and purchasing activities and procurement decision making.

The production, supply, consumption and disposal of products are referred to as the 'supply chain' and, their impact on the environment is closely linked. The physical environment has three primary functions - it provides:

- Source of raw materials and resources;
- Source of amenity (natural environment, biodiversity, tourism etc); and
- Repository for wastes¹

'Thus the overall impact of a product on the environment is a total of the impacts it has as it moves through the supply chain; from the resources used to make it through to its impact when disposed of at the end of its useful life. Critically, many of the environmental costs of making, supplying, using and disposing of products are not adequately reflected (if at all) in the price paid by the consumer. Adequately reflecting environmental impacts in the price of products is a hotly debated issue both in Australia and overseas'.

The use of purchasing power to encourage sustainable goods and services is a key policy objective of governments, both nationally and internationally.

Drivers for government action include community concern, a trend towards using non-regulatory market-based tools and a desire to show community leadership. In addition, government agencies are often significant players in the marketplace and can exert considerable leverage. Federal and State governments in Australia spend about \$42 billion on goods and services every year.¹

Most government sustainable procurement policies use a mix of strategies. These include:

- influencing procurement patterns to favour sustainable products or discourage unsustainable ones;
- encouraging manufacturers and suppliers to improve their own operations (e.g. requiring them to have environment/sustainable management systems);
- requiring manufacturers and suppliers to have greater responsibility for the life-cycle impacts of their products (e.g. product stewardship schemes);
- direct regulatory intervention, such as bans or mandatory performance requirements (e.g. eco-specifications on government motor vehicles contract);
- educating suppliers and the broader community on economic, social and environmental impacts of their production and consumption patterns.¹

Sustainable procurement is now an important tool to reduce financial, environmental and reputational risks for organisations. Risk can be reduced by:

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Policy Number:	P201	Relevant Council Delegation:	N/A
Council Adoption:	03/05	Relevant Delegation:	N/A

- sourcing products from reputable suppliers that can demonstrate that they aren't damaging the environment (e.g. they aren't bad polluters) or exploiting workers;.
 - ensuring purchasing policies benefit the broader community (e.g. 'Buy Australian') and do not impact on local economies (e.g. undercutting a locally made product); and.
 - using safer and less toxic products and materials which minimise safety hazards to employees, customers and the environment ¹.
- ¹Source: Greengoods - NSW Sustainable Procurement Program

POLICY SCOPE

This policy will affect all employees, contractors and members of the wider community to help reduce financial and environmental risks to the organisation.

POLICY STATEMENT

Where the City intends to procure goods and services, the following considerations should apply:

- which suppliers pose the greatest risk to the environment (with associated implications for regulatory, financial and reputation risks);
- would some suppliers be unfairly disadvantaged by the initiatives, for example, smaller suppliers;
- who can provide the greatest efficiency and cost savings or have the capacity to source and supply cost-effective sustainable products; and
- what are the best means to engage and communicate effectively with suppliers.

The Policy applies to the following areas:


- Office Consumables and equipment;
- Vehicle Fleet;
- Horticultural and Landscape Management; and
- Consultancy and Contract Services – Over \$20,000 for any one contract.

LEGISLATION/ LOCAL LAW REQUIREMENTS

Not Applicable

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

P692: Sustainability
P605: Purchasing and Invoice Approval
P607: Tenders and Expressions of Interest
City of South Perth Sustainability Strategy 2012-2015
City of South Perth Climate Change Strategy 2011-2015
City of South Perth Corporate Plan 2012-2014
City of South Perth State of Sustainability Report 2012 (in development)
City of South Perth Strategic Plan 2015-2025



Strategic Direction 2

Environment

Policy P212 Waste Management

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

POLICY OBJECTIVES

This policy aims to provide:

- An efficient and comprehensive waste disposal service for the City's residents/ratepayers including multi-residential units and commercial properties.
- An economical and best practice bulk kerbside collection service for all households within the City.
- An all-embracing, recycle and recovery driven waste facility that is used by the wider community

POLICY SCOPE

This policy affects Engineering Infrastructure, Development Services and the wider community utilising the City's waste management services. The provisions of this Policy summarises the Waste Management Services as provided and outlines the requirements for using those services and the controls that aim to ensure that new developments have adequate facilities to support waste management services.

Staff will be able evaluate the City's waste service levels by applying the criteria set in the associated Management Practice and Guidelines.

POLICY STATEMENT

The City will establish and maintain a comprehensive Waste Management Practice for public and private property that supports the policy directions of the State Government and other relevant agencies to reduce, re-use and recycle, and eventual safe disposal.

The Waste Management Practice will detail the waste services that will be provided by the City. Waste Services will be broadly grouped as Domestic or Commercial.

The Domestic Waste Service is a compulsory service unless the property is an exempted property as determined by the City. Exempted properties are likely to include all residential developments of twenty dwellings or more but may also include multiple dwellings as few as five dwellings depending upon the logistics of the site and other relevant factors. A Commercial Waste Service may be provided if the circumstances are such that the City could reasonably provide the service. In other circumstances commercial and industrial properties will become exempted properties for the purpose of the full service charge.

Subject to the above a Domestic Service will comprise a single 240 litre capacity general purpose waste bin, one 240 litre capacity recyclables bin, three tipping passes to the Waste Transfer Centre, and three separated verge side collection services. The general purpose bin will be collected weekly and the recyclables bin fortnightly unless otherwise determined.

A Full Service Charge, as determined by Council, will be charged to all rateable and non-rateable properties receiving a compulsory waste service. For any existing or proposed development consisting of three dwellings or more the City may at its sole discretion determine the number of bins to be supplied as part of the compulsory domestic service. Where the City has determined that the number of bins required to effectively deliver the service can be reduced and the bins shared between the dwellings, then a reduction in the service charge will be applied. All other components of the service will remain as if it was a full service charge. The City will make this determination having considered the waste generation from multiple dwellings, any practical problems associated with the site and other relevant factors. The City may at its

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Policy Number: P212

Council Adoption:

Relevant Council Delegation:

Relevant Delegation:

sole discretion replace the 240 litre waste containers with 1100 litre bulk bins in the ratio of one bulk bin for every five 240 litre container replaced.

A non-rateable property that is not receiving a compulsory refuse service or an exempted property will not incur the Full or part Waste Service Charge as determined by Council and will not, as a result, receive any of the added services provided by the City. The above properties however will receive a Minimum Waste Charge as a contribution towards the community aspects of waste management including but not limited to the collection and disposal of waste from street and public place litter bins, community education and promotion of waste minimisation, reuse and recycling, and membership of any regional waste entity. The Minimum Waste Charge for an exempted property will be as determined by Council and included in the annual fees and charges schedule.


Any variation to the general domestic or commercial service, as outlined above and detailed in the Management Practice, that is requested by a resident, may at the discretion of the City, be provided on a fee for service basis, such fee to be determined as part of the annual fees and charges schedule.

LEGISLATION/ LOCAL LAW REQUIREMENTS

Waste Avoidance and Resource Recovery Act 2007
City of South Perth Public Places and Local Government Property Local Law 2011
City of South Perth Health Local Laws 2002

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

P403 – Charity Clothing Bins on City Managed Land
Waste Guidelines for New Developments



Strategic Direction 3

Housing and Land uses

Delegation from Council DC370 Approve or Refuse Granting of a Building Permit

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services, Coordinator Building Services
Affected Business Unit/s	Development Services

DELEGATION TO:

Team Leader Building Services
Coordinator Building Services
Senior Building Surveyor
Building Surveyor
Chief Executive Officer
Director Development and Community Services
Manager Development Services
Manager Governance and Administration

STATUTORY REFERENCE:

Section 5.36 of the Local Government Act 1995 and section 127 of the Building Act 2011.

POWERS AND DUTIES:


The authority to grant or refuse to grant building permits under section 20 & 22 of the Building Act 2011.

CONDITIONS:

- Keep a register in the approved form of all building permits granted by the Local Authority.
- Make the register available for inspection by members of the public during normal office hours.
- Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure.
- Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the *Financial Management Act 2006* Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the *Building Services (Complaint Resolution and Administration) Act 2011* section 3.
- Allow interested persons to inspect a building record and provide to the interested person a copy of a building record.

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Delegation Number:	DC370	Relevant Management Practice:	N/A
Council Adoption:	27/11/12	Relevant Policy:	N/A



Strategic Direction 3

Housing and Land uses

Delegation from Council DC371 Approve or Refuse Granting of a Demolition Permit

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services, Coordinator Building Services
Affected Business Unit/s	Development Services

DELEGATION TO:

Team Leader Building Services
Coordinator Building Services
Senior Building Surveyor
Building Surveyor
Chief Executive Officer
Director Development and Community Services
Manager Development Services
Manager Governance and Administration

STATUTORY REFERENCE:

Section 5.36 of the Local Government Act 1995 and section 127 of the Building Act 2011.

POWERS AND DUTIES:


The authority to grant or refuse to grant demolition permits under section 21 & 22 of the Building Act 2011.


CONDITIONS:

- Keep a register in the approved form of all demolition permits made by Local Authority.
- Make the register available for inspection by members of the public during normal office hours.
- Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure.
- Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the *Financial Management Act 2006* Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the *Building Services (Complaint Resolution and Administration) Act 2011* section 3.
- Allow interested persons to inspect a building record and provide to the interested person a copy of a building record.

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Delegation Number:	DC371	Relevant Management Practice:	N/A
Council Adoption:	27/11/12	Relevant Policy:	N/A

		Strategic Direction 3 <i>Housing and Land uses</i>	
Delegation from Council DC372 – Grant, or Refuse to Grant Occupancy Permits or Building Approval Certificates			
Responsible Business Unit/s		Development Services	
Responsible Officer		Manager Development Services, Coordinator Building Services	
Affected Business Unit/s		Development Services	
<u>DELEGATION TO:</u>		Team Leader Building Services Coordinator Building Services Senior Building Surveyor Building Surveyor Chief Executive Officer Director Development and Community Services Manager Development Services Manager Governance and Administration	
<u>STATUTORY REFERENCE:</u>		Section 5.36 of the Local Government Act 1995 and section 127 of the Building Act 2011.	
<u>POWERS AND DUTIES:</u>		The authority to grant, modify or refuse to grant occupancy permits or building approval certificates under section 58 of the Building Act 2011.	
<u>CONDITIONS:</u>		<ul style="list-style-type: none">• Keep a register in the approved form of all occupancy permits and building approval certificates made by the Local Authority.• Make the register available for inspection by members of the public during normal office hours.• Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure• Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the Financial Management Act 2006 Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the Building Services (Complaint Resolution and Administration) Act 2011 section 3.• Allow interested persons to inspect a building record and provide to the interested person a copy of a building record.	
Page 1 of 1			
Delegation Number: DC372		Relevant Management Practice:	N/A
Council Adoption: 27/11/12		Relevant Policy:	N/A



Strategic Direction 3

Housing and Land uses

Delegation from Council DC373 - Approve or refuse an Extension of the Duration for Occupancy Permits or Building Approval Certificates

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services, Coordinator Building Services
Affected Business Unit/s	Development Services

DELEGATION TO:

Team Leader Building Services
Coordinator Building Services
Senior Building Surveyor
Building Surveyor

STATUTORY REFERENCE:

Section 5.36 of the Local Government Act 1995 and section 127 of the Building Act 2011.

POWERS AND DUTIES:


The authority under section 65 of the Building Act 2011 to extend the time in which an occupancy permit that has been granted or modified for a limited period or a building approval certificate that has been granted for a limited period only has effect.

CONDITIONS:

- Keep a register in the approved form of all occupancy permits and building approval certificates made by the Local Authority.
- Make the register available for inspection by members of the public during normal office hours.
- Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure
- Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the Financial Management Act 2006 Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the Building Services (Complaint Resolution and Administration) Act 2011 section 3.
- Allow interested persons to inspect a building record and provide to the interested person a copy of a building record.

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Delegation Number:	DC353	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A



Strategic Direction 3

Housing and Land uses

Delegation from Council DC374 - Appoint Authorised Officers for the purposes of the Building Act 2011

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services, Coordinator Building Services
Affected Business Unit/s	Development Services


DELEGATION TO: Chief Executive Officer

STATUTORY REFERENCE: Section 5.36 of the Local Government Act 1995 and section 96 of the Building Act 2011.

POWERS AND DUTIES: The authority to appoint authorised officers under section 96 of the Building Act 2011 for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.

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Delegation Number:	DC353	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A



Strategic Direction 3

Housing and Land uses

Delegation from Council DC375 - Issue or Revoke Building Orders

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services, Coordinator Building Services
Affected Business Unit/s	Development Services

DELEGATION TO:

Team Leader Building Services
Coordinator Building Services
Senior Building Surveyor
Building Surveyor
Chief Executive Officer
Director Development & Community Services
Manager Development Services
Manager, Governance and Administration

STATUTORY REFERENCE:

Section 5.36 of the Local Government Act 1995 and section 127 of the Building Act 2011.

POWERS AND DUTIES:


The authority to issue or revoke building orders under section 110 and 117 of the Building Act 2011.

CONDITIONS:

Keep a register in the approved form of all building orders issued by the Local Authority.

Page 1 of 1

Delegation Number:	DC353	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A



Strategic Direction 5

Infrastructure and Transport

Delegation from Council DC511 Partial Closure of a Thoroughfare for Repair or Maintenance

Responsible Business Unit/s	Engineering Infrastructure
Responsible Officer	Manager Engineering Infrastructure
Affected Business Unit/s	Engineering and Infrastructure

DELEGATION TO: The Chief Executive Officer

STATUTORY REFERENCE: Sections 3.50 and 3.50A of the Local Government Act 1995.


POWERS AND DUTIES: To allow for the partial and temporary closure of a thoroughfare for the purpose of carrying out repairs or maintenance.

CONDITIONS:

- (a) The closure is unlikely to have a significant adverse impact on users of the thoroughfare; and
- (b) Written notice of the partial closure will be given to the occupier of any property who gains access to the property from that part of the thoroughfare which is to be closed.

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Delegation Number:	DC511	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A



Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC601 Preparation of Long Term Financial Plan, Annual Budget & Annual Financial Report

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All business units

DELEGATION TO: Chief Executive Officer

STATUTORY REFERENCE: Section 5.42 of the *Local Government Act 1995*
Local Government Financial Management Regulations

POWERS AND DUTIES:

- To review the City's Long Term Financial Plan in accordance with section 5.56 of the Act and regulations 19C & 19D of the Administration Regulations;
- To prepare the City's Annual Budget in accordance with section 6.2 of the Act and Part 3 of the Financial Management Regulations; and
- To prepare the Annual Financial Report for the preceding financial year in accordance with section 6.4 of the Act and Part 4 of the Financial Management Regulations.

CONDITIONS:

The Long Term Financial Plan and Annual Budget are to be consistent with the City's:


- Strategic Community Plan
- Corporate Business Plan
- Departmental Business Plans
- Approved Financial Parameters
- Relevant Management Plans
- Relevant Policies and Management Practices

Delegation Number: DC601

Council Adoption: 27/03/07

Relevant Management Practice:
Relevant Policy:

M601 Preparation of Strategic Financial Plan & Annual Budget
P601 Preparation of Strategic Financial Plan &



Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC602 Authority to Make Payments from the Municipal and Trust Funds

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All Business Units

DELEGATION TO: Chief Executive Officer

STATUTORY REFERENCE: Section 5.42 of the *Local Government Act 1995*


POWERS AND DUTIES: the Trust Fund
The authority to make payments **on behalf of the City** from the Municipal Fund and pursuant to sections 6.7 and 6.9 of the Act and regulation 12 of the *Local Government (Financial Management) Regulations 1996*.


CONDITIONS: Before a payment is made, the following procedure must be followed:

- (a) Expenditure must be previously approved by Council and be included in the annual budget;
- (b) Each expenditure item must have correct authorisation **in accordance with the parameters of the Purchasing Authority Limits Matrix** ; and
- (c) Expenditure due for payment must be accompanied by sufficient documentation as to allow the cheque signatories to confirm correct procedures have been followed.

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Delegation Number:	DC602	Relevant Management Practice:	N/A
Council Adoption:	27/03/07	Relevant Policy:	P602 Appointment of Bank Signatories

	Strategic Direction 6 <i>Governance, Advocacy and Corporate Management</i>						
Delegation from Council DC603 Investment of Surplus Funds							
<table border="1" style="width: 100%;"><tr><td style="width: 35%;">Responsible Business Unit/s</td><td>Chief Executive Officer</td></tr><tr><td>Responsible Officer</td><td>Chief Executive Officer</td></tr><tr><td>Affected Business Unit/s</td><td>Financial Services</td></tr></table>		Responsible Business Unit/s	Chief Executive Officer	Responsible Officer	Chief Executive Officer	Affected Business Unit/s	Financial Services
Responsible Business Unit/s	Chief Executive Officer						
Responsible Officer	Chief Executive Officer						
Affected Business Unit/s	Financial Services						
<u>DELEGATION TO:</u>	Chief Executive Officer						
<u>STATUTORY REFERENCE:</u>	Section 5.41 of the <i>Local Government Act 1995</i>						
<u>POWERS AND DUTIES:</u>	The authority to invest money held in the Municipal Fund or the Trust Fund that is not for the time being required for any other purpose, in accordance with section 6.14 of the Act and regulation 19 of the <i>Local Government (Financial Management) Regulations 1996</i> .						
<u>CONDITIONS:</u>	<div style="margin-left: 20px;"><p>(a) The funds may be invested in one or more of the following approved institutions:</p><ul style="list-style-type: none">• Commonwealth Bank• Bank of Western Australia• ANZ Bank• National Australia Bank• Westpac Banking Corporation• St George Bank• Suncorp Bank• Citibank• Bank of Queensland<p>(b) The funds may only be invested in those authorised financial instruments which are set out in Policy P603 - Investment of Surplus Funds.</p></div>						
<div style="display: flex; justify-content: space-between; margin-top: 20px;"><div><p>Delegation Number: DC603</p><p>Council Adoption: 27/03/07</p></div><div><p>Relevant Management Practice:</p><p>Relevant Policy: P603 Investment of Surplus Funds</p></div><div><p>N/A</p></div></div>							



Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC607 Acceptance of Tenders

Responsible Business Unit/s	All business units
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All business units

DELEGATION TO: Chief Executive Officer

STATUTORY REFERENCE: Section 3.57, 5.42 & 5.43 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*

POWERS AND DUTIES: In accordance with sections 5.42 and 5.43 of the Act, authority is conferred on the delegate to accept:


- a) Annual tenders to a maximum value of \$2500,000.00 (exclusive of GST); and
- b) All the other tenders to a maximum value of \$2150,000.00 (exclusive of GST).

CONDITIONS: Acceptance of tender is conditional upon the Chief Executive Officer being satisfied that -

- a) The tender evaluation process has been conducted in accordance with the Regulations, the City's Tendering Manual and Management Practice 607;
- b) The specifications set out in the tender match the specifications of the Request for Tender;
- c) The tender represents the best overall value for the City; and
- d) The tender is within budget.

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Delegation Number:	DC607	Relevant Management Practice:	M607 Tenders and Expressions of Interest
Council Adoption:	27/03/07	Relevant Policy:	P607 Tenders and Expressions of Interest



Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC607B Non Acceptance of Tenders

Responsible Business Unit/s	All business units
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All business units

DELEGATION TO: Chief Executive Officer

STATUTORY REFERENCE: Section 3.57, 5.42 & 5.43 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*

POWERS AND DUTIES:

- 1) The delegate is authorised to not accept any tender received, having previously exercised the delegation to invite public tenders, if in the opinion of the delegate the number of tenders received is insufficient as to provide for a reasonable assessment of the merits of the tenders received.
- 2) The delegate is authorised to not accept any tender received, having previously exercised the delegation to invite public tenders, if the delegate decides that it would disadvantageous to the local government to accept any tender.
- 3) The delegate is authorised to not accept any tender received, having previously exercised the delegation to invite public tenders, if on assessment of the tenders received the contract value would exceed the budget provision for the invited service.
- 4) The delegate is authorised to not accept any expressions of interest received, having previously exercised the delegation to seek expressions of interest, if on assessment the delegate decides that no person is capable of satisfactorily supplying the requested goods or services.


CONDITIONS:

The delegate must ensure that:

- i. The tender evaluation process has been carried out in accordance with the Regulations and the Cities tendering manual.
- ii. The tenders register records that no Tender or Expression of Interest received was accepted.
- iii. The Council is informed whenever the delegation has been exercised.

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Delegation Number:	DC607	Relevant Management Practice:	M607 Tenders and Expressions of Interest
Council Adoption:	27/03/07	Relevant Policy:	P607 Tenders and Expressions of Interest



Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC609 Leases and Licences

Responsible Business Unit/s	All business units
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All business units

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.

Page 1

Delegation Number:	DC609	Relevant Man. Practice:	M609 Leases and Licences
Council Adoption:	03/05	Relevant Policy:	P609 Leases and Licences



Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC612 Disposal of Surplus Property

Responsible Business Unit/s	Financial Services
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All business units

DELEGATION TO: Chief Executive Officer

STATUTORY REFERENCE: Section 5.42 of the *Local Government Act 1995*.


POWERS AND DUTIES: The authority to dispose of property other than land, pursuant to section 3.58 of the Act, which is considered to be no longer required for the performance of the City's functions and the exercise of its powers.

CONDITIONS: In accordance with Regulation 30 of the *Local Government (Functions & General) Regulations* - this delegation only applies to property.

- a) Which has a market value of less than \$20,000.00; or
- b) Is disposed of as part of the consideration for other property that the City is acquiring, the total value of which is not more than or worth more than, \$50,000.00.

Page 1

Delegation Number:	DC612	Relevant Management Practice:	N/A
Council Adoption:	27/03/07	Relevant Policy:	DC612 Disposal of Surplus Property



Strategic Direction 6
*Governance, Advocacy and
Corporate Management*

Delegation from Council DC616 Write off Debts

Responsible Business Unit/s	Financial Services
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Financial Services

DELEGATION TO: Chief Executive Officer

STATUTORY REFERENCE: Sections 5.42 and 6.12 of the *Local Government Act 1995*

POWERS AND DUTIES:

Authority is conferred on the delegate to write off any single amount of money owing to the City less than \$2,000.00 where:

- a) The amount is too small to warrant collection;
- b) It is considered that the cost of collection is likely to be disproportionate to the amount which is owed; and
- c) The amount has not been previously identified and provided for in the Provision for Doubtful Debts.

Authority is conferred on the delegate to write off any amount of money previously specifically identified and provided for in the Provision for Doubtful Debts where:

- d) The amount is found to be uncollectable; and
- e) Compliance with applicable Australian Accounting Standards or other professional pronouncements require the debt to be removed from the City's accounts.

CONDITIONS:

A record of any amounts written off under this delegation is required to be kept and made available for external audit purposes

Page 1

Delegation Number: DC616

Council Adoption: 27/03/07

Relevant Management Practice:

Relevant Policy:

N/A

N/A

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Delegation from Council DC642 Appointment of Acting CEO

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All business units

DELEGATION TO: The Chief Executive Officer

STATUTORY REFERENCE: Section 5.42 of the Local Government Act 1995

POWERS AND DUTIES: To appoint an employee as Acting CEO.

CONDITIONS:

- (1) The CEO may appoint an Acting CEO of up to four weeks and must be satisfied that the Acting CEO is capable of performing the functions of the CEO for the period of absence; and,
- (2) The Council shall appoint an Acting CEO in any instance where the CEO is to be absent for a period longer than four weeks.



Delegation from Council DC664A Dogs – Limitation as to numbers

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance & Administration, Ranger Services

DELEGATION TO:

The Chief Executive Officer

STATUTORY REFERENCE:

Section 26 - Dog Act 1976
Section 3.2 City of South Perth Dog Local Law 2011

POWERS AND DUTIES:

To assess and approve/reject an application from a resident within the City of South Perth to keep more than two dogs as per Section 26 of the Dog Act 1976.

CONDITIONS:

Not Applicable

City of
SouthPerth

Strategic Direction 6

Governance, Advocacy and
Corporate Management

Delegation from Council DC664B Dogs – Dangerous Dog Declaration

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance & Administration, Ranger Services

DELEGATION TO:

The Chief Executive Officer

STATUTORY REFERENCE:

Section 33E, 33F, 33H & 33M - Dog Act 1976
Dangerous Dog Declaration

POWERS AND DUTIES:

To assess and declare a dog to be classed as Dangerous and to issue a notice in writing given in accordance with section 33F of the Dog Act 1976.

To assess and/or approve to revoke a Dangerous Dog Declaration.

To recover any expenses relating to a Dangerous Dog as per Section 33M.

CONDITIONS:

Not Applicable

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Delegation Number: DC664B

Council Adoption: 26/03/13


Relevant Management

Practice:

Relevant Policy:

M664 Dogs

N/A



Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC664C Dogs – Registration

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance & Administration, Ranger Services

DELEGATION TO: The Chief Executive Officer

STATUTORY REFERENCE: Sections 14, 15, 16AA, 16A – Dog Act 1976
Section 14 – Register of Dogs
Section 15 - Registration periods and fees
Section 16 – Registration procedure
Section 16AA – Owner's Delegate
Section 16A – Change of ownership
Section 17A – If no application for registration made
Section 17 – Refusal or cancellation of registration


POWERS AND DUTIES:

- To grant, renew or refuse an application for dog registration as per the Dog Act 1976.
- To charge the registration fee as per the Dog Regulations. To also discount or waive a registration fee if required Under Section 16 of the Dog Act 1976
- To cancel a registration of a dog as per Section 17 of the Dog Act 1976.
- To keep a Dog register as per Section 14 of the Dog Act 1976.
- To be able to deal with the owners delegate instead of the owner if required as per Section 16AA of the Dog Act 1976.
- To give a written notice to the owner of a dog regarding registration as per Section 16 & 17 of the Dog Act 1976.

CONDITIONS: Not Applicable

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Delegation Number:	DC664C	Relevant Management Practice:	N/A
Council Adoption:	25/03/14	Relevant Policy:	N/A



Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC665A Cats – Registration

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance & Administration, Ranger Services

DELEGATION TO: The Chief Executive Officer

STATUTORY REFERENCE: Sections 9,10,11,12,13 – Cat Act 2011
Section 9 - Registration
Section 10 Cancellation of registration
Section 11 – Registration numbers, certificates and tags
Section 12 - A local government must keep a cat register
Section 13 – Notice to be given of certain decisions made under this Subdivision.

POWERS AND DUTIES:

To grant, renew or refuse an application for cat registration as per Section 9 of the Cat Act 2011.

To require an applicant to give documents or information relating to registration, within a specified time of not more than 21 days and may require information to be verified by statutory declaration as per Section 9(5) of the Cat Act 2011.

To cancel a registration of a cat as per Section 10 of the Cat Act 2011.

To issue a registration number, certificate and tag, including a replacement certificate or tag as per Section 11 of the Cat Act 2011.


To keep a Cat register as per Section 12 of the Cat Act 2011.

To notify the owner of a cat the outcome of a decision in relation to a refusal to grant or renew a registration or cancel a registration as per Section 13 of the Cat Act 2011.

CONDITIONS: Not Applicable

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Delegation Number:	DC665A	Relevant Management Practice:	N/A
Council Adoption:	27/03/14	Relevant Policy:	N/A



Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC665B Cats – Approval to Breed Cats

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance & Administration, Ranger Services

DELEGATION TO: The Chief Executive Officer

STATUTORY REFERENCE: Sections 36,37,38,39,40 – Cat Act 2011
36. Application for approval to breed cats
37. Approval to breed Cats
38. Cancellation of approval to breed cats
39. Certificate to be given to approved cat breeder
40. Notice to be given of certain decisions made under this Subdivision

POWERS AND DUTIES: To assess and approve/reject an application from a resident within the City of South Perth to breed cats as per Section 37 of the Cat Act 2011.

To cancel an approval to breed cats as per Section 38 of the Cat Act 2011.

CONDITIONS: Not Applicable

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Delegation Number:	DC665B	Relevant Management Practice:	N/A
Council Adoption:	27/03/14	Relevant Policy:	N/A



Delegation from Council DC665C Cats – Recover Costs

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance & Administration, Ranger Services

DELEGATION TO:

The Chief Executive Officer

STATUTORY REFERENCE:


Section 49 – Cat Act 2011
49. Authorised person may cause a cat to be destroyed

POWERS AND DUTIES:

To recover the costs of having a cat destroyed as per Section 49 of the Cat Act 2011.

CONDITIONS:

Not Applicable

		Strategic Direction 6 <i>Governance, Advocacy and Corporate Management</i>	
Delegation from Council DC678 Appointment of Authorised Officers			
Responsible Business Unit/s		Chief Executive Officer	
Responsible Officer		Chief Executive Officer	
Affected Business Unit/s		All business units	
DELEGATION TO:		The Chief Executive Officer	
STATUTORY REFERENCE:		Sections 5.42, 3.24 and 9.10 Local Government Act 1995; sections 9 & 11 of the Dog Act 1976; section 48 of the Bush Fires Act 1954; and sections 5 & 38 of the Control of Vehicles (Off-road Areas) Act 1978; and sections 42,44 & 48 of the Cat Act 2011; and section 17 of the Caravan Parks and Camping Grounds Act 1995.	
POWERS AND DUTIES:		<ul style="list-style-type: none">(1) The power to appoint and authorise employees to exercise the powers and duties set out in the <i>Local Government Act 1995</i> as listed hereunder:<ul style="list-style-type: none">(i) Section 3.25 - Notices requiring certain things to be done by owner or occupier of land;(ii) Section 3.27 - Things local governments can do on land that is not local government property;(iii) Section 3.31 - Entering property;(iv) Section 3.39 - Power to remove and impound;(v) Section 3.40A - Abandoned vehicle wreck may be taken(vi) Section 9.11 - Persons found committing breach of the Act to give name on demand;(vii) Section 9.13 - Onus of proof in vehicle cases;(viii) Section 9.16 - Issue infringement notices;(ix) Section 9.19 - Extension of time;(x) Section 9.20 - Withdrawal of notice; and(xi) Section 9.24 - Commencing prosecutions.(2) The power to appoint and authorise employees to exercise the powers and duties of a local government to administer and enforce the provisions of the <i>Dog Act 1976</i>.(3) The power to appoint and authorise employees to exercise the powers and duties of a local government to administer and enforce the provisions of the <i>Bush Fires Act 1954</i>.(4) The power to appoint and authorise employees to exercise the powers and duties of a local government to administer and enforce the provisions of the <i>Control of Vehicles (Off-road Areas) Act 1978</i>.(5) The power to appoint and authorise employees to exercise the powers and duties of a local government to administer and enforce the provisions of the <i>Cat Act 2011</i>.(6) The power to appoint and authorise employees to exercise the powers and duties of a local government to administer and enforce the provisions of the <i>Caravan Parks and Camping Grounds Act 1995</i>.	
CONDITIONS:		Not Applicable	
Page 1 of 1			
Delegation Number: DC678		Relevant Management Practice:	N/A
Council Adoption: 26/03/08		Relevant Policy:	N/A



Delegation from Council DC679 Administer the City's Local Laws


Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All business units


DELEGATION TO: The Chief Executive Officer

STATUTORY REFERENCE: Sections 5.42 and 3.18 Local Government Act 1995.

POWERS AND DUTIES: To administer the City's local laws and to do all other things that are necessary or convenient to be done for or in connection with performing the functions of the City under the Act.

CONDITIONS: Not Applicable

		Strategic Direction 6 <i>Governance, Advocacy and Corporate Management</i>	
Delegation from Council DC685 Inviting Tenders or Expressions of Interest			
Responsible Business Unit/s		Chief Executive Officer	
Responsible Officer		Chief Executive Officer	
Affected Business Unit/s		All business units	
<u>DELEGATION TO:</u>		The Chief Executive Officer	
<u>STATUTORY REFERENCE:</u>		Sections 5.42, 3.57 and 3.58 of the <i>Local Government Act 1995</i> and Part 4 of the <i>Local Government (Functions & General) Regulations 1996</i> .	
<u>POWERS AND DUTIES:</u>		In accordance with section 5.42 of the Act, authority is conferred on the delegate to invite tenders or to seek expressions of interest for the provision of goods and services to the City pursuant to section 3.57 of the Act and for the disposal of property pursuant to section 3.58 of the Act.	
<u>CONDITIONS:</u>		The delegate must ensure that: (a) Copies of all documents relating to tenders or expressions of interest, including actions taken under delegated authority, are retained in the City's electronic records system; and (b) A notice of an invitation to tender or seek an expression of interest is posted on the City's Website.	
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Page 1 of 1			
Delegation Number: DC685		Relevant Management Practice:	M607 Tenders and Expressions of Interest
Council Adoption: 27/03/07		Relevant Policy:	P607 Tenders and Expression of Interest



Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC686 Granting Fee Concessions

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 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 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 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.

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Delegation Number:	DC686	Relevant Management Practice:	N/A
Council Adoption:	27/03/07	Relevant Policy:	N/A



Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC690 Town Planning Scheme 6

Review Jan 2016: summary of recommended modifications (deletions as ~~xxx~~ and additions as **yyy**) to the following sections::

- Added the Coordinator position under 'Delegation to' on page 1 of 3.

Responsible Business Unit/s	Chief Executive Officer, Development Services
Responsible Officer	Chief Executive Officer, Director Development & Community Services
Affected Business Unit/s	Development Services

DELEGATION TO:

Officers occupying the following positions as determined by the delegation from Chief Executive Officer to Officers.

- Director Development and Community Services
- Manager Development Services
- Strategic Urban Planning Adviser
- Coordinator, Statutory Planning**
- Senior Planning Officer
- Planning Officer

STATUTORY REFERENCE:

Section 5.42 of the Local Government Act 1995; section 68 of the Planning and Development Act 2005; and clause 9.7 of the City of South Perth Town Planning Scheme No. 6 (the Scheme).

POWERS AND DUTIES:

The exercise of any of the City's powers or the discharge of any of the City's duties under the Scheme, other than this power of delegation.

CONDITIONS:

The exercise of these powers and duties is subject to the conditions outlined in **Schedule 1** which is attached to this instrument of delegation.

Page 1 of 1

Delegation Number:	DC690	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A

SCHEDULE 1

CONDITIONS OF DELEGATION

The exercise of power under delegation DC342 is subject to the following conditions:

1. Specific Uses

This power of delegation does not extend to determining applications for planning approval relating to the following uses:

- (a) Child Day Care Centres.
- (b) High Level Residential Aged Care Facilities, or substantial additions to existing High Level Residential Aged Care Facilities.
- (c) Residential Buildings.
- (d) Student Housing.
- (e) Telecommunications Infrastructure that is not classified as a low-impact facility under the *Telecommunications Act 1997*.
- (f) Tourist Accommodation.
- (g) Non-residential "DC" uses within the Residential zone, except Family Day Care where the City does not receive objections during consultation.
- (h) Uses not listed in Table I of the Scheme being considered under Clause 3.3(7) of the Scheme, except Display Homes where the City does not receive objections during consultation.
- (i) Temporary Uses being considered under Clause 7.13 of the Scheme, except where the City does not receive objections during consultation.
- (j) Change of Non-Conforming Use being considered under Clause 8.1(3) of the Scheme.
- (k) Any fence which:
 - (A) requires planning approval under clause 6.7(1) of the Scheme; and
 - (B) exceeds a height of 2.0 metres along any part of its length, measured to the top of infill panels between supporting piers.

2. Major developments

This power of delegation does not extend to approving applications for planning approval in the following categories:

- (a) Non-residential development which, in the opinion of the delegated officer, is likely to have a significant impact on the City;
- (b) Residential development which is 9.0 metres high or higher, or comprises 10 or more dwellings;
- (c) Development of the kind referred to in items (a) and (b) above, comprising a mixture of non-residential and residential components; and
- (d) Development not of the kind referred to in items (a) to (c) above, which, in the opinion of the delegated officer, is contentious and is the subject of significant community interest.

3. Developments involving the exercise of a discretionary power

This power of delegation does not extend to approving applications for planning approval involving the exercise of a discretionary power in the following categories:

- (a) Applications in areas situated within Precinct 13 - Salter Point which:
 - (i) have been assigned Building Height Limits of 3.0 metres, 3.5 metres or 6.5 metres; and
 - (ii) will result in any obstruction of views of the Canning River from any buildings on neighbouring land, having regard to the provisions of Clause 6.1A(9) of the Scheme;
- (b) Applications on lots with a building height limit of 7.0 metres; having a boundary to River Way; and where the proposed building height exceeds 3.0 metres;
- (c) Applications which, in the opinion of the delegated officer, represent a significant departure from the Scheme, the Residential Design Codes or relevant Planning Policies; and
- (d) Applications involving the exercise of discretion under Clauses 6.2A or 6.11 of the Scheme.

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Delegation Number: DC690
Council Adoption: 26/03/08

Relevant Management Practice: N/A
Relevant Policy: N/A

This power of delegation does not extend to applications for planning approval previously considered by Council, where drawings supporting a current application have been significantly modified from those previously considered by Council at an earlier stage of the development process, including at an earlier rezoning stage, or as a previous application for planning approval.

5. Subdivision applications

This power of delegation does not extend to subdivision applications involving the creation of a new Local Road.

6. Amenity impact

In considering any application for planning approval, the delegated officer shall take into consideration the impact of the proposal on the general amenity of the area. If, in the opinion of the delegated officer, any significant doubt exists, the application shall be referred to Council for determination.

7. Neighbour comments

In considering an application for planning approval, the delegated officer shall fully consider any comments made by any affected land owner or occupier before determining the application.

8. Footnote

The delegated officer shall apply the following footnote to all conditional planning approvals and all discretionary refusals of planning approval issued under delegated authority:

FOOTNOTE:

The above decision has been made by a delegated officer under authority conferred by a Council resolution in order to expedite the decision-making process. If you are aggrieved by the decision you may either:

- (a) request that the matter be reviewed at a Council meeting, following the submission of another Schedule 6 - Form of Application for Planning Approval; or*
- (b) lodge an appeal with the State Administrative Tribunal within 28 days of the Determination Date recorded on this Notice.*

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

South Perth - Compliance Audit Return 2015

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A		Phil McQue
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Phil McQue
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Phil McQue
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	N/A		Phil McQue
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Phil McQue

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Phil McQue
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Phil McQue
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Phil McQue
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Phil McQue
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	Yes		Phil McQue
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Phil McQue
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Phil McQue
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Phil McQue
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Phil McQue
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Phil McQue
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Phil McQue
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes		Phil McQue
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Phil McQue

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Phil McQue
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Phil McQue

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Phil McQue
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Phil McQue
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Phil McQue
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes		Phil McQue
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes		Phil McQue
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Phil McQue
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Phil McQue
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Phil McQue
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Phil McQue
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Phil McQue
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Phil McQue
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Phil McQue

Department of Local Government and Communities - Compliance Audit Return



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No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Phil McQue
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Phil McQue

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Phil McQue
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Phil McQue

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Phil McQue

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Michael Kent
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Michael Kent
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Michael Kent
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Michael Kent

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Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes		Michael Kent
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes		Michael Kent
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	Yes		Michael Kent
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes		Michael Kent
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	Yes		Michael Kent
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Michael Kent
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Michael Kent
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Michael Kent
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Michael Kent
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Michael Kent

Department of Local Government and Communities - Compliance Audit Return



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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes		Phil McQue
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Phil McQue
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Phil McQue
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes		Phil McQue
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Phil McQue

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes		Phil McQue
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Phil McQue
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Phil McQue
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Phil McQue
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.			
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Phil McQue

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Department of Local Government and Communities - Compliance Audit Return



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Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Les Croxford
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Les Croxford
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Les Croxford
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Les Croxford
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Les Croxford
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Les Croxford
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Les Croxford
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Les Croxford
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Les Croxford
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Les Croxford
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Les Croxford
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Les Croxford

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Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
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No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Les Croxford
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Les Croxford
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	City is yet to seek Council approval for Panel Tenders.	Les Croxford
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	City is yet to seek Council approval for Panel Tenders.	Les Croxford
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	City is yet to seek Council approval for Panel Tenders.	Les Croxford
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	City is yet to seek Council approval for Panel Tenders.	Les Croxford
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	City is yet to seek Council approval for Panel Tenders.	Les Croxford
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A	City is yet to seek Council approval for Panel Tenders.	Les Croxford
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A	City is yet to seek Council approval for Panel Tenders.	Les Croxford
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A	City is yet to seek Council approval for Panel Tenders.	Les Croxford

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
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No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Les Croxford
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Les Croxford
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Les Croxford

Item 10.7.1	AUDIT AND GOVERNANCE COMMITTEE MEETING - HELD 1 MARCH 2016
Attachment (b)	Attachments - Audit and Governance Committee Meeting - 1 March 2016

Item 6.3	2015 COMPLIANCE AUDIT RETURN
Attachment (a)	2015 Compliance Audit Return
