

ATTACHMENTS.

Audit, Risk and Governance Committee Meeting

6 March 2018

ATTACHMENTS TO AGENDA ITEMS

Audit, Risk and Governance Committee - 6 March 2018

Contents

6.2	2017 COMPLIANCE AUDIT RETURN	
Attachment (a):	2017 Compliance Audit Return	2
6.3	PROPOSED CITY OF SOUTH PERTH STANDING ORDERS AMENDMENT LOCAL LAW 2018	
Attachment (a):	City of South Perth Standing Orders Amendment Local Law 2018	13
Attachment (b):	City of South Perth Standing Orders Local Law 2007	16
6.5	CORPORATE BUSINESS PLAN - QUARTER TWO UPDATE	
Attachment (a):	Corporate Business Plan - Quarter Two Update	44
6.6	REVIEW OF POLICIES - STRATEGIC DIRECTION LEADERSHIP	
Attachment (a):	Policies with Major Changes	101
Attachment (b):	Policy for Deletion	108
6.7	REVIEW OF COUNCIL DELEGATIONS - STRATEGIC DIRECTION LEADERSHIP	
Attachment (a):	Council Delegations Strategic Direction Leadership	109
6.8	MOTION: TICKETED FUNCTIONS ON RESERVES OR PARKS IN THE CITY OF SOUTH PERTH	
Attachment (a):	Amended Policy P106 - Use of City Reserves and Facilities	125

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

South Perth - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

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 2017.	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 2017.	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 2017.	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 2017.	N/A		Phil McQue
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Phil McQue



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.	N/A		Phil McQue
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Phil McQue
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Phil McQue
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Phil McQue
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 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 2016/2017 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



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 2017.	Yes		Phil McQue
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	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		Paul Baines



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		Andre Brandis
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		Andre Brandis
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Andre Brandis
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		Andre Brandis

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes		Andre Brandis
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes		Andre Brandis
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.	N/A		Andre Brandis
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.	N/A		Andre Brandis
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.	N/A		Andre Brandis
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Andre Brandis
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Andre Brandis
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Andre Brandis
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		Andre Brandis
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		Andre Brandis



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	July 2015	Vanessa Loncar
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Vanessa Loncar
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	September 2017	Vanessa Loncar
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Vanessa Loncar
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Vanessa Loncar
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Vanessa Loncar
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Vanessa Loncar

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

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.	N/A		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.	N/A		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).	N/A		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).	N/A		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.	N/A		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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.	Yes		Paul Baines
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		Paul Baines

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		Paul Baines
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.	N/A		Paul Baines
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Paul Baines
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Paul Baines



No	Reference	Question	Response	Comments	Respondent
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines



No	Reference	Question	Response	Comments	Respondent
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines
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		Paul Baines

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, South Perth

Signed CEO, South Perth

Local Government Act 1995

**City of South Perth
Standing Orders Amendment Local Law 2018**

Under the powers conferred by the *Local Government Act 1995* and all other powers enabling it, the Council of the City of South Perth resolved on [date] to make the following local law

Comment [Chris1]: Add this date after the local law has been finally adopted by Council under s3.1

1. Citation

This local law may be cited as the *City of South Perth Standing Orders Amendment Local Law 2018*.

2. Commencement

This local law comes into operation 14 days after its publication in the *Government Gazette*.

3. Principal local law amended

The *City of South Perth Standing Orders Local Law 2007* as published in the *Government Gazette* on 17 May 2007 and as amended on 9 July 2010, 5 October 2012 and 5 May 2017 is referred to as the principal local law. The principal local law is amended.

4. Clause 1.4 amended

The following is added to clause 1.4 after the definition of 'absolute majority':

"**agenda briefing**" means an agenda briefing that is open to the public and that has been called by the Mayor or the Chief Executive Officer in accordance with [a decision of Council](#) ~~the City's policy P672 'Agenda Briefings, Concept Forums and Workshops'~~;

5. Clause 6.12A added

Clause 6.12A is added as follows:

6.12A Deputations

- (1) Subject to clause 6.12, unless otherwise determined by the CEO, deputations are only permitted to be heard at agenda briefings.
- (2) A person, or a group of people not exceeding five persons, may apply in writing to be received by the Council to present a deputation to Council on an item on the agenda for an ordinary council meeting, by completing and submitting, at least 24 hours before the scheduled agenda briefing, a conforming 'Request for a Deputation to Address Council' form.
- (3) The CEO in consultation with the Mayor, may approve or deny a request to present a deputation.
- (4) Unless otherwise determined by the Presiding Member:
 - (a) if a request to present a deputation by a group of people is accepted by the CEO, only two of the members of the group may deliver the deputation; and
 - (b) a deputation must not exceed 10 minutes.
- (5) The Presiding Member, in his or her absolute discretion, will determine the order in which deputations are to be heard.

6. Clause 6.12(1) replaced

Clause 6.12(1) is deleted and replaced with the following:

- (1) Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations at an agenda briefing, the Council may resolve to meet at another time to provide a greater opportunity to be heard.

7. Clause 6.16 replaced

Clause 6.16 is deleted and replaced with the following:

6.1 Prevention of disturbance

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person present or observing at a meeting shall not create a disturbance or engage in inappropriate or disruptive behaviour at a meeting, including but not limited to the following behaviour:
 - (a) interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means;
 - (b) booing or making other offensive noises;
 - (c) expressing contemptuous laughter or making derisive comments at decisions or during debate;
 - (d) refusing to give up the floor to allow other members of the public to ask questions, or demanding to ask questions before others in contradiction of an order by the Presiding Member;
 - (e) using abusive, inflammatory and / or derogatory language when addressing Council with a question or making a statement;
 - (f) asking unnecessary repetitive questions; or
 - (g) behaving aggressively or in a threatening manner towards either elected members, council staff or members of the public.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council or a committee.
- (5) The Presiding Member may warn a person who fails to comply with this clause.
- (6) If –
 - (a) after being warned, the person again acts contrary to this clause, or to these Standing Orders; or
 - (b) a person refuses or fails to comply with a direction by the Presiding Member,the Presiding Member may expel the person from the meeting by ordering him or her to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the Presiding Member, be removed from the meeting room and, if the Presiding Member orders, from the premises.

8. Clause 10.1A inserted

Clause 10.1A is added as follows:

10.1A Alternative motions

- (1) Members are to submit any proposed alternative motion to an officer recommendation that is contained in an officer report, to the CEO by 12 noon on the day before each Council meeting, so that the alternative motion can be distributed to other elected members to give them an opportunity to reflect on the proposed alternative motion.
- (2) An alternative motion submitted under subclause (1) must not conflict with the stated purpose of a Council meeting.
- (3) An alternative motion must relate to the subject matter of the officer recommendation, but may suggest a course of action different from the course of action stated in the officer recommendation.

9. Clause 10.10 amended

In clause 10.10, 'rearrange' is added after 'delete'.

10. Clause 10.11 replaced

Clause 10.11 is deleted and replaced with the following:

10.1 Unacceptable amendments

An amendment to a substantive motion must not:

- (a) be intended to defeat the substantive motion it seeks to amend;
- (b) negate or contradict the substantive motion or the intent of the substantive motion it seeks to amend;
- (c) be intended to prevent the meeting coming to a decision on the matter the subject of the substantive motion;
- (d) raise a point already disposed of by an earlier vote at the meeting; or
- (e) be inconsistent with an amendment already agreed to when voted on.

Dated date 2018

The Common Seal of the City of South Perth was affixed by authority of a resolution of the Council in the presence of –

Sue Doherty, Mayor

Geoff Glass, Chief Executive Officer

Comment [Chris2]: Date signed by Mayor/CEO after final adoption by Council under s3.12(4)

LOCAL GOVERNMENT ACT 1995

City of South Perth Standing Orders Local Law 2007

Published in the Government Gazette on 17 May 2007
Amended: Government Gazette 9 July 2010, 5 October 2012 and 5 May 2017.
Disclaimer: This version is an administrative version and while every attempt to ensure it is correct, only the Gazetted version as amended should be relied on. In particular, text boxes and notes in this version do not form part of the local law.

WESTERN AUSTRALIA

City of South Perth Standing Orders Local Law 2007

ARRANGEMENT

Table of Contents

Part 1 - Preliminary	4
1.1 Citation	4
1.2 Commencement	4
1.3 Application and intent	4
1.4 Interpretation	4
1.5 Repeal	5
Part 2 – Establishment and membership of committees	5
2.1 Establishment of committees	5
2.2 Types of committees	5
2.3 Delegation of some powers and duties to certain committees	5
2.4 Limits on delegation of powers and duties to certain committees	5
2.5 Appointment of committee members	5
2.6 Tenure of committee membership	6
2.7 Resignation of committee members	6
2.8 Register of delegations to committees	6
2.9 Committees to report	6
Part 3 – Calling and convening meetings	6
3.1 Ordinary and special Council meetings	6
3.2 Calling Council meetings	6
3.3 Convening Council meetings	6
3.4 Calling committee meetings	6
3.5 Public notice of meetings	6
Part 4 – Presiding Member and quorum	6
<i>Division 1: Who presides</i>	6
4.1 Who presides	6
4.2 When the Deputy Mayor can act	6
4.3 Who acts if no Mayor	6
4.4 Election of Presiding Members of committees	7
4.5 Election of Deputy Presiding Members of committees	7
4.6 Functions of Deputy Presiding Members	7
4.7 Who acts if no Presiding Member	7
<i>Division 2 – Quorum</i>	7
4.8 Quorum for meetings	7
4.9 Reduction of quorum for Council meetings	7
4.10 Reduction of quorum for committee meetings	7
4.11 Procedure where no quorum to begin a meeting	7
4.12 Procedure where quorum not present during a meeting	7
4.13 Names to be recorded	7
Part 5 – Business of a meeting	7
5.1 Business to be specified	7
5.2 Order of business	8

5.3	Motions of which previous notice has been given	8
5.4	New business of an urgent nature	9
5.5	Adoption by exception resolution	9
Part 6	- Public participation	9
6.1	Meetings generally open to the public	9
6.2	Meetings not open to the public	9
6.3	Question time for the public	10
6.4	Question time for the public at certain meetings	10
6.5	Minimum question time for the public	10
6.6	Procedures for question time for the public	10
6.7	Other procedures for question time for the public	10
6.8	Distinguished visitors	11
6.9	Petitions	11
6.10	Presentations	12
6.11	Participation at committee meetings	12
6.12	Council may meet to hear public submissions	12
6.12A	Deputations	12
6.13	Public Inspection of agenda materials	12
6.14	Confidentiality of information withheld	12
6.15	Recording of proceedings	13
6.16	Prevention of disturbance	13
Part 7	- Questions by Members	13
Part 8	- Conduct of Members	14
8.1	Members to be in their proper places	14
8.2	Respect to the Presiding Member	14
8.3	Titles to be used	14
8.4	Advice of entry or departure	14
8.5	Members to indicate their intention to speak	14
8.6	Priority of speaking	14
8.7	Presiding Member may take part in debates	14
8.8	Relevance	14
8.9	Speaking twice	14
8.10	Duration of speeches	15
8.11	No speaking after conclusion of debate	15
8.12	No interruption	15
8.13	Personal explanations	15
8.14	No reopening of discussion	15
8.15	Adverse reflection	15
8.16	Withdrawal of offensive language	15
Part 9	- Preserving order	16
9.1	Presiding Member to preserve order	16
9.2	Point of order	16
9.3	Procedures on a point of order	16
9.4	Calling attention to breach	16
9.5	Ruling by the Presiding Member	16
9.6	Continued breach of order	17
9.7	Right of Presiding Member to adjourn	17
Part 10	- Debate of substantive motions	17
10.1	Motions to be stated and in writing	17
10.1A	Alternative Motions	17
10.2	Motions to be supported	17
10.3	Unopposed business	17
10.4	Only one substantive motion at a time	18
10.5	Order of call in debate	18

10.6	Limit of debate	18
10.7	Member may require question to be read	18
10.8	Consent of seconder required for alteration	18
10.9	Order of amendments	18
10.10	Form of an amendment	18
10.11	Amendment must not negate original motion	18
10.12	Relevance of amendments	18
10.13	Mover of motion may speak on amendment	18
10.14	Effect of an amendment	18
10.15	Withdrawal of motion or amendment	18
10.16	Right of reply	19
Part 11	- Procedural motions	19
11.1	Permissible procedural motions	19
11.2	No debate	19
11.3	Who may move	19
11.4	Procedural motions - right of reply on substantive motion	19
11.5	Meeting to proceed to the next business	19
11.6	Debate to be adjourned	20
11.7	Meeting now adjourn	20
11.8	Question to be put	20
11.9	Member to be no longer heard	20
11.10	Ruling of the Presiding Member to be disagreed with	20
Part 12	- Disclosure of interests	20
12.1	Disclosure of interests	20
Part 13	- Voting	20
13.1	Question - when put	20
13.2	Voting	20
13.3	Majorities required for decisions	21
13.4	Method of taking vote	21
Part 14	- Minutes of meetings	21
14.1	Keeping of minutes	21
14.2	Content of minutes	21
14.3	Public inspection of unconfirmed minutes	21
14.4	Confirmation of minutes	21
Part 15	- Adjournment of meeting	21
15.1	Meeting may be adjourned	21
15.2	Effect of adjournment	22
Part 16	- Revoking or changing decisions	22
16.1	Requirements to revoke or change decisions	22
16.2	Limitations on powers to revoke or change decisions	22
16.3	Implementing a decision	22
Part 17	- Suspension of Standing Orders	22
17.1	Suspension of Standing Orders	23
17.2	Where Standing Orders do not apply	23
17.3	Cases not provided for in Standing Orders	23
Part 18	- Meetings of electors	23
18.1	Electors' general meetings	23
18.2	Matters for discussion at electors' general meetings	23
18.3	Electors' special meetings	23
18.4	Requests for electors' special meetings	23
18.5	Convening electors' meetings	23
18.6	Who presides at electors' meetings	23

18.7	Procedure for electors' meetings	23
18.8	Participation of non-electors	23
18.9	Voting at electors' meetings	23
18.10	Minutes of electors' meetings	24
18.11	Decisions made at electors' meetings	24
Part 19 - Enforcement	24
Penalty for breach	24
19.1	Who can prosecute	24

LOCAL GOVERNMENT ACT 1995

City of South

Perth Standing

Orders Local Law

2007

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Council of the City of South Perth resolved on 27 February 2007 to make the following local law.

Part 1 - Preliminary

1.1 Citation

- (1) This local law may be cited as the City of South Perth Standing Orders Local Law 2007.
- (2) In the clauses that follow, this local law is referred to as "these Standing Orders".

1.2 Commencement

By virtue of section 3.14 of the Act, these Standing Orders come into operation 14 days after the date of their publication in the *Government Gazette*.

1.3 Application and intent

- (1) These Standing Orders provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and these Standing Orders.
- (3) These Standing Orders are intended to result in:
 - (a) better decision-making by the Council and committees;
 - (b) the orderly conduct of meetings dealing with Council business;
 - (c) better understanding of the process of conducting meetings; and
 - (d) the more efficient and effective use of time at meetings.

1.4 Interpretation

- (1) In these Standing Orders unless the context otherwise requires:

"absolute majority" has the meaning given to it in the Act;

"agenda briefing" means an agenda briefing that is open to the public and that has been called by the Mayor or the Chief Executive Officer in accordance with a decision of Council, the City's policy P672 'Agenda Briefings, Concept Forums and Workshops'.

"75% majority" has the meaning given to it in the Act;

"Act" means the *Local Government Act 1995*;

"CEO" means the Chief Executive Officer of the City;

"City" means the City of South Perth;

"committee" means a committee of the Council established under section 5.8 of the Act;

"committee meeting" means a meeting of a committee;

"Council" means the Council of the City;

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- “**employee**” means an employee of the City;
“**Mayor**” means the Mayor of the City or other Presiding Member at a Council meeting under section 5.6 of the Act;
“**meeting**” means a meeting of the Council or a committee, as the context requires;
“**Member**” has the meaning given to it in the Act;
“**Presiding Member**” means:
(a) in respect of the Council, the person presiding under section 5.6 of the Act; and
(b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;
“**Regulations**” means the *Local Government (Administration) Regulations 1996*;
“**simple majority**” means more than 50% of the members present and voting; and
“**substantive motion**” means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.
(2) Unless otherwise defined in these Standing Orders, the terms and expressions used in these Standing Orders are to have the meaning given to them in the Act and Regulations.
(3) A reference to ‘local government’ in these Standing Orders is a reference to the City of South Perth.

1.5 Repeal

- (1) The City of South Perth Standing Orders Local Law 1999, published in the *Government Gazette* on 5 July 1999, is repealed.
- (2) The City of South Perth Standing Orders Local Law 2002, published in the *Government Gazette* on 22 November 2002, is repealed.

1.6 Provisions of the Act, Regulations and other legislation

- (1) Throughout these Standing Orders, provisions of the Act and Regulations, and provisions of other legislation, are reproduced in a boxed format.
- (2) The purpose of reproducing these provisions is to assist the reader by giving a fuller picture of related legislative provisions that also apply to meetings of the Council, committees and electors.
- (3) The reproduced provisions of the Act and Regulations and other legislation:
 - (a) are to be treated as footnotes and are not part of these Standing Orders (see section 32(2) of the *Interpretation Act 1984*); and
 - (b) reproduce only the provisions that were in force at the time that the Council resolved to adopt these Standing Orders and therefore may not necessarily be correct at a future date.

Part 2 – Establishment and membership of committees

2.1 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include:
 - (a) the terms of reference of the committee;
 - (b) the number of council members, employees and other persons to be appointed to the committee;
 - (c) the names or titles of the council members and employees to be appointed to the committee;
 - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
 - (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

(3) These Standing Orders are to apply to the conduct of committee meetings.

2.2 Types of committees

The types of committees are dealt with in the Act.

2.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

2.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

2.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

2.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

2.7 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

2.8 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

2.9 Committees to report

A committee:

- (a) is answerable to the Council; and
- (b) is to report on its activities when, and to the extent, required by the Council.

Part 3 - Calling and convening meetings

3.1 Ordinary and special Council meetings

(1) Ordinary and special Council meetings are dealt with in the Act.

(2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.

(3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

3.2 Calling Council meetings

The calling of Council meetings is dealt with in the Act.

3.3 Convening Council meetings

(1) The convening of a Council meeting is dealt with in the Act.

(2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5, in convening a special meeting of the Council.

(3) Where, in the opinion of the Mayor or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

3.4 Calling committee meetings

The CEO is to call a meeting of any committee when requested by the Mayor, the Presiding Member of a committee or any two members of that committee.

3.5 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

Part 4 – Presiding Member and quorum

Division 1: Who presides

- 4.1 Who presides**
Who presides at a Council meeting is dealt with in the Act.
- 4.2 When the Deputy Mayor can act**
When the Deputy Mayor can act is dealt with in the Act.
- 4.3 Who acts if no Mayor**
Who acts if there is no Mayor is dealt with in the Act.
Election of Presiding Members of committees
The election of Presiding Members of committees and their deputies is dealt with in the Act.
- 4.4 Election of Deputy Presiding Members of committees**
The election of Deputy Presiding Members of committees is dealt with in the Act.
- 4.5 Functions of Deputy Presiding Members**
The functions of Deputy Presiding Members are dealt with in the Act.
- 4.6 Who acts if no Presiding Member**
Who acts if no Presiding Member is dealt with in the Act.

Division 2 – Quorum

- 4.7 Quorum for meetings**
The quorum for meetings is dealt with in the Act.
- 4.8 Reduction of quorum for Council meetings**
The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.
- 4.9 Reduction of quorum for committee meetings**
The reduction of a quorum for committee meetings is dealt with in the Act.
- 4.10 Procedure where no quorum to begin a meeting**
The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.
- 4.11 Procedure where quorum not present during a meeting**
If at any time during a meeting a quorum is not present, the Presiding Member is:
(a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
(b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.
- 4.12 Names to be recorded**
At any meeting:
(a) at which there is not a quorum present; or
(b) which is adjourned for want of a quorum,
the names of the Members then present are to be recorded in the minutes.

Part 5 - Business of a meeting

5.1 Business to be specified

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Presiding Member or the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that:
 - (a) specified in the notice of the meeting which had been adjourned; and
 - (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

5.2 Order of business

- (1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows:
 1. Declaration of Opening/Announcement of Visitors
 2. Disclaimer
 3. Announcements from the Presiding Member
 4. Attendance
 - 4.1 Apologies
 - 4.2 Approved leave of absence
 5. Declaration of interest
 6. Public Question Time
 - 6.1 Response to previous public questions taken on notice
 - 6.2 Public question time
 7. Confirmation of minutes and tabling of notes of briefings and other meetings under clause 19.1
 8. Presentations
 - 8.1 Petitions
 - 8.2 Presentations
 - 8.3 Deputations
 - 8.4 Council Delegates' reports
 - 8.5 Conference delegates reports
 9. Method of dealing with agenda business
 10. Reports
 11. Applications for leave of absence
 12. Motions of which previous notice has been given
 13. Questions from Members without notice
 - 13.1 Response to previous questions from Members taken on notice
 - 13.2 Questions from Members
 14. New business of an urgent nature introduced by decision of the meeting
 15. Meeting closed to public
 - 15.1 Matters for which the meeting may be closed
 - 15.2 Public reading of resolutions that may be made public
 16. Closure
- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed. [See section 5.24 of the Act; and regulations 6 & 7 of the Regulations]

- (4) The CEO is to decide the order of business in relation to any matters not otherwise dealt with under this local law.

5.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or these Standing Orders otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
 - (a) may, with the concurrence of the Mayor, may exclude from the agenda paper any notice of motion deemed to be, or likely to involve, a breach of any of these Standing Orders or any other written law;
 - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
 - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
 - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
 - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
 - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

5.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the City and must be considered and dealt with by the Council before the next meeting.

5.5 Adoption by exception resolution

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the employee recommendation as the Council resolution.
- (2) Subject to subclause (3), the City may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter:
 - (a) that requires a 75% majority or a special majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a Member wishes to make a statement; or
 - (e) that is a matter on which a Member wishes to move a motion that

is different to the recommendation.

Part 6 - Public participation

6.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

6.2 Meetings not open to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried:
 - (a) the Presiding Member is to direct everyone to leave the meeting except:
 - (i) the Members;
 - (ii) the CEO;
 - (iii) any employee specified by the Presiding Member; and
 - (iv) any other person whose role is to advise the meeting specified by the Presiding Member or the CEO;
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

6.3 Question time for the public

Question time for the public is dealt with in the Act.

6.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

6.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

6.7 Other procedures for question time for the public

- (1) In this clause –
 - (a) a “person” means a member of the public; and
 - (b) a question includes a part of a question (so that a question in 3 parts is to be treated as being 3 questions).
- (2) Unless the Presiding Member determines otherwise, a person may ask up to 3 questions at a meeting.
- (3) a maximum of 3 minutes is allotted for each person to ask up to 3 questions, including any contextual or opening statement.
- (4) A person who wishes to ask a question at a meeting must –

- (a) before the commencement of the meeting, complete a question form provided by the City and place the completed question form in the question tray provided by the City; and
- (b) be present at the meeting when the question is asked.
- (5) A completed question form must include –
 - (a) The name and residential or contact address of the person who wishes to ask the question; and
 - (b) the terms of no more than 3 questions that the person wishes to ask.

Note - a question form that does not include the residential or contact address of the person is to be treated as correspondence – see clause 6.7(7) below.
- (6) In cases of disability or other extenuating circumstances –
 - (a) the City, if requested to do so, is to assist a person to complete a question form; and
 - (b) in the absence of that assistance, the Presiding Member may permit a person to ask a question that was not included on a question form.
- (7) The Presiding Member may decide that a question is out of order, and is not to be recorded or responded to –
 - (a) if the same or similar question was asked at a previous meeting, a response was provided and the person is directed to the minutes of the meeting at which the response was provided;
 - (b) if it is not in the form of a question, or, having regard to its content and length, is essentially a statement or expression of opinion rather than a question;
 - (c) if, in respect of a Council meeting, the question does not relate to a matter affecting the City;
 - (d) if, in respect of a special meeting of the Council, the question does not relate to the purpose of the meeting;
 - (e) if, in respect of a committee meeting, the question does not relate to a function of the
 - (f) committee;
 - (g) if the question uses an offensive or objectionable expression or is defamatory;
 - (h) if the question, including any opening statement exceeds the time allotted by subclause 6.7(3).
- (8) If, in the opinion of the Presiding Member, a question requires further research or a response cannot be given at the meeting, or if a question form does not contain the name and residential or contact address of the person who wishes to ask the question –
 - (a) the Presiding Member may determine that the question is to be treated as ‘correspondence’ or is to be taken on notice;
 - (b) the CEO, unless of the opinion that a response would divert a substantial and unreasonable portion of the City’s resources away from its other functions, is to ensure that a written response is given as soon as practicable after the meeting to the person who asked the question; and
 - (c) if a question is treated as correspondence, the question, but not the response, is to be recorded in the minutes of the meeting.
- (9) Unless subclause (7) or (8) applies –
 - (a) the Presiding Member is either to read out each question or to ensure that each question is displayed electronically in a form (which may be summarised by the CEO) that may be viewed by members of the public attending the meeting;
 - (b) the Presiding Member is to respond personally or is to ask another Member or an employee to respond to the question; and
 - (c) a summary of the question and response is to be recorded in the minutes of the meeting.
- (10) A response to a question is not to be the subject of any discussion, except that if,

in the opinion of a Member, false information or any adverse reflection is contained in any question asked or comments made by any member of the public, then, through the Presiding Member the Member may correct or clarify the matter.

- (11) The Presiding Member may extend question time for up to 15 minutes after the end of the minimum time for questions if there are members of the public present who wish to ask questions and have not been given an opportunity to do so.

6.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

6.9 Petitions

- (1) A petition is to -
 - (a) be addressed to the Mayor;
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request; and
 - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the City is to submit the petition to the relevant employee to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council has considered the issues raised in the petition.

6.10 Presentations

- (1) In this clause, a "presentation" means the acceptance of a gift or an award by the Council on behalf of the City or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

6.11 Participation at committee meetings

- (1) In this clause a reference to a person is to a person who:
 - (a) is entitled to attend a committee meeting;
 - (b) attends a committee meeting; and
 - (c) is not a member of that committee.
- (2) Without the consent of the Presiding Member, no person is to address a committee meeting.
- (3) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (5) A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

6.12A Deputations

- (1) Subject to clause 6.12, unless otherwise determined by the CEO, deputations are

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- only permitted to be heard at agenda briefings.
- (2) A person, or a group of people not exceeding five persons, may apply in writing to be received by the Council to present a deputation to Council on an item on the agenda for an ordinary council meeting, by completing and submitting, at least 24 hours before the scheduled agenda briefing, a conforming 'Request for a Deputation to Address Council' form.
- (3) The CEO in consultation with the Mayor, may approve or deny a request to present a deputation.
- (4) Unless otherwise determined by the Presiding Member:
- (a) if a request to present a deputation by a group of people is accepted by the CEO, only two of the members of the group may deliver the deputation; and
- (b) a deputation must not exceed 10 minutes.
- (5) The Presiding Member, in his or her absolute discretion, will determine the order in which deputations are to be heard.

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6.12 Council may meet to hear public submissions

- (1) Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations at an agenda briefing, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the Mayor shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall:
- (a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
- (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied to make a deputation on the issue; and
- (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

6.13 Public Inspection of agenda materials

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at the Civic Centre, all City libraries and on the City's website.

6.14 Confidentiality of information withheld

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be:
- (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";

- (b) marked “Confidential” in the agenda; and
 - (c) kept confidential by employees and members until the Council resolves otherwise.
- (2) A member or an employee who has –
- (a) confidential information under subclause (a); or
 - (b) information that is provided or disclosed for the purposes of or during a meeting, or part of a meeting, that is closed to the public,
 - (c) must not disclose any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.
- Penalty \$5,000
- (3) Subclause (2) does not prevent a member or employee from disclosing information –
- (a) at a closed meeting;
 - (b) to the extent specified by the Council and subject to such other conditions as the Council determines;
 - (c) that is already in the public domain;
 - (d) to an officer of the Department;
 - (e) to the Minister;
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required to permitted by law.

6.15 Recording of proceedings

A person is not to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.

6.16 Prevention of disturbance

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person present or observing at a meeting shall not create a disturbance or engage in inappropriate or disruptive behaviour at a meeting, including but not limited to the following behaviour:
 - (a) by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means;
 - (b) booing or making other offensive noises;
 - (c) expressing contemptuous laughter or making derisive comments at decisions or during debate;
 - (d) refusing to give up the floor to allow other members of the public to ask questions, or demanding to ask questions before others in contradiction of an order by the Presiding Member;
 - (e) using abusive, inflammatory and / or derogatory language when addressing Council with a question or making a statement;
 - (f) asking unnecessary repetitive questions; or
 - (g) behaving aggressively or in a threatening manner towards either elected members, council staff or members of the public.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council or a committee.
- (5) The Presiding Member may warn a person who fails to comply with this clause.
- (6) If –
 - (a) after being warned, the person again acts contrary to this clause, or to these Standing Orders; or
 - (b) a person refuses or fails to comply with a direction by the Presiding Member,
 - (b) the Presiding Member may expel the person from the meeting by ordering him or her to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the Presiding Member, be removed from the meeting room and,

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if the Presiding Member orders, from the premises.

Part 7 - Questions by Members

- (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.
- (2) A Member requesting general information from an employee at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that employee or another employee present at the meeting.
- (3) Where possible the employee shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the employee may ask that -
 - (i) the question be placed on notice for the next meeting of Council; and
 - (ii) the answer to the question be given to the Member who asked it within 14 days.
- (4) Every question and answer -
 - (i) is to be brief and concise; and
 - (ii) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an employee may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

Part 8 – Conduct of Members

8.1 Members to be in their proper places

- (1) At the first meeting held after each election day, the CEO is to allot, alphabetically by ward, a position at the Council table to each Member.
- (2) Each Member is to occupy his or her allotted position at each Council meeting.

8.2 Respect to the Presiding Member

After the business of a Council has been commenced, a Member is not to enter or leave the meeting without first paying due respect to the Presiding Member.

8.3 Titles to be used

A speaker, when referring to the Mayor, Deputy Mayor or Presiding Member, or a Member or employee, is to use the title of that person's office.

8.4 Advice of entry or departure

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

8.5 Members to indicate their intention to speak

A Member of the Council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council.

8.6 Priority of speaking

- (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.

- (2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
- (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

8.7 Presiding Member may take part in debates

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with these Standing Orders.

8.8 Relevance

- (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The Presiding Member, at any time, may:
 - (a) call the attention of the meeting to:
 - (i) any irrelevant, repetitious, offensive or insulting language by a Member; or
 - (ii) any breach of order or decorum by a Member; and
 - (b) direct that Member, if speaking, to discontinue his or her speech.
- (3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

8.9 Speaking twice

A Member is not to address the Council more than once on any motion or amendment except:

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

8.10 Duration of speeches

- (1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

8.11 No speaking after conclusion of debate

A Member is not to speak on any motion or amendment:

- (a) after the mover has replied; or
- (b) after the question has been put.

8.12 No interruption

A Member is not to interrupt another Member who is speaking unless:

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.13; or
- (d) to move a procedural motion that the Member be no longer heard (see clause 11(1)(e)).

8.13 Personal explanations

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or

she may have been misunderstood.

8.14 No reopening of discussion

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed (see Part 16).

8.15 Adverse reflection

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed (see Part 16).
- (2) A Member is not:
 - (a) to reflect adversely on the character or actions of another Member or employee; or
 - (b) to impute any motive to a Member or employee, unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A Member is not to use offensive or objectionable expressions in reference to any Member, employee or other person.
- (4) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes:
 - (a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and
 - (b) the Council may, by resolution, decide to record those words in the minutes.

8.16 Withdrawal of offensive language

- (1) A Member who, in the opinion of the Presiding Member, uses an expression which:
 - (a) In the absence of a resolution under clause 8.15:
 - (i) reflects adversely on the character or actions of another Member or employee; or
 - (ii) imputes any motive to a Member or Officer; or
 - (b) is offensive or insulting, must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.
- (2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

Part 9 - Preserving order

9.1 Presiding Member to preserve order

- (1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.
- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.7, but to preserve order.

9.2 Point of order

- (1) A Member may object, by way of a point of order, only to a breach of:
 - (a) any of these Standing Orders; or
 - (b) any other written law.
- (2) Despite anything in these Standing Orders to the contrary, a point of order:

- (a) takes precedence over any discussion; and
- (b) until determined, suspends the consideration or discussion of any other matter.

9.3 Procedures on a point of order

- (1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
- (2) A Member interrupted on a point of order is to resume his or her seat until:
 - (a) the Member raising the point of order has been heard; and
 - (b) the Presiding Member has ruled on the point of order,and, if permitted, the Member who has been interrupted may then proceed.

9.4 Calling attention to breach

A Member may, at any time, draw the attention of the Presiding Member to any breach of these Standing Orders.

9.5 Ruling by the Presiding Member

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the Presiding Member on a point of order:
 - (a) is not to be the subject of debate or comment; and
 - (b) is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that:
 - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

9.6 Continued breach of order

If a Member:

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3),

the Presiding Member may direct the Member to refrain from taking any further part in that meeting, other than by voting, and the Member is to comply with that direction.

9.7 Right of Presiding Member to adjourn

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

Part 10 - Debate of substantive motions

10.1 10.1A Alternative motions

- (1) Members are to submit any proposed alternative motions to an officer recommendations that is contained in an officer report, on Council agendas to the Chief Executive Officer-CEO by 12 noon on the day before each Council meeting, so that the alternative motion they can be distributed to other elected members to give them an opportunity to reflect on the proposed changes alternative motion.
- (2) ~~Material amendments and~~ An alternative resolutions motion submitted under subclause (1) must not conflict with the stated purpose of a Special Council Meeting Council meeting.
- (2)(3) An alternative motion must relate to the subject matter of the officer recommendation, but may suggest a course of action different from the course of action stated in the officer recommendation.

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10.1 Motions to be stated and in writing

Any Member who wishes to move a substantive motion or an amendment to a substantive motion:

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

10.2 Motions to be supported

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

10.3 Unopposed business

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 16).

10.4 Only one substantive motion at a time

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

10.5 Order of call in debate

The Presiding Member is to call speakers to a substantive motion in the following order:

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the

- motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

10.6 Limit of debate

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

10.7 Member may require question to be read

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

10.8 Consent of seconder required for alteration

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

10.9 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

10.10 Form of an amendment

An amendment must add, delete, rearrange or substitute words to the substantive motion.

10.11 ~~Amendment must not negate original motion~~ Unacceptable amendments

An amendment to a substantive motion must not:

- (a) be intended to defeat the substantive motion it seeks to amend;
- (b) cannot negate or contradict the original substantive motion or the intent of the original substantive motion it seeks to amend;
- (c) be intended to prevent the meeting coming to a decision on the matter the subject of the substantive motion;
- (d) raise a point already disposed of by an earlier vote at the meeting; or
- (e) be inconsistent with an amendment already agreed to when voted on.

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10.12 Relevance of amendments

Each amendment is to be relevant to the motion in respect of which it is moved.

10.13 Mover of motion may speak on amendment

Any Member may speak during debate on an amendment.

10.14 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

10.15 Withdrawal of motion or amendment

- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members

present, until the amendment proposed has been withdrawn or lost.

10.16 Right of reply

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised:
 - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply:
 - (a) no other Member is to speak on the question;
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

Part 11 – Procedural motions

11.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions:

- (a) that the meeting proceed to the next item of business;
- (b) that the debate be adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the meeting be closed to the public (see clause 6.2).

11.2 No debate

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

11.3 Who may move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

11.4 Procedural motions - right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

11.5 Meeting to proceed to the next business

The motion “that the meeting proceed to the next business”, if carried, has the effect that:

- (a) the debate on the substantive motion or amendment ceases immediately.

- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

11.6 Debate to be adjourned

A motion "that the debate be adjourned":

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

11.7 Meeting now adjourn

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution (see clause 5.5).
- (3) A motion "that the meeting now adjourn":
 - (a) is to state the time and date to which the meeting is to be adjourned; and
 - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

11.8 Question to be put

- (1) If the motion "that the question be now put", is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

11.9 Member to be no longer heard

If the motion "that the member be no longer heard", is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

11.10 Ruling of the Presiding Member to be disagreed with

If the motion "that the ruling of the Presiding Member be disagreed with", is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

Part 12 - Disclosure of interests

12.1 Disclosure of interests

Disclosure of interests is dealt with in the Act .

Part 13 - Voting

13.1 Question - when put

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -
 - (a) is to put the question to the meeting; and
 - (b) if requested by any Member, is to again state the terms of the question.
- (2) A Member is not to leave the meeting when the Presiding Member is putting any

question.

13.2 Voting

Voting is dealt with in the Act and the Regulations.

13.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

13.4 Method of taking vote

- (1) In taking the vote on any motion or amendment the Presiding Member:
 - (a) is to put the question, first in the affirmative, and then in the negative;
 - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
 - (c) is to count and determine the vote of Members in any way (such as electronically or by a show of hands) that enables a record to be taken of each members' vote; and
 - (d) subject to this clause, is to declare the result.
- (2) The CEO is to ensure that the minutes record:
 - (a) the name of each member who voted; and
 - (b) whether he or she voted in the affirmative or negative.

Part 14 – Minutes of meetings

14.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

14.2 Content of minutes

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

14.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

14.4 Confirmation of minutes

- (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the City with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
- (2) At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

**Part 15 – Adjournment
of meeting**

15.1 Meeting may be adjourned

The Council may adjourn any meeting:

- (a) to a later time on the same day; or

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- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

15.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under these Standing Orders:

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.9 [speaking twice] apply when the debate is resumed.

Part 16 – Revoking or changing decisions

16.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

16.2 Limitations on powers to revoke or change decisions

- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision:
 - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
 - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

16.3 Implementing a decision

- (1) In this clause:
 - (a) "authorisation" means a licence, permit, approval or other means of authorising a person to do anything;
 - (b) "implement", in relation to a decision, includes:
 - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - (ii) take any other action to give effect to the decision; and
 - (c) "valid notice of revocation motion" means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Standing Orders and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (4) A decision made at a meeting is not to be implemented by the CEO or any other person:
 - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
 - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are

- informed by an appropriate notice that a decision to grant an authorisation:
- (a) is to take effect only in accordance with this clause; and
 - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

Part 17 - Suspension of Standing Orders

17.1 Suspension of Standing Orders

- (1) A Member may at any time move that the operation of one or more of the provisions of these Standing Orders be suspended.
- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is:
 - (a) seconded; and
 - (b) carried by an absolute majority,is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

17.2 Where Standing Orders do not apply

- (1) In situations where:
 - (a) one or more provisions of these Standing Orders have been suspended; or
 - (b) a matter is not regulated by the Act, the Regulations or these Standing Orders, the Presiding Member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

17.3 Cases not provided for in Standing Orders

The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where these Standing Orders, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

Part 18 - Meetings of electors

18.1 Electors' general meetings

Electors' general meetings are dealt with in the Act.

18.2 Matters for discussion at electors' general meetings

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

18.3 Electors' special meetings

Electors' special meetings are dealt with in the Act.

18.4 Requests for electors' special meetings

Requests for electors' special meetings are dealt with in the Regulations.

18.5 Convening electors' meetings

Convening electors' meetings is dealt with in the Act.

18.6 Who presides at electors' meetings

Who presides at electors' meetings is dealt with in the Act.

18.7 Procedure for electors' meetings

- (1) The procedure for electors' meetings is dealt with in the Act and the Regulations.
- (2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to these Standing Orders.

18.8 Participation of non-electors

A person who is not an elector of the City shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

18.9 Voting at electors' meetings

Voting at electors' meetings is dealt with in the Regulations.

18.10 Minutes of electors' meetings

Minutes of electors' meetings are dealt with in the Act.

18.11 Decisions made at electors' meetings

Decisions made at electors' meetings are dealt with in the Act.

Part 19 - Enforcement

19.1 Penalty for breach

A person who breaches a provision of these Standing Orders commits an offence.
Penalty: \$5,000.00 and a daily penalty of \$500.00.

19.2 Who can prosecute

Who can prosecute is dealt with in the Act.

~~Dated: 6 April 2017~~

~~The Common Seal of the City of South Perth
was affixed by the authority of a resolution
of Council in the presence of:~~

~~Sue Doherty
Mayor~~

~~Geoff Glass
Chief Executive Officer~~



WORKING TOGETHER TO
CREATE A CITY FOR EVERYONE

OUR VISION

*“WE BELONG TO AN ENGAGED AND COHESIVE
COMMUNITY THAT IS LINKED BY VIBRANT LOCAL CENTRES
AND SHARED SPACES. WE LIVE AND TRAVEL IN WAYS THAT
NURTURE OUR ENVIRONMENT; AND OUR HOUSING AND
AMENITIES MEET THE DIVERSE NEEDS OF A CHANGING
SOCIETY”*

VALUES

TRUST

Honesty and integrity

RESPECT

Acceptance and tolerance

UNDERSTANDING

Caring and empathy

TEAMWORK

Leadership and commitment





HOW TO READ THIS UPDATE	1
INTRODUCTION	2
1. COMMUNITY	
1.1 Develop, and facilitate services and programs in order to meet changing community needs and priorities	3
1.1.1 Aboriginal Engagement Strategy	3
1.1.2 Mosquito Management Plan	3
1.1.3 Disability access and inclusion	4
1.1.5 Collier Park Village	4
1.2 Facilitate and foster a safe environment for our community	4
1.2.1 Safer environment	4
1.2.2 Community Safety and Crime Prevention	5
1.2.3 Local Emergency Management	5
1.3 Create opportunities for social, cultural and physical activity in the City	6
1.3.1 Collier Park Golf Course	6
1.3.2 Australia Day	6
1.3.3 Summer arts and events program	8
1.3.4 Cultural and educational services	9
1.3.5 Community and voluntary groups, and sporting clubs	9
1.3.7 Library services	12
1.3.10 Community / Public Art	13
1.3.11 Review of City events	14
1.3.12 South Perth Tram Project	14
1.4 Encourage the community to embrace sustainable and healthy lifestyles	16
1.4.1 George Burnett Recreation Precinct Master Plan	16
1.5 Develop effective processes to listen, engage and communicate with the community	16
1.5.1 Stakeholder Engagement	16
1.5.2 External communications	17
2.1 Identify and implement opportunities to improve biodiversity of the City's key natural areas and activity centres	18
2.1.1 Green Plan	18
2.1.2 Urban Forest Strategy	18
2.1.3 Habitat Improvement	18
2.2 Foster and promote sustainable water, waste management and energy management practices	19
2.2.1 Water Action Plan	19
2.2.2 Integrated Catchment Management Plan	19
2.2.4 Water Sensitive Urban Design	20
2.3 Increase community awareness of climate change risk through leadership, education, adaptation and mitigation	20
2.3.1 Climate Change Adaptation	20



2.4 Improve the amenity of our streetscapes and public open spaces while maximising their environmental benefits.	21
2.4.1 Public Open Space Strategy.....	21
2.4.4 Karawara Greenway Master Plan	21
2.5 Identify, develop and promote a range of sustainable uses for the Swan and Canning River foreshore reserves	22
2.5.1 Kwinana Freeway Foreshore.....	22
2.7 Investigate, develop and implement sustainable waste management practices	23
2.7.1 Waste Education.....	23
2.7.2 Waste Management Plans.....	23
2.7.3 Regional Waste Management Strategy.....	24
3.1 Develop a Local Planning Strategy to meet current and future community needs, cognisant of the local amenity	26
3.1.1 Local Planning Strategy.....	26
3.1.2 New Town Planning Scheme.....	26
3.2 Develop integrated local land use planning strategies to inform precinct plans, infrastructure, transport and service delivery	27
3.2.1 Waterford Triangle Scheme Amendment.....	27
3.2.2 South Perth Station Precinct.....	27
3.3 Review and establish contemporary sustainable building, land use and best practice environmental design standards	28
3.3.1 Town Planning Scheme Amendments.....	28
3.3.2 Town Planning Policy	28
4.1 Develop and facilitate activity centres and community hubs that offer a safe, diverse and vibrant mix of uses	30
4.1.1 Mill Point Node Plan.....	30
4.1.3 Manning Library Refurbishment.....	30
4.1.4 Mends Street Precinct.....	31
4.1.5 Ernest Johnson Reserve	31
4.1.7 Millers Pool Café/Restaurant.....	33
4.2 Encourage and facilitate economic development.	33
4.2.1 Economic Development Strategy.....	33
4.2.2 Marketing and promotion of the City of South Perth	34
4.3 Review and manage the impact of the proposed development and transport planning for the Curtin University Precinct and Bentley Technology Park Precinct	34
4.3.1 Curtin University and Bentley Technology Park Precinct.....	34
4.4 Engage the community to develop a plan for vibrant activities and uses on and near foreshore areas and reserves around the City	34
4.4.1 South Perth foreshore	34
4.4.2 Salter Point/Waterford Master Plan.....	35
5.1 Advocate for, implement and maintain integrated transport and infrastructure plans in line with best practice asset management and safe systems principles	36
5.1.1 Canning Bridge Activity Centre Structure Plan.....	36



5.1.2 Infrastructure Asset Management and Renewal	36
5.1.3 South Perth Station Precinct.....	36
5.2 Advocate for, provide and maintain a safe, efficient and reliable transport network based on safe systems principles	37
5.2.1 Road, Traffic Management and Drainage Capital Works Programs.....	37
5.2.2 Integrated Transport Plan	37
5.2.3 Parking Strategy.....	38
5.3 Facilitate a pedestrian and cycle friendly environment	38
5.3.1 Footpath, shared path and cycle path program	38
5.3.2. Bike Plan	39
5.4 Advocate for and facilitate effective management of Swan and Canning River foreshore infrastructure	39
5.4.1 Foreshore management.....	39
5.4.2 Perth Waterfront Development.....	39
5.5 Advocate for state-wide significant infrastructure	40
5.5.1 South Perth Train Station	40
6.1 Develop and implement innovative management and governance systems to improve culture, capability, capacity and performance	41
6.1.2. Occupational Health and Safety	41
6.1.4 Governance Framework.....	41
6.1.5 Elected Member leadership.....	43
6.1.6 Information technology	43
6.1.7 Knowledge management.....	43
6.1.8 Digital Services.....	44
6.1.9 Financial Reporting and Property Database Solution.....	44
6.1.11 Service Review	44
6.2 Maintain and enhance a robust Integrated Planning and Reporting Framework (in accordance with legislative requirements)	45
6.2.0 Australian Business Excellence Framework.....	45
6.2.1 Integrated Planning Framework.....	45
6.2.2 Strategic Community Plan.....	46
6.2.3 Integrated Asset Management System.....	46
6.2.4 Information Technology Strategy.....	46
6.2.5 Corporate Performance Reporting Framework	48
6.2.6 Financial sustainability and capacity	48
6.2.7 Organisational Capacity.....	49
6.3 Continue to develop best practice policy and procedure frameworks that effectively guide decision-making in an accountable and transparent manner	49
6.3.1 Risk Management	49
6.4 Implement a customer relationship management system that provides a high level of customer responsiveness and satisfaction.	50
6.4.1 Customer Service.....	50
6.4.3 Electronic Development Application System	50
6.4.4 Content Management Website.....	51





6.5 Advocate and represent effectively on behalf of the South Perth community.	51
6.5.1 Lobbying Federal and State Government	51
6.5.2 Partnership and stakeholder relationships	51







This Corporate Business Plan Update has been designed for electronic viewing. While all of the relevant information is presented, extra information has been linked from this update to provide a more complete picture about progress on strategic initiatives.

I.1.3 Aboriginal Engagement Strategy

Implement the Aboriginal Engagement Strategy	
<p>Send an email to the responsible officer</p> <p>Links to related articles and meetings</p> <p>Link to informing strategy / plan</p>	<p>Community Culture and Recreation</p> <p>Progress Comment 8 July 2013 NAIDOC Week Flag Raising Ceremony - Staff and the community were invited to recognise and celebrate the contributions of Aboriginal Australians in various fields.</p> <p>10 July 2013 NAIDOC Week Elders Dinner - This event was held for the first time to recognise and celebrate local elders in our area. The evening also featured a screening of Yurleen Dorothy Winmar's stories, a Film and Television Institute-funded oral history depicting Dorothy's family history and cultural stories.</p> <p>In Focus Bulletin No 27, 12 July 2013 Media Release, 2 July 2013 Peninsula Newsletter, September 2013 Peninsula Snapshot, 17 September 2013</p> <p>Further information: Aboriginal Engagement Strategy 2013</p>

PROGRESS KEY

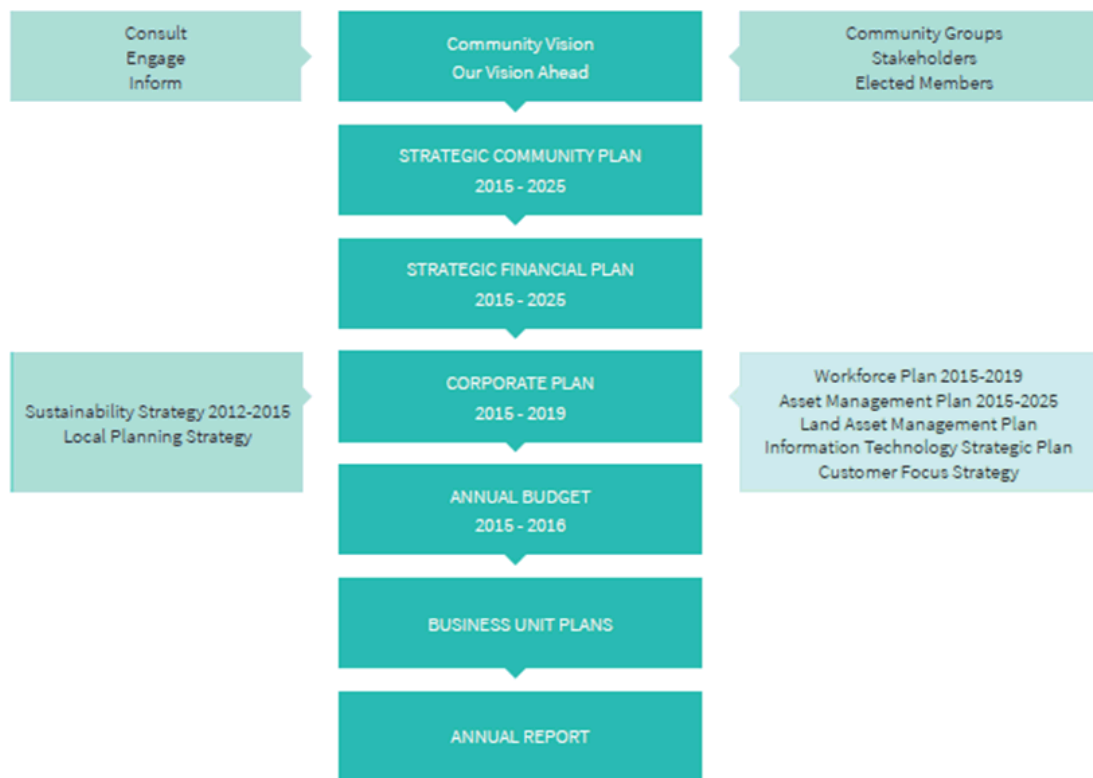
 Completed	 Deferred
 Commenced	 Ongoing



The City has developed an Integrated Planning Framework that will allow us to sustainably and strategically meet the needs of our community.

The objective of this framework is to have a stronger focus on place shaping and wellbeing with an increased level of community engagement.

The Corporate Plan 2015/2019 is the City of South Perth's 4 year project and service delivery plan.



1.1 Develop, and facilitate services and programs in order to meet changing community needs and priorities

1.1.1 Aboriginal Engagement Strategy

Implement the Aboriginal Engagement Strategy

[Community Culture and Recreation](#)

Progress Comment

Planning has commenced for the recruitment of a temporary Project Officer to develop a Reconciliation Action Plan (RAP) for the City in conjunction with the Aboriginal Reference Group.

Planning has also commenced for Reconciliation Week and NAIDOC Week activities.



In Focus

23 November 2017 – Noorditch Wirrin Kep: South Perth to host 25 m wide sculpture

Further information: [Aboriginal Engagement Strategy 2013](#)

1.1.2 Mosquito Management Plan

Implement, monitor and review the Mosquito Management Plan, including an annual effectiveness survey

[Development Services](#)

Progress Comment

The mosquito Management Plan is being implemented as mosquito breeding occurred due to tidal activity in November and December. A residual barrier treatment was applied to selected sites on 28 November 2017. Localised treatments were undertaken on 24 November and 21 December 2017 and aerial larvicide treatments were undertaken on 12 and 22 December 2017 to control breeding outbreaks. Mosquito numbers remained low through the festive season.



In Focus

Nil

Further information: [Mosquito Management Plan](#)

1.1.3 Disability access and inclusion

Implement, review and monitor the Disability Access and Inclusion Plan

[Community Culture and Recreation](#)

Progress Comment

Work continued on the implementation of the City's Disability Access and Inclusion Plan (DAIP) for 2017-2021, including participation in the state-wide Disability Awareness Week held in December (promotion of beach wheelchair).



In Focus

Nil

Further information: [Disability Access and Inclusion Plan 2017-2021](#)

1.1.5 Collier Park Village

Implement the findings of the Collier Park Village Strategic Aged Care Service Review

[CEO Office / Governance and Marketing](#)

Progress Comment

Work commenced on three separate, but linked projects. Ansell Strategic were engaged to undertake analysis of options to re-develop the old CPV Hostel site. The redevelopment would need to complement the existing Independent Living Units (ILUs), in accordance with the vesting of the land. Ansell Strategic will complete their report in the later part of the next quarter (March 2018), for consideration during the fourth quarter (June 2018). The second project, commenced internally, is developing an estimate of the cost associated with transferring the power and communications from the old Hostel site. This information will be necessary for consideration with the information provided by Ansell Strategic. The Third project is a Revenue/Expenditure Review of the existing business, Collier Park Village ILUs. This work is being undertaken by a cross functional team, led by the Manager Organisational Performance with a business improvement focus and assisted by an external consultant from Conway Highbury.



In Focus

Nil

1.2 Facilitate and foster a safe environment for our community

1.2.1 Safer environment

Foster a safer environment by upholding and providing community and public safety, education

initiatives and enforcement of local laws

[Governance and Marketing](#)

Progress Comment

The City's Rangers undertake a variety of initiatives and programs to ensure a safe environment for our community, including education school tours of the Animal Care Facility.

The City continues to participate in the Local Government Parking Group.



In Focus

Nil

Further information: [City of South Perth Local Laws](#)

1.2.2 Community Safety and Crime Prevention

Implement, review and monitor Community Safety and Crime Prevention Plan 2015-2018

[Community Culture and Recreation](#)

Progress Comment

The Alcohol and other Drugs Community Forum was held at Manning Hall in October 2017.

A Cyber Safety for Seniors workshop was held in the Library function room in November 2017.

The City's Community Safety Group held its meeting on 9 November 2017. The topics discussed included Community Crime Prevention Funding; Hope, Opportunity, Mutuality and Empowerment (HOME) project being conducted in Karawara; 'Gone in Less than 60 seconds' initiative; and progress reports from the organisations present at the meeting.



In Focus

Nil

Further information: [Community Safety and Crime Prevention Plan](#)

1.2.3 Local Emergency Management

Review and implement the Local Emergency Management Plan in partnership with key stakeholders

[Infrastructure Services](#)

Progress Comment

The City's Bushfire Risk Management Plan has been prepared and awaits final approvals.

Stage One of the Emergency Risk Management assessment process has been completed, with community consultation to be undertaken.

Draft Local Emergency Management arrangements have been prepared subject to input from the Emergency Response Management (ERM) process.

A Draft Local Recovery Plan has been prepared subject to input from the ERM process.

The Australia Day, Celebration Zone Event and Emergency Risk Management Plan has been completed.

The Staff Emergency Management training proposal has been drafted and is awaiting review and approval.



In Focus

Nil

1.3 Create opportunities for social, cultural and physical activity in the City

1.3.1 Collier Park Golf Course

Develop and implement a review plan for the Collier Park Golf Course

Progress Comment

The officer recommendation to award the service contract to Clublinks was approved by Council at the November 2017 meeting. This included an amendment to extend the current lease with Rosetta Holdings for two months. The new, five-year lease with Clublinks will begin 28 March 2018.

[City Environment](#)



In Focus

26 December 2017 – Collier Park Golf Course gets new management

1.3.2 Australia Day


Deliver a safe and well attended event

[Community Culture and Recreation](#)

Progress Comment

Pre-event planning for the Citizenship Ceremony and the Celebration Zone activities for the City's Australia Day event are on track and in the final planning stages. Peter Roaen who has been





contracted to coordinate the City's Australia Day celebrations has been working with both internal and external stakeholders, including the local authorities to ensure a family-friendly event.

In Focus
Nil

Further information: [Australia Day - Event Information](#)

1.3.3 Summer arts and events program

Deliver safe and well attended events

Progress Comment

The City continued planning for a range of community arts and events. An *Arts, Events & Culture* brochure was distributed to the community to promote arts and events scheduled between November 2017 and January 2018, including Australia Day activities.

[Community Culture and Recreation](#)

The City also developed the content for the *Arts, Events & Culture* brochure for February to April 2018. This brochure will feature two of the City's other key events, being South Perth Sounds (formerly Fiesta Concert) and the Angelo Street Marketplace. Planning for these two large scale events is well underway and on track.



In Focus

14 November 2017 – CONCERT RETURNS WITH NEW NAME

Further information: [Events Information](#)

1.3.4 Cultural and educational services

Continue to plan and deliver a high quality suite of library services and programs

Progress Comment

Library Services is committed to providing high quality library services and programs. Children and Adult programs continue to grow whilst we strive to meet the needs of our community.

The following statistics were collected in relation to this quarter.

[Library Services](#)

Library Services	Visits/ Usage
Library visits	58,826*
Old Mill visits	781
Physical items borrowed	69,200
New members	646



*Children's programs concluded on 6 December 2017

In Focus

Nil

1.3.5 Community and voluntary groups, and sporting clubs

Provide support, advice and recognition to community groups, service groups, voluntary groups and sporting clubs including funding support and relevant events

Progress Comment

The table below outlines the recreation facility bookings for the October to December 2017 quarter.

[Community Culture and Recreation](#)

Area	Bookings/Usage
Active Reserves	1,944
Passive Reserves	635
Community Halls	714
George Burnett Leisure Centre	903
Community Bus	40
Other	1,643
Total	5,879



Note: George Burnett Leisure Centre sports hall was closed between July 2017 and January 2018 for remedial works to the flooring.

Sports Club Leases:

- The South Perth Rugby Club lease agreement was finalised.
- Drafting of the Curtin University Rowing Club lease agreement has commenced.

Community Funding Program:

Funding continued to be distributed to local community groups, organisations and individuals via the City's Community Development Fund over the course of the quarter.

A Community funding information session was held at the Manning Library Function Room on 11 October 2017, with guest presenter Flavia Pardini from the Vic Park collective.

The South Perth Activation Network continued providing support for the Mends Street farmers markets and planning for future community movie events.

KidSport:

The City entered into a KidSport Agreement with the Department of Local Government, Sport and Cultural Industries, which will enable eligible local children to receive a payment of up to \$150 to assist with their participation in sport (the Department has recently reduced the maximum subsidy from \$200 to \$150 per applicant).

- Kidsport applications - 13 vouchers = total \$1,725.
- CSRFF Small Grant to South Perth Baseball Club for new batting cages (\$30,000 from State Government, \$58,566 from City - 18/19 budget)
- Individual Sports Grants = 3 approved applications. Total funding = \$700

Community Facilities Plan:

- The literature review was completed.
- An asset pick-up and condition assessment of all community facilities was completed.
- Background information and analysis is 90% complete.
- Development of the draft Community Facilities Plan commenced.

Sporting Floodlight Strategy:

- Pending approval of \$25,000 in mid-year budget review



Community Halls Marketing Campaign:
Manning Hall bookings have been relatively low with only 40 bookings made in comparison to South Perth Hall which received 83 bookings. The City has commenced planning to undertake a marketing campaign to promote its halls.

In Focus
Nil

Further information: [Policy P110 Support of Community and Sporting Groups](#)

1.3.6 Community events

Provide a range of community, cultural and civic events

Progress Comment

During the October to December 2017 quarter the City hosted a range of civic and community events along with temporary space activations and ephemeral public art initiatives.

A citizenship ceremony was held in November 2017, welcoming 40 new Australian citizens into the area; the City's annual Remembrance Day service also occurred during this month. The popular space activation initiative *Find Me* also returned in November 2017 with the first instalment being a series of free to use volleyball nets set up along the foreshore and its beaches. *Find Me* will continue through to April with a unique instalment each month.

[Community Culture and Recreation](#)

As part of the City's *Live Series* a free music concert aimed at seniors was held in December 2017 to a crowd of 350 people, featuring Perth act *Seventh Heaven*. The *Thank a Volunteer day* breakfast was also held early December 2017, where 52 individuals were nominated for the annual award.



The Carers luncheon was held to coincide with National Carers Week which ran from 15 to 21 October 2017. This was an opportunity to recognise and celebrate the outstanding contributions of unpaid carers in our community. Supported by Lotterywest and Carers WA, the event included tips on reducing stress, mindfulness activities and conversations about the importance of social support. Refreshments were provided.

HOME Karawara coordination

- Free community BBQ held in Karawara
- Free Community Christmas dinner at Curtin Primary School

In Focus

Nil

Further information: [Event Information](#)

1.3.7 Library services

Continue to develop and maintain the City's library services with a diverse and expanding collection of materials, further development of digital library services and an annual program of library, educational and literacy events and programs

Progress Comment

Library Services maintains a high level of patronage through its continual development of collections and high literacy events and programs, including :

October

- Monthly Lego Club session, Manning and South Perth
- Weekly Storytime sessions, Manning and South Perth
- Weekly Rhymetime sessions, Manning and South Perth
- Weekly eResources training, Manning and South Perth
- Adult Bookclub meetings, Manning and South Perth
- RoboLab for Secret Club, Manning
- School Holiday program both libraries - Salvaged Storytime, Pyjama Storytime
- Learning English through Storytime , 6 week program, Manning
- Adult Boardgames, Manning
- Frog Club session, South Perth
- Words with Wine – Leigh Straw, South Perth
- Study Space, Manning and South Perth

[Library Services](#)



November

- Monthly Lego Club session, Manning and South Perth
- Weekly Storytime sessions, Manning and South Perth
- Weekly Rhymetime sessions, Manning and South Perth
- Weekly eResources training, Manning and South Perth
- Adult Bookclub meetings, Manning and South Perth
- eResources Training, Manning and South Perth
- Frog Club session, South Perth

- Special Edition – Rachel Johns, Civic Centre
- Adult boardgames, Manning
- Naplan session – Bring back the fun, Manning
- Write Along the Highway – Weekly Write ins, Manning
- Poetry D’Amour, Manning Hall
- Get the Facts – Give and receive feedback WATH, South Perth
- Get the Facts – Sea Shepherd, Manning
- Get the Facts – Reconnecting the brain, Manning
- Write Along the Highway – Write night, South Perth Hall
- Give the gift of reading campaign, Manning and South Perth

December

- Storytime session, Manning
- Adult Boardgames, Manning
- Children’s Storytime Christmas party, South Perth Hall
- Adult Bookclub meetings, Manning and South Perth
- Get the Facts – Skin cancer, Manning and South Perth
- eResources Training, Manning and South Perth

Children’s programs concluded 6 December 2017

In Focus

Nil

1.3.10 Community / Public Art

Implement, review and monitor the Public Art Strategy and relevant policies

Progress Comment

Developer Public Art

- Wesley College Artwork - The public art project at Wesley College by artist Robin Yakinthou continued during the October to December 2017 quarter (the project is anticipated to be completed in January/February 2018).
- Breeze Artwork - Construction of the public artwork titled ‘Breeze’ continued during the December 2017 quarter. The project should be finalised in the January to March 2018 quarter.
- Berrington Como Artwork - The public artwork project on

[Community Culture
and Recreations](#)



City land at the Berrington Como development by artists Mark Datodi and Steve Tepper was completed.

Ephemeral/temporary public art projects

- Moorditch Wirren Kep - an ephemeral artwork conceived by artists Elaine Clocherty & Sharyn Egan was commissioned by the City and on display to the public between 9 to 17 December 2017.

City public art projects

- Collins Street Centre mural – this mural was successfully completed in December 2017 by commissioned artist Simon Degroot after a period of community consultation.

Community art projects

- Hazel McDougall House Mosaic – construction of the community mosaic project titled Hazel continued during the period. The project is anticipated to be unveiled to the public in January 2018.

In Focus

23 November 2017 – Moorditch Wirrin Kep: South Perth to host 25-m wide sculpture

28 November 2017 – INVITE TO HELP CREATE ARTWORK

Further information: [Policy P101 Public Art](#) / [Policy P316 Developer Contribution for Public Art](#)

1.3.11 Review of City events

Undertake a major review of all the City's events

Progress Comment

This review has been completed. Some changes have been implemented as a result of the review, including a cost reduction to the Australia Day budget. The City is currently working towards the completion of a Cultural Plan which will inform the direction of future events and initiatives.

[Community Culture and Recreations](#)



In Focus

Nil

1.3.12 South Perth Tram Project

Source a suitable location for the permanent housing of the South Perth tram

Governance and
Marketing

Progress Comment

This project is pending further investigation.

In Focus

Nil



1.4 Encourage the community to embrace sustainable and healthy lifestyles

1.4.1 George Burnett Recreation Precinct Master Plan

Redevelop the George Burnett Leisure Centre – Precinct Plan

Progress Comment

The George Burnett Recreation Precinct Master Plan Request for Quotation was submitted to five recreation based consultants and also open on Tenderlink . The process closed on 5 December 2017.

[Culture, Community and Recreation](#)

Dave Lanfear Consulting has been appointed as the successful consultant to the project. Contact with Dave has occurred and the first initial meeting is scheduled for late January 2018.



In Focus

Nil

1.5 Develop effective processes to listen, engage and communicate with the community

1.5.1 Stakeholder Engagement

Deliver an enhanced program of community consultation initiatives to encourage increased community engagement and participation

Progress Comment

Clontarf-Waterford-Salter Point Masterplan

The City has engaged heavily with the community regarding the Clontarf, Waterford, Salter Point Foreshore Masterplan. Survey questions and background information was made available on the South Perth Your Say page and a public open meeting was held on 25 November 2017.

[All](#)

Connect South

The City continued stakeholder engagement for the Connect South project with a draft concept design presentation held on 25 October 2017 and public open comment period from 22 November to 22 December 2017. Further evaluation and an analysis of community response will be conducted in January 2018 and the Connect South Masterplan Concept Design presented to Council at the February 2018 meeting.



Bike Plan

The joint City of South Perth and Town of Victoria Park Bike Plan consultation continued with an additional focus group workshop with stakeholders to provide comment and refinement of the draft

document.

Cultural Plan

A community survey commenced in November 2017 as part of the stage one of the stakeholder engagement process for the City's Cultural Plan.

Engineering Infrastructure continues to provide routine "Inform" notices on all Capital work projects.

In Focus

- 26 November 2017 – South Perth gets set to stun
- 28 November 2017 – Council developing foreshore plan
- 5 December 2017 – Design concept open for comment
- 26 December 2017 – Help needed to develop first City cultural plan

Further information: [Policy P103 Communication and Consultation](#)
[Policy P301 Consultation for Planning Proposals](#)

1.5.2 External communications

Communicate with the community through a range of communications including the Peninsula, Peninsula Snapshot, e-newsletters, website, online, media releases and information brochures

Progress Comment

The City's online presence has grown during the quarter with the following subscription numbers:

Facebook: 6,235

Instagram: 2,099

Twitter: 1,250

LinkedIn: 403 followers

INFOCUS eNewsletter: 5,221 with 42% open rate

In Focus

Nil

[Governance and Marketing](#)



2.1 Identify and implement opportunities to improve biodiversity of the City's key natural areas and activity centres

2.1.1 Green Plan

Implement, review and monitor the Green Plan

[City Environment](#)

Progress Comment

Environmental restoration, maintenance and monitoring works continue in all the natural areas priority sites throughout the City as identified in the Green Plan. Scheduled revegetation works have been successfully completed around Hurlingham and Douglas lakes at Sir James Mitchell Park.



In Focus

Nil

Further information: [Green Plan](#)

2.1.2 Urban Forest Strategy

Replace the Street Tree Management Plan with an Urban Forest Strategy to cover the management of all the trees on public land

[City Environment](#)

Progress Comment

The Draft Urban Forest Strategy is currently being reviewed and updated and will be presented at the March Council Meeting.



In Focus

Nil

2.1.3 Habitat Improvement

Increase biodiversity including Carnaby's Cockatoo habitat

[City Environment](#)

Progress Comment

Carnaby's Black Cockatoo habitat enhancement and maintenance works at the Collier Park Golf Course Sanctuary sites continue in accordance with the proposed schedule of works. The restoration recommendation draft report has been produced to guide the City's future restoration works of sanctuary areas at Collier Park Golf Course.



In Focus

Nil

2.2 Foster and promote sustainable water, waste management and energy management practices

2.2.1 Water Action Plan

Implement, review and monitor the Water Efficiency Action Plan

Progress Comment

The City continues its implementation of the Water Management Plan 2017-2022 including all high priority water conservation and water quality actions. Implementation of the Water Efficiency Action Plan has been progressed as part of the Water Management Plan 2017-2022.

[City Environment](#)

In December 2017 scheme water leaks were investigated at Collier Park Retirement Village and an audit report including recommendations was produced. A Waterwise irrigation workshop was held in December 2017 for the City's community in partnership with the Water Corporation.



In Focus

Nil

Further information:

2.2.2 Integrated Catchment Management Plan

Implement, review and monitor the Integrated Catchment Management Plan

Progress Comment

Design for the Gross Pollutant trap in Scott Street at Stone Street was completed this quarter. The design specifications were forwarded to the product supplier for fabrication of the chamber. Installation is scheduled for March/April 2018. A detention cell system will be installed in Albert Street in February 2018. The design specifications for manufacturing of these concrete cells was forwarded to the product supplier for casting.

[Engineering Infrastructure](#)



In Focus

Nil

Further information: [Integrated Catchment Management Plan](#)

2.2.3 Irrigation



Upgrade the City's parks, reserves and streetscapes irrigation network to enable more sustainable water use

Progress Comment
The approved sites of Ryrie Reserve and Bill Grayden Reserve have been surveyed and a landscape concept is being finalised. From this the new irrigation design and specification will be finished and sent out for quote or tender. The new systems will be installed in approximately March/April 2018.

In Focus
Nil

Further information: [Asset Management Plan 2013-2023](#)

[City Environment](#)



2.2.4 Water Sensitive Urban Design

Design assessment completed by March for possible consideration in future budget

Progress Comment
No specific projects have been allocated in the 2017/2018 budget. The City will consider projects during the development of the 2018/2019 budget.

In Focus
Nil

Further Information: [Policy P211 Water Sensitive Urban Design](#)

[Infrastructure Services](#)



2.3 Increase community awareness of climate change risk through leadership, education, adaptation and mitigation

2.3.1 Climate Change Adaptation

Undertake a foreshore vulnerability assessment and develop adaptation action plans

Progress Comment
The City continues undertaking flood risk assessment in partnership with EMRC, including calibrated hydraulic and flood modelling, design and floodplain mapping. The Hydraulic Modelling report was developed in November 2017. This will be the foundation for preparation of risk mapping and risk and vulnerability assessments as part of Stage Three of the project. Completion of Stage Three is scheduled for April 2018.

In Focus

[City Environment](#)



Nil

Further information: [Climate Change Strategy 2010-2015 / Climate Change Risk Assessment Part A\) and B\) Summary](#)

2.4 Improve the amenity of our streetscapes and public open spaces while maximising their environmental benefits.

2.4.1 Public Open Space Strategy

Implement the Public Open Space Strategy

Progress Comment

Ryrie Reserve will be upgraded this year. Works will include hydrozoning and upgrades to the path network. The reserve has been surveyed and the new concept landscape design is in the final stages. Once procurement is complete the new design will be implemented in April/May 2018.

[City Environment](#)



In Focus

Nil

Further information: [Public Open Space Strategy](#)

2.4.4 Karawara Greenway Master Plan

Implement the Karawara Greenway Master Plan

Progress Comment

Community Development Initiative

Project 3: Foster community initiatives

This project aims to foster community development initiatives within Karawara. The HOME Karawara group facilitated by the City continued to build upon the growing community capacity in Karawara this quarter.

[City Environment](#)



In Focus

Nil

Further information: [Karawara Vision](#)



2.5 Identify, develop and promote a range of sustainable uses for the Swan and Canning River foreshore reserves

2.5.1 Kwinana Freeway Foreshore

Establish the framework and commence implementation of the Kwinana Freeway Foreshore Management Plan

Progress Comment

The Kwinana Freeway Foreshore Management Group including Main Roads, Department of Biodiversity, Conservation and Attractions, and the City of South Perth continues to meet on a bi-monthly basis and implement items from the management plan. Additionally a Technical Advisory Group has been formed from the three agencies to drive the master planning process for the Kwinana Freeway Foreshore.

[City Environment](#)



In Focus

Nil

Further information: [Kwinana Freeway Foreshore Management Plan](#)



2.7 Investigate, develop and implement sustainable waste management practices

2.7.1 Waste Education

Explore opportunities to increase the level of Waste Education within the City

[Engineering](#)
[Infrastructure](#)

Progress Comment

Cleanaway continues to visit local schools to assist in the development of their own waste and recycling programs as part of fulfilling their contract requirements.

Adult sessions are being developed for the second half of the year.



In Focus

Nil

2.7.2 Waste Management Plans

Complete a Waste Management Plan

[Engineering](#)
[Infrastructure](#)

Progress Comment

The Waste Management plans are still under development. An initial draft is currently being assessed by staff before it will be released for general comment.



In Focus

Nil

Further information: [Waste Avoidance and Resource Recovery Act](#)



2.7.3 Regional Waste Management Strategy

Contribute to the development of a Regional Waste Management Strategy

Progress Comment

The Regional Waste Strategy is predicated on the Waste to Energy process as an alternative waste treatment to divert all waste from landfill. Under the Strategy the City along with other participants would commit all of its waste to a privately owned and operated Waste to Energy facility, if constructed, at a very attractive disposal rate in comparison to that being paid for the landfill alternative. Progress towards the construction of such a facility has been a long process though some progress has now been made.

[Engineering Infrastructure](#)

A media release at end of this quarter from Phoenix Energy (the private owner and operator of the proposed Waste to Energy facility) advised that preliminary site investigation works would be commencing in the new year at the Kwinana site of the Waste to Energy plant. After completing the initial site investigation, general construction works are likely to commence mid-year. The plant is likely to have a build time of three years. The fulfilment of the Strategy will be completion of the plant and all of the City's waste being diverted from its current designation to landfill to the new plant.



In Focus
Nil

Further information: [Rivers Regional Council Strategic Waste Management Plan](#)

2.7.4 Collier Park Recycling Centre

Implement the recommendations of the adopted Collier Park Recycling Centre Review

Progress Comment

The new offices for Ranger Services and the senior staff of Waste Management were opened in December 2017.

[Engineering Infrastructure](#)

Temporary arrangements were put in place this quarter for the distribution of mulch to residents. A permanent structure has been planned for construction later in the year.



In Focus



Nil



3.1 Develop a Local Planning Strategy to meet current and future community needs, cognisant of the local amenity

3.1.1 Local Planning Strategy

Develop a local planning strategy, inclusive of a local housing strategy and local commercial strategy

Progress Comment

The preparation of background information and analysis (Part Two of the Strategy) continued during this quarter. The following tasks were undertaken as part of the preparation of this section:

- The review of the retail needs assessment from 2013 and development of an activity centres review was completed. This study analysed the existing supply and future demand for commercial floor space in centres within the City (excluding Canning Bridge and the South Perth Station Precinct) and made recommendations on how to best meet the future demand and needs
- A stakeholder engagement plan was prepared and endorsed by EMT
- A consultant was engaged to facilitate community and elected member workshops, and analyse the surveys received as part of preliminary engagement
- Consultation and communication materials for preliminary engagement were prepared.

[Strategic Projects](#)



In Focus

Nil

3.1.2 New Town Planning Scheme

Develop a new Town Planning Scheme

Progress Comment

The report of review endorsed by Council in June 2017 was endorsed by the Western Australian Planning Commission. A notice of this decision has been published in the local paper and the City's website and the report has now been made public. The following tasks were also undertaken:

- Work on the audit of the existing Scheme continued
- Preparation of administrative provisions in accordance with the Model Provisions.

[Development Services](#)



In Focus

Nil

Further information: [Town Planning Scheme No. 6 / Directions 2031 and Beyond](#)

3.2 Develop integrated local land use planning strategies to inform precinct plans, infrastructure, transport and service delivery

3.2.1 Waterford Triangle Scheme Amendment

Progress the Waterford Triangle Scheme Amendment

Progress Comment

The City continued preparation of a draft amendment to Town Planning Scheme No. 6 to facilitate development in the Waterford Triangle Area. A report on work to date and the proposed approach was presented to Council in December 2017.

Strategic Projects

Discussions with the proponent for a scheme amendment in a sub precinct within the area also continued. The draft amendment is proposed to be presented to Council for initiation in 2018.



In Focus

Nil

Further information: [Town Planning Scheme No. 6](#)

3.2.2 South Perth Station Precinct

Review of current design requirements for new developments

Progress Comment

Consulting firm Roberts Day continued the preparation of an Activity Centre Plan for the South Perth Station Precinct. A report on background information and analysis of transport and economic factors was completed during the quarter.

Strategic Projects

The Stakeholder Reference Group was briefed by RobertsDay and City officers in November 2017 on the work completed to date and the process to complete the Activity Centre.



In Focus

Nil

Further information: [Town Planning Scheme No. 6](#)

3.3 Review and establish contemporary sustainable building, land use and best practice environmental design standards

3.3.1 Town Planning Scheme Amendments

Facilitate and undertake amendments to the City's Town Planning Scheme

Progress Comment

Scheme Amendment No. 54 to align the scheme text with the Deemed Provisions and State Planning Policy 3.1 Residential Design Codes was approved by the Minister during the quarter. Gazettal will occur early in 2018.

Scheme Amendment No. 55 to modify provisions for projections beyond the three-dimensional building envelope for Lot 801 Bradshaw Crescent and Lot 802 Conochie Crescent was approved by the Minister and finalised this quarter.

Scheme Amendment No. 56 to create a new Special Control Area to Facilitate and control development on the South Perth Civic Site was given consent to advertise by the Western Australian Planning Commission subject to minor modifications. Advertising commenced in mid-November and will conclude on 16 January 2018.

Strategic Planning

Scheme Amendment No. 57 to create a new precinct Canning Highway East and associated development provisions was presented to a Council briefing. Following this briefing further work on the built form typologies and development provisions has been undertaken. It is anticipated to present the outcomes of this work to a Council briefing in the first quarter of 2018.

Scheme Amendment No. 58 to modify various definitions relating to licensed premises was initiated by Council in mid-November and advertising commenced in early December 2017.

In Focus

Nil

Further information: [Town Planning Scheme No. 6](#)

3.3.2 Town Planning Policy

Implement and review policies to ensure they meet community expectations



Progress Comment

The following draft policy was endorsed for advertising by the Audit Governance and Risk Committee and Council. The following policy is currently being advertised:

- P318 – Short Stay Accommodation

Strategic Planning

Policy P302 – General Design Guidelines for Residential Development was revoked by Council and the following draft policies were finalised by Council:



- P350.07 – Street walls and fence
- P350.02 – Lot boundary setbacks (walls to lot boundaries)
- P P350.17 – Site works.

In Focus

Nil

Further information: [Town Planning Scheme No. 6](#)



4.1 Develop and facilitate activity centres and community hubs that offer a safe, diverse and vibrant mix of uses

4.1.1 Mill Point Node Plan

Progress the recommendations of the South Perth Foreshore Strategy and Management Plan

[Infrastructure Services](#)

Progress Comment

Concept plans for the South Perth Foreshore Node 2 are nearly complete as well as landscape plans for the foreshore extending from Node 2 (Coode Street) to Ellam Street.



In Focus

Nil

4.1.3 Manning Library Refurbishment

Investigate the potential uses for the existing Manning Library site

[City Environment / Governance and Marketing](#)

Progress Comment

Expressions of Interest were called in November 2017 with a report presented to the Property Committee in December 2017. This Expression of Interest process is still under consideration, pending discussions with the Department of Lands as requested by the Committee.



In Focus

Nil

4.1.4 Mends Street Precinct

Upgrade and redevelop the Mends Street precinct

[Infrastructure Services](#)

Progress Comment

A concept design for the Mends Street precinct (Connect South) has been produced following extensive community consultation and stakeholder engagement which took place between June and October 2017. It creates a cohesive character for the study area and addresses the short term and longer term vision. This will enable future works outside the current funding scope to be implemented.



Detailed designs will be produced following the community consultation and Council consideration of the draft review at the February 2018 meeting.

In Focus
Nil

Further information: [City of South Perth Strategic Community Plan 2015-2025](#) / [South Perth Foreshore Strategy and Management Plan](#)

4.1.5 Ernest Johnson Reserve

Refine and implement the adopted Master Plan for the Ernest Johnson Reserve

[City Environment / Community Culture and Recreation](#)

Progress Comment

The new buildings completed as part of Stage One were given Practical Completion status on 15 December 2017. Stage Two of the project which comprises the landscape portion of the project, is in the final stages of design. A costings model of this stage will be constructed by the project quantity surveyor prior to its release for tender. The demolition of the old existing buildings will be programmed once all tenants have moved into the new facilities.



CCR Comment – as part of Stage 2:

- Management licence agreements are being drafted for the four main tenants of the John McGrath Pavilion (RSL Club, Rotary Club, South Perth Junior Football Club, and WA Football Umpires Association).
- The tenants have had a tour of the facilities; and will relocate into the new building by February 2018 to enable demolition of old existing buildings.

- All regular users of the Pavilion and Hall are currently being scheduled in.
- South Perth Cricket Club has been relocated to James Miller Oval for the remainder of the cricket season.
- Athletics Club will operate mostly on Hensman Park.
- Personal Trainers and Dog Walkers will continue to receive access to the reserve (non-fenced sections) throughout the works program.
- South Perth Junior Football Club has been partially relocated to Morris Mundy Reserve for the start of the winter season (i.e. as a backup plan if the completion of Stage 2 works is delayed).
- Umpires Association will use surrounding parts of Sandgate and Hensman reserves, if required.

In Focus

Nil

Further information: [Ernest Johnson Reserve Master Plan](#)



4.1.7 Millers Pool Café/Restaurant

Develop and conduct an EOI/tender process

[Governance and Marketing](#)

Progress Comment

A report on leasing arrangements is being prepared for consideration by the Property Committee.



In Focus
Nil

4.2 Encourage and facilitate economic development.

4.2.1 Economic Development Strategy

Implement, review and monitor the Economic Development Strategy 2017-2020

[Governance and Marketing](#)

Progress Comment

The City hosted a number of Business Foundation courses for small business located in South Perth during the quarter.



In Focus
Nil

Further information: [Economic Development Strategy](#)



4.2.2 Marketing and promotion of the City of South Perth

Investigate and develop various methods to promote and market the City of South Perth as an attractive destination

[Governance and Marketing](#)

Progress Comment

The City continued to market and promote the City, its events and attractions during the quarter.



In Focus

Nil

Further information: [Economic Development Strategy](#)

4.3 Review and manage the impact of the proposed development and transport planning for the Curtin University Precinct and Bentley Technology Park Precinct

4.3.1 Curtin University and Bentley Technology Park Precinct

Liaise with Curtin University, Bentley Technology Park Precinct, Department of Planning, Department of Transport and other key stakeholders, contributing to the development of the Curtin University Master Plan

[Strategic Projects](#)

Progress Comment

There has been no further progress this quarter. The draft Specialised Activity Centre Plan is with the Department of Planning.



In Focus

Nil

Further information: [Bentley-Curtin Specialised Activity Centre Structure Plan](#)

4.4 Engage the community to develop a plan for vibrant activities and uses on and near foreshore areas and reserves around the City

4.4.1 South Perth foreshore

Develop and implement the Node Plans for the South Perth Foreshore Strategy and Management Plan as per their adopted priorities

[City Environment](#)

Progress Comment

Concept plans for the South Perth Foreshore Node 2 are nearly complete as well as landscape plans for the foreshore extending from Node 2 (Coode Street) to Ellam Street.





In Focus
Nil

Further information: [South Perth Foreshore Strategy and Management Plan](#)

4.4.2 Salter Point/Waterford Master Plan

Develop and implement a Master Plan for the reserves and natural areas on the Salter Point and Waterford foreshore

Progress Comment

The development of the Clontarf-Waterford-Salter Point Foreshore Master Plan has been progressing in accordance with the approved schedule of works. A series of consultations with community and stakeholders has been successfully completed. A draft Masterplan has been produced and released to public for review and feedback via the *Have your Say South Perth* portal along with survey questions.

[City Environment](#)



In Focus

28 November 2017 – Council developing foreshore plan

5.1 Advocate for, implement and maintain integrated transport and infrastructure plans in line with best practice asset management and safe systems principles

5.1.1 Canning Bridge Activity Centre Structure Plan

Implement and manage the Canning Bridge Precinct Structure Plan with the City of Melville

[Strategic Planning](#)

Progress Comment

Development applications continued to be processed. The City's planning staff are monitoring and logging issues as they arise to inform the review which will be undertaken in June 2018.



In Focus

Nil

Further information: [Canning Bridge Precinct Vision and Structure Plan](#)

5.1.2 Infrastructure Asset Management and Renewal

Refine, implement and monitor Asset Management Plans for all infrastructure program areas

[Infrastructure Services](#)

Progress Comment

The road and car park condition survey data collection project has been completed with the data collected and report received from the consultant. The survey data will now be used to update the Roads Asset Management Plan and associated Capital Works Programme.



In Focus

Nil

Further information: [Asset Management Policy](#) and [Asset Management Plan 2013-2023](#)

5.1.3 South Perth Station Precinct

Design and implement plans to ensure the best integrated transport outcome for the South Perth Station Precinct

[Infrastructure Services](#)

Progress Comment

Activity in Harper Terrace continues to require the closure of the street to through traffic. The owners/residents of South Bank (formerly 98 Mill Point Road) fully support the closure and the assistance being provided by the city officers. Practically all foundation works on the Echelon and Millstream Developments have now been completed and works above ground will be the next stage. Activity expected to increase significantly in third quarter as several new projects are commenced and others currently on hold, are scheduled to





recommence.

A weekly update of approved work activities in the precinct requiring traffic management is prepared by Network Operations and placed on the Home Page.

In Focus
Nil

5.2 Advocate for, provide and maintain a safe, efficient and reliable transport network based on safe systems principles

5.2.1 Road, Traffic Management and Drainage Capital Works Programs

Complete the Roads, Drains and Traffic Management Program

[Engineering Infrastructure](#)

Progress Comment

15,230 square metres rehabilitation completed in second quarter. (Angelo Street - at roundabout with Onslow - 980 sq. metres, Hensman Street - Labouchere to Ridge - 2,600 sq. metres, Riverview Street - Labouchere to Onslow - 1,770 sq. metres, Cassey Street - Leonora to Canning - 1,400 sq. metres, Dyson Street - Canning to Darling - 1,390 sq. metres, Saunders Street - Canning to Lockhart - 2,870 sq. metres, Hope Avenue - Redmond to Welwyn - 1,590 sq. metres, Robert Street - Davilak to Wooltana - 2,630 sq. metres).



In Focus
Nil

Further information: [Asset Management Plan 2013-2023 / 2015/2016 Budget](#)

5.2.2 Integrated Transport Plan

Review and development of a new Integrated Transport Plan

[Strategic Planning](#)

Progress Comment

There has been no progress this quarter due to other higher priority projects being progressed.



In Focus
Nil

Further Information: [Integrated Transport Plan](#)



5.2.3 Parking Strategy

Implement principles embodied in the adopted Parking Strategy

[Engineering](#)
[Infrastructure](#)

Progress Comment

The Parking Management Action Plan was adopted by Council at the October meeting. A review of the Plan and the fee structure will be undertaken in the last quarter for inclusion as appropriate in the 2018/19 Budget.



In Focus
Nil

Further Information: [Parking Strategy](#)

5.3 Facilitate a pedestrian and cycle friendly environment

5.3.1 Footpath, shared path and cycle path program

Implement and review the Footpath, shared path and cycle path program

[Engineering](#)
[Infrastructure](#)

Progress Comment

0.94 kilometres of new “poured in place” concrete path (approximately 1400 square metres and 320 tonnes of concrete) was installed in the quarter. This represents four new sections of path.



In Focus
Nil

Further information: [Asset Management Plan 2013-2023](#)



5.3.2. Bike Plan

Review and develop a new Bike Plan

[Engineering Infrastructure](#)

Progress Comment

The Draft Bike Plan (authored by Aurecon, overseen by Engineering Infrastructure) was finalised in November 2017. The “Executive Summary” of the Bike Plan report was presented to Councillors and the Executive Management Team in December 2017. The presentation was made by the Aurecon team and was well received. A “focus group” workshop was subsequently held at the Civic Hall. The Workshop included residents and staff from both the City and Town of Victoria Park and the Department of Transport. The workshop provided an opportunity to work through the comments received and to assess how the feedback could be incorporated into the Final Plan. The Final Plan will be presented to Council next quarter.



In Focus
Nil

5.4 Advocate for and facilitate effective management of Swan and Canning River foreshore infrastructure

5.4.1 Foreshore management

Continue to seek external funding and undertake improvement works for upgrading and replacing the City’s river wall infrastructure

[Infrastructure Services](#)

Progress Comment

City officers have engaged marine engineers to develop river wall designs, specifications, costings, and a program for the replacement of the river wall between the Coode Street boat ramp and Ellam Street as well as an enhanced black swan habitat. Testing of the site for Acid Sulfate Soils and Asbestos will begin in the new year.



In Focus
Nil

5.4.2 Perth Waterfront Development

Advocate for a shared vision of Perth Water with the City of Perth, Town of Victoria Park and the Swan





River Trust

[Development & Community Services](#)

Progress Comment

The City continued to participate in the Perth Water Vision Group, which includes the Department of Parks and Wildlife, Department of Transport, City of Perth, Town of Victoria Park, Metropolitan Redevelopment Authority, Tourism WA and Department of Planning.



In Focus

Nil

5.5 Advocate for state-wide significant infrastructure

5.5.1 South Perth Train Station

Develop a business case for the South Perth Train Station

[Governance and Marketing](#)

Infranomics (consulting firm) continued to progress the short form business case for the South Perth Train Station (SPTS), due towards the end of the next (3rd) quarter 2017/18.

The Mayor, CEO and Director Corporate met with the Minister for Transport; Planning; Lands, the Hon. Rita Saffioti and advisors on 14/11/2017 to discuss a range issues, including the SPTS. The Minister outlined her focus for this term, essentially being the commitments made during the Election (MetroNet). The Minister stated she had always believed that a SPTS should proceed, but that her focus is on the election commitments and that SPTS would probably be on the 7-9 year horizon should they be re-elected. The Minister encouraged the City to progress the short form Business Case and advised the Government were updating their unsolicited bids framework.



In Focus

Nil

Further information: [South Perth Station Precinct Plan](#)



6.1 Develop and implement innovative management and governance systems to improve culture, capability, capacity and performance

6.1.2. Occupational Health and Safety

Develop and implement data management systems, processes and procedures to improve safety

Progress Comment

The City has been working in collaboration with an experienced Strategic OSH Consultant provided by LGIS to deliver strategic OSH advice, support and leadership to the City and the other participating authorities, as well as to ensure that OSH strategies and programs are implemented. The City has progressed the immunisation program for at risk employees with vaccinations due to occur in March 2018. Improved hazard and incident identification and reporting has also progressed and is currently due to be rolled out in the third quarter

[Human Resources](#)



In Focus
Nil

6.1.4 Governance Framework

Provide a fully integrated robust governance framework with annual reviews of the City's governance framework, policies, management practices, delegations and periodic reviews of the Code of Conduct and Local Laws

Progress Comment

The Audit, Risk and Governance Committee considered the following during the quarter:

- Internal audit
- 2016/17 financial statements
- Policy review
- Review of council delegation DC partial closure of a thoroughfare
- Corporate Business Plan – First Quarter Update
- Review of Standing Orders Local Law
- Tree Damage – Review of penalties for offences
- Consent to advertise – Draft Local Planning Policy P350.18 Short Term Accommodation
- Report to revoke Local Planning Policy P305 Land Reserved for Road Widening

[Governance and Marketing](#)





- Revocation of Local Planning Policy P302 General Design Guidelines for Residential Development.

In Focus

Nil

6.1.5 Elected Member leadership

Biennially coordinate ordinary local government elections, aiming to attract a diverse range of elected members that reflect the views of the South Perth community, and conduct and coordinate regular elected member induction and development training sessions.

[Governance and Marketing](#)

Progress Comment

Council elections were successfully held in October 2017. A number of induction sessions were held with Council. Councillors are provided an annual professional development and training allowance.



In Focus

Nil

Further information: [Governance Framework and Statement](#)

6.1.6 Information technology

Maintain and develop a safe network that provides a stable, robust technology environment, enhances systems and processes, and delivers best practice technology and strengthens organisational capacity

[Corporate Services](#)

Progress Comment

Security – All physical servers, virtual servers and desktops were patched to protect the City's computer network from the recently identified Spectre and Meltdown vulnerabilities.

Windows 10 and Office 2016 Upgrade – We are still in System testing and moving into User Acceptance Testing (UAT) in the third quarter. These upgrades will be rolled out first with the mobile fleet in the third quarter and the desktop fleet in the fourth quarter should system testing with the City's current suite of applications prove successful.

Councillor Laptops – The rollout of laptops to Councillors will be completed in the third quarter. Eight out of our nine Councillors are currently working with a new laptop.



In Focus

Nil

6.1.7 Knowledge management

Provide effective knowledge management services that reflect contemporary best practice standards and build organisational capacity





[Corporate Services](#)

Progress Comment

780 files have been signed off for disposal this quarter. These will be disposed of in the third quarter.



In Focus

Nil

6.1.8 Digital Services

Identify and progress new opportunities for digital service delivery

[Corporate Services](#)

Progress Comment

Electronic Forms and workflow Development – The Animal Care Register has moved through User Acceptance Testing (UAT) and with management approval will go live in the third quarter. The Invite to Tender request form is in early stages of scoping and is expected to go live in the fourth quarter.



In Focus

Nil

6.1.9 Financial Reporting and Property Database Solution

Investigate, evaluate and implement a new technology software system and continue enhancing it to respond to emerging data capture and analysis needs

[Corporate Services](#)

Progress Comment

Council approved a change from the City's Information System Strategy to an Integrated Information Systems Strategy (commonly known as an ERP) on 26 September 2017. Progress was made on the due diligence (i.e. completing a draft Project Management Plan, draft Change Management Plan and draft Contract) during this quarter. Completion of this work is expected in the next quarter, for Council consideration by March 2018.



In Focus

Nil

6.1.11 Service Review

Undertake rolling service reviews on identified propriety areas and integrated with key organisational programs



Organisational
Performance

Progress Comment

Services and projects were mapped against the 2017-2027 Strategic Community Plan adopted 26 September 2017.



In Focus

Nil

6.2 Maintain and enhance a robust Integrated Planning and Reporting Framework (in accordance with legislative requirements)

6.2.0 Australian Business Excellence Framework

Organisational
Performance

Progress Comment

The City's 2016/17 Annual Report included a section on the Australian Business Excellence Framework.

The City's website has been updated.

A delay in the release of the revised Australian Business Excellence Framework has meant a delay in delivery of the three day course. Release is scheduled for early 2018.



In Focus

Nil

6.2.1 Integrated Planning Framework

Undertake annual reviews of the Corporate Plan, Workforce Plan, Strategic Financial Plan and Asset Management Plan

Governance and
Marketing

Progress Comment

Development of the City's Corporate Business Plan and Workforce Plan is almost complete.

The City's Integrated Planning and Reporting webpage has been updated.



In Focus

Nil

Further information: [City of South Perth Strategic Plan 2015-2025](#)





6.2.2 Strategic Community Plan

Undertake a major review of the Strategic Community Plan, including community consultation

Progress Comment

The Strategic Community Plan was officially launched on 1 November 2017. Two versions of the document were produced, a full and summary version. Both documents have been made available to the community via the City's website, Libraries, Civic Centre and State Library.

[Organisational Performance](#)

All City staff have been given and copy of the summary document and all senior staff have been given a copy of the full version.



The City's internal and external webpages have been updated.

In Focus

Nil

Further information: [City of South Perth Strategic Plan 2015-2025](#)

6.2.3 Integrated Asset Management System

Develop and refine the Asset Management System to enable greater confidence in data outputs and reporting system

Progress Comment

The pathways defect survey (78%) has been completed to date. The condition assessment of pathways (85%) and parks assets (55%) has been completed to date. The Confirm Asset Management System has been configured to allocate pathway maintenance jobs to maintenance crews via the ConfirmConnect mobile module, resulting from pathways defect survey. This will commence 15 January 2018.

[Infrastructure Services](#)



In Focus

Nil

Further information: [Asset Management Plan](#) / [Policy P688 Asset Management](#) / [Policy P613 Capitalisation & Valuation of Fixed Assets](#)

6.2.4 Information Technology Strategy

Plan and deliver the requirements of the IT Strategic Plan





[Corporate Services](#)

Progress Comment

Change to the Information Systems Strategy, to an Integrated Information Systems Strategy (commonly known as an ERP), was approved by Council on 26 September 2017. Work progressed on completing the due diligence (draft Project Management Plan, Change Management Plan, linked to a draft Contract with TechnologyOne) for Council consideration during the third quarter (March 2018) . Should Council approve the contract being finalised, the IS Strategy adoption will then commence the implementation (1System) based on the Project Management Plan and Change Management Plan. The implementation phase, likely to be over three years, would be referred to by the City as “1System”, with the tag “Enabling Innovation”. Essentially this is the implementation of the TechnologyOne, CiAnywhere platform using the OneCouncil process ‘accelerator’. The Authority database (Informix) was upgraded in the second quarter, with the operating system (Linux) to be upgraded in the third quarter. The authority database update will be to be undertaken in the fourth quarter (June 2018).



In addition to planning for an ERP, existing system(s) refinement continues, mindful of the potential change. Essential changes of the Accounting System (Authority) are being tested to improve the Purchasing. Final stages of User Acceptance Testing (UAT) were undertaken and will progress with ‘go live’ expected to occur in the third quarter.

Early work has also progressed on an upgrade of our Customer System (Lagan), with UAT and ‘go live’ expected during the third and fourth quarters respectively.

In Focus

Nil



6.2.5 Corporate Performance Reporting Framework

Prepare a Statutory Annual Report, Annual Compliance Audit Return and monitor corporate performance on a monthly basis via Performance Manager

Progress Comment

The Statutory Annual Report was completed in a timely manner without qualification. It was audited and lodged with the Department of Local Government, Sport and Cultural Industries.

The Annual Compliance Audit is in progress with External Auditors Engaged to undertake a review of Purchases, Procurement and Payroll. The Compliance Audit Return is due by 31 March 2018 and is currently on target for completion by this date.

Governance and Marketing

Monthly Expenditure Reports are provided to Management. Process improvements with regards to Payroll Costing and Fixed Assets are currently being undertaken.



The Mid-Year Budget Review is currently work-in-progress and will be provided to the Audit, Risk & Governance Committee in March 2018 and subsequently provided to Council. Meetings were held with management during the quarter.

In Focus Nil

Further information: [Local Government Act 1995](#)

6.2.6 Financial sustainability and capacity

Prepare a Long Term Financial Plan and Annual Budget and complete all statutory financial reporting in accordance with statutory requirements

Progress Comment

Engagement of consultant to support Long Term Financial Plan will be undertaken in the second half of 2017/18 to assist with a Ten Year Financial Plan.

Corporate Services

Preparation of the Annual Budget for 2018/19 will commence in March 2018, following completion of current financial deliverables (Annual Compliance Audit Return with, Mid-Year Budget Review



and anticipated Interim Audit.

In Focus
Nil

Further information: [Local Government Act 1995](#)

6.2.7 Organisational Capacity

Develop and sustain a highly skilled and effective workforce , as a 'employer of choice' amongst comparable local governments

Progress Comment

The City offers its employees development opportunities as identified through the annual performance review process and schedules programs accordingly throughout the year. In 2014 the City embarked on a culture optimisation journey with the aim of creating a high performing culture. In 2015 the culture was measured through a survey and in February 2018, the City will be reassessing the culture. Outcomes will be considered and factored into the development of the Workforce Plan.

[Human Resources](#)



In Focus
Nil

6.3 Continue to develop best practice policy and procedure frameworks that effectively guide decision-making in an accountable and transparent manner

6.3.1 Risk Management

Undertake a half yearly review of priority risk treatments and an annual review of the Risk Management Plan

Progress Comment

Local Government Insurance Services is working with the City's Executive Team to develop a strategic risk register.

[Corporate Services/Governance and Marketing](#)



In Focus
Nil





6.4 Implement a customer relationship management system that provides a high level of customer responsiveness and satisfaction.

6.4.1 Customer Service

Regularly review the City's Customer Service Charter and undertake a biannual Customer Satisfaction Survey, bi-annual external communications survey and regular mystery shopping to ensure continuous improvement and best practice in customer service delivery

Progress Comment

A further review of the Customer Service Charter and areas of improvement commenced this quarter. This included the development and improvement of online payment services along with the introduction of a new dog registration payment service.

[Corporate Services](#)



In Focus

Nil

Further information: [Customer Charter](#)

6.4.2 Customer Relationship Management

Enhance the use of the Customer Relationship Management System across a range of administrative processes

Progress Comment

The version upgrade of Lagan continued this quarter. The review of the customer relationship management databases review will continue as the City works towards an Integrated Systems Strategy (ERP).

[Corporate Services](#)



In Focus

Nil

6.4.3 Electronic Development Application System

Implement an electronic approvals system for building permits and planning applications

Progress Comment

The Development Application Lodgement System is now in the final stages of User Acceptance Testing (UAT) from an internal (staff) perspective. Customer (public) testing with a select group of City developers will be undertaken in the third quarter. The system is expected to be launched on the City's website in the latter part of

[Corporate Services](#)





of the third quarter or early in the fourth quarter.

In Focus
Nil

6.4.4 Content Management Website

Upgrade the Content Management System and enhance the various modules as required

[Governance and Marketing / Corporate Services](#)

Progress Comment

The City continues to develop content for its website.

In Focus
Nil



6.5 Advocate and represent effectively on behalf of the South Perth community.

6.5.1 Lobbying Federal and State Government

Lobby the Federal and State Government for funding for a range of major strategic projects such as George Burnett Leisure Centre redevelopment, Old Mill and the Canning Highway reservation upgrade

[Governance and Marketing](#)

Progress Comment

The City continues to meet with key agencies and politicians to advocate for City initiatives.

In Focus
Nil



Further information: [City of South Perth Strategic Plan 2015-2025](#)

6.5.2 Partnership and stakeholder relationships

Maintain and foster key partnerships, sponsorships and stakeholder relationships such as the Perth Zoo

[Governance and Marketing](#)

Progress Comment

The City entered into a new three year strategic partnership Partnership agreements with Perth Zoo in November 2017. Partnership agreements with the following organisations continued this quarter:

- Southcare
- Moorditj Keila





- RSPCA
- Constable Care.

A stakeholder function was held in November 2017.

In Focus
Nil

Further information: [City of South Perth Strategic Plan 2015-2025](#)

Policy P609 Management of City Property

Responsible Business Unit/s	Governance, Financial Services
Responsible Officer	Manager Governance and Marketing, Manager Financial Services and Manager Community Culture and Recreation
Affected Business Unit/s	Community Culture and Recreation, Financial Services, Governance, 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, name 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 naming, leasing and sale of land process.

Policy Statement

Naming of City Facilities and Buildings

This policy provides guidance for the naming of City of South Perth facilities. *City facilities* and buildings owned by the City of South Perth on City owned or Crown land.

Where appropriate, the Council may consider naming facilities and buildings, in honour of persons considered to have made an outstanding contribution to the community, worthy of such an honour.

The following process should be followed by Council, in a confidential manner until finalised.

Shortlisted names will be assessed against the below criteria and presented to the Council for consideration.

The criteria for shortlisted names could include:

- Prominent South Perth identities, including pioneering families and persons with historical connections to South Perth;
- Persons who have made a significant contribution to and have had a long term association with the South Perth community;
- Traditional indigenous names relevant to a site or locality or with a relevant meaning
- Names that represent any relevant South Perth landmarks, flora or fauna.

Where a person's name is involved, approval will be sought from the person proposed to being honoured or their family, prior to the name being presented to the Council for consideration.

Commemorative Plaques

The City may allow friends or relatives of a deceased person who had a significant connection with the City to install a commemorative plaque on City controlled land. The City's officers may decide to allow the installation of a commemorative plaque on an approved structure or tree only, in accordance with Management Practice M111 Placing of Memorials on Public Open Space, Road Reserves and Streetscapes.

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 to 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:

1. Leases will be granted for a period of 5 years with a 5 year option to provide sporting clubs with security of tenure and the ability to attract funding;
2. 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.
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).

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.; 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 5 years with a 5 year option years; and
- 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.
- 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.

Page 2 of 3

Policy Number: P609
Council Adoption: 28/05/13

Relevant Council Delegation: DC609 Leases and Licences
Relevant Delegation: N/A

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 2017-2027

Page 3 of 3

Policy Number: P609
Council Adoption: 28/05/13

Relevant Council Delegation: DC609 Leases and Licences
Relevant Delegation: N/A

Strategic Direction Leadership

Policy P661 Complaints

Responsible Business Unit/s	Governance
Responsible Officer	Manager of Governance & Marketing, 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, **Elected Members**, contractors, consultants and the wider community.

Policy Statement

The City delivers a wide range of services to our community and visitors and we are committed to providing quality Customer Service.

The City values complaints as they provide feedback on our operations which allows us to continuously improve. We are committed to a quality complaints handling process which ~~—The City's complaints handling process, as outlined in Management Practice M661 Complaints,~~ reflects the essential elements ~~of a complaint handling process~~ as set out in the Australian Standard and the principles of effective complaint handling ~~published by~~ ~~as set out by~~ the Ombudsman's Office of Western Australia.

What is a Complaint?

A complaint is:

“an expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required” (as defined by the *AS/NZS 10002-2014 Guidelines for complaint Management in Organisations*)

What is not a Complaint?

A complaint is not:

- The initial request for a service to be delivered;
- A request for documents, information or explanation of policies or procedures;
- Compliance enforcement action;
- The lodging of an appeal or objection in accordance with a statutory process, standard procedure or policy;
- A petition; and
- A civil dispute between private individuals

The above will not be registered as complaints due to the fact that each is covered under a separate process or policy.

The city may determine to take the following courses of action:

- Take no further action and advise the complainant of the reason/s;
- Resolve the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation;
- Discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

Making a Complaint

Complaints may be lodged with any officer of the City by email, in writing, in person or by **completing the complaints form** which is located on our website.

At a minimum, the following information is to be supplied in order to effectively process the complaint:

- Name and address
- Contact details
- Complaint details
- Date of occurrence of complaint

Anonymous Complaints

The City accepts anonymous complaints however the complaint will not be investigated unless in the opinion of City Officers it raises a serious matter, such as an issue that poses a public health or safety risk or an emergency situation and there is sufficient information in the complaint to enable the City to conduct an inquiry.

Fairness

The City approaches complaints handling in the same manner as it approaches all its other duties. The City's handling of complaints will be based on the City's adopted values and in line with the standards set by the Code of Conduct. The City will ensure that a fair and proper procedure is used when making a decision in relation to complaints and the decision-maker is free from bias when reading or listening to the details of a complaint.

Responsiveness

The City will ensure that all complaints are processed within the time frames specified in the City's Customer Service Charter. The City will ensure that the customer is kept aware of the progress of a complaint throughout the complaints process; where a complaint has come via an Elected Member, the city will ensure that the Elected Member is kept aware of the progress of the complaint.

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.~~

Recording complaints

All correspondence relating to a customer complaint will be recorded within the City's records management system. Information recorded must be factual, accurate and current as per the *State Records Act 2000*.

Complaints about employees

A complaint against an employee is considered confidential and the complainant will not be advised of the outcome, unless required by law.

Complaints to Elected Members

All complaints received by Elected Members are to be forwarded to the Chief Executive Officer (CEO) or appropriate business unit Director.

Page 2 of 4

Policy Number:	P661	Relevant Council Delegation:	N/A
Council Adoption:	03/04	Relevant Delegation:	N/A
Reviewed/Modified:	03/06, 008, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17	Relevant Management Practice:	M661 Complaints

The *Local Government Act 1995* provides a disciplinary framework to deal with individual misconduct by local government Elected Members.

Complaints of this nature are confidential and the complainant will not be advised of the outcome, unless required by law.

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 complaint will undergo a review by the business unit Director to ensure responses were equitable, objective and unbiased.

The reviewing officer will reconsider the decision reached, taking all relevant matters into account.

~~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 ~~CCOEEO~~ 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.

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 Ombudsman defines an unreasonable complainant as:

- A rude, angry and harassing customer;
- Aggressive customer;
- Habitual or obsessive. This includes:
 - Cannot 'let go' of their complaint
 - Cannot be satisfied despite the best efforts of the agency
 - Make unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers)

Page 3 of 4

Policy Number:	P661	Relevant Council Delegation:	N/A
Council Adoption:	03/04	Relevant Delegation:	N/A
Reviewed/Modified:	03/06, 008, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17	Relevant Management Practice:	M661 Complaints

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.~~ the City may restrict, withhold or withdraw the provision of service to unreasonable complaints by taking one of the following actions:

- Only take calls at specific times on specific days;
- Require the complainant to make an appointment to meet with staff;
- Limit all future dealings to writing;
- Direct all contact to be through a specific employee or area;
- Only respond to future correspondence which provides significant new information about the complaint or raises new issues which the City believes warrants fresh action

The decision to restrict, withhold or withdraw contact with the City will only be made by the Chief Executive Officer (or designated employee).

The rationale and decision is to be documented and the customer is to be advised in writing of the reasons for the decision, what restrictions apply and how long they will apply. Customers with restricted provisions will be reviewed on an annual basis.

Legislation/ Local Law Requirements

Not Applicable

Other Relevant Policies/Key Documents

City of South Perth Strategic Community Plan 2017-2027

Page 4 of 4

Policy Number:	P661	Relevant Council Delegation:	N/A
Council Adoption:	03/04	Relevant Delegation:	N/A
Reviewed/Modified:	03/06, 008, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17	Relevant Management Practice:	M661 Complaints

Policy P111 Commemoration

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

POLICY OBJECTIVES

The policy sets out the guidelines for the City to commemorate deceased people who had a significant connection with the City or who were residents who made an outstanding contribution to the community.

POLICY SCOPE

This Policy applies to outstanding members of the community to ensure they are properly recognised and remembered in the City of South Perth.

POLICY STATEMENT

Naming of Locations and Facilities

The City may recognise the contribution of deceased residents who have made an outstanding contribution to the community by naming a park (or reserve), street, facility or topographical feature after that person.

The Council may decide to name a facility or location after a deceased person where the person was a long standing resident of the City, and:

1. made an outstanding contribution to civic life within the City;
2. made an outstanding contribution to the South Perth community;
3. was a widely recognised leader; or
4. made significant achievements in the arts, government, sports, environment or another appropriate discipline.

The requirements of the *Land Administration Act 1997* relating to the Western Australian Geographic Names Committee apply to the naming of these facilities and/or locations.

Installation of Commemorative Plaques

The City may allow friends or relatives of a deceased person who had a significant connection with the City to install a commemorative plaque on City controlled land. The City's officers may decide to allow the installation of a commemorative plaque on an approved structure or tree only, in accordance with Management Practice M111 Placing of Memorials on Public Open Space, Road Reserves and Streetscapes.

LEGISLATION/ LOCAL LAW REQUIREMENTS

Not Applicable

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

Western Australian Geographic Names Committee - Principles, Guidelines and Procedures
City of South Perth Strategic Plan 2015-2025

Strategic Direction Leadership

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.
- d) All new leases for commercial organisations being bought to Council for consideration.

Page 1

Delegation Number:	DC609	Relevant Man. Practice:	M609 Leases and Licences
Council Adoption:	03/05	Relevant Policy:	P609 Leases and Licences
Reviewed/Modified:	06/06, 09/08, 03/10, 02/11, 06/12, 03/13, 03/14, 03/15, 06/16, 03/17	Relevant Delegation:	DM609 Leases and Licences

Strategic Direction Leadership

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.

Page 1 of 1

Delegation Number:	DC642	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17	Relevant Delegation:	N/A

Strategic Direction *Leadership*

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 and Ranger Services

Delegation to: The **Chief Executive Officer**

Statutory Reference: **Section 26 - Dog Act 1976**
Section 2.2 - City of South Perth Dog Local Law 2016

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

Page 1 of 1

Delegation Number:	DC664A	Relevant Management Practice:	M664 Dogs
Council Adoption:	26/03/13	Relevant Policy:	N/A
Reviewed/Modified:	03/13, 03/14, 03/15, 03/16, 03/17	Relevant Delegation:	N/A



Strategic Direction *Leadership*

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 and 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

Page 1 of 1

Delegation Number: DC664B

Council Adoption: 26/03/13

Reviewed/Modified: 03/14, 03/15, 03/16, 03/17

Relevant Management Practice: M664 Dogs

Relevant Policy: N/A

Relevant Delegation: N/A



Delegation from Council DC664C Dogs – Registration

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance and 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

Page 1 of 1

Delegation Number:	DC664C	Relevant Management Practice:	N/A
Council Adoption:	25/03/14	Relevant Policy:	N/A
Reviewed/Modified:	03/15, 03/16, 03/17	Relevant Delegation:	N/A



Strategic Direction *Leadership*

Delegation from Council DC665A Cats – Registration

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance and 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

Page 1 of 1

Delegation Number:	DC665A	Relevant Management Practice:	N/A
Council Adoption:	27/03/14	Relevant Policy:	N/A
Reviewed/Modified:	03/15, 03/16, 03/17	Relevant Delegation:	N/A



Strategic Direction *Leadership*

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 and Ranger Services

Delegation to: 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

Page 1 of 1

Delegation Number:	DC665B	Relevant Management Practice:	N/A
Council Adoption:	27/03/14	Relevant Policy:	N/A
Reviewed/Modified:	03/15, 03/16, 03/17	Relevant Delegation:	N/A

Strategic Direction *Leadership*

Delegation from Council DC665C Cats – Recover Costs

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance and Ranger Services

Delegation to: 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

Page 1 of 1

Delegation Number: DC665C

Council Adoption: 27/03/14

Reviewed/Modified: 03/15, 03/16, 03/17

Relevant Management Practice: N/A

Relevant Policy: N/A

Relevant Delegation: N/A

Strategic Direction Leadership

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: 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:

- (1) The power to appoint and authorise employees to exercise the powers and duties set out in the *Local Government Act 1995* as listed hereunder:
 - (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 *Dog Act 1976*.
- (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 *Bush Fires Act 1954*.(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 *Control of Vehicles (Off-road Areas) Act 1978*.

- (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 *Cat Act 2011*.
- (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 *Caravan Parks and Camping Grounds Act 1995*.

Conditions:

Not Applicable

Page 2 of 2

Delegation Number:	DC678	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 03/14	Relevant Delegation:	N/A

Strategic Direction *Leadership*

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

Page 1 of 1

Delegation Number:	DC679	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17	Relevant Delegation:	N/A



Strategic Direction Leadership

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

Delegation to: The Chief Executive Officer

Statutory Reference: Sections 5.42, 3.57 and 3.58 of the Local Government Act 1995 and Part 4 of the Local Government (Functions & General) Regulations 1996.

Powers and Duties: 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.

Conditions: 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) The local government's advertising and tender documentation comply with *regulations 14, 15 & 16 of the Local Government (Functions & General) Regulations 1996;*
- (c) The information recorded in the local government's tender register complies with the requirements of *regulation 17 of Local Government (Functions & General) Regulations 1996;*
- (d) The local government's advertising and expression of interest documentation comply with the requirements of *regulations 21 and 22 of Local Government (Functions & General) Regulations 1996;* and
- ~~(a)(e) Advertising in relation to disposal of property is in accordance with *Section 3.58 of the Local Government Act 1995* A notice of an invitation to tender or seek an expression of interest is posted on the City's Website.~~

Page 1 of 1

Delegation Number: DC685

Council Adoption: 27/03/07

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17

Relevant Management Practice: M607 Tenders and Expressions of Interest

Relevant Policy: P607 Tenders and Expression of Interest

Relevant Delegation: DM685 Inviting Tenders & Expressions of Interest



Delegation from Council DC686 Granting Fee Concessions – Development Applications

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

Delegation to: The **Chief Executive Officer**

Statutory Reference: Sections 5.42 and 6.12 of the *Local Government Act 1995*.

Powers and Duties: The delegate is authorised to waive or grant concessions in relation to any amount of money which is owed to the City in relation to a development application, where it is considered inappropriate to charge the full amount.

For example, a person may have previously paid a fee for the approval of a development application; it may be inappropriate to charge the full fee if the applicant submits a new proposal that is substantially similar to the earlier application.

This delegation does not apply to an amount of money owing in respect of rates or service charges.

- Conditions:**
- (1) The delegate may only grant a concession in proportion to the reduction in the assessment workload; that is, the concession must reflect the proportion of the fee that relates to the assessment work that the City would not have to perform because of the work previously done on the first assessment.
 - (2) The delegate must not exercise this delegation with respect to development applications for projects where the estimated value of the project exceeds \$10 million.
 - (3) Council shall be informed of the details whenever this delegation is exercised.

Page 1 of 1

Delegation Number:	DC686	Relevant Management Practice:	N/A
Council Adoption:	27/03/07	Relevant Policy:	N/A
Reviewed/Modified:	09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 06/16, 03/17	Relevant Delegation:	N/A

Strategic Direction 6

Governance, Advocacy and Corporate Management

Delegation from Council DC690 Town Planning Scheme 6

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
- Manager Strategic Planning
- Coordinator Statutory Planning
- Senior Statutory Planning Officer
- Statutory Planning Officer

Statutory Reference:

Section 5.42 of the Local Government Act 1995; section 68 of the Planning and Development Act 2005; and clause 82 and 83 of the Planning and Development (Local Planning Schemes) Regulations 2015.-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.

SCHEDULE 1

CONDITIONS OF DELEGATION

The exercise of power under delegation DC690 is subject to the following conditions:

1. Specific Uses

This power of delegation does not extend to determining applications for development 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 **Schedule A (Part 9) Clause 72. (1)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 **Schedule A (Part 7)planning** approval under Clause **61.(1) (k)6-7(1)** of the Scheme; and
 - (B) on Non-residential sites where fencing 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 development 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 development 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 which propose variations to Policy P306 "Development of Properties Abutting River Way"
- (c) Applications which, in the opinion of the delegated officer, represent a significant departure from the Scheme, the R-Codes or relevant Local Planning Policies; and
- (d) Applications involving the exercise of discretion under Clauses 6.2A or **Schedule A (Part 3) clause 7A & 12. (4)6-11** of the Scheme.

Page 2 of 2

Delegation Number:	DC690	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 08/13, 03/14, 03/15, 03/16, 03/17	Relevant Delegation:	N/A

4. Applications previously considered by Council

This power of delegation does not extend to applications for development 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 development 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 development 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 development 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 development 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: submit a new development application and request that the matter be determined at a Council meeting.~~

~~(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 (Footnote (a) has being incorporated into the footnote above.)~~

~~(b) lodge an appeal with the State Administrative Tribunal within 28 days of the Determination Date recorded on this Notice. (Footnote (b) has been removed as the Planning and Development (Local Planning Schemes) Regulations 2015, requires that all determination letters (Approvals and refusals by Officers, Council or the JDAP) carry the above footnote~~

Page 3 of 3

Delegation Number:	DC690	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 08/13, 03/14, 03/15, 05/15, 03/16, 03/17	Relevant Delegation:	N/A



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 available for use and this policy provides guidance on the use or hire of these facilities. The conditions of use and requirement for permits are governed by the City of South Perth Public Property Local Law 2011 and other relevant legislation, such as Swan and Canning Rivers Management Regulations 2007. This Policy aims to balance long term hire, one off events, regular hirers and casual use of reserves and facilities.

POLICY SCOPE

This Policy applies to personal trainers, sporting groups, social groups, informal groups, individuals and commercial organisations who wish to access City reserves and facilities for sporting/recreation purposes and events.

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 reserve or facility is hired is consistent with the nature of the reserve or facility and the surrounding area;
- The City is satisfied that the applicant is capable of ensuring the safe and appropriate use of the reserve or facility.

The applicant may be required to undertake one or more of the following:

- Pay a hire fee;
- Lodge a bond;
- Apply for a liquor licence;
- Show proof of qualifications;
- Show proof of relevant current insurance; and
- Apply for a permit and/or commercial licence; and
- Show proof of event and risk management practices, such as risk management plan, noise management, traffic management and compliance to environmental health requirements.

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Long term users of built facilities may enter into a lease agreement with the City; however the City determines whether a lease is appropriate for a particular building.

The cost of the hire is determined in accordance with the City's Schedule of Fees and Charges. The Schedule is reviewed annually.

Waterways and Crown Land

The use and hire of waterways, and reserves or facilities on crown land is subject to two separate approvals. The first is from the land owner, being the state government. City for the use of reserves and facilities adjacent to the waterway. The second is from the land manager, being the City of South Perth, Department of Parks and Wildlife for use of the waterway. Each application is to be made separately to the relevant authority.

1 of 2			
Policy Number:	P106	Relevant Council Delegation:	N/A
Council Adoption:	03/05	Relevant Delegation:	N/A
Revised/Modified:	03/08, 02/11, 03/12, 03/13, 03/14, 01/15, 06/16, 08/16, 08/17, <u>02/18</u>	Relevant Management Practice:	<u>NAM106 Use of City Reserves and Facilities</u>

Events on Reserves and in Facilities

The City of South Perth is committed to developing and supporting events that provide entertainment and leisure opportunities for the community to enjoy. An event is defined as 'a planned and organised occasion'.

~~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 for events. 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.

Events are classified into six main categories according to their respective characteristics.

Regular Use of Reserves by Sporting Groups

The City maintains a number of ovals that are designed to accommodate particular sports. The City may enter into agreements with sporting groups for the regular use of these ovals during the appropriate season for each sport. The City will determine the cost of the hire from the rates set out in the City's Schedule of Fees and Charges.

The City does not charge hire fees for active or passive reserve use by junior sporting clubs based in the City of South Perth or to primary schools based in the City of South Perth. Player fees for seasonal use are applicable to secondary schools and private schools/colleges based in the City of South Perth.

Regular use of sports reserves within the City are prioritised as follows:

1. City of South Perth based incorporated not for profit clubs/groups
2. City of South Perth based public schools
3. City of South Perth based private schools and colleges
4. Not for profit incorporated clubs/groups outside the City of South Perth
5. All schools based outside the City of South Perth

LEGISLATION/ LOCAL LAW REQUIREMENTS

- City of South Perth Public Places and Local Government Property Local Law 2011
- Environmental Protection (Noise) Regulations 1997
- Swan and Canning Rivers Management Regulations 2007
- Liquor Control Act 1988

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

~~2009: Management of City Property
Management Practice M106 Use of City Reserves and Facilities
City of South Perth Schedule of Fees and Charges
City of South Perth Permit Conditions
City of South Perth Strategic Plan 2017-2027/2015-2025
Personal Trainer Application Guidelines 2018/2014
Special Event Application Guidelines 2018/2014
City of South Perth Conditions of hire
Department of Health Guidelines for Concerts, Events and Organised Gatherings~~

2 of 2

Policy Number:	P106	Relevant Council Delegation:	N/A
Council Adoption:	03/05	Relevant Delegation:	N/A
Revised/Modified:	03/08, 02/11, 03/12, 03/13, 03/14, 01/15, 06/16, 08/16, 08/17, 02/18	Relevant Management Practice:	NAM106 Use of City Reserves and Facilities