

# ATTACHMENTS

## Ordinary Council Meeting

27 September 2022

# ATTACHMENTS TO AGENDA ITEMS

Ordinary Council Meeting - 27 September 2022

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# NOTES

## Council Agenda Briefing

**Meeting Date & Time:** 6.00pm, Tuesday 20 September 2022

**Meeting Location** Council Chamber

### 1. DECLARATION OF OPENING

The Presiding Member opened the Briefing at 6.01pm and welcomed everyone in attendance.

### ITEMS FOR COUNCIL

The Presiding Member informed the meeting that Agenda Items 2, 3, 6, 7, 8.1, 8.2, 9, 11, 13 and 14 will be dealt with at the Ordinary Council Meeting to be held 27 September 2022.

### 4. ATTENDANCE

Presiding Member

Mayor Greg Milner

#### Councillors

Como Ward  
Como Ward  
Manning Ward  
Manning Ward  
Mill Point Ward  
Mill Point Ward  
Moresby Ward  
Moresby Ward

Councillor Glenn Cridland  
Councillor Carl Celedin  
Councillor André Brender-A-Brandis  
Councillor Blake D'Souza (from 6.04pm)  
Councillor Mary Choy  
Councillor Ken Manolas  
Councillor Jennifer Nevard  
Councillor Stephen Russell

#### Officers

Chief Executive Officer  
Director Corporate Services  
Director Development and Community Services  
A/Director Infrastructure Services  
Manager Customer, Communications and Engagement  
Manager Development Services  
Manager Finance  
Manager Governance  
Communications & Marketing Coordinator  
Governance Coordinator  
Governance Officer  
RAF Advisor

Mr Mike Bradford  
Mr Garry Adams  
Ms Vicki Lummer  
Mr Steve Atwell  
Ms Danielle Cattalini  
Ms Fiona Mullen  
Mr Abrie Lacock  
Ms Bernadine Tucker  
Ms Karys Nella  
Ms Toni Fry  
Mr Morgan Hindle  
Ms Rebecca de Boer

#### Guests

Geoff Baker MLA

## Gallery

There were approximately 50 members of the public present.

### 4.1 Apologies

Nil.

### 4.2 Approved Leave of Absence

Nil.

## 5. DECLARATIONS OF INTEREST

- Councillor Mary Choy – Impartiality Interest in Item 10.4.3 as ‘The Finbar Group Executive Chair, Managing Director and his wife are known to me.’

## 8. PRESENTATIONS

*Councillor Blake D’Souza arrived at 6.04pm during consideration of Item 8.3.*

*Councillor Stephen Russell left the Chamber at 6.19pm and returned at 6.20pm during consideration of Item 8.3.*

### 8.3 Deputations

- |  |                |
|--|----------------|
| 1. Sue Jane Gilleatt of Salter Point who spoke <b>AGAINST</b> the Officer’s Recommendation.      | Item<br>10.3.3 |
| 2. Jonathan Lukman of Bateman who spoke <b>FOR</b> the Officer’s Recommendation.                 | Item<br>10.3.4 |
| 3. Avalea Curtis of Como who spoke <b>AGAINST</b> the Notice of Motion Recommendation.           | Item<br>12.1   |
| 4. Adrian MacDonald of South Perth who spoke <b>AGAINST</b> the Notice of Motion Recommendation. | Item<br>12.1   |
| 5. Cindy Bateman of Salter Point who spoke <b>AGAINST</b> the Notice of Motion Recommendation.   | Item<br>12.1   |
| 6. Rebecca Goodacre of Waterford who spoke <b>AGAINST</b> the Notice of Motion Recommendation.   | Item<br>12.1   |
| 7. Lorna Boyes of Manning who spoke <b>AGAINST</b> the Notice of Motion Recommendation.          | Item<br>12.1   |
| 8. George Watts of Karawara who spoke <b>AGAINST</b> the Notice of Motion Recommendation.        | Item<br>12.1   |
| 9. Bob Mitchell of South Perth who spoke <b>FOR</b> the Notice of Motion Recommendation.         | Item<br>12.1   |

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- |     |  |                      |
|-----|--|----------------------|
| 10. | Cecilia Brooke of South Perth who spoke <b>FOR</b> the Notice of Motion Recommendation.  | <b>Item<br/>12.1</b> |
| 11. | Zane Richter of Manning who spoke <b>AGAINST</b> the Notice of Motion Recommendation.    | <b>Item<br/>12.1</b> |
| 12. | Maryclaire Andrews of Como who spoke <b>AGAINST</b> the Notice of Motion Recommendation. | <b>Item<br/>12.1</b> |
| 13. | Adam Lucas of South Perth who spoke <b>AGAINST</b> the Notice of Motion Recommendation.  | <b>Item<br/>12.1</b> |

## 10. DRAFT SEPTEMBER 2022 REPORTS

The Chief Executive Officer, Mr Mike Bradford gave a brief summary of the September 2022 Agenda Items to be considered by Council, as follows.

### 10.1.1 Tender 06/2022 Provision of James Miller Oval Floodlighting Upgrade

This report considers submissions received from the advertising of Tender 6/2022 for the James Miller Oval Floodlighting Upgrade.

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

### 10.3.1 Tender 2/2022 Provision of Annual and Perennial Weed Control in Natural Areas

This report considers submissions received from the advertising of Tender 2/2022 for the Provision of Annual & Perennial Weed Control in Natural Areas.

This report outlines the assessment process used during evaluation of the tenders received and recommends approval of the tender that provides the best value offer to the City.

### 10.3.2 Tender 5/2022 - Provision of Verge Side Collection Service

This report advises of the failure to execute a contract under Tender 5/2022 for the Provision of Verge Side Collection Service with company Western Maze as authorised by Council at its 23 August 2022 OCM and proposes Council accept an alternative tender offer which is now considered the most advantageous to the City.

*Councillor Blake D'Souza left the chamber at 7.37pm and returned at 7.40pm during consideration of Item 10.3.3.*

### 10.3.3 Proposed Modification to Condition of Planning Approval. Lot 24, No. 19 Redmond Street, Salter Point

*This Item was the subject of a Deputation.*

To consider an application to modify a condition of planning approval for a single residential house operating as a display home at Lot 24, No. 19 Redmond Street, Salter Point.

This item is referred to Council as the application relates to the use of Display Home, and the application received objections during the advertising period. The application therefore falls outside of the delegation to officers.

For the reasons outlined in the report, it is recommended that the application to modify a planning condition be approved.

### **10.3.4 Proposed Change of Use to Use Not Listed 'Short Term Accommodation' on Lot 2, Unit 1/45 Mary Street, Como**

*This Item was the subject of a Deputation.*

To consider an application for development approval for a Change of Use to a 'Use Not Listed' (Short Term Accommodation) at Lot 2, Unit 1/45 Mary Street, Como.

This item is referred to Council as the proposed land use is a 'Use Not Listed' in Town Planning Scheme No. 6 and therefore falls outside of the delegation to the officers.

For the reasons outlined in this report, it is recommended that the application be approved, subject to conditions.

### **10.4.1 Listing of Payments August 2022**

This report presents to Council a list of accounts paid under delegated authority between 1 August 2022 to 31 August 2022 for information.

### **10.4.2 Monthly Financial Statements August 2022**

The monthly Financial Statements are provided within **Attachments (a)–(i)**, with high level analysis contained in the comments of this report.

*Councillor Mary Choy disclosed an Impartiality Interest in Item 10.4.3.*

### **10.4.3 Action on Condition of Planning Approval - Civic Heart**

This report to Council is for information purposes and explains the action taken in regard to a condition of planning approval for the Civic Heart development.

### **10.4.4 Property Committee**

This report recommends that Council abolish the Property Committee and note that all items in relation to property and requiring a decision of Council will be submitted directly to Council.

*Councillor Stephen Russell left the Chamber at 8.12pm and returned at 8.14pm during consideration of Item 10.4.5.*

### **10.4.5 Proposed Council Meeting Schedule 2023**

This report seeks Council's endorsement of the City of South Perth 2023 Meeting Schedule.

### **10.5.1 Annual Policy Review**

The Terms of Reference of the Audit, Risk and Governance Committee include responsibility for reviewing the City's policies. The annual review of a number of City policies are now presented for the consideration of the Committee and referral to Council for adoption.

### **10.5.2 Audit Register Progress Report**

This report provides an update on the progress of actions included in the Audit Register. The Audit Register includes all open audit findings that have previously been accepted by the Audit, Risk and Governance Committee.



## 12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

### 12.1 Notice of Motion – Councillor Mary Choy - RAF

*This Item was the subject of 11 Deputations.*

## 15. MEETING CLOSED TO THE PUBLIC

*The meeting was closed to the public at 8.29pm to hear a question on **Confidential Attachment (a)** to Item 10.3.2 and consideration of Item 15.1.1.*

### 15.1.1 Honorary Freeman of the City Nomination.

*The meeting was reopened to the public at 8.34pm*

## 16. CLOSURE

At 8.35pm the Presiding Member closed the Council Agenda Briefing and thanked everyone for their attendance.

File Ref: RE2/19

ID No. 11.2018.321.1

Processing Officer: Mrs V M Gillum

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clauses 70 & 86(4)*

Metropolitan Region Scheme | City of South Perth Town Planning Scheme No. 6

## Notice of determination on application for development approval

**Owner:** Westlake Corporation Pty Ltd

**Applicant:** Westlake Corporation Pty Ltd

**Address for correspondence:** 28 Walters Drive OSBORNE PARK WA 6017

**Location:** 19 Redmond Street SALTER POINT

**Lot:** 24

**Plan/Diagram:** 413808

**Vol. No:** 2951

**Folio No:** 40

**Application date:** 07 September 2018

**Received on:** 07 September 2018

**Date of determination:** 27 November 2018

**Description of development:** SINGLE HOUSE (TWO STOREY) & USE NOT LISTED (DISPLAY HOME)

The application for development approval is: ☒ **Approved** subject to the following conditions

☐ Refused for the following reason(s)

**CONDITIONS – USE NOT LISTED (DISPLAY HOME):**

- (1) The approval for the use of the site for the purposes of a Display Home is valid for a period of one (1) year from the date of completion of the dwelling construction. At the end of this period, the use of the retained building will revert to a 'Single House.' Continuation of this use for a Display Home past this date will be subject to a further application and approval by the City.
- (2) The Display Home is to be open by appointment only with a maximum of one (1) appointment at any one point in time.
- (3) The hours of operation of the Display home are limited to 1:00pm - 5:00pm on Wednesdays, Saturdays and Sundays.
- (4) All customer parking is to occur within the property boundary and is not to obstruct vehicles or footpaths.
- (5) Hard standing areas approved for the purpose of car parking or vehicle access shall be maintained in good condition at all times.
- (6) All employee vehicles shall be parked within the garage.
- (7) A separate application is to be submitted for any proposed signage that is not exempt from planning approval.

CITY OF SOUTH PERTH TOWN PLANNING SCHEME No. 6  
Notice of Determination of Application for Planning Approval (continued)

ID No. 11.2018.321.1

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- (8) *Prior to the expiry of the Use of 'Display Home', all car parking and signage associated with the 'Display Home' shall be removed from the site and land reinstated, to the satisfaction of the City.*

**CONDITIONS - SINGLE HOUSE (TWO-STOREY)**

- (9) The development shall be in accordance with the approved plans unless otherwise authorised by the City.
- (10) The surface of the boundary wall to the Garage visible from the street, on the southern side of the lot, shall be finished to match the external walls of the Single House building on the development site. Details in this respect are to be included on the plans *submitted with a building permit application*.
- (11) All visual privacy screens and/or obscure glass panels to Major Openings and/or Active Habitable Spaces shown on the approved plans, shall prevent overlooking in accordance with the visual privacy requirements of the Residential Design Codes of WA. The structure(s) shall be installed and remain in place permanently, unless otherwise approved by the City.
- (12) At least one tree not less than 3.0 metres in height at the time of planting and of a species approved by the City shall be planted on the Single House site as indicated on the approved plans, prior to occupation of the dwelling. The tree shall be maintained in good condition thereafter.
- (13) No street trees shall be removed, pruned or disturbed in any way, without prior approval from the City. A tree protection zone is to be established around the existing street tree to ensure no damage occurs to the tree during construction, to the satisfaction of the City.  
**(Refer to Advice Note (3)).**
- (14) Prior to occupation of the single house the applicant shall construct a crossover between the road and the property boundary in accordance with the approved plans, to the satisfaction of the City **(Refer to Advice Note (4))**
- (15) The height of any letterbox, electricity installation, bin enclosure, or other structure, fence, wall or hedge within 1.5 metres of any vehicle driveway where it meets a street alignment shall not exceed 0.75 metres.
- (16) All stormwater from the property shall be discharged into soak wells or sumps located on the site unless otherwise approved by the City.
- (17) The covered outdoor living areas identified on the approved plans as Alfresco, Fire Pit and Deck 2 are to remain unenclosed on a minimum of two sides.
- (18) An external clothes drying facility shall be provided for the single house and shall be screened from view from all streets or any other public place.
- (19) External fixtures, such as air-conditioning infrastructure, shall be integrated into the design of the building so as to not be visually obtrusive when viewed from the street and to protect the visual amenity of residents in neighbouring properties, to the satisfaction of the City.
- (20) The door connecting the garage to the dwelling entry is to swing in a reverse direction to that depicted on the approved plans to ensure the space for vehicle parking internal to the garage is not impinged.



CITY OF SOUTH PERTH TOWN PLANNING SCHEME No. 6

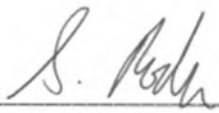
Notice of Determination of Application for Planning Approval (continued)

ID No. 11.2018.321.1

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**ADVICE NOTES:**

- (1) This is a notice of determination on application for development approval issued in accordance the *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes) Regulations 2015*, the *City of South Perth Town Planning Scheme No. 6*, and related policies. It is not a building permit or an approval to carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
- (2) This approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract, or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the City to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development.
- (3) It is the responsibility of the Applicant to liaise with the City's Parks Officer to ensure satisfaction of all of the relevant requirements in relation to establishing a tree protection zone for the existing street tree.
- (4) This approval or the subsequent issuing of a Building Permit by the City is not consent for the construction of a crossing. A 'Crossing Application' form must be formally submitted to Infrastructure Services for approval prior to any works being undertaken within the road reserve.
- (5) If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- (6) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- (7) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

SIGNED:   
STEVAN RODIC  
MANAGER DEVELOPMENT SERVICES  
for and on behalf of the City of South Perth

DETERMINATION DATED: 27 November 2018

NB: For enquiries relating to this determination, please contact the applicant or the processing officer.



## Site Photographs

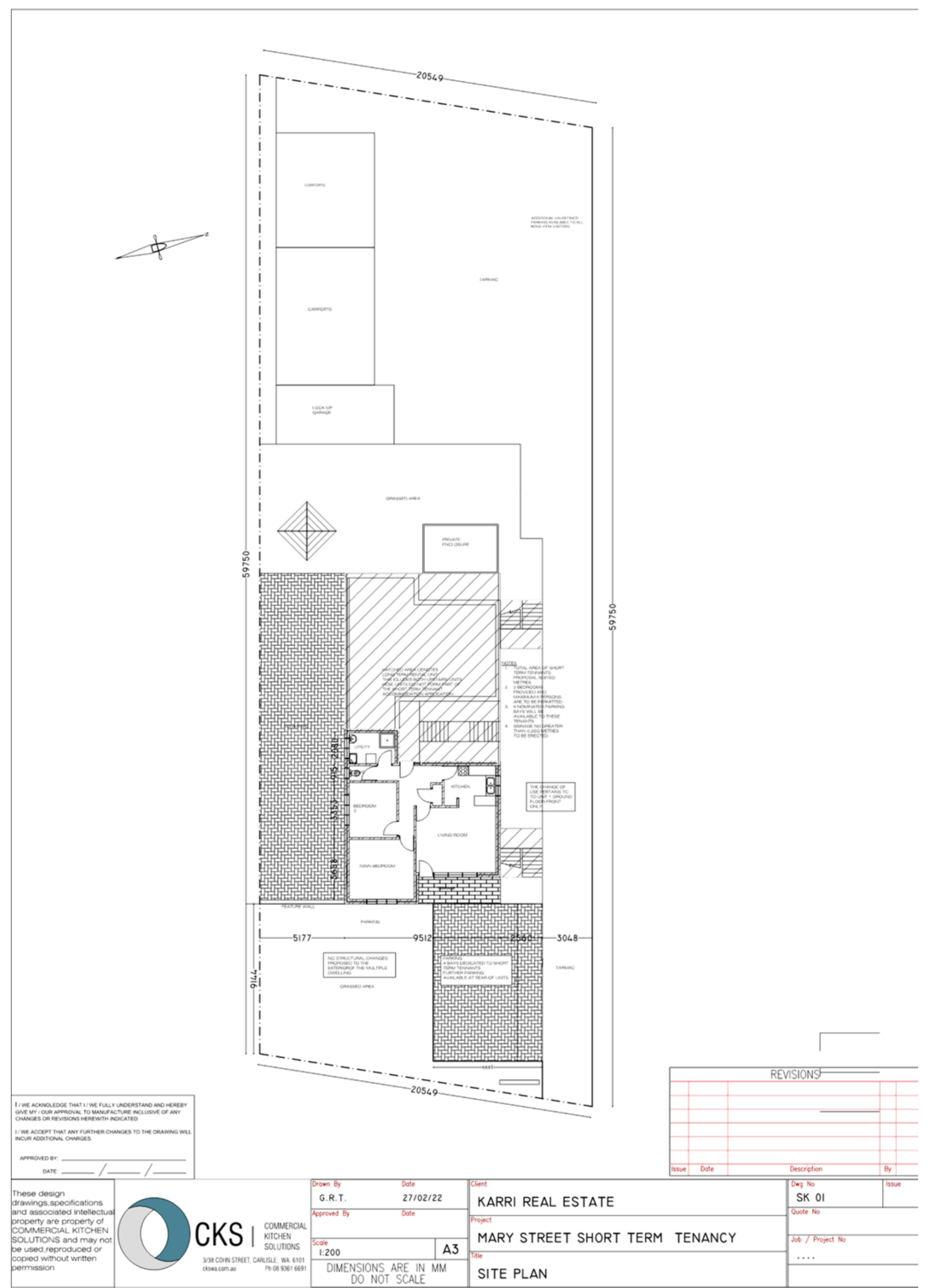
1/45 Mary Street, Como

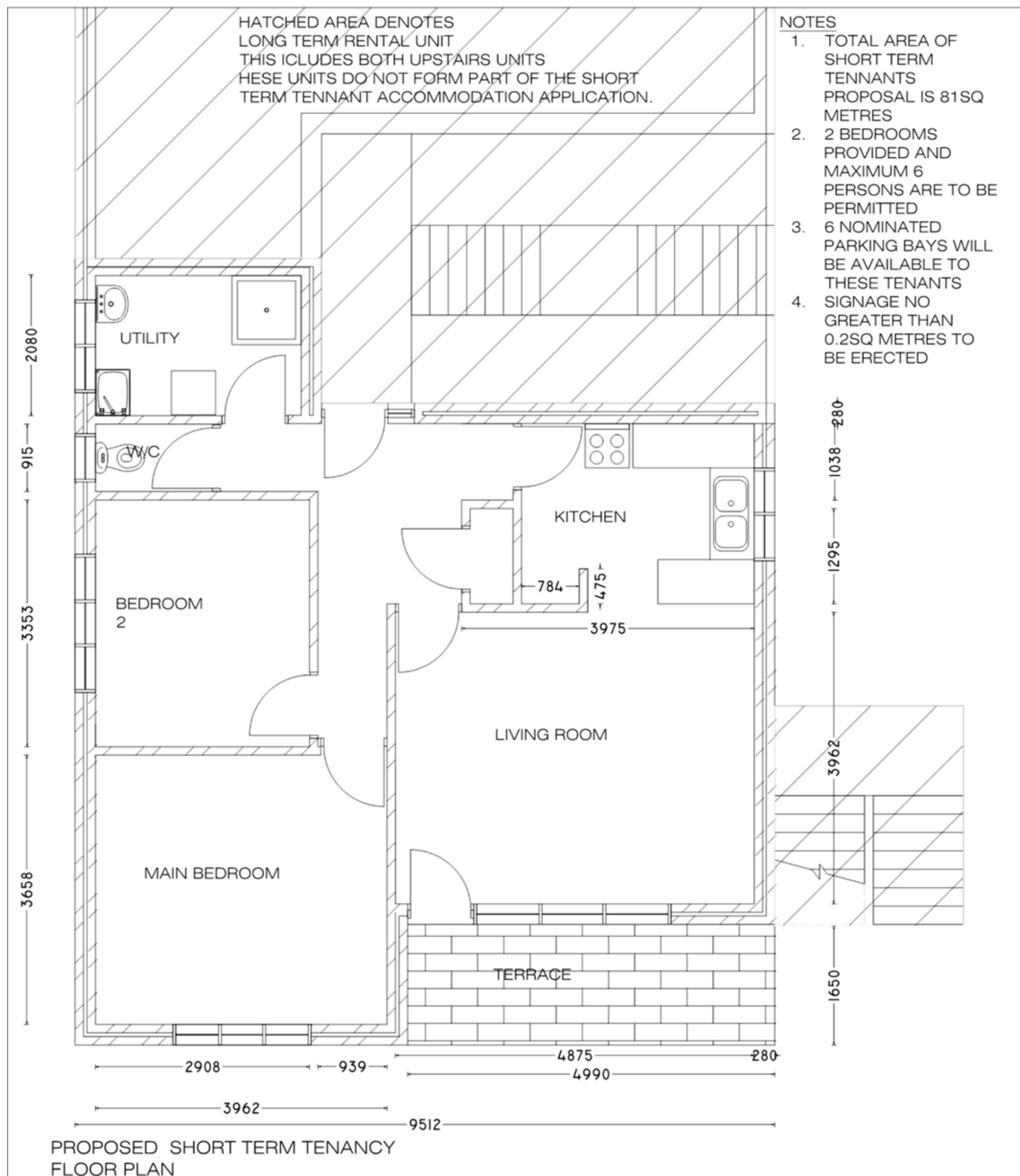
June 2022











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APPROVED BY: \_\_\_\_\_  
DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Client  
KARRI REAL ESTATE

Project

MARY STREET SHORT TERM TENANCY

Title

FLOOR PLAN

Dwg No	SK 02
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Quote No

Job / Project No

...

REVISIONS			
Issue	Date	Description	By

	Dwg No	Issue
	SK 02	
	Quote No	
M TENANCY	Job / Project No	
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MANAGEMENT PLAN  
Unit 1 / 45 Mary Street

## 1. PURPOSE

The purpose of this document is provide the City of South Perth with a management plan of the proposed short term accommodation located at Unit 1 / 45 Mary Street.

## 2. BACKGROUND

As operators of the proposed short term accommodation I have over ten years hospitality accommodation experience, having served as an Assistant Manager at a boutique hotel in New York City, as well as currently running a short-term accommodation business in the Perth CBD since 2012. Since 2014, the business has consistently and repeatedly won multiple Gold, Silver and Bronze awards at the prestigious WA Toursim Awards. It's fair to say that based on past experience, my team and I will provide a quality, value for money experience for guests.

I am aware that the City of South Perth maybe concerned about the impact short term accommodation may pose on the amenity of neighbouring residents. We hope that this management proposal will assuage such concerns.

## 3. THE ACCOMMODATION

The premises is catered to accommodate up to 6 guests; with a queen sized bed in the master bedroom, two single beds in the second bedroom plus a sofa bed in the living room (as is common practice). There is a single bathroom with separate water closet. There is an open plan living area including kitchen and dining. The premises is self-contained with fridge, dishwasher, stove top/oven, microwave as well as washing machine and dryer. There is ample off-street parking at the front and the rear of the premises for existing residents as well as the proposed short term accommodation.

## 4. GUEST & STAY PROFILE

It is anticipated that guests will be singles, couples or those with young families.

The accommodation will be marketed as a place to relax in a quiet suburban environment (as opposed to a central CBD location close to nightlife hotspots), within walking distance to the beach as well as local cafes and shops. It will not be marketed as a party house.

It is anticipated that most singles who choose to stay at these lodgings would most likely be Fly In Fly Out (FIFO) workers from regional mine sites. The current FIFO cycle appears to be a rest layover period of around one week.

For couples and those with young families we envision that these people will most likely be coming from regional WA, interstate and overseas as tourists. Based on experience, using past pre-Covid patterns, we envision the following length of stay durations. Those guests coming from regional WA will stay in Perth for the duration of their visit. This duration could be as brief as a weekend getaway to a longer "school holiday period". Those that are coming from interstate or overseas will tend to use Perth as a 'landing base' where they begin and end their holidays, with the middle part of their itinerary filled with exploring the rest of WA.



MANAGEMENT PLAN  
Unit 1 / 45 Mary Street

As such, I would expect a one to five days stay at either the beginning or end of their stay. An alternative stay pattern for overseas guests have been those that use Perth as a landing or exit pad to/from Europe/Asia before or after the journey throughout the rest of Australia.

We also anticipate that due to our suburban locality and kitchen amenities, our accommodation will be attractive to friends and families of those residents living in the area which is a positive contribution to the amenity of the neighbourhood by offering accommodation choice.

## **5. CHECK IN PROCEDURES**

Guests will generally agree to meet at an appointed time to check in whereby staff will meet and greet guests to facilitate the check in and to show them around the property. Check-in time is standard along industry norms as any time after 2pm on day of Check-In.

There will be protocols in place with regards to after-hours check-in including getting copies of identification papers of guests prior to their stay.

If there are any after hours access issues we have on standby back up keys available. Further staff will be available on standby and attend onsite if required.

As we will be using an electronic booking management system, it is at the point of booking that we can and will request security deposits to guard against any anti-social behaviour.

## **6. CHECK OUT PROCEDURES**

Check out procedures is quite standard for the industry, with guests required to leave by a set time, in this case around 10:30am on their day of departure. As we will be using electronic locks there is no requirement to return any keys. At some point soon thereafter, staff will arrive to undertake cleaning of the premises.

## **7. GUEST ISSUES DURING STAY**

It will be a condition of stay that guests socially behave themselves and not create a nuisance to neighbours; this extends to excessive noise and visitors. This will include the following:

### ***7.1 No Parties/Function***

There will be a strict no parties or functions rule. Parties will not be tolerated and guests will be evicted immediately. Apart from inconveniencing neighbours, parties have a likelihood of damaging the premises, as such it is not in the interest of the operator for parties to be accepted. Our policy is also in line with some third party platforms (such as AirBnb) who have implemented no parties as part of their condition of stay. I should add that the size of the premises as well as the lack of resort style facilities reduces the attractiveness of this property as a party place.

MANAGEMENT PLAN  
Unit 1 / 45 Mary Street

### **7.2 Noise Limits**

We will seek that guests keep noise to within acceptable limits as per the Western Australian Environmental Protection (Noise) Regulations of 1997

Time of Day	Permitted Decibels (Approximately)
0700 to 1900 Hours Monday to Saturday	45dB
0900 to 1900 Hours Sunday and public holidays	40dB
1900 to 2200 Hours All Days	40dB
2200 to 0700 Hours Monday Saturday	35dB
2200 to 0900 Hours Sunday and Public Holidays	

### **7.3 On Site Parking**

Eventhough street parking is free and greatly used by surrounding neighbours on the street to park their extra cars, we realise that parking can be a sensitive topic. As such we will ask that guests park their vehicles on the property.

### **7.3 Pets**

Pets will not be accepted.

### **7.5 Complaints Handling**

Complaints made by neighbours will be dealt swiftly. Where the issue is in relation to late evening/early morning noise, management will deal with the guest directly and if any anti-social behaviour is not rectified than that will be met with eviction and non-refund of the remaining balance if their stay as well as forfeiture of guest's security deposit.

To manage any complaints, neighbours will be provided with the manager's contact phone number to ring as well as an after hours line in case of any issues that may arise. Guests will also get contact numbers to assist them with any issues that may arise during their stay.

Owing to my experience in the industry, I have a number of trades persons available that would be able assist him with any guest issues that may arise whether it be an electrical, plumbing or building issue.



MANAGEMENT PLAN  
Unit 1 / 45 Mary Street

## **8. MAINTENANCE OF COMMON PROPERTY**

Common property of 45 Mary Street, is managed by a real estate firm Karri Real Estate which is a related entity of the operator. Common facilities are minimal except for the laundry line, parking and the gardens/courtyard surrounding the property. There are no resort style facilities such as a gym or pool.

## **9. INTERACTIONS WITH LONG TERM TENANTS**

It is not envisioned that there will be significant issues with the other long term tenants. There is plenty of off-street parking at the front and rear of the premises including a 4 bay carport and lock up garage. Therefore, it is unlikely lack of parking would cause conflicts between short and long term tenants. As the subject premises is at the front of the property, it is most likely that guests will choose to park at the front of the premises.

There are no common facilities except for parking and gardens which means there won't be any conflict with respect to short term guests over-using facilities such as swimming pools.

In terms of entrances all the properties in the complex have their own entrances. As such frequent entry or exit by a short-term guest should not prove an issue nor will tenants feel a loss of privacy.

## **10. SUMMARY**

As an established hospitality operator, we recognise that hospitality guests are demanding more variety and flexibility in their accommodation options. It is for this shift in consumer behaviour that Policy P350.18 was implemented. The City of South Perth recognises the economic contribution visitors have to the local economy.

Guests want to feel part of a community that they are staying and the close proximity to the Preston Street precinct reinforces this notion. Further having a variety of short-term accommodation options near the precinct will further enhance the attractiveness of the precinct as a destination location thus economic activity in the area.

Our well recognised experience in the industry shows that we have the skills to manage not just the needs of our guests but also that of our neighbours.

### Summary of Submission and Responses

Submitters' Comments	Officer's Responses
<p><u>Nature of the proposed use</u></p> <ul style="list-style-type: none"> <li>There is concern that the proposed use is not in keeping with the surrounding area which is predominantly residential.</li> <li>There is concern that the proposed use will be detrimental to the harmony of the neighbourhood as there will be resultant parking, noise and safety issues.</li> <li>There is concern that with occupants arriving at all hours of the night, there will be disturbance caused by light spill from the subject unit.</li> <li>There is concern that the proposed use is targeting FIFO workers who will treat the accommodation as a party house during their time away from work.</li> <li>It is unclear as to the nature of the proposed use as the application has been advertised as short stay accommodation however the advertised plans make reference to a BNB (bed and breakfast).</li> </ul>	<ul style="list-style-type: none"> <li>The site will still be used for the purpose of accommodation as it would for a multiple dwelling. - NOTED</li> <li>All parking will be contained on the site and noise and safety have been addressed by the Management Plan. - NOTED</li> <li>Any issues pertaining to light spill can be reported to the City's Environmental Health Services and will be addressed accordingly. - NOTED</li> <li>The Management Plan states Parties and functions are not permitted. - NOTED</li> <li>The application is for a change of use to short term accommodation and the applicant has amended the plans to reflect this. - UPHELD</li> </ul>
<p><u>Location of the proposed use</u></p> <ul style="list-style-type: none"> <li>There is concern that the proposed use is not suited to the location as the area is predominantly a residential area.</li> <li>A significant amount of commercial short term accommodation is already available along Melville Parade.</li> <li>The existing providers of short term accommodation in the area struggle to attain high occupancy levels and do not need more competitors. The proposed use could have a detrimental impact on these businesses.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed use adequately meets all the criteria as outlined in clause 2.0 of the City's Policy P350.18 – Short Term Accommodation which are required to be satisfied in determining whether a proposal for short term accommodation can be supported. - NOTED</li> <li>Economic factors including the number of other short term accommodation in the area is not planning consideration. - NOTED</li> <li>Economic competition is not a planning consideration. - NOTED</li> </ul>
<p><u>Accommodation Opportunity</u></p> <ul style="list-style-type: none"> <li>The conversion of the residential unit to short term accommodation will provide greater accommodation choices to residents who have family and friends visiting.</li> </ul>	<p>NOTED</p>
<p><u>Vehicle Parking</u></p> <ul style="list-style-type: none"> <li>The parking on Mary Street is designed for low density residential housing for long term residents with 1- 2 cars per home and 1 home per</li> </ul>	<ul style="list-style-type: none"> <li>The short term accommodation will not result in an increase to the residential density in the area. The traffic generated by the proposed</li> </ul>

<p>lot. It is not designed for short term accommodation with higher density and numerous cars coming and going.</p> <ul style="list-style-type: none"> <li>There are many units in the area and on street parking is already in short supply.</li> </ul>	<p>use would not exceed the amount of traffic generated by a family with 2 to 4 vehicles departing for work and study and returning later in the day. – NOTED</p> <ul style="list-style-type: none"> <li>Guests staying in the short term accommodation will only be permitted to park on site. – UPHOLD</li> </ul>
<p><u>Traffic</u></p> <ul style="list-style-type: none"> <li>There has been no traffic study to demonstrate that the street has the capacity to accommodate additional parking and traffic.</li> </ul>	<ul style="list-style-type: none"> <li>The intensity and scale of the proposed use does not warrant the need for a traffic impact assessment. – NOTED</li> </ul>
<p><u>Provision of Facilities</u></p> <ul style="list-style-type: none"> <li>There is concern that the facilities in the area are not adequately equipped to deal with high density and short term tenancies.</li> <li>There is concern that there are no common areas for guest outdoor living areas.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed change of use will not result in an increase to residential density. – NOTED</li> <li>There is a large area of lawn and paved area adjacent to the unit which can be accessed by guests to the short term accommodation and the other occupiers of the remaining units on site. – NOTED</li> </ul>
<p><u>Devaluation of properties</u></p> <ul style="list-style-type: none"> <li>There is concern that the proposed development will lead to a devaluation of properties in the area.</li> </ul>	<ul style="list-style-type: none"> <li>Property value is not a planning consideration. – NOTED</li> </ul>
<p><u>Increase in Noise</u></p> <ul style="list-style-type: none"> <li>There is concern that the proposed use will lead to an increase in noisy gatherings and noise in general.</li> <li>There is concern that the large turn over of people will create a disturbance to the relatively quite suburban street.</li> </ul>	<ul style="list-style-type: none"> <li>The Management Plan outlines the times in which noise is to be limited. Any unreasonable noise can be reported to the City's Environmental Health Services. – NOTED</li> </ul>
<p><u>Use Already in Operation</u></p> <ul style="list-style-type: none"> <li>It is believed that the property is already being utilised for short term accommodation as numerous rental cars have been sighted on the property and there have been instances of loud disruptive behaviour emanating from the site.</li> </ul>	<ul style="list-style-type: none"> <li>The concerns raised in regard to the use already being in operation is currently being investigated by the City's Planning Compliance Department. – NOTED</li> </ul>
<p><u>Management Plan</u></p> <ul style="list-style-type: none"> <li>There is concern that the property will not be adequately managed by the landowner/applicant.</li> </ul>	<ul style="list-style-type: none"> <li>At this stage, the Management Plan is considered an appropriate measure to safeguard the amenity of neighbours, as well as limit any significant changes to the character of the area and social impacts of the short term accommodation. The application will only be granted a temporary approval until it is determined</li> </ul>

	whether the Management Plan is adequate and adhered to by the occupiers. – NOTED
<p><u>Increase in Anti-Social Behaviour and Crime</u></p> <ul style="list-style-type: none"> <li>There is concern that the proposed use will encourage anti-social behaviour and also lead to an increase in crime in the area.</li> <li>There is concern that a transient population with no accountability will be a threat to the security long term residents.</li> </ul>	<ul style="list-style-type: none"> <li>There has been no evidence supplied in regard to increases to antisocial behaviour and crime due to the transient nature of guests staying in short term accommodation. – NOTED</li> <li>There has been no evidence supplied in regard to the security of long term residents being diminished by the presence of guests staying in short term accommodation. – NOTED</li> </ul>
<p><u>Setting of a Precedent</u></p> <ul style="list-style-type: none"> <li>There is concern that another unit on the site which is currently under renovation will also be utilised for short term accommodation and that eventually the balance of the units will follow suit.</li> <li>There is concern that the remaining units will be utilised for short term accommodation without consent from the City.</li> </ul>	<ul style="list-style-type: none"> <li>This is speculative – NOTED</li> <li>Any unauthorised land uses can be brought to the attention of the City for appropriate compliance action. – NOTED</li> </ul>
<p><u>Impact on Streetscape</u></p> <ul style="list-style-type: none"> <li>There is concern that the property is already incongruous with the surrounding properties with four spaces for cars to park in front of the building.</li> </ul>	<ul style="list-style-type: none"> <li>No changes to the exterior of the property are proposed. – NOTED</li> </ul>
<p><u>Classification of the Building</u></p> <ul style="list-style-type: none"> <li>There is concern that the existing building is currently a Class 2 Building and that the short term accommodation would be classifies as a Class 3 Building resulting in the requirement for modifications to address fire, universal access and energy.</li> </ul>	<ul style="list-style-type: none"> <li>At this stage there are no mechanisms in place under the Building Code of Australia in regard to a residential dwelling being utilised for the purpose of short term accommodation. The applicant will be advised to meet all the requirements of the Building Code of Australia – NOTED</li> </ul>
<p><u>Local Planning Scheme 7 (LPS 7)</u></p> <p>It has been suggested that the application be assessed against the requirements of LPS 7</p>	<ul style="list-style-type: none"> <li>Clause 67(2)(b) of the deemed provisions states: 'the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other</li> </ul>

	<p>proposed planning instrument that the local government is seriously considering adopting or approving'. The draft local planning scheme must be advertised before it can be given due regard. It should also be noted that under draft LPS 7 the proposal would fall under the definition of a 'Holiday Accommodation' use which is 'D' in the Residential zone (as opposed to DC under TPS 6 for Bed and Breakfast Accommodation). - NOTED</p>
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## Payment Listing August 2022

This schedule of accounts to be passed for payments covering the following:



	AMOUNT (\$)
<b>ELECTRONIC PAYMENTS</b>	
Electronic payments to creditors	363 3,154,098.50
Less: Cancelled EFT transactions	0.00
<b>Total Electronic Payments to Creditors</b>	<b>3,154,098.50</b>
<b>CHEQUE PAYMENTS</b>	
Cheque payments to creditors	5 4,780.85
Less: Cancelled cheque transactions	0.00
<b>Total Cheque Payments to Creditors</b>	<b>4,780.85</b>
<b>Total monthly payments to creditors</b>	<b>368 3,158,879.35</b>
EFT payments to non creditors	73 175,996.33
Cheque payments to non creditors	10 14,679.65
<b>Total payments to non creditors</b>	<b>190,675.98</b>
<b>Total EFT &amp; Cheque payments</b>	<b>451 3,349,555.33</b>
Credit Card Payments	7 21,857.54
<b>Total August Payments</b>	<b>458 3,371,412.87</b>

### Payment Listing EFT Payments

Reference	Date	Payee	Description	Amount (\$)
12551767	25/08/2022	Advanteering - Civil Engineers	Remediation works-Neil McDougall Lake	348,639.70
10565791	25/08/2022	SuperChoice Services Pty Ltd	Employer Superannuation	308,105.75
08531767	15/08/2022	Deputy Commissioner of Taxation	PAYG	272,993.00
08531767	29/08/2022	Deputy Commissioner of Taxation	PAYG	222,377.00
14110865	18/08/2022	Cleanaway	Waste collection services	209,972.28
13232494	4/08/2022	AE Hoskins Building Services	Building works - various including Como Bowling club	116,403.94
10270944	11/08/2022	AE Hoskins Building Services	Building works - various including Manning Bowling club	103,171.44
10270944	11/08/2022	Water Corporation	Water charges	70,827.91
14110865	18/08/2022	Synergy	Electricity usage	68,121.07
12551767	25/08/2022	Western Aust Treasury Corp	Loan repayment	65,825.87
13232494	4/08/2022	WA Local Government Association	WALGA subscriptions 2022-2023	52,035.36
12551767	25/08/2022	Libero Systems Pty Ltd	Library Management System - Annual fee	41,408.08
13232494	4/08/2022	Classic Tree Services	Tree services - various	37,779.50
14110865	18/08/2022	Classic Tree Services	Tree services - various	36,005.49
14110865	18/08/2022	Town Of Victoria Park	Street Sweeping	34,650.00
13232494	4/08/2022	Technology One Ltd	System implementation costs	33,687.50
13232494	4/08/2022	Environmental Industries Pty Ltd	Works at Garvey St	29,687.28
10270944	11/08/2022	Enviro Sweep	Sweeping-Variou	27,964.56
10270944	11/08/2022	Alinta	Electricity/gas usage	27,762.92
14110865	18/08/2022	Plant & Soil Management	Landscape maintenance	25,617.47
13232494	4/08/2022	Data#3 Limited	Microsoft License Renewal and Azure coverage	25,297.01
13232494	4/08/2022	LD Total Sanpoint Pty Ltd	Landscape maintenance-CoSP	22,933.90
12551767	25/08/2022	ID Consulting Pty LTD	Annual Subscription fee	22,385.00
13232494	4/08/2022	Nintex Pty Ltd	Promapp Renewal	20,900.88
10270944	11/08/2022	Perth Zoo	Coin machine takings Jul22	19,588.37
13232494	4/08/2022	South Perth Senior Citizens Centre	Operational Subsidy 2022/23	18,905.43
12551767	25/08/2022	Sercul South East Region Centre Urban Landcare	Water quality monitoring	18,377.25
14110865	18/08/2022	Ecojobs	Contract Staff	18,024.19
13232494	4/08/2022	ABM Landscaping	Landscaping service-various	17,908.00
10270944	11/08/2022	Building Commission	BS Levies July 22	17,633.72
10270944	11/08/2022	FE Technologies	Annual Maintenance 07/22-06/23	16,905.35
14110865	18/08/2022	Ansell Strategic Pty Ltd	Valuation fees	16,700.00
10270944	11/08/2022	Bunyip Contracting Pty Ltd	Landscape maintenance supply	15,004.00
10270944	11/08/2022	Danny Nimbalkar	Land assembly & NPV Analysis	14,993.80
13232494	4/08/2022	Bellrock Cleaning	Cleaning services - various	14,463.66
14110865	18/08/2022	Total Eden	Reticulation parts	13,744.60
12551767	25/08/2022	Manning Eagles Bowling Club	Lights upgrade Manning Bowls	13,525.60
10270944	11/08/2022	Western Aust Treasury Corp	Loan repayment	13,374.15
10270944	11/08/2022	Australian Parking & Revenue Control	Parking machine maintenance	11,652.30



Reference	Date	Payee	Description	Amount (\$)
10270944	11/08/2022	GSquare Pty Ltd	Network consultant Review	11,616.00
13232494	4/08/2022	Axiis Contracting Pty Ltd	Road works - various	11,253.72
12551767	25/08/2022	Alinta	Electricity/gas usage	11,134.25
12551767	25/08/2022	Luxtree	LED trees -Mindeerup	11,000.00
14110865	18/08/2022	MP Rogers & Associates Pty Ltd	Works at Neil McDougall Lake and Garvey St park	10,667.40
13232494	4/08/2022	State Wide Turf Services	Turf maintenance	10,403.25
13232494	4/08/2022	Drain Flow Services	Works at Sump 100 Neil McDougall Park	9,900.00
14110865	18/08/2022	Constructive Project Solutions Pty Ltd	Project management - various	9,876.28
13232494	4/08/2022	MMM WA Pty Ltd	Engineering works - various	9,839.66
13232494	4/08/2022	Left Back Solutions Pty Ltd	Ph3 B migration/intergation	9,405.00
12551767	25/08/2022	Supa Pest & Weed Control	Pest & Weed Control	9,083.14
13232494	4/08/2022	Civica Pty Limited	Licence/support/Maint.1/9/22-30/6/23	9,047.59
13232494	4/08/2022	Brennan & Associates workplace Investigation Services	Investigation	8,775.00
13232494	4/08/2022	Australia Post Civic Centre	Postal charges	8,732.21
14110865	18/08/2022	Great Southern Fuel Supplies	Fuels	8,707.94
14110865	18/08/2022	Adecco Australia Pty Ltd	Contract Staff	8,674.30
10270944	11/08/2022	Town Of Victoria Park	Surplus Tree Stock	8,258.76
10270944	11/08/2022	Definet Pty Ltd	GIS Consulting/PR Compliance Project	7,590.00
13232494	4/08/2022	Carringtons Traffic Services	Traffic management - various	7,519.14
12551767	25/08/2022	Carringtons Traffic Services	Traffic management - various	7,303.16
14110865	18/08/2022	Capital Recycling	Recycling service	6,980.60
10270944	11/08/2022	McLeods Barristers & Solicitors	Legal services	6,980.51
12551767	25/08/2022	Classic Tree Services	Tree services - various	6,941.55
12551767	25/08/2022	Constructive Project Solutions Pty Ltd	Project management-Various	6,756.14
10270944	11/08/2022	Optus Billing Services Pty Ltd	Phone/data charges	6,725.44
12551767	25/08/2022	Water Corporation	Water charges	6,688.46
12551767	25/08/2022	City Of Gosnells	Switch Your Thinking Program	6,600.00
10270944	11/08/2022	South Perth Bowling Club	Coin machine takings Jul22	6,546.78
10270944	11/08/2022	SAI Global Australia Pty Ltd 3	Subscription renewal 2022	6,445.70
14110865	18/08/2022	Indigo Bay Catering & Events	Catering services - various	6,397.39
13232494	4/08/2022	C & T Reticulation	Bore Service	6,380.00
12551767	25/08/2022	Perth Security Services	Security service	6,221.39
10270944	11/08/2022	Syrinx Environmental Pty Ltd	Weed control & maintenance	6,050.00
12551767	25/08/2022	Jackson McDonald Lawyers	Legal services	5,968.60
10270944	11/08/2022	Hays Specialist Recruitment(Aust) P/L	Contract staff	5,787.15
12551767	25/08/2022	Fleetcare	Fuel card	5,748.62
13232494	4/08/2022	Alinta	Electricity/gas usage	5,463.49
14110865	18/08/2022	Axiis Contracting Pty Ltd	Road works - various	5,411.51
10270944	11/08/2022	Drain Flow Services	Works at Clydesdale st	5,346.00
14110865	18/08/2022	Hays Specialist Recruitment(Aust) P/L	Contract Staff	5,338.79
12551767	25/08/2022	ACE+	Plumbing Services - various	5,337.32
13232494	4/08/2022	OBAN Group Pty Ltd	Works at CPV	5,326.24
14110865	18/08/2022	Technology One Ltd	AMS Program	5,322.22
12551767	25/08/2022	AE Hoskins Building Services	Building works - various	5,300.35
12551767	25/08/2022	Hays Specialist Recruitment(Aust) P/L	Contract Staff	5,236.84
12551767	25/08/2022	Fuji Xerox	Photocopier charges	5,210.86
10270944	11/08/2022	Adecco Australia Pty Ltd	Contract Staff	5,181.06
13232494	4/08/2022	Living Turf	Turf maintenance CPGC	5,175.50
10270944	11/08/2022	MP Rogers & Associates Pty Ltd	Lake Douglas Bridges Inspection	5,146.53
13232494	4/08/2022	Surun Services Pty Ltd	Electrical works	5,044.68
12551767	25/08/2022	Ecojobs	Contract staff	4,822.46
13232494	4/08/2022	Acurix Networks	Public WiFi Monthly charge	4,683.80
14110865	18/08/2022	People Sense Pty Ltd	Employee Counselling	4,676.50
10270944	11/08/2022	Resource Recovery Group	Green waste service	4,448.40
10270944	11/08/2022	Momentum Legal Pty Ltd	Legal Services	4,426.40
13232494	4/08/2022	GFG Temp Assist	Contract staff	4,378.00
14110865	18/08/2022	GFG Temp Assist	Contract staff	4,378.00
10270944	11/08/2022	Paatsch Group	Works for RAF	4,373.60
12551767	25/08/2022	Rain Bird Australia Pty Ltd	Weather station maintenance plan	4,262.50
13232494	4/08/2022	Alloy & Stainless Products Pty Ltd	Equipment	4,213.92
12551767	25/08/2022	Plantrite	Nursery supplies	4,074.98
14110865	18/08/2022	Grasstrees Australia	Nursery supplies	4,070.00
13232494	4/08/2022	Adecco Australia Pty Ltd	Contract Staff	4,020.28
12551767	25/08/2022	St John Ambulance Aust (WA) Inc.	First aid kit supplies	3,896.30
13232494	4/08/2022	Corsign WA Pty Ltd	Printing services - various	3,744.40
12551767	25/08/2022	Redhawk Investments Pty Ltd	Engineering works - various	3,674.00
13232494	4/08/2022	Total Tools Canning Vale	Tools/parts	3,628.00
13232494	4/08/2022	Hays Specialist Recruitment(Aust) P/L	Contract Staff	3,539.49
13232494	4/08/2022	EnvisionWare Pty Ltd	Annual renewal fee	3,522.14
14110865	18/08/2022	ACE+	Plumbing Services - various	3,492.65
14110865	18/08/2022	Moray & Agnew Perth	Legal services	3,426.72
13232494	4/08/2022	The Pressure King	Pressure cleaning	3,391.30
10270944	11/08/2022	ACE+	Plumbing Services - various	3,313.17
14110865	18/08/2022	Jackson McDonald Lawyers	Training SOPA	3,300.00
10270944	11/08/2022	Woodlands Distributors Agencies	Drink Fountain	3,290.10

Reference	Date	Payee	Description	Amount (\$)
10270944	11/08/2022	Carringtons Traffic Services	Traffic management - various	3,279.47
10270944	11/08/2022	Brennan & Associates workplace Investigation Services	Employee matter	3,273.75
13232494	4/08/2022	Ecojobs	Contract staff	3,268.21
13232494	4/08/2022	Indigo Bay Catering & Events	Catering-SP Young Writers Award	2,992.00
10270944	11/08/2022	StrataGreen	Turf maintenance supplies	2,829.93
13232494	4/08/2022	Envirocare Systems	Waterless Urinal Service - various	2,761.66
10270944	11/08/2022	BCITF	BCITF Levies July22	2,713.59
10270944	11/08/2022	Broadbean Technology	Broadbeam Licence Aug22-Jul23	2,662.00
12551767	25/08/2022	Water2Water Pty Ltd	Water filter service - various	2,631.20
13232494	4/08/2022	Tunnel Vision (WA) Pty Ltd	Works at Jackson Road	2,582.25
12551767	25/08/2022	T-Quip	Supplies	2,577.95
10270944	11/08/2022	Environmental Industries Pty Ltd	Works at Garvey St Park	2,572.28
12551767	25/08/2022	City of South Perth Historical Society	Exhibition costs	2,543.75
10270944	11/08/2022	T-Quip	Tools/parts	2,543.20
13232494	4/08/2022	Vaucluse Newsagency	Library publication supplies	2,537.89
13232494	4/08/2022	Unicorn Transport Equipment	Steel toolbox	2,485.00
12551767	25/08/2022	Cadgroup Australia Pty Ltd	Subscription renewal	2,475.00
10270944	11/08/2022	GFG Temp Assist	Contract staff	2,462.63
10270944	11/08/2022	Blue Force Pty Ltd	Monthly monitoring CPV	2,462.59
14110865	18/08/2022	Event Health Management	Event Health Services	2,461.80
12551767	25/08/2022	AGS Metalwork	Metalwork	2,453.44
14110865	18/08/2022	The Brand Agency	Website design	2,332.00
10270944	11/08/2022	Bunnings Building Supplies P/L	Supplies	2,331.06
10270944	11/08/2022	Robert Walters	Contract staff	2,322.38
14110865	18/08/2022	Robert Walters	Contract Staff	2,322.38
12551767	25/08/2022	Qualcon Lab	Pavement investigation	2,318.80
13232494	4/08/2022	Lightspeed Communications Aust Pty Ltd	Progress Claim 6-Generator service	2,311.60
14110865	18/08/2022	Go Doors	Service of auto doors-Variou	2,244.00
10270944	11/08/2022	Eastern Metropolitan Regional Council	Mattress recycling	2,139.00
12551767	25/08/2022	Ngala - Boodja Aboriginal Landcare Ltd	Weed & Landscape Maintenance	2,080.88
14110865	18/08/2022	Eastern Metropolitan Regional Council	Recycling service	2,062.76
14110865	18/08/2022	Toolmart Australia Pty Ltd	Tools	2,060.90
14110865	18/08/2022	Grandstand Agency	Event performance fee	2,035.00
13232494	4/08/2022	Imagesource Digital Solutions	Transport Plan	1,985.50
13232494	4/08/2022	M.E Pump Wizards	Call out charges - various	1,971.20
10270944	11/08/2022	Fulton Hogan Industries Pty Ltd	EZ mix cold asphalt	1,958.00
13232494	4/08/2022	Robert Walters	Contract staff	1,857.90
13232494	4/08/2022	Redhawk Investments Pty Ltd	Temp waste operator	1,851.85
12551767	25/08/2022	Cascada Group	Drainage products Downey Ave	1,823.91
12551767	25/08/2022	Institute of Public Administration Australia WA Div	Corporate membership Jul22-Jun23	1,815.00
14110865	18/08/2022	AE Hoskins Building Services	Building works - various	1,807.03
13232494	4/08/2022	Grandstand Agency	Event performance fee	1,782.00
12551767	25/08/2022	John Hughes Service	Vehicle services	1,765.00
10270944	11/08/2022	Flick Aticimex Pty Ltd	Sanitation services	1,689.61
13232494	4/08/2022	Absolutely Corporate	Employee wellbeing	1,683.00
13232494	4/08/2022	Western Educating Service	Educating-Variou	1,651.65
12551767	25/08/2022	Sarah Kahle	Reimbursement	1,650.30
0912397	15/08/2022	Deputy Child Support Registrar	Child Support Agency	1,620.50
10270944	11/08/2022	Dellas Group Pty Ltd	Stationery	1,570.80
13232494	4/08/2022	Total Eden	Reticulation parts	1,563.54
14110865	18/08/2022	Cascada Group	Drainage Products	1,562.00
14110865	18/08/2022	SafetyQuip Perth North	Safety equipment	1,558.26
10270944	11/08/2022	Teapot Family Trust	Watercolour Workshops	1,552.00
12551767	25/08/2022	WA Local Government Association	Workshop-Councillors	1,540.00
12551767	25/08/2022	Mandalay Technologies Pty Ltd	Admin & Report Training	1,540.00
12551767	25/08/2022	Adecco Australia Pty Ltd	Contract Staff	1,507.61
12551767	25/08/2022	WA Limestone Co	Lawn sand-Depot	1,502.21
12551767	25/08/2022	Allpest WA	Termite inspection	1,485.00
13232494	4/08/2022	Repco Auto Parts	Auto parts and consumables	1,470.17
10270944	11/08/2022	ROPS Engineering Australia Pty Ltd	Annual service inspection	1,451.73
13232494	4/08/2022	Momentum Legal Pty Ltd	Advertising Licence Agreement	1,435.50
13232494	4/08/2022	Bunnings Building Supplies P/L	Supplies & consumables	1,415.20
12551767	25/08/2022	Go Doors	Service & repairs	1,399.75
14110865	18/08/2022	Daisy Hill Flowers	Workshop-Evolve	1,364.00
13232494	4/08/2022	JBA Surveys	Consultancy works for Conochie Cres	1,345.63
12551767	25/08/2022	Connect Call Centre Services	After hours calls	1,334.20
14110865	18/08/2022	StrataGreen	Supplies	1,327.48
13232494	4/08/2022	Marketforce Pty Ltd	LG Tenders	1,324.50
12551767	25/08/2022	Tecon Australia	Works for Manning Bowls	1,320.00
10270944	11/08/2022	Corsign WA Pty Ltd	Toilet signage	1,300.20
10270944	11/08/2022	West-Sure Group Pty Ltd	Cash collection fee	1,283.91
14110865	18/08/2022	Redhawk Investments Pty Ltd	Bollard Repairs	1,278.00
10270944	11/08/2022	Grandstand Agency	Event Performance fee	1,265.00
14110865	18/08/2022	LG Professionals Australia WA	Workshop registration	1,256.00
14110865	18/08/2022	Landgate	Refund of o/p against inv#1183250	1,173.47



Reference	Date	Payee	Description	Amount (\$)
10270944	11/08/2022	Jackson McDonald Lawyers	Legal services	1,111.76
13232494	4/08/2022	SMWC Willcock & Copping	Service & Repairs Manning Bowls	1,100.00
14110865	18/08/2022	Cardile International Fireworks	Streamer cannons	1,100.00
12551767	25/08/2022	McLeods Barristers & Solicitors	Legal fees	1,097.50
10270944	11/08/2022	LG Professionals Australia WA	Membership fees 2022-23	1,062.00
14110865	18/08/2022	Action Glass Pty Ltd	Glass repairs CPV	1,045.22
14110865	18/08/2022	LGISWA	LG Special Risks	1,041.65
14110865	18/08/2022	Total Green Recycling	Recycling service	1,033.53
12551767	25/08/2022	Como Panel And Paint	Car repairs	1,000.00
14110865	18/08/2022	Optus MS Teams	Data charges	993.51
14110865	18/08/2022	T-Quip	Equipment	992.00
12551767	25/08/2022	Eastern Metropolitan Regional Council	Mattress Recycle	992.00
13232494	4/08/2022	Future Power WA Pty Ltd	Site Reinstatement	990.00
13232494	4/08/2022	Holcim (Australia) Pty Ltd	Concrete	988.90
12551767	25/08/2022	Indigo Bay Catering & Events	Catering services - various	955.50
10270944	11/08/2022	Burson Automotive Pty Ltd	Auto parts	936.49
10270944	11/08/2022	Go Doors	Service and maintenance-MCC	913.98
10565791	25/08/2022	Deputy Child Support Registrar	Child Support Agency	912.72
13232494	4/08/2022	T-Quip	Equipment	889.00
13232494	4/08/2022	Daytone Printing	Stationary	888.80
13232494	4/08/2022	Lock Stock & Farrell Locksmith	Locksmith service - various	870.00
14110865	18/08/2022	WINC Australia Pty Ltd	Office supplies	854.63
14110865	18/08/2022	Scottails	Event supplies	850.00
13232494	4/08/2022	Prestige Alarms	Service call to Alarm systems	841.50
12551767	25/08/2022	Corsign WA Pty Ltd	Symboic Safety Signs	836.00
10270944	11/08/2022	Jim's Mowing Belmont	Landscape maintenance	835.00
12551767	25/08/2022	Statewide Bearings	Bearings	825.88
14110865	18/08/2022	Complete Office Supplies Pty Ltd	Office supplies	811.65
13232494	4/08/2022	Western Aust Treasury Corp	Loan repayment	750.76
12551767	25/08/2022	Mr L Brock	Reimbursement-Meeting	750.00
12551767	25/08/2022	Nigel McCombe	Reimbursement-Meeting	750.00
10270944	11/08/2022	Redhawk Investments Pty Ltd	Refurbish park bench	748.00
10270944	11/08/2022	Sonic HealthPlus Pty Ltd	Staff medicals	730.95
13232494	4/08/2022	WH Location Services Pty Ltd T/As Abaxa	Service investigation Ley/Downey	729.52
12551767	25/08/2022	Burson Automotive Pty Ltd	Auto parts	725.68
13232494	4/08/2022	J Gourdis Landscapes	Landscape maintenance	720.00
12551767	25/08/2022	Enware Australia Pty Ltd	Turf maintenance supplies	704.55
13232494	4/08/2022	Manning Eagles Bowling Club	Repairs to shutters	702.90
14110865	18/08/2022	Jenni Vacca	Box gallery exhibition	700.00
14110865	18/08/2022	MDM Entertainment	Library supplies	697.93
14110865	18/08/2022	Bunnings Building Supplies P/L	Supplies	674.50
12551767	25/08/2022	Beacon Equipment - Canning Vale	Supplies	671.75
14110865	18/08/2022	McLeods Barristers & Solicitors	Legal services	664.30
10270944	11/08/2022	Djoona	Welcome to country	650.00
14110865	18/08/2022	Cosmic Cocktails & Events	Event setup	647.00
12551767	25/08/2022	MDM Entertainment	Library supplies	639.73
12551767	25/08/2022	ALS Library Services Pty Ltd	Library supplies	638.62
12551767	25/08/2022	The Karalee on Preston	Beverages for Council meetings	633.90
10270944	11/08/2022	Repco Auto Parts	Auto parts	628.64
13232494	4/08/2022	Greenway Turf Solutions Pty Ltd	Landscape Maintenance	616.00
13232494	4/08/2022	SecurePay Pty Ltd	Web payments	608.91
12551767	25/08/2022	Bin Bath Australia Pty Ltd	Bin cleaning	600.60
12551767	25/08/2022	Holcim (Australia) Pty Ltd	Concrete	596.64
12551767	25/08/2022	Major Motors Pty Ltd	Vehicle parts	585.15
12551767	25/08/2022	Totally Workwear - Belmont	Workwear	569.16
10270944	11/08/2022	TenderLink.Com	Tender Advertising 2022/23	563.20
10270944	11/08/2022	The Karalee on Preston	Beverages for Councillors	561.84
10270944	11/08/2022	Blackwoods	Hose reels	555.19
10270944	11/08/2022	Betta Pest Management	Pest Control CPV	550.00
10270944	11/08/2022	Toolmart Australia Pty Ltd	Tools	546.80
13232494	4/08/2022	Majestic Plumbing Pty Ltd	Plumbing	528.00
10270944	11/08/2022	Imagesource Digital Solutions	Paving Decals	528.00
14110865	18/08/2022	Amalgam Recruitment Amalgamated Services Pty Ltd	Contract Staff	526.22
14110865	18/08/2022	Totally Workwear - Belmont	Workwear	523.25
12551767	25/08/2022	Bidfood Perth	Council supplies	522.18
13232494	4/08/2022	CTi5 Pty Ltd	Cash collection fee	519.75
10270944	11/08/2022	City Of Canning	Animal Welfare	502.50
13232494	4/08/2022	Smedia Pty Ltd	Subscription fee	500.00
13232494	4/08/2022	Boral Construction Materials Group Ltd	Asphalt	488.68
14110865	18/08/2022	Imagesource Digital Solutions	Picnic Area Stickers	479.60
14110865	18/08/2022	Hensman Park Tennis Club Inc	Tap replacement	460.00
13232494	4/08/2022	Tyke Electrical	Electrical works	451.00
12551767	25/08/2022	Epic Installs	Install Sails	450.00
14110865	18/08/2022	Reino International	Monthly support fee	443.73
13232494	4/08/2022	Plant Assessor	Subscription	440.00

Reference	Date	Payee	Description	Amount (\$)
10270944	11/08/2022	Konnect Shop	Workshop Supplies	428.73
14110865	18/08/2022	Steann Pty Ltd	Degas refrigerators	418.00
14110865	18/08/2022	Freo Fire Maintenance Services Pty Ltd	Fire extinguisher service	418.00
14110865	18/08/2022	Boral Construction Materials Group Ltd	Asphalt	403.11
13232494	4/08/2022	Jackson McDonald Lawyers	Legal services	400.40
14110865	18/08/2022	IGA Manning	Catering-National Tree Day	393.38
13232494	4/08/2022	Chemical Essentials Pty Ltd	Supplies for ACF	391.60
10270944	11/08/2022	Town of Bassendean	Animal Welfare	387.10
14110865	18/08/2022	Bidfood Perth	Council supplies	380.51
12551767	25/08/2022	Western Resource Recovery Pty Ltd	Grease Trap waste	377.74
10270944	11/08/2022	Total Eden	Reticulation parts	376.09
10270944	11/08/2022	ALS Library Services Pty Ltd	Library supplies	369.96
10270944	11/08/2022	Totally Workwear - Belmont	Workwear	369.38
14110865	18/08/2022	SEM Distribution	Newspaper supply	369.20
14110865	18/08/2022	ATI-Mirage	Excel course	369.00
10270944	11/08/2022	Novaproducts Global	Stairnosing	362.46
14110865	18/08/2022	VCM - Vending Coffee Machines	Coffee supplies	360.00
10270944	11/08/2022	Dorma Australia Pty Ltd	Roller door repairs	357.50
12551767	25/08/2022	Total Green Recycling	Recycling service	348.41
12551767	25/08/2022	Laundry Express	Linen service	341.66
10270944	11/08/2022	Prestige Alarms	Service call	335.50
14110865	18/08/2022	Department of Water and Environmental Regulations	Annual Licence Fee	324.80
14110865	18/08/2022	Fruit N Vegies R Us	8 x Fruit baskets	320.00
12551767	25/08/2022	Fruit N Vegies R Us	8 x Fruit basket	320.00
13232494	4/08/2022	Battery World Welshpool	Batteries	313.96
0912397	15/08/2022	Local Govt Racecourses & Cemeteries Emp Union	Union LGRCEU	308.00
10565791	25/08/2022	Local Govt Racecourses & Cemeteries Emp Union	Union LGRCEU	308.00
13232494	4/08/2022	Cooia Consultancy	Event performance	300.00
14110865	18/08/2022	IPWEA - **WA Only**	Asset mgmt course	300.00
12551767	25/08/2022	Budget Rent A Car - LOC 20008	Car hire	299.31
13232494	4/08/2022	Town Of Victoria Park	Animal Welfare	295.00
12551767	25/08/2022	Bunnings Building Supplies P/L	Supplies	284.85
0912397	15/08/2022	Health Insurance Fund of WA	Health Insurance Fund of WA	281.65
10565791	25/08/2022	Health Insurance Fund of WA	Health Insurance Fund of WA	281.65
14110865	18/08/2022	E & MJ Rosher Pty Ltd	Supplies	281.04
14110865	18/08/2022	Poolegrave Signs & Engraving	Plaque	275.00
10270944	11/08/2022	AFGRI Equipment Australia Pty Ltd	Filter Element	263.84
13232494	4/08/2022	Synergy	Electricity usage	257.73
13232494	4/08/2022	Parks & Leisure Australia	Employee Training	242.00
12551767	25/08/2022	Work Clobber	Workwear	238.50
10270944	11/08/2022	Complete Office Supplies Pty Ltd	Office supplies	228.97
13232494	4/08/2022	Bin Bath Australia Pty Ltd	Bin cleaning	217.80
13232494	4/08/2022	Sonic HealthPlus Pty Ltd	Staff medicals	211.20
12551767	25/08/2022	Sonic HealthPlus Pty Ltd	Staff medicals	211.20
13232494	4/08/2022	The Poster Girls	Magazine supply	205.92
13232494	4/08/2022	Harvey Fresh	Milk Supplies	202.32
14110865	18/08/2022	Laundry Express	Linen service	202.02
14110865	18/08/2022	Kirilee Cosplay	Event performance fee	200.00
14110865	18/08/2022	Parker Black & Forrest Pty Ltd	Locksmith service	199.10
14110865	18/08/2022	Perth Aquatic Seed & Ecological Services Pty Ltd	Aquatic services	192.50
14110865	18/08/2022	Jasman Enterprises Pty Ltd	Service call	189.75
13232494	4/08/2022	Perth Security Services	Alarm Response	184.65
12551767	25/08/2022	WINC Australia Pty Ltd	Office supplies	182.75
13232494	4/08/2022	ACE+	Plumbing Services - various	172.96
13232494	4/08/2022	Totally Workwear - Belmont	Workwear	171.56
14110865	18/08/2022	Burson Automotive Pty Ltd	Auto parts	160.91
13232494	4/08/2022	Schindler Lifts Australia Pty Ltd	Lift service	156.97
0912397	15/08/2022	Australian Services Union	Union ASU	155.40
10565791	25/08/2022	Australian Services Union	Union ASU	155.40
13232494	4/08/2022	Go Doors	Maintenance works-CPV	154.00
12551767	25/08/2022	Landgate	Refund of inv#1183250	151.24
12551767	25/08/2022	Lock Stock & Farrell Locksmith	Locksmith services	150.00
14110865	18/08/2022	The Poster Girls	A3 Posters	147.00
14110865	18/08/2022	Harvey Fresh	Milk Supplies	145.80
10270944	11/08/2022	Office National Canning Vale	Office supplies	145.26
13232494	4/08/2022	Amazing Clean Blinds	Repairs to blinds-CPV	145.00
10270944	11/08/2022	Amazing Clean Blinds	Repair blinds CPV	145.00
14110865	18/08/2022	Beacon Equipment - Canning Vale	Equipment	144.00
14110865	18/08/2022	ALS Library Services Pty Ltd	Library supplies	142.24
13232494	4/08/2022	Australia Post Library	Postal charges	134.25
10270944	11/08/2022	City of Vincent	Animal Welfare	134.00
12551767	25/08/2022	Eagle Sports	Supplies for GBLC	133.43
12551767	25/08/2022	Repco Auto Parts	Auto parts	123.51
12551767	25/08/2022	Harvey Fresh	Milk Supplies	123.12
13232494	4/08/2022	AquamoniX	Pump service	121.00



Reference	Date	Payee	Description	Amount (\$)
13232494	4/08/2022	Eighty Nine Enterprises	Roller door service CPV	112.50
12551767	25/08/2022	Pirtek Welshpool	Supplies	109.87
10270944	11/08/2022	Beacon Equipment - Canning Vale	Equipment	96.05
13232494	4/08/2022	SAI Global Pty Ltd 2	Online select additions	91.27
13232494	4/08/2022	Waterlogic Australia Pty Ltd	Water fountain hire	80.77
13232494	4/08/2022	Office National Canning Vale	Office supplies	80.45
13232494	4/08/2022	Vetwest Animal Hospitals Pty Ltd	Animal Welfare	68.20
14110865	18/08/2022	Alinta	Electricity/gas usage	66.95
14110865	18/08/2022	Blackwoods	Supplies	65.10
10270944	11/08/2022	Perth Security Services	Alarm Response	61.55
14110865	18/08/2022	Perth Security Services	Alarm Response	61.55
10270944	11/08/2022	Harvey Fresh	Milk Supplies	56.52
13232494	4/08/2022	Pickles Auctions Pty Ltd	Instant Valuations packages	55.00
10270944	11/08/2022	Battery World Welshpool	Batteries	51.44
10270944	11/08/2022	City Of Gosnells	Animal Welfare	50.00
13232494	4/08/2022	Burson Automotive Pty Ltd	Auto parts	42.90
10270944	11/08/2022	Telstra - 3614257784 ID 1003577	Phone charges	40.00
14110865	18/08/2022	Aussie Natural Spring Water	Bottled water hire	39.70
12551767	25/08/2022	Vetwest Animal Hospitals Pty Ltd	Animal Welfare	28.57
14110865	18/08/2022	Bolinda Publishing Pty Ltd	Library services	27.81
10270944	11/08/2022	Atom Supply	Consumables	19.23
12551767	25/08/2022	Wren Oil	Oil waste disposal	16.50
12551767	25/08/2022	Atom Supply	Supplies	14.55
12551767	25/08/2022	Office National Canning Vale	Office supplies	8.46
Sub Total				3,154,098.50

Cheque Payments

Reference	Date	Payee	Description	Amount (\$)
13284256	18/08/2022	Water Corporation Work Orders	Works at Conlon St	3,277.45
11202496	25/08/2022	City of South Perth - Petty Cash	Petty cash reimbursement-Civic Centre	625.55
10193798	11/08/2022	City of South Perth - CPV	Petty Cash-CPV	493.05
11202496	25/08/2022	City of South Perth - CPV	Petty Cash-CPV	362.05
11354344	4/08/2022	City of South Perth - Petty Cash	Reimbursement GBLC	22.75
Sub Total				4,780.85

Non Creditor EFT Payments

Reference	Date	Payee	Description	Amount (\$)
10270944	11/08/2022	Mr James Ernest Williams	Refundable amount	90,559.98
12551767	25/08/2022	Curate Arts Incorporated	Community Funding Grant	5,500.00
12551767	25/08/2022	McDougall Farm Community Garden	Community Funding Grant	5,000.00
12551767	25/08/2022	Quista P/L	RRAB-73 Park St	4,400.00
12551767	25/08/2022	Hassan Malik Bytol-Diack	Refund Hall/Swipe card Bond	3,090.00
14110865	18/08/2022	Building 51 Pty Ltd	RRAB-33 Hurlingham Road	3,000.00
10270944	11/08/2022	Herman Mulumba	Refund hall/Swipe card	2,550.00
13232494	4/08/2022	Tina Allen	RRAB	2,200.00
13232494	4/08/2022	David Stone	RRAB	2,200.00
10270944	11/08/2022	Fratelli Homes WA	RRAB-7 Pepler Avenue	2,200.00
14110865	18/08/2022	Assetbuild Pty Ltd	RRAB-2 Allen St	2,200.00
12551767	25/08/2022	Ricciardello Family Trust T/A Wests	RRAB-24 Sawyer Way	2,200.00
12551767	25/08/2022	West One Property Group Pty Ltd	RRAB-9 Unwin Cres	2,200.00
12551767	25/08/2022	ZD Constructions 93 Pty Ltd	RRAB-28 Sixth Ave	2,200.00
12551767	25/08/2022	Green Start Consulting Pty Ltd	RRAB-63 Labouchere Rd	2,200.00
12551767	25/08/2022	MVG Construction Pty Ltd	RRAB-3/313 Canning Hwy	2,200.00
12551767	25/08/2022	Anthony Raspa	RRAB	2,200.00
12551767	25/08/2022	Australian Renovation Group Pty Ltd	RRAB-56 Todd Ave	2,200.00
14110865	18/08/2022	A Ashourpouri	Refund Hall/Swipe card bond	2,050.00
10152396	19/08/2022	Pieta House	Refund hire fees	1,075.53
13232494	4/08/2022	Habiba Asim	Refund hall/Swipe card	1,050.00
13232494	4/08/2022	K Bhaidani & U A Muhammad	Refund hall/swipe card	1,050.00
13232494	4/08/2022	Rural Health West	Refund hall/Swipe card	1,050.00
13232494	4/08/2022	A Aljarabaa & Abdo Al Karim Al Motawea	Refund hall/Swipe card	1,050.00
14110865	18/08/2022	New Apostolic Church	Refund hall/Swipe card bond	1,050.00
14110865	18/08/2022	Kylie Wilson	Refund hall/swipe card bond	1,050.00
14110865	18/08/2022	Afaf Ali & Muse Bashir	Refund Hall/Swipe card bond	1,050.00
13232494	4/08/2022	Paul Tribbick	RRAB	1,000.00
13232494	4/08/2022	Building Approvals	RRAB-1A Manning Tce	1,000.00
13232494	4/08/2022	Andantino Pty Ltd	RRAB-7/9 Stone St	1,000.00
10270944	11/08/2022	David Lappan	RRAB	1,000.00
12551767	25/08/2022	Office Fitout Professionals Pty Ltd	RRAB-4/18 Welwyn Ave	1,000.00
12551767	25/08/2022	Nadine Donovan	RRAB	1,000.00
12551767	25/08/2022	Ren Lee	Crossing Subsidy	912.19
10270944	11/08/2022	Francesco Maria Mancini	Crossing Subsidy	821.88
13232494	4/08/2022	Norup & Wilson Developments Pty Ltd	RRAB-112 Lockhart St	750.00

Reference	Date	Payee	Description	Amount (\$)
14110865	18/08/2022	Manoj Nihalani	RRAB [REDACTED]	750.00
12551767	25/08/2022	David A Norris	RRAB [REDACTED]	750.00
12551767	25/08/2022	North Beach Nominees Pty Ltd	RRAB-47 Waverley St	750.00
12551767	25/08/2022	New Apostolic Church	Refund part hire fees	640.00
12551767	25/08/2022	New Apostolic Church	Refund part hire fees	620.00
13232494	4/08/2022	Thi Vuong Anh Pham	Refund hall/swipe card bond	600.00
10270944	11/08/2022	M and ML Lemme	Refund hall/key bond	600.00
10270944	11/08/2022	The Collectibles Society of WA Inc	Refund hall/swipe card bond	600.00
14110865	18/08/2022	Maharashtra Mandal of Perth WA Inc	Refund Hall/Swipe card bond	600.00
14110865	18/08/2022	Pearl Phiwayinkosi Kweyama	Refund hall/swipe card	600.00
14110865	18/08/2022	Belmont City College	Refund hall/swipe card bond	600.00
14110865	18/08/2022	Anam Abdul Quddus Khan	Refund hall/Swipe card bond	600.00
12551767	25/08/2022	Kate & Joshua Ellis	Refund hall/swipe card	600.00
12551767	25/08/2022	Manal Zamir Hussain	Refund hall/Swipe card	600.00
14110865	18/08/2022	Liam Lynch & Emily Walsh	Refund hire fees	560.00
13232494	4/08/2022	Shirley Steel	RRAB [REDACTED]	500.00
13232494	4/08/2022	Outdoor World	RRAB-79 Robert St	500.00
13232494	4/08/2022	Thien Le	RRAB [REDACTED]	500.00
10270944	11/08/2022	Shawn Cao	RRAB [REDACTED]	500.00
10270944	11/08/2022	Outdoor World Wangara	RRAB-80 Ryrie Ave	500.00
10270944	11/08/2022	Great Aussie Patios	RRAB-1/50 Hope Ave	500.00
10270944	11/08/2022	Great Aussie Patios	RRAB-2/30 Alston Avenue	500.00
14110865	18/08/2022	Michael Bond	RRAB [REDACTED]	500.00
14110865	18/08/2022	Great Aussie Patios	RRAB-57A Hope Ave	500.00
14110865	18/08/2022	Aussie Patio Designs	RRAB-1/64 Strickland St	500.00
14110865	18/08/2022	McKeeman Constructions P/L	RRAB-28 Redmond St	500.00
12551767	25/08/2022	Buildinglines Approvals Pty	RRAB-33 Fouth Ave	500.00
12551767	25/08/2022	Australian Outdoor Living WA	RRAB-2/76 Clydesdale St	500.00
12551767	25/08/2022	Aussie Patio Designs	RRAB-27B Comer Street	500.00
12551767	25/08/2022	Michael Cosson	RRAB [REDACTED]	500.00
12551767	25/08/2022	Gary Hickey	RRAB [REDACTED]	500.00
14110865	18/08/2022	Department of Education	Refund hire fees SP Library	318.75
10270944	11/08/2022	WAMTAZA Inc	Refund hall hire fees	259.00
13232494	4/08/2022	MR A O De Souza	Refund Community Bus bond	250.00
13232494	4/08/2022	Aliyeh Ghitani Nezhad	Individual Dev. Grant	200.00
14110865	18/08/2022	Lekshima Jaya Mohan	Refund hire of fees	169.00
13232494	4/08/2022	M Kihako & D Mkonyoka	Refund hire fee	70.00

Sub Total 175,996.33

Non Creditor CHQ Payments

Reference	Date	Payee	Description	Amount (\$)
11354344	4/08/2022	Donatella Dedomenico	Refund UGHP	6,365.00
11202496	25/08/2022	WA Police Legacy	Refund hall/swipe card bond	2,730.00
11202496	25/08/2022	WA Police Legacy	Refund hall/swipe card bond	2,050.00
13284256	18/08/2022	The Muslim Women's Support Centre	Refund hall /swipe card fees	1,344.00
10193798	11/08/2022	Karrar Al Bunajim	Refund hall/Swipe card bond	604.95
11202496	25/08/2022	The Old Apostolic Church	Refund hall/Swipe card bond	600.00
11202496	25/08/2022	Erika Iskandar	Refund hall/Swipe card bond	547.50
13284256	18/08/2022	The Muslim Women's Support Centre	Refund hire fees	216.00
15494243	4/08/2022	Mr Clive Timms	Refund Pensioner Rebate	211.50
10193798	11/08/2022	Sheryl Saretta	Refund for found lost item	10.70

Sub Total 14,679.65

**Excluding:** Voided Payments:

Reference	Date	Payee	Description	Amount (\$)
				0.00

Total Cancelled EFT 0.00

**Excluding:** Cancelled Cheques

Reference	Date	Payee	Description	Amount (\$)
				0.00

Total Cancelled Cheques 0.00

**City of South Perth**  
**Statement of Financial Position**  
**31 August 2022**

Details	31 August 2022 \$	31 August 2021 \$	30 June 2022 \$
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	69,011,638	63,302,647	59,654,070
Trade & Other Receivables	48,129,734	43,025,130	4,397,922
Other Current Assets	883,750	419,912	381,761
<b>TOTAL CURRENT ASSETS</b>	<b>118,025,122</b>	<b>106,747,689</b>	<b>64,433,753</b>
<b>NON-CURRENT ASSETS</b>			
Trade & Other Receivables	14,859,148	11,651,953	10,874,108
Other Non-Current Assets	-	416,786	416,786
Investments (LGHT & RRC)	222,467	222,467	222,467
Property, Plant & Equipment	370,722,277	370,960,124	370,928,247
Infrastructure	351,790,932	354,720,681	352,747,848
Intangibles	225,515	405,499	235,505
<b>TOTAL NON-CURRENT ASSETS</b>	<b>737,820,339</b>	<b>738,377,509</b>	<b>735,424,960</b>
<b>TOTAL ASSETS</b>	<b>855,845,461</b>	<b>845,125,198</b>	<b>799,858,712</b>
<b>CURRENT LIABILITIES</b>			
Trade & Other Payables	14,122,482	12,405,723	5,698,901
Borrowings	3,186,092	588,646	3,162,535
Provisions	4,470,099	4,914,324	4,710,152
Leaseholder Liability	25,528,225	26,032,814	25,404,627
Grant Obligations	6,503,590	7,065,322	6,769,079
<b>TOTAL CURRENT LIABILITIES</b>	<b>53,810,489</b>	<b>51,006,830</b>	<b>45,745,294</b>
<b>NON-CURRENT LIABILITIES</b>			
Leaseholder Liability	816,827	804,098	809,939
Borrowings	12,496,495	5,790,608	13,251,730
Provisions	658,643	545,244	658,643
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>13,971,965</b>	<b>7,139,950</b>	<b>14,720,312</b>
<b>TOTAL LIABILITIES</b>	<b>67,782,454</b>	<b>58,146,779</b>	<b>60,465,606</b>
<b>NET ASSETS</b>	<b>788,063,007</b>	<b>786,978,419</b>	<b>739,393,106</b>
<b>EQUITY</b>			
Retained Surplus	131,263,068	133,123,140	129,602,659
Reserves - Cash Backed	43,914,679	40,068,064	43,588,546
Revaluation Surplus	564,215,359	564,215,359	564,215,359
Net Profit/Loss	48,669,901	49,571,855	1,986,542
<b>TOTAL EQUITY</b>	<b>788,063,007</b>	<b>786,978,419</b>	<b>739,393,106</b>

**City of South Perth  
Statement of Change in Equity  
31 August 2022**

	31 August 2022 \$	31 August 2021 \$	30 June 2022 \$
<b>RESERVES</b>			
<b>Cash Backed</b>			
Balance at beginning of reporting period	43,588,546	40,298,494	40,298,494
Aggregate transfers to Retained Earnings	(5,788,852)	(616,177)	(3,904,669)
Aggregate transfers from Retained Earnings	6,114,985	385,747	7,194,720
Balance at end of reporting period	<u>\$ 43,914,679</u>	<u>\$ 40,068,064</u>	<u>\$ 43,588,546</u>
<b>Non - Cash Backed</b>			
Asset Revaluation Reserve	564,215,359	564,215,359	564,215,359
Balance at end of reporting period	<u>\$ 564,215,359</u>	<u>\$ 564,215,359</u>	<u>\$ 564,215,359</u>
<b>TOTAL RESERVES</b>	<u><b>\$ 608,130,038</b></u>	<u><b>\$ 604,283,424</b></u>	<u><b>\$ 607,803,905</b></u>
<b>RETAINED EARNINGS</b>			
Balance at beginning of reporting period	131,589,201	132,892,710	132,892,711
Realised Revaluation Reserve	-	-	-
Change in Net Assets from Operations	48,669,900	49,571,855	1,986,541
Aggregate transfers to Reserves	(6,114,985)	(385,747)	(7,194,720)
Aggregate transfers from Reserves	5,788,852	616,177	3,904,669
Balance at end of reporting period	<u><b>\$ 179,932,969</b></u>	<u><b>\$ 182,694,995</b></u>	<u><b>\$ 131,589,201</b></u>
<b>TOTAL EQUITY</b>	<u><b>\$ 788,063,007</b></u>	<u><b>\$ 786,978,419</b></u>	<u><b>\$ 739,393,106</b></u>

**City of South Perth**  
**Statement of Financial Activity**  
**31 August 2022**

Original Budget 2022/23	OPERATING ACTIVITIES	YTD Budget	YTD Actual	YTD Variance Budget	Note	YTD % Variance Budget
	<b>Income</b>					
40,951,045	Rates revenue	40,801,045	40,797,409	(3,636)	U	0%
19,081,552	Fees and charges	9,676,098	9,821,489	145,390	F	2%
8,150,456	Service charges	8,150,456	8,224,104	73,648	F	1%
1,731,928	Operating grants subsidies and contributions	107,624	176,936	69,313	F	64%
1,215,663	Interest revenue	230,375	274,882	44,507	F	19%
607,245	Other revenue	133,357	122,216	(11,141)	U	-8%
<b>71,737,889</b>	<b>Subtotal Income</b>	<b>59,098,955</b>	<b>59,417,036</b>	<b>318,081</b>	<b>F</b>	
	<b>Expenditure</b>					
26,261,912	Employee expenses	4,089,389	3,985,796	103,593	F	3%
32,474,269	Materials and contracts	4,397,978	4,209,226	188,753	F	4%
1,867,900	Utility charges	348,103	277,254	70,850	F	20%
653,600	Insurance expenses	328,800	343,479	(14,679)	U	-4%
11,077,927	Depreciation and amortisation	1,884,327	1,882,897	1,430	F	0%
1,008,791	Other expenses	138,239	124,093	14,146	F	10%
600,624	Interest expenses	116,426	116,426	-		
<b>73,945,022</b>	<b>Subtotal Expenditure</b>	<b>11,303,263</b>	<b>10,939,172</b>	<b>364,092</b>	<b>F</b>	
<b>(2,207,133)</b>	<b>Net Operating Surplus/ (Deficit)</b>	<b>47,795,692</b>	<b>48,477,865</b>	<b>682,173</b>	<b>F</b>	
	<b>ADD NON CASH ITEMS</b>					
11,020,759	Depreciation	1,874,367	1,872,908	1,459	F	0%
57,168	Amortisation	9,960	9,989	(29)	U	0%
<b>11,077,927</b>	<b>Subtotal Non Cash Items</b>	<b>1,884,327</b>	<b>1,882,897</b>	<b>1,430</b>	<b>F</b>	
<b>8,870,793</b>	<b>Net Operating Surplus/ (Deficit)</b>	<b>49,680,019</b>	<b>50,360,762</b>	<b>680,743</b>	<b>F</b>	
	<b>LESS CAPITAL INCOME &amp; EXPENDITURE</b>					
1,905,263	Grants for Acquisition of Assets	31,047	192,300	161,253	F	519%
(1,918,000)	Acquisition of Buildings	(233,182)	(274,068)	(40,886)	U	-18%
(240,000)	Acquisition of Computer Equipment	-	-	-		
(1,189,600)	Acquisition of Plant & Equipment	-	-	-		
(210,000)	Acquisition of Artworks	-	-	-		
(9,534,507)	Construction of Infrastructure Assets	(161,186)	(435,954)	(274,768)	U	-170%
<b>(11,186,844)</b>	<b>Subtotal Capital Income and Expenditure</b>	<b>(363,321)</b>	<b>(517,722)</b>	<b>(154,401)</b>	<b>U</b>	
	<b>LESS OTHER NON OPERATING ITEMS</b>					
(3,162,535)	Loan Principal Repayments	(731,679)	(731,679)	(0)	U	0%
(17,779,453)	Transfers to Reserves	(5,975,672)	(6,114,985)	(139,313)	U	-2%
<b>(20,941,988)</b>	<b>Subtotal Other Non Operating Items</b>	<b>(6,707,350)</b>	<b>(6,846,663)</b>	<b>(139,313)</b>	<b>U</b>	
	<b>OTHER FUNDING SOURCES</b>					
15,659,387	Transfers from Reserves	5,896,289	5,788,852	(107,437)	U	-2%
7,000,000	Movement in Grant Obligations	-	-	-		
240,000	Proceeds on Disposal of Assets	-	-	-		
49,006	Self Supporting Loans Recouped	11,493	-	(11,493)	U	-100%
-	Movement in CPV Liabilities (Non-Current)	-	130,486	130,486	U	100%
-	Movement in Deferred Rates (Non-Current)	-	3,606	3,606	F	100%
(3,906,133)	Movement in UGP Debtors (Non-Current)	(3,906,133)	(3,988,647)	(82,514)	U	-2%
4,215,779	Opening Net Current Assets July 1 B/Fwd	4,215,779	8,141,235	3,925,456	F	93%
<b>23,258,039</b>	<b>Subtotal Other Funding Sources</b>	<b>6,217,428</b>	<b>10,075,532</b>	<b>3,858,104</b>	<b>F</b>	
<b>0</b>	<b>CLOSING NET CURRENT ASSETS YTD</b>	<b>48,826,776</b>	<b>53,071,909</b>	<b>4,245,133</b>	<b>F</b>	



## City of South Perth

### 2022/2023 Operating Revenue and Expenditure Budget Versus Actual

August - 2022

Key Responsibility Area	YTD Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Original Budget \$
<b>REVENUE</b>						
<b>Corporate Services</b>						
<b>Governance</b>						
200080 - Governance Admin	7,958	12,035	4,077	F	51%	47,745
200090 - Animal Control	24,500	18,642	(5,858)	U	-24%	149,000
200091 - Fire Prevention	250	(130)	(380)	U	-152%	10,000
200092 - Parking	348,567	392,275	43,709	F	13%	1,895,000
200093 - District Rangers	1,500	1,318	(182)	U	-12%	9,000
Total Revenue - Governance	382,774	424,140	41,366	F	11%	2,110,745
<b>Finance</b>						
200020 - Investment Activities	143,458	186,860	43,402	F	30%	1,578,708
200021 - Financial Services	-	145	145	F	100%	52,000
200022 - Rating Services	40,951,678	40,960,839	9,161	F	0%	41,604,045
200030 - Property Management - Commercial	68,800	51,902	(16,898)	U	-25%	311,600
200031 - Recoverable Costs	3,067	12,140	9,073	F	296%	36,400
Total Revenue - Finance	41,167,003	41,211,886	44,883	F	0%	43,582,753
<b>Corporate Services Total</b>	41,549,778	41,636,026	86,249	F	0%	45,693,498
<b>Development &amp; Community Services</b>						
<b>Collier Park Village</b>						
300310 - Collier Park Village	384,305	424,205	39,900	F	10%	2,256,301
300311 - Collier Park Community Centre	1,050	495	(555)	U	-53%	6,300
Total Revenue - Collier Park Village	385,355	424,701	39,346	F	10%	2,262,601
<b>Community Development</b>						
300202 - Community Projects	6,000	23,500	17,500	F	292%	21,000
300205 - Community Events	35,000	2,163	(32,837)	U	-94%	75,000
300220 - Facility Hire	80,333	87,349	7,015	F	9%	410,000
300221 - Recreation Admin	15,500	61,405	45,905	F	296%	133,390
300222 - George Burnett Leisure Centre Operations	34,333	47,132	12,798	F	37%	200,000
Total Revenue - Community Development	171,167	221,548	50,381	F	29%	839,390
<b>Library</b>						
300400 - Library Services	833	15,697	14,864	F	1784%	5,500
300401 - Civic Centre Library	2,008	2,030	21	F	1%	12,050
300402 - Manning Library	1,092	1,173	81	F	7%	6,550
300403 - Old Mill	1,333	1,280	(54)	U	-4%	8,000
Total Revenue - Library	5,267	20,180	14,913	F	283%	32,100
<b>Statutory Planning</b>						
300610 - Planning Services	75,000	95,758	20,758	F	28%	495,000
300630 - Building Services	61,000	47,744	(13,256)	U	-22%	450,000
300631 - Pool Services	85,000	88,206	3,206	F	4%	85,000
300640 - Health Services	-	-	-			5,000
300641 - Preventative Services	110,000	109,321	(679)	U	-1%	119,500
Total Revenue - Statutory Planning	331,000	341,029	10,029	F	3%	1,154,500
<b>Development &amp; Community Services Total</b>	892,788	1,007,457	114,669	F	13%	4,288,591



Key Responsibility Area	YTD Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Original Budget \$
<b>Infrastructure</b>						
<b>Assets &amp; Design</b>						
400150 - Network Operations	6,379	715	(5,665)	U	-89%	40,000
400160 - Underground Power	8,150,456	8,224,104	73,648	F	1%	8,150,456
Total Revenue - Assets & Design	8,156,835	8,224,819	67,983	F	1%	8,190,456
<b>Business &amp; Construction</b>						
400300 - CPGC	684,427	760,385	75,958	F	11%	4,612,954
400311 - Fleet Management	5,000	2,936	(2,064)	U	-41%	30,000
400312 - Recycling Centre	23,833	18,967	(4,866)	U	-20%	143,000
400313 - Waste Collection	14,749	4,951	(9,799)	U	-66%	88,500
400314 - Recycling & Waste	7,694,917	7,683,948	(10,969)	U	0%	7,855,938
Total Revenue - Business & Construction	8,422,926	8,471,187	48,261	F	1%	12,730,392
<b>Programs Delivery</b>						
Building Maintenance	-	4,630	(4,630)	U	-100%	-
Works Maintenance	47,961	59,068	(11,107)	U	-23%	644,952
Park Operations	28,667	13,849	14,817	F	52%	190,000
Total Revenue - Programs Delivery	76,628	77,548	920	F	1%	834,952
<b>Infrastructure Total</b>	16,656,389	16,773,553	117,164	F	1%	21,755,800
<b>Total Revenue</b>	59,098,955	59,417,036	318,081	F	1%	71,737,889
<b>EXPENDITURE</b>						
<b>Office of the CEO</b>						
<b>Office of the CEO</b>						
100010 - Office of the CEO	87,393	93,681	(6,288)	U	-7%	641,179
Total Expense - Office of the CEO	87,393	93,681	(6,288)	U	-7%	641,179
<b>Office of the CEO Total</b>	87,393	93,681	(6,288)	U	-7%	641,179
<b>Corporate Services</b>						
<b>Director of Corporate Services</b>						
200010 - Corporate Services	39,841	39,823	17	F	0%	257,262
Total Expense - Director of Corporate Services	39,841	39,823	17	F	0%	257,262
<b>Customer, Communications &amp; Engagement</b>						
200060 - Customer Services Admin	174,597	172,934	1,663	F	1%	1,159,606
200062 - Marketing & Communications	89,041	91,768	(2,727)	U	-3%	725,734
200063 - Publications	19,333	3,236	16,097	F	83%	97,000
Total Expense - Customer, Communications & Engagement	282,972	267,938	15,034	F	5%	1,982,340
<b>Finance</b>						
200020 - Investment Activities	23,771	23,771	-			161,053
200021 - Financial Services	506,295	448,921	57,374	F	11%	2,562,357
200022 - Rating Services	39,962	34,322	5,640	F	14%	536,569
200031 - Recoverable Costs	31,513	28,551	2,961	F	9%	135,700
200032 - PreSchools	5,574	5,574	-			32,814
Total Expense - Finance	607,114	541,139	65,976	F	11%	3,428,493
<b>Information Technology</b>						
200050 - Information Services	675,279	576,040	99,239	F	15%	5,205,925
200051 - Records Management	31,516	30,345	1,171	F	4%	204,790
Total Expense - Information Technology	706,795	606,385	100,410	F	14%	5,410,716
<b>Governance</b>						
200080 - Governance Admin	103,725	98,075	5,650	F	5%	828,322
200081 - Council Members	163,591	159,370	4,221	F	3%	538,616
200082 - Council Functions	30,223	32,850	(2,626)	U	-9%	198,994
200090 - Animal Control	41,979	47,085	(5,105)	U	-12%	282,251
200091 - Fire Prevention	7,798	3,223	4,575	F	59%	109,209
200092 - Parking	127,645	118,113	9,533	F	7%	906,355
200093 - District Rangers	37,305	39,278	(1,973)	U	-5%	243,569
Total Expense - Governance	512,267	497,992	14,275	F	3%	3,107,315

Key Responsibility Area	YTD Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Original Budget \$
<b>People &amp; Performance</b>						
200040 - Organisational Performance	24,827	23,419	1,408	F	6%	193,835
200070 - Human Resources	135,914	126,924	8,989	F	7%	1,062,956
200071 - Occupational Health & Safety	41,557	38,549	3,009	F	7%	302,565
Total Expense - People & Performance	202,298	188,892	13,406	F	7%	1,559,355
<b>Corporate Services Total</b>	<b>2,351,287</b>	<b>2,142,169</b>	<b>209,118</b>	<b>F</b>	<b>9%</b>	<b>15,745,482</b>
<b>Development &amp; Community Services</b>						
<b>Director of Development &amp; Community Services</b>						
300010 - Development & Community Services	41,612	37,685	3,928	F	9%	270,976
Total Expense - Director of Development & Community Services	41,612	37,685	3,928	F	9%	270,976
<b>Community Development</b>						
300201 - CCR Admin	90,850	95,901	(5,051)	U	-6%	579,201
300202 - Community Projects	75,900	50,511	25,389	F	33%	590,000
300203 - Citizens Centre - South Perth	38,993	37,248	1,745	F	4%	194,363
300204 - Citizens Centre - Manning	25,749	25,030	719	F	3%	148,876
300205 - Community Events	70,538	66,250	4,287	F	6%	584,372
300210 - Major Events	85	2,238	(2,153)	U	-2521%	68,707
300211 - Summer Events	10,000	17,044	(7,044)	U	-70%	125,000
300212 - Functions	3,250	3,883	(633)	U	-19%	94,000
300213 - Public Art	7,797	6,864	933	F	12%	79,490
300220 - Facility Hire	111,542	92,766	18,776	F	17%	614,187
300222 - George Burnett Leisure Centre Operations	65,825	60,460	5,365	F	8%	459,339
Total Expense - Community Development	500,529	458,193	42,336	F	8%	3,537,534
<b>Collier Park Village</b>						
300310 - Collier Park Village	442,575	459,506	(16,931)	U	-4%	2,209,018
Total Expense - Collier Park Village	442,575	459,506	(16,931)	U	-4%	2,209,018
<b>Library</b>						
300401 - Civic Centre Library	252,315	257,698	(5,383)	U	-2%	1,466,697
300402 - Manning Library	139,719	130,458	9,261	F	7%	899,639
300403 - Old Mill	14,064	10,459	3,605	F	26%	199,682
300404 - Heritage House	3,243	4,920	(1,677)	U	-52%	23,989
Total Expense - Library	409,340	403,533	5,807	F	1%	2,590,007
<b>Statutory Planning</b>						
300610 - Planning Services	225,769	174,601	51,167	F	23%	1,576,690
300620 - Compliance	24,606	20,044	4,562	F	19%	159,483
300630 - Building Services	46,975	45,789	1,186	F	3%	327,485
300640 - Health Services	71,749	66,271	5,477	F	8%	484,002
300643 - Analytical Services	10,000	9,771	229	F	2%	10,000
300644 - Pest Control	-	167	(167)	U	-100%	60,000
Total Expense - Statutory Planning	379,098	316,644	62,455	F	16%	2,617,659
<b>Strategic Planning</b>						
300500 - Strategic Planning	126,486	108,959	17,527	F	14%	866,046
Total Expense - Strategic Planning	126,486	108,959	17,527	F	14%	866,046
<b>Development &amp; Community Services Total</b>	<b>1,899,641</b>	<b>1,784,520</b>	<b>115,121</b>	<b>F</b>	<b>6%</b>	<b>12,091,239</b>
<b>Infrastructrue</b>						
<b>Director Infrastructure Services</b>						
400010 - Director Infrastructure Services	55,087	142,553	(87,466)	U	-159%	418,847
400011 - Infrastructure Services-Planning	58,623	61,225	(2,603)	U	-4%	375,058
400014 - Recreation Aquatic Facilities Preliminary Cost	15,000	35,484	(20,484)	U	-137%	200,000
Total Expense - Director Infrastructure Services	128,710	239,262	(110,553)	U	-86%	993,905
<b>Assets &amp; Design</b>						
400100 - Asset & Design Administration	51,735	50,223	1,512	F	3%	339,073
400120 - Environment (Natural & Built)	64,448	89,952	(25,504)	U	-40%	494,238
400130 - Asset Management	32,106	39,400	(7,295)	U	-23%	349,812
400140 - Civil Design	86,674	68,648	18,026	F	21%	668,826
400150 - Network Operations	33,553	12,982	20,571	F	61%	250,573
400160 - Underground Power	1,493,186	1,497,167	(3,982)	U	0%	8,537,264
Total Expense - Assets & Design	1,761,701	1,758,372	3,329	F	0%	10,639,787



Key Responsibility Area	YTD Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Original Budget \$
<b>Business &amp; Construction</b>						
400300 - CPGC	590,866	597,834	(6,967)	U	-1%	3,752,512
400310 - Business & Construction - Administration	108,555	167,584	(59,030)	U	-54%	652,907
400311 - Fleet Management	299,921	286,282	13,639	F	5%	1,294,114
400312 - Recycling Centre	66,260	101,258	(34,998)	U	-53%	667,871
400313 - Waste Collection	775,998	730,971	45,027	F	6%	5,171,990
400314 - Recycling & Waste	96,224	51,496	44,728	F	46%	602,597
Total Expense - Business & Construction	1,937,824	1,935,425	2,399	F	0%	12,141,992
<b>Programs Delivery</b>						
Programs Delivery Administration	56,630	68,387	(11,757)	U	-21%	383,088
Building Maintenance	365,299	277,072	88,227	F	24%	2,576,053
Works Maintenance	1,486,772	1,412,562	74,210	F	5%	9,667,840
Park Operations	1,228,005	1,227,721	284	F	0%	9,064,457
Total Expense - Programs Delivery	3,136,707	2,985,743	150,964	F	5%	21,691,438
<b>Infrastructure Total</b>	6,964,942	6,918,802	46,140	F	1%	45,467,123
<b>Total Expenditure</b>	11,303,263	10,939,172	364,092	F	3%	73,945,022
<b>Net Position</b>	47,795,692	48,477,865	682,173	F	1%	(2,207,133)

## City of South Perth Collier Park Golf Club - Mini Golf

August 2022

### 1. Actual Revenue

	* August Actual \$	YTD Actual \$	Prior Year Actual Total \$
<b>Revenue</b>	12,500	37,587	259,413
<b>Expenses</b>	6,911	13,822	76,456
<b>Net Revenue</b>	5,589	23,765	182,957

\* Estimate due to 1 month delay with final actual from Golf Course Controller

### 2. Capital Expenditure

a) Initial Expenditure	\$1,947,991
b) Accumulated Depreciation	\$90,278
c) Net Carrying Value	<u>\$1,857,713</u>

### 3. Business Case Assumptions

a) Annual Revenue (page 5)	\$350,000
Payback Period (page 5)	6 years
b) Capital Cost of Facility (page 3)	\$2,000,000
c) Annual Operating Cost (page 5)	\$100,000

Note page reference is per Council adopted Business Plan

### 4. Return of Revenue to the Major Community Facilities Reserve

	* August Actual \$	YTD Actual \$	Prior Year Actual Total \$
<b>Return to the Major Community Facilities Reserve</b>	25,087	25,087	259,413

\* Return to reserve 1 month behind due to delay of final actual from Golf Course Controller

**City of South Perth**  
**2022/2023 - Significant Variance Analysis**  
**31 August 2022**  
**(Budget Versus Actual)**

**1. Operating Revenue and Expenditure by Business Unit**

Key Responsibility Area	YTD Budget (\$)	YTD Actual (\$)	Variance (\$)	Var F/U	Var %	Original Budget (\$)	<i>Variance Analysis &amp; Commentary</i> <i>Significant Variances: \$10,000 or 10% the greater of</i>
<b>REVENUE</b>							
<b>Directorate - Corporate Services</b>							
Finance	41,167,003	41,211,886	44,883	F	0%	43,582,753	Higher due to timing mainly in Grants and Interest
Governance	382,774	424,140	41,366	U	-11%	2,110,745	Favourable due to timing, mainly in parking revenues.
<b>Total Revenue - Corporate Services</b>	<b>41,549,778</b>	<b>41,636,026</b>	<b>86,249</b>	<b>F</b>	<b>0%</b>	<b>45,693,498</b>	
<b>Directorate - Development &amp; Community Services</b>							
Collier Park Village	385,355	424,701	39,346	F	10%	2,262,601	Higher mainly in Lease premiums due to timing.
Community Development	171,167	221,548	50,381	F	29%	839,390	Timing variance, favourable mainly in Recreation Admin (\$7k) and Facility Hire (\$48k)
Library	5,267	20,180	14,913	F	283%	32,100	Permanent higher mainly due to Grants received
Statutory Planning	331,000	341,029	10,029	F	3%	1,154,500	Higher due to timing, Compliance (\$4k), Building Services (\$1k), Health Services (\$5k)
<b>Total Revenue - Development &amp; Community Services</b>	<b>892,788</b>	<b>1,007,457</b>	<b>114,669</b>	<b>F</b>	<b>13%</b>	<b>4,288,591</b>	
<b>Directorate - Infrastructure Services</b>							
Assets & Design	8,156,835	8,224,819	67,983	F	1%	8,190,456	Permanent higher mainly due to Underground power charges
Business & Construction	8,422,926	8,471,187	48,261	F	1%	12,730,392	Higher due to timing, CPGC Revenue (\$75k) offset by lower Waste and Fleet (\$27k)
Programs Delivery	76,628	77,548	920	F	1%	834,952	Insignificant variance
<b>Total Revenue - Infrastructure Services</b>	<b>16,656,389</b>	<b>16,773,553</b>	<b>117,164</b>	<b>F</b>	<b>1%</b>	<b>21,755,800</b>	
<b>Total Revenue</b>	<b>59,098,955</b>	<b>59,417,036</b>	<b>318,081</b>	<b>F</b>	<b>1%</b>	<b>71,737,889</b>	

**EXPENDITURE**

<b>Chief Executive's Office</b>							
Office of the CEO	87,393	93,681	(6,288)	U	-7%	641,179	Insignificant variance
<b>Total Expense - Chief Executive's Office</b>	<b>87,393</b>	<b>93,681</b>	<b>(6,288)</b>	<b>U</b>	<b>-7%</b>	<b>641,179</b>	
<b>Directorate - Corporate Services</b>							
Director of Corporate Services	39,841	39,823	17	F	0%	257,262	Insignificant variance
Customer, Communications & Engagement	282,972	267,938	15,034	F	5%	1,982,340	Favourable due to timing, mainly in Publications.
Finance	607,114	541,139	65,976	F	11%	3,428,493	Expenditure is lower due to timing, lower salaries due to vacancies.
Information Technology	706,795	606,385	100,410	F	14%	5,410,716	Lower expenditure due to timing, Salaries and Wages (\$59k), Assets Purchase under \$5k (\$30k), 1System Implementation (\$36k) offset by IT Software support (\$24k)
Governance	512,267	497,992	14,275	F	3%	3,107,315	Favourable due to timing, Governance Admin (\$7k) and Rangers (\$8k)
People & Performance	202,298	188,892	13,406	F	7%	1,559,355	Lower mainly due to timing of Training Course.
<b>Total Expense - Corporate Services</b>	<b>2,351,287</b>	<b>2,142,169</b>	<b>209,118</b>	<b>F</b>	<b>9%</b>	<b>15,745,482</b>	

Key Responsibility Area	YTD Budget (\$)	YTD Actual (\$)	Variance (\$)	Var F/U	Var %	Original Budget (\$)	<i><u>Variance Analysis &amp; Commentary</u></i> <i>Significant Variances: \$10,000 or 10% the greater of</i>
<b>Directorate - Development &amp; Community Services</b>							
Director of Development & Community Services	41,612	37,685	3,928	F	9%	270,976	Insignificant variance
Community Development	500,529	458,193	42,336	F	8%	3,537,534	Favourable due to timing in Community projects (\$45k) offset by Major Events (\$2k)
Collier Park Village	442,575	459,506	(16,931)	U	-4%	2,209,018	Unfavourable due to timing Plumbing (\$11k) and Maintenance (\$4k)
Library	409,340	403,533	5,807	F	1%	2,590,007	Insignificant variance
Statutory Planning	379,098	316,644	62,455	F	16%	2,617,659	Lower expenditure due to timing, mainly in salaries due to vacancies.
Strategic Planning	126,486	108,959	17,527	F	14%	866,046	Unfavourable due to timing, Precinct Studies (\$9k), Postage and Couriers (\$3k), Consultants (\$3k), and Salaries and Wages (\$3k)
<b>Total Expense - Development &amp; Community Services</b>	<b>1,899,641</b>	<b>1,784,520</b>	<b>115,121</b>	<b>F</b>	<b>6%</b>	<b>12,091,239</b>	
<b>Directorate - Infrastructure Services</b>							
Director Infrastructure Services	128,710	239,262	(110,553)	U	-86%	993,905	Variance due to mainly due to timing of Salaries and Wages.
Assets & Design	1,761,701	1,758,372	3,329	F	0%	10,639,787	Insignificant variance
Business & Construction	1,937,824	1,935,425	2,399	F	0%	12,141,992	Insignificant variance
Programs Delivery	3,136,707	2,985,743	150,964	F	5%	21,691,438	Favourable due to timing, Building Maintenance (\$88k) and Works Maintenance (\$74k) offset by Administration (\$12k)
<b>Total Expense - Infrastructure Services</b>	<b>6,964,942</b>	<b>6,918,802</b>	<b>46,140</b>	<b>F</b>	<b>1%</b>	<b>45,467,123</b>	
<b>Total Expenditure</b>	<b>11,303,263</b>	<b>10,939,172</b>	<b>364,092</b>	<b>F</b>	<b>3%</b>	<b>73,945,022</b>	
<b>Net Position</b>	<b>47,795,692</b>	<b>48,477,865</b>	<b>682,173</b>	<b>F</b>	<b>1%</b>	<b>(2,207,133)</b>	



Key Responsibility Area	YTD Budget (\$)	YTD Actual (\$)	Variance (\$)	Var F/U	Var %	Original Budget (\$)	<i>Variance Analysis &amp; Commentary</i> <i>Significant Variances: \$10,000 or 10% the greater of</i>
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## 2. Capital Revenue and Expenditure

Capital variance based on the subtotals contained in the f. Capital Revenue and Expenditure Report

### CAPITAL REVENUE

Park Operations	189	165,900	(165,712)	F	87911%	698,772	Variance due to timing. Recognition of Grant Revenue - McDougall Park Lake WSUD.
Roads	19,115	-	19,115	U	-100%	1,009,472	Variance due to timing. Various road projects underspent year to date
Building Maintenance	11,743	26,400	(14,657)	F	125%	47,019	Variance due to timing. Recognition of Grant Revenue - Manning and Como Bowls Club Toilet upgrade.
Artworks	-	-	-			150,000	
<b>Total Capital Revenue</b>	<b>31,047</b>	<b>192,300</b>	<b>161,253</b>	<b>F</b>	<b>519%</b>	<b>1,905,263</b>	

### CAPITAL EXPENDITURE

Drainage	-	4,497	(4,497)	U	-100%	678,800	Variance due to timing: Ley-Downey (DWG 4302)
Pathways	10,333	6,327	4,006	F	39%	290,700	Variance due to timing: Redmond Reserve Stairs (\$9k). Offset by Slab Replacement program (\$5k).
Roads	65,506	32,040	33,465	F	51%	4,934,247	Timing variance due to various road projects underspent YTD. Offset by permanent variance due to c/fwd for 2021-22: MRRG Mill Point Road (Coode to Douglas) (\$19k) and MRRG George Street (Douglas to Dyson) (\$2k).
Buildings	188,182	252,880	(64,698)	U	-34%	882,500	Overspent YTD due to timing. Como Bowling Club New UAT and Toilet Renovation (\$42k) offset by underexpenditure on Civic Centre - Air Conditioning Replace (\$25k), Manning Tennis Club - UAT door widening (\$25k), Timber Floor Resurfacing Program (\$15k). Permanent variance due to Manning Bowling Club Toilet and Change Room Renovation (\$35k), total expenditure expected (\$139k).
Lighting	1,946	15,249	(13,303)	U	-684%	499,240	Variance due to timing: Manning Bowling Club - Floodlighting Upgrade (\$12k)
Technology	-	-	-			240,000	
Artworks	-	-	-			210,000	
Collier Park Golf Course	-	3,191	(3,191)	U	-100%	470,000	Overspent due to timing. CPGC - Leach Drain Replacement (\$3k)
Collier Park Retirement Village (CPRV)	45,000	21,188	23,812	F	53%	595,500	Favourable variance due to timing: Refurbishment
Plant and Fleet Management	-	-	-			694,600	
Foreshore & Natural Areas	4,444	6,930	(2,486)	U	-56%	75,000	Variance due to c/fwd for 2021-22: SPF NODE 2 - Coode St - Design (\$7k). Offset by timing difference, SP - River Wall (\$4k)
Streetscapes	-	-	-			100,000	
Park and Reserves	76,099	352,282	(276,183)	U	-363%	1,685,087	Overexpenditure due to timing. McDougall Park Lake WSUD (\$330k) and Cricket Practice Nets Replacement (\$16k). Offset by underexpenditure on SPF - Hurlingham Playground Replacement (\$55k), Axford Barker Reserve Playground Replacement (7k) and Bill Grayden Reserve Playground Replacement (\$7k)
Waste Management	-	-	-			755,000	
Local Road Traffic Management	2,857	15,438	(12,580)	U	-440%	921,433	Variance due to mainly Low Cost Urban Road Safety Projects, nil budget (\$15k)
Parking Facilities	-	-	-			60,000	
<b>Total Capital Expenditure</b>	<b>394,367</b>	<b>710,022</b>	<b>(315,654)</b>	<b>U</b>	<b>-80%</b>	<b>13,092,107</b>	
<b>Net Position</b>	<b>(363,321)</b>	<b>(517,722)</b>	<b>(154,401)</b>	<b>U</b>	<b>-42%</b>	<b>(11,186,844)</b>	

## City of South Perth 2022/2023 Capital Revenue and Expenditure Budget Versus Actual

August - 2022

Key Responsibility Area	YTD Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Original Budget \$
<b>CAPITAL REVENUE</b>						
Park Operations	189	165,900	165,712	F	87911%	698,772
Roads	19,115	-	(19,115)	U	-100%	1,009,472
Building Maintenance	11,743	26,400	14,657	F	125%	47,019
Artworks	-	-	-			150,000
<b>Total Revenue</b>	<b>31,047</b>	<b>192,300</b>	<b>161,253</b>	<b>F</b>	<b>519%</b>	<b>1,905,263</b>
<b>CAPITAL EXPENDITURE</b>						
<b>Drainage</b>						
KFF - Drainage Backflow Devices	-	-	-			200,000
KFF - River Drainage Replace	-	-	-			95,000
King Street - Sump Gates	-	-	-			7,500
Ley-Downey (DWG-4302)	-	4,497	(4,497)	U	-100%	100,000
SPF - Frasers Lane Pump Replacement	-	-	-			120,000
SPF - Queen Street Pump Replacement	-	-	-			120,000
Stormwater Pit Replacement Program	-	-	-			36,300
<b>Drainage</b>	<b>-</b>	<b>4,497</b>	<b>(4,497)</b>	<b>U</b>	<b>-100%</b>	<b>678,800</b>
<b>Pathways</b>						
Redmond Reserve Stairs	10,333	1,035	9,298	F	90%	31,000
Slab Replacement Program	-	5,292	(5,292)	U	-100%	259,700
<b>Pathways</b>	<b>10,333</b>	<b>6,327</b>	<b>4,006</b>	<b>F</b>	<b>39%</b>	<b>290,700</b>
<b>Roads</b>						
Albert Street (Rose to Coode)	-	281	(281)	U	-100%	140,000
Angelo St Labouchere Rd to Onslow St	5,000	914	4,086	F	82%	121,000
Blamey Place (South to Monash)	-	188	(188)	U	-100%	450,000
Bunderra Close (Jackson to Cul-De-Sac)	-	375	(375)	U	-100%	190,000
Fairview Gardens (Roscrea to Kilkenny)	-	375	(375)	U	-100%	165,000
Fourth Avenue (Banksia to Landsdowne)	5,000	1,125	3,875	F	77%	216,000
Goss Ave (Manning to Gillon)	-	188	(188)	U	-100%	215,000
Hobbs Ave (Murray to Blamey)	-	281	(281)	U	-100%	300,000
Lockhart Street (Davilak to Thelma)	-	281	(281)	U	-100%	450,000
Lockhart Street (Manning to Paterson)	5,000	188	4,812	F	96%	90,000
Market Street (Collins to Dyson)	5,000	1,407	3,593	F	72%	100,000
MRRG Coode St (Hensman to Angelo)	5,000	938	4,062	F	81%	163,401
MRRG George Street (Douglas to Dyson)	-	2,152	(2,152)	U	-100%	-
MRRG Henley St (Ley to Canning Hwy)	5,000	774	4,226	F	85%	191,543
MRRG Kent St NB (Beazley to Jackson)	5,000	563	4,437	F	89%	136,954
MRRG Mill Point Road (Coode to Douglas)	-	18,636	(18,636)	U	-100%	-
MRRG Thelma St (McDonald to Coode)	5,000	352	4,648	F	93%	63,869
MRRG Way Rd (Mill Point to Canning Hwy)	5,000	-	5,000	F	100%	169,048
Pennington Street - Cul-de-sac	-	281	(281)	U	-100%	88,432
Roseberry Ave - (Shaftesbury to Jameson)	5,000	774	4,226	F	85%	212,000
ROW 121 Davilak Edgumbe Clydesdale	5,000	281	4,719	F	94%	50,000
Shaftesbury & Collins (Douglas to Cann)	506	188	318	F	63%	230,000
South Perth Esplanade East	-	188	(188)	U	-100%	317,000
South Terrace - Paved Entry off Freeway	5,000	938	4,062	F	81%	250,000
Tate St (Angelo to Swan)	5,000	188	4,812	F	96%	225,000
Welwyn Avenue (Hope Av to Unwin)	-	188	(188)	U	-100%	400,000

Key Responsibility Area	YTD Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Original Budget \$
<b>Roads</b>	65,506	32,040	33,465	F	51%	4,934,247
<b>Buildings</b>						
Administration Furniture Replacement	-	-	-			10,000
Asbestos Replacement Program	-	-	-			20,000
BLDG-Signage and Roof Anchors	-	-	-			12,000
Civic Centre - Air Conditioning Replace	25,455	-	25,455	F	100%	80,000
Como Bowling Club New UAT and Toilet Renovation	114,667	156,848	(42,181)	U	-37%	200,000
Electrical Switchboard Replace Program	-	-	-			50,000
Heritage House - Lighting Upgrade and Minor Works Improvemen	-	-	-			40,000
John McGrath Pavilion - Lighting Replacement	-	-	-			20,000
Manning Bowling Club Toilet and Change Room Renovation	-	93,651	(93,651)	U	-100%	69,000
Manning Tennis Club – UAT door widening	25,333	150	25,183	F	99%	38,000
Moresby Hall - Renewal Works	-	-	-			100,000
Old Mill Theatre - Emergency Lighting	-	-	-			8,500
Ops Centre - Workshop Upgrade	7,576	-	7,576	F	100%	25,000
Plant Nursery - Production Room Upgrade	-	2,230	(2,230)	U	-100%	15,000
Salter Point - Public Toilet Upgrade	-	-	-			45,000
Timber Floor Resurfacing Program	15,152	-	15,152	F	100%	50,000
Waterford - Facilities Sewer Connection	-	-	-			100,000
<b>Buildings</b>	188,182	252,880	(64,698)	U	-34%	882,500
<b>Lighting</b>						
Bill Grayden Reserve - Floodlighting	1,946	900	1,046	F	54%	23,352
James Miller Oval - Floodlighting	-	2,053	(2,053)	U	-100%	309,000
Lighting Replacement Program (General)	-	-	-			70,000
Manning Bowling Club - Floodlighting Upgrade	-	12,296	(12,296)	U	-100%	36,888
SPF Coode Street - Bike Crossing Lights	-	-	-			60,000
<b>Lighting</b>	1,946	15,249	(13,303)	U	-684%	499,240
<b>Technology</b>						
Backup and DR Equipment Replacement	-	-	-			100,000
Network Refresh	-	-	-			70,000
Ops Centre - Folder Inserter Machine	-	-	-			10,000
South Perth Library - Digital Screen	-	-	-			20,000
South Perth Library Management System	-	-	-			40,000
<b>Technology</b>	-	-	-			240,000
<b>Artworks</b>						
Manning Hub Sculpture, Loreenna Grant	-	-	-			150,000
Moresby Hall/Reserve Public Art Commission	-	-	-			60,000
<b>Artworks</b>	-	-	-			210,000
<b>Collier Park Golf Course</b>						
CPGC - Lake Fence Upgrade	-	-	-			70,000
CPGC - Leach Drain Replacement	-	3,191	(3,191)	U	-100%	45,000
CPGC - Pines Green Replacement	-	-	-			150,000
CPGC - Plant & Fleet	-	-	-			205,000
<b>Collier Park Golf Course</b>	-	3,191	(3,191)	U	-100%	470,000
<b>Collier Park Retirement Village (CPRV)</b>						
CPRV - Pathway Rehab	-	-	-			60,000
CPV - Unit Refurbishment	45,000	21,188	23,812	F	53%	535,500
<b>Collier Park Retirement Village (CPRV)</b>	45,000	21,188	23,812	F	53%	595,500
<b>Plant and Fleet Management</b>						
City of South Perth Plant & Fleet	-	-	-			694,600
<b>Plant and Fleet Management</b>	-	-	-			694,600



Key Responsibility Area	YTD Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Original Budget \$
<b>Foreshore &amp; Natural Areas</b>						
Osprey Nesting Pole Installation	-	-	-			15,000
SP - River Wall	4,444	-	4,444	F	100%	50,000
SPF Mindeerup Tactile Surface Indicators	-	-	-			10,000
SPF NODE 2 - Coode St - Design	-	6,930	(6,930)	U	-100%	-
<b>Foreshore &amp; Natural Areas</b>	4,444	6,930	(2,486)	U	-56%	75,000
<b>Streetscape</b>						
Angelo Street Landscape	-	-	-			40,000
Mends Street Harper Terrace Design	-	-	-			10,000
Pennington Lane Landscape	-	-	-			50,000
<b>Streetscape</b>	-	-	-			100,000
<b>Parks and Reserves</b>						
Axford Barker Reserve Playground Replacement	6,667	-	6,667	F	100%	90,000
Bill Grayden Reserve Playground Replacement	6,667	-	6,667	F	100%	150,000
Coolidge Reserve Upgrade	-	-	-			85,000
CoSP Bore & Pump Replacement Program	-	-	-			110,000
Cricket Facilities Upgrade	-	-	-			36,884
Cricket Practice Nets Replacement	-	16,415	(16,415)	U	-100%	103,494
Godwin Avenue Sump Retrofit	-	-	-			80,000
Hensman Park Court Resurfacing	-	-	-			46,294
Isabella/Craigie Reserve Playground Replacement	3,333	-	3,333	F	100%	90,000
McDougall Park Lake WSUD	-	330,018	(330,018)	U	-100%	602,390
Park Furniture Replacement Program	4,202	2,991	1,211	F	29%	50,000
RES - Irrigation Replacement Program	-	-	-			50,000
SPF - Hurlingham Playground Replacement	55,231	-	55,231	F	100%	165,692
Waterford Triangle - Laneway	-	2,858	(2,858)	U	-100%	25,333
<b>Parks and Reserves</b>	76,099	352,282	(276,183)	U	-363%	1,685,087
<b>Waste Management</b>						
Recycling Centre - Chutes	-	-	-			300,000
Recycling Centre - Park Bin Enclosures	-	-	-			200,000
Recycling Centre - Receptacles Replacement Program	-	-	-			45,000
Recycling Centre - Signage Upgrade	-	-	-			25,000
Waste - Plant & Fleet Replacement Program	-	-	-			185,000
<b>Waste Management</b>	-	-	-			755,000
<b>Local Traffic Management</b>						
Angelo/Labouchere Traffic Signal Design	-	-	-			10,000
Black Spot - Downey / Welwyn	-	-	-			198,333
Black Spot - Labouchere / Alston	-	-	-			176,000
Black Spot - Saunders / Canning Hwy	-	-	-			288,100
Bus Shelter Replacement Program	-	-	-			25,000
Low Cost Urban Road Safety Projects	-	15,156	(15,156)	U	-100%	-
McDonald Street (Preston to Thelma Plate	2,857	281	2,576	F	90%	164,000
Mends Street (Labouchere LILO Intersection)	-	-	-			5,000
MPR / Labouchere Raised Platform	-	-	-			5,000
MPR / Mends Raised Platform & Path Works	-	-	-			40,000
Richardson/Labouchere Traffic Sig Design	-	-	-			10,000
<b>Local Traffic Management</b>	2,857	15,438	(12,580)	U	-440%	921,433
<b>Parking Facilities</b>						
Parking Management Devices	-	-	-			60,000
<b>Parking Facilities</b>	-	-	-			60,000
<b>Total Expenditure</b>	<b>394,367</b>	<b>710,022</b>	<b>(315,654)</b>	<b>U</b>	<b>-80%</b>	<b>13,092,107</b>

**Statement of All Council Funds  
31 August 2022**

<b>Municipal Fund</b>	<b>25,320,702</b>
Investments	22,135,573
Current Account at Bank	3,181,190
Cash on Hand	3,940
	<u>25,320,702</u>
<b>Cash Backed Reserves</b>	<b>43,914,679</b>
Employee Entitlement Reserve	4,985,865
Community Facilities Reserve	9,536,139
Underground Power Reserve	119,031
Parking Reserve	204,357
Riverwall Reserve	470
Public Art Reserve	355,790
Recreation Aquatic Facilities Reserve	5,574,736
Collier Park Residents Offset Reserve	19,426,482
Waste Management Reserve	3,238,023
Collier Park Village Reserve	473,785
	<u>43,914,679</u>
<b>Reserves represented by:</b>	
Investments	43,690,935
Accrued Interest	223,743
	<u>43,914,679</u>
<b>TOTAL COUNCIL FUNDS</b>	<b><u>69,235,381</u></b>



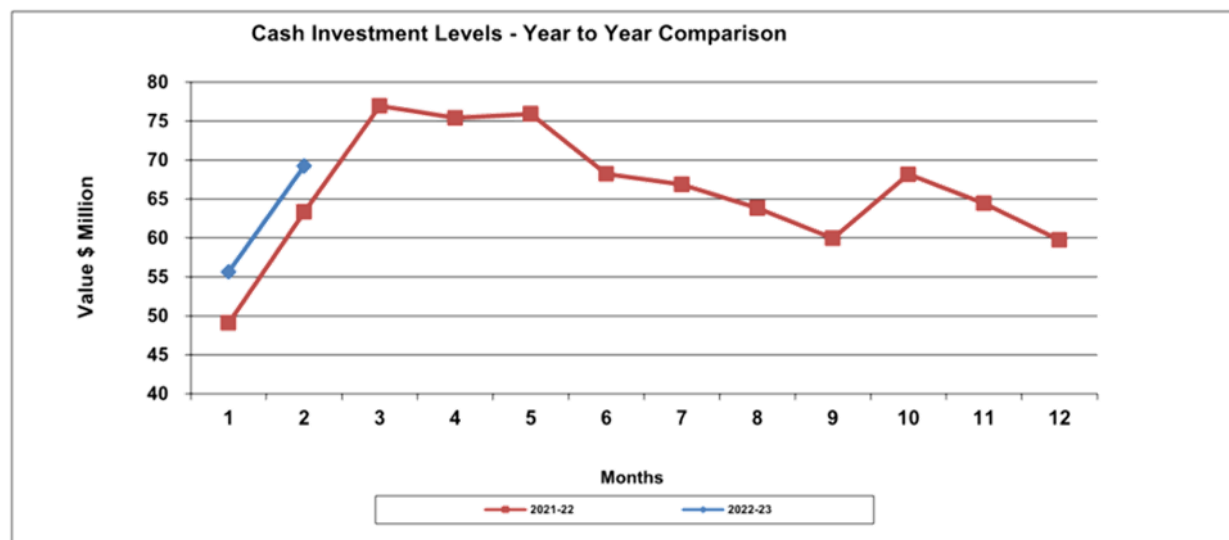
**Summary of Cash Investments**  
**31 August 2022**

<b>Investments and Cash - Disclosed by Fund</b>	<b>\$</b>	<b>%</b>
Municipal	25,320,702	36.57%
Reserves	43,914,679	63.43%
	<b>69,235,381</b>	<b>100.00%</b>

<b>Investments - Disclosed by Financial Institution</b>	<b>Non-Fossil Fuel %</b>	<b>S&amp;P Credit Ratings (Short Term)</b>	<b>\$</b>	<b>%</b>
Bankwest (Non-Fossil Fuel)	0.00%	A-1+	-	0.00%
Commonwealth Bank (Fossil Fuel)*		A-1+	13,001,878	19.75%
ANZ Bank (Fossil Fuel)		A-1+	-	0.00%
Westpac Banking Corporation (Fossil Fuel)		A-1+	13,500,000	20.51%
Suncorp Metway Bank (Non-Fossil Fuel)	22.84%	A-1	15,032,896	22.84%
National Australia Bank (Fossil Fuel)		A-1+	7,721,203	11.73%
Macquarie Bank (Fossil Fuel)		A-1	5,334,411	8.10%
Bank of Queensland (Non-Fossil Fuel)	8.88%	A-2	5,847,553	8.88%
IMB Bank (Non-Fossil Fuel)	5.87%	A-2	3,864,969	5.87%
Bendigo (Non-Fossil Fuel)	0.00%	A-2	-	0.00%
AMP (Fossil Fuel)		A-2	1,523,599	2.31%
	37.59%		<b>65,826,508</b>	<b>100.00%</b>
Transfer to at Call Account			3,408,873	
Current Bank Accounts and accrued interest			<b>69,235,381</b>	

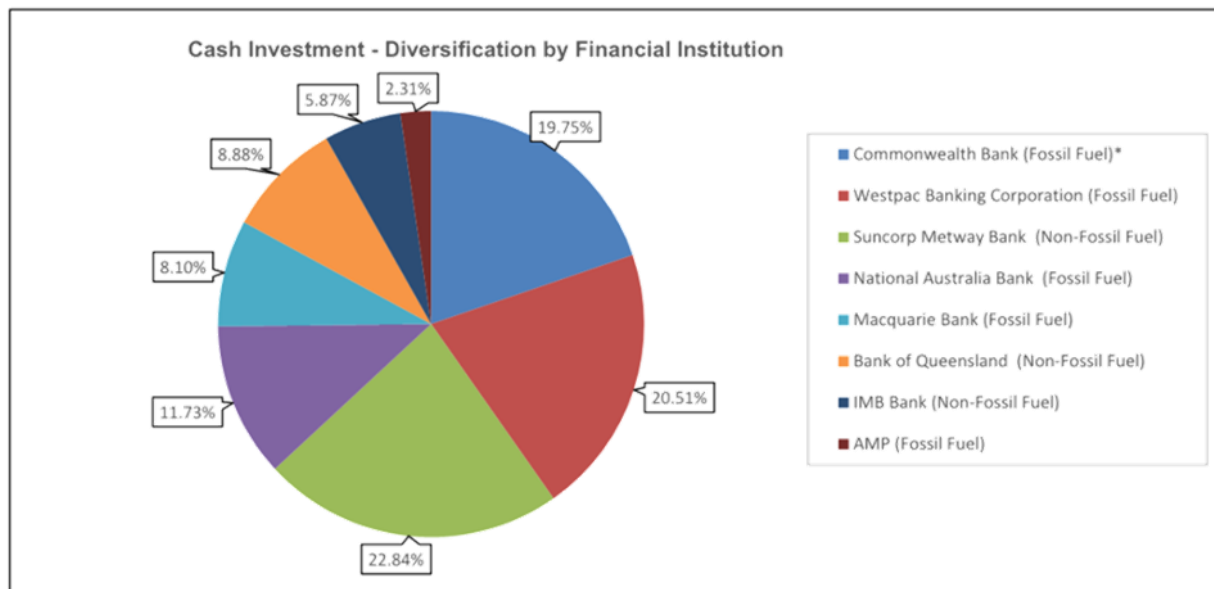
<b>Interest Earned on Investments for Year to Date</b>	<b>31 August 2022</b>	<b>31 August 2021</b>
Municipal Fund	32,384	3,838
Reserves	166,183	25,747
	<b>198,566</b>	<b>29,585</b>

The anticipated weighted average yield on funds currently invested is 2.72%

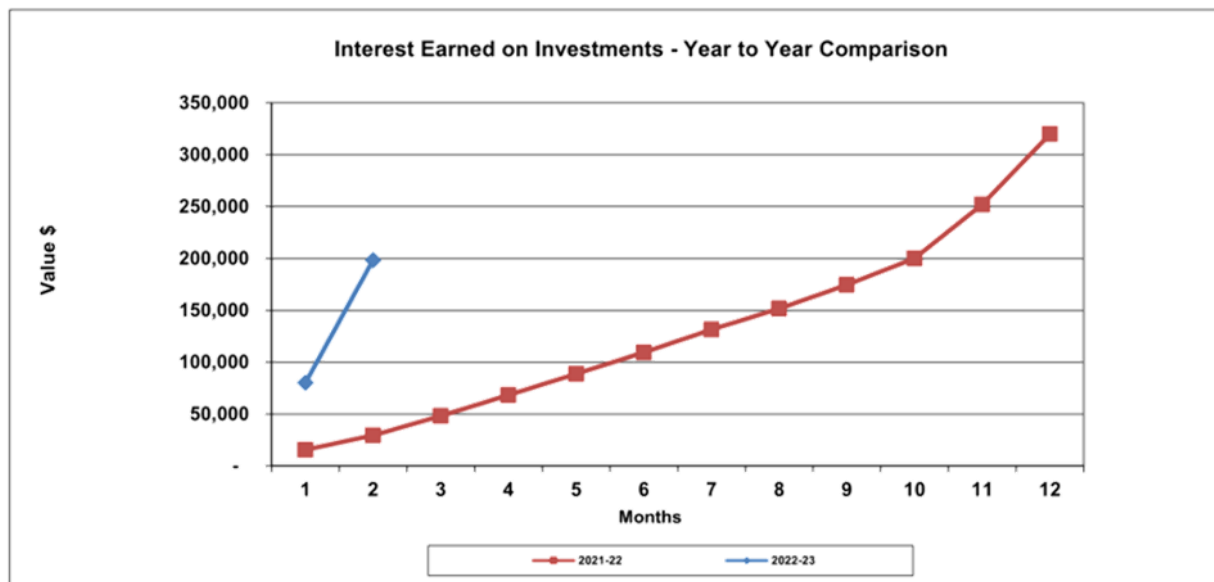


### SUMMARY OF CASH INVESTMENTS 31 August 2022

#### Investments - Disclosed by Institution



#### Interest Earned on Investments



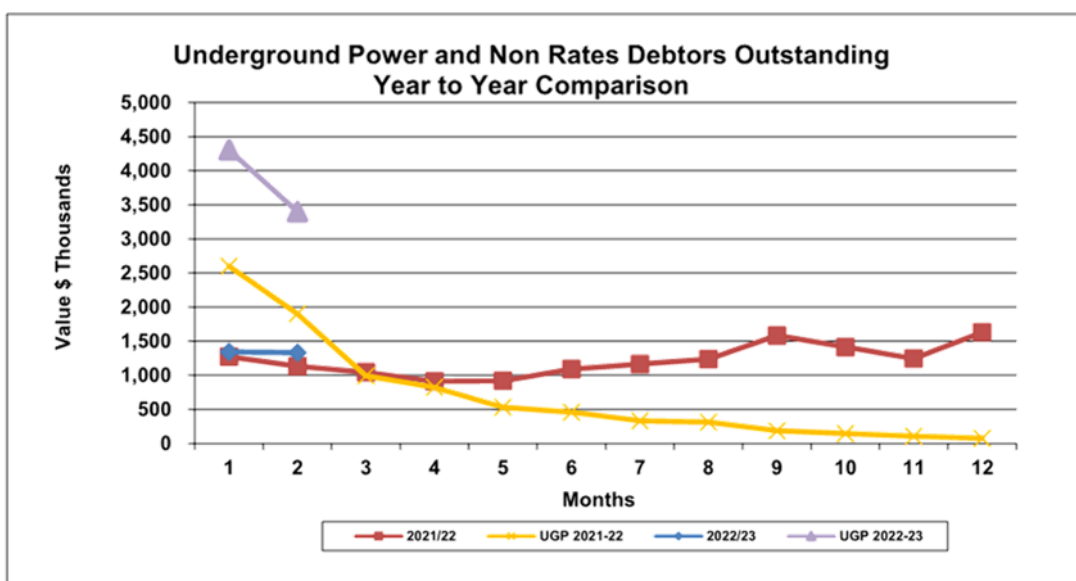
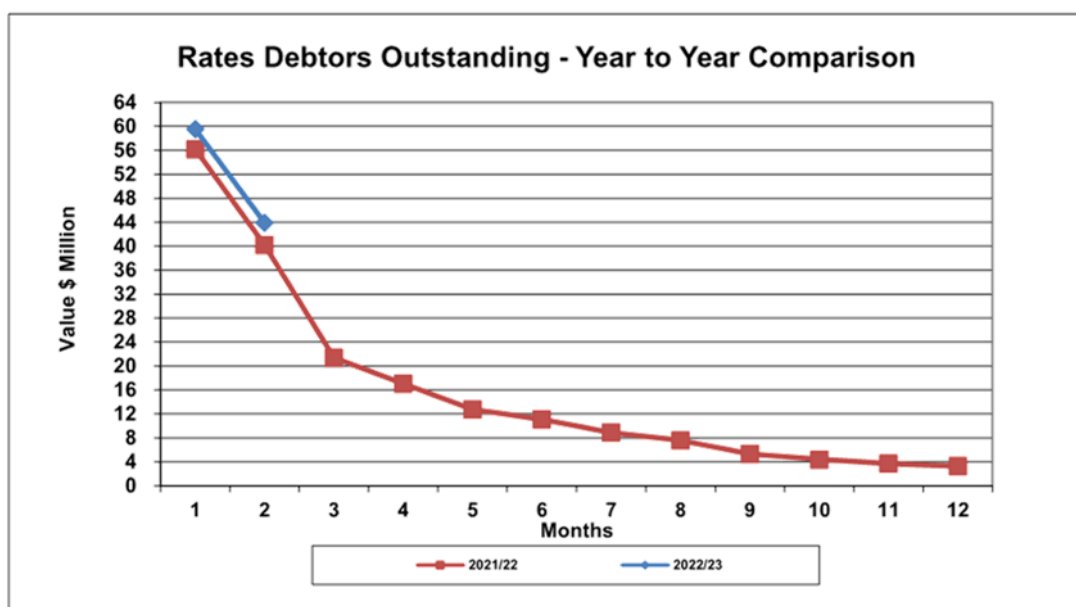
**Statement of Major Debtor Categories**  
**31 August 2022**

**Rates Debtors Outstanding**

	31 August 2022	31 August 2021
Outstanding - Current Year & Arrears	41,680,726	38,022,533
Pensioner Deferrals	2,212,706	2,167,810
	<b>43,893,432</b>	<b>40,190,343</b>

**Rates Outstanding as a percentage of Rates Levied**

Percentage of Rates Uncollected at Month End	<b>90.56%</b>	<b>87.64%</b>
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## Strategic Direction *Community*

### Policy P103 Stakeholder Engagement

Responsible Business Unit/s	Stakeholder and Customer RelationsCustomer, Communications and Engagement
Responsible Officer	Manager Customer, Communications and EngagementStakeholder and Customer Relations
Affected Business Unit/s	All City business units involved in stakeholder engagement

#### Policy Objectives

The objectives of this policy are:

- To ensure that, where appropriate, the City of South Perth community and relevant stakeholders have an opportunity to participate and contribute in a meaningful way to decisions made by the City that affect their lives
- To outline the City's commitment and approach to stakeholder engagement, to contribute to good governance, strong leadership and better decision making
- To provide direction and guidance for the practice of stakeholder engagement at the City of South Perth
- To support Elected Members in their decision making by providing informed feedback from stakeholders.

#### Definitions

##### Stakeholder engagement

A planned and purposeful process that encompasses a variety of techniques and methods. It is an approach that provides opportunities for stakeholders to be involved in and contribute to decisions that affect their lives.

Note: The terms, 'community engagement' and 'public participation' are widely used across the industry, and may be used interchangeably with 'stakeholder engagement'.

##### Stakeholders and community

Stakeholders are those affected by or with a specific interest in a decision, project or issue. Stakeholders may be (but are not limited to) individuals, groups, organisations, agencies, businesses, reference and advisory groups, and/or the community. Stakeholders can be internal (i.e. within the organisation) or external (i.e. outside the organisation).

The community can include individuals or groups who live, work, play, study, visit, invest in, or pass through the City of South Perth. They may be ratepayers, residents, business owners, workers, tourists, visitors, or community groups.

These terms are often used interchangeably, and are both widely used in the field of stakeholder engagement. Although separate definitions are offered, in practice, the distinction between the two terms is not always clear. Therefore the terms may be used together, separately or interchangeably.



## Policy Scope

This policy applies to all Elected Members, City of South Perth employees and consultants involved in stakeholder engagement activities for the City.

The scope of this policy is guided by Section 1.3 (2) of the *Local Government Act 1995*, which states that the Act is intended to result in:

- Better decision making by local governments
- Greater community participation in the decisions and affairs of local governments
- Greater accountability of local governments to their communities
- More efficient and effective local government.

The policy is also drawn from the City of South Perth's Strategic Community Plan ~~2017-2027~~~~2021-2031~~ and internationally accepted core values for engagement, developed by the International Association for Public Participation (IAP2).

In decision making areas related to town planning (including strategic and statutory planning), the City has adopted a specific policy to determine how stakeholder engagement will be undertaken. P301 Advertising of Planning Proposals is drawn from and aligned to the City's stakeholder engagement policy, however, it goes into further detail of the specific statutory and legislative requirements.

## Policy Statement

The City of South Perth recognises that involving stakeholders appropriately in projects and processes, and embracing a culture and practice of engagement, leads to more sustainable and informed decision making. Stakeholder Engagement is the responsibility of the entire organisation, including Elected Members, employees and consultants.

Stakeholder Engagement does not take the responsibility for final decision making from the Elected Members. Instead, it supports the decision making process by enabling Elected Members (and staff/employees) to be confident that stakeholder views have been ascertained, understood and considered, along with technical advice and requirements, research, constraints and any other policy or legislative considerations.

The City's Stakeholder Engagement Guide has been developed to guide and support the culture and practice of stakeholder engagement, to enable an approach that is consistent, effective and robust. The Guide includes a toolkit and resources for use by City staff and consultants, along with a training program for staff.

Stakeholder Engagement is also supported at the City by a dedicated Stakeholder Engagement team established to build capacity in the organisation, and provide support, advice and assistance for engagement processes and projects.

## Engaging over school holidays and/or Christmas

When stakeholder engagement takes place during school holidays or over the Christmas period (mid-December to mid-January), it will be extended by a minimum of an additional 14 days to provide further time to engage. This requirement does not apply to all statutory advertising and engagement.

## Stakeholder engagement principles

The following principles are the foundation of the City's approach to and practice of stakeholder engagement.

**1. We are committed to embedding a culture of engagement at the City of South Perth**

We will champion engagement at the City. We are committed to integrating engagement into the organisation's processes and practices by providing the necessary resources and support to staff.

**2. We know why we are engaging**

We are clear about the purpose of the engagement and ensure that this is reflected in the processes we plan and engagement we undertake.

**3. We know who to engage**

We identify the right stakeholders and use a range of techniques to ensure our approach is inclusive and appropriate.

**4. We understand the background and context**

We take the time to understand the history, issues or concerns which may affect the project and engagement, and explore the context in order to clearly define the negotiables and non-negotiables.

**5. We are committed to genuine engagement**

We engage when there is an opportunity for stakeholders to have meaningful input into the decision to be made. We undertake authentic, appropriate engagement and provide stakeholder feedback to the decision makers. We learn from past practice and experience.

**6. We are innovative, responsive and professional**

We are dedicated to providing high quality engagement and are innovative and flexible in our approach. We work to build relationships and are responsive to the needs of internal and external stakeholders.

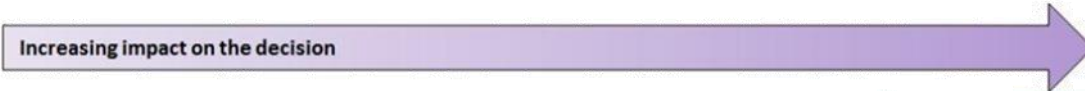
Stakeholder engagement at the City is also guided and shaped by the International Association for Public Participation's (IAP2) core values and public participation spectrum, which are recognised internationally as best practice. These tools guide both the approach and practical application of stakeholder engagement.

## Core values

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

## Public Participation Spectrum

The IAP2 Public Participation Spectrum is a tool to define the role of stakeholders in any engagement process. It outlines the goal of each level of the spectrum and includes the 'promise to stakeholders' made when an organisation chooses to engage with them in a particular way.

Increasing impact on the decision 					
	Inform	Consult	Involve	Collaborate	Empower*
Engagement goal	To provide stakeholders with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain stakeholder feedback on analysis, alternatives and/or decisions.	To work directly with stakeholders throughout the process to ensure that their concerns and aspirations are consistently understood and considered.	To partner with stakeholders in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place the final decision making in the hands of the stakeholders.
Promise to stakeholders	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how stakeholder input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how stakeholder input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

## Legislation / Local Law Requirements

Section 1.3 (2) of the *Local Government Act 1995*.

## Other Relevant Policies / Key Documents

P301: Advertising of Planning Proposals

P112: Community Advisory Groups

M103: Stakeholder Engagement

City of South Perth Strategic Community Plan [2017-2027](#)[2021-2031](#)

## Strategic Direction

### *Environment (Built and Natural)*

## Policy P202 Energy Conservation

Responsible Business Unit/s	City-Environment Assets & Design
Responsible Officer	Manager Assets and Design
Affected Business Unit/s	All Business Units

### Policy Objectives

The City is committed to the conservation of energy as expressed in its Sustainability Strategy 2012-2015, and Strategic [Community Plan 2013-2023](#).

To achieve this commitment and the objectives of the Sustainability Strategy, it is important to develop strategies to promote the efficient use of energy.

### Policy Scope

This Policy will affect all employees, contractors, external people working with the City and the wider community in a bid to reduce energy consumption.

### Policy Statement

The City will actively encourage and promote energy efficient practices in:

- building design and orientation;
- construction and demolition;
- disposal of building waste;
- lighting;
- heating and cooling;
- waste management;
- refrigeration;
- transport, and
- equipment and appliances
- the application of renewable energy

This will be achieved by the application of environmentally responsible purchasing practices, civic building audits, continuous development of useful guidelines, public education and suitable incentives to encourage public participation.

### Legislation / Local Law Requirements

Clean Energy legislation (where applicable) – Federal and State Government



### Other Relevant Policies/ Key Documents

P201: Sustainable Procurement

P208: Ecologically Sustainable Building Design

P692: Sustainability Policy

City of South Perth Sustainability Strategy 2012-2015

City of South Perth Climate Change Strategy 2011-2015

~~City of South Perth State of Sustainability Report 2012 (in development)~~

City of South Perth Sustainable Living Awareness Strategy and Campaign

City of South Perth Strategic ~~Community~~ Plan 201521-202531

## Strategic Direction

### *Environment (Built and Natural)*

## Policy P203 Ground Water Management

Responsible Business Unit/s	Infrastructure Services Programs Delivery, Development Services
Responsible Officer	Manager Assets & Design Programs Delivery
Affected Business Unit/s	Infrastructure Services Programs Delivery, Assets & Design, Business & Construction, Development Services

### Policy Objectives

The City recognises that groundwater is a resource that needs to be managed responsibly. The protection and efficient management of ground water will ensure preservation of water quality and a continued supply of water for the irrigation of the City's parks and reserves, including Collier Park Golf Course and Collier Park Retirement Village.

### Policy Scope

This Policy is relevant to:

- Ground water use to irrigate parks, reserves, the Collier Park Golf Course, and the Collier Park Retirement Village for the wider community to enjoy; and
- The protection of groundwater in the superficial aquifer as a result of applications for development.

### Policy Statement

#### Irrigation

- The City's utilisation of ground water resources will include principles and practices to minimise extraction and maximise recharge by the use of:
  - efficient irrigation systems;
  - development of water conservation practices for parks and landscape areas;
  - efficient equipment selection to achieve both power and water savings; and
  - technology for the collection, validation, collation and reporting of groundwater use and efficiency data.
- The City will institute measures to intercept surface flows so as to:
  - reduce direct run-off into the Swan and Canning Rivers;
  - enhance groundwater recharge; and
  - remove pollutants from surface flows prior to discharge to receiving waters.

### **Development**

- The City will require the provision of water quality preservation plans when considering development applications incorporating basement construction. Dewatering and Acid Sulphate Soils (ASS) management plans will need to be submitted where any basement construction is included in a development proposal that may impact upon the groundwater.
- The City will require an independent review of water quality preservation plans by a competent groundwater professional before developments incorporating basements are supported.
- Infiltration of dewatering water is not encouraged because of the high likelihood of deleterious impacts, unless the proponent can demonstrate that infiltration will pose no risk.

### **Legislation/ Local Law Requirements**

Not Applicable

### **Other Relevant Policies / Key Documents**

City of South Perth Strategic [Community Plan 2015-2021](#)  
P692: Sustainability Policy  
P211 Water Sensitive Urban Design  
Water [Conservation Management Plan 2008-2022](#)  
[Water Action Plan 2009](#)

## Strategic Direction

### *Environment (Built and Natural)*

#### Policy P205 Tree Preservation

Responsible Business Unit/s	Programs Delivery
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Programs Delivery, <b>Business &amp; Construction</b> , Development Services

#### Policy Objectives

As a result of concern about the loss of tree cover due to infill development throughout the City, the council has adopted provisions in the Town Planning Scheme which offers protection to trees considered to be of City-wide significance on public and private land.

#### Policy Scope

This Policy affects **City Environment** **Programs Delivery** and Development Services Business Units who deal with the trees within the City and the impact of new development on trees.

#### Policy Statement

The City of South Perth values the environmental values; shade, habitat and amenity provided by trees on public and private land and commend practices which seek to preserve mature trees where possible.

Officers and residents of the City of South Perth are encouraged to recommend trees, considered to be of City-wide significance, for inclusion in the Register of Significant Trees. Officers will undertake an assessment of recommended trees utilising the criteria set in the associated management practice.

Groupings of trees and other vegetation will be considered, but Tree Preservation Orders will only be applied to the best quality trees rather than to every tree of a certain description.

#### Legislation / Local Law Requirements

City of South Perth Town Planning Scheme No.6

### Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2017-2021

P209: Shade Structures

P210: Street Verges

P692: Sustainability Policy

Street Tree Management Plan

City of South Perth Sustainability Strategy 2012-2015

City of South Perth Urban Forest Strategy 2018

City of South Perth Climate Change Strategy 2011-2015

Street Verge Landscape Guidelines



## Strategic Direction

### Environment (Built and Natural)

#### Policy P207 Natural Areas

Responsible Business Unit/s	Programs Delivery
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Infrastructure Assets & Design, Programs Delivery, <u>Business &amp; Construction</u>

#### Policy Objectives

The objective of this policy is to ensure all natural areas within the City are appropriately protected and managed.

#### Policy Scope

The City has responsibility for the identification, maintenance, and enhancement of the majority of natural areas within the City. Other significant areas are privately owned and managed or in the care and control of State Government departments.

#### Policy Statement

The City recognises the importance of natural areas for their aesthetic appeal, biodiversity, habitat, educational, intrinsic, and recreational values.

The City will plan for, implement, and assist with the preservation, maintenance, and enhancement of natural areas. This includes:

- liaison with other tiers of government and private landholders to encourage the protection and suitable management of natural areas vested with them;
- allocating resources for maintenance and enhancement to improve biodiversity values in specified locations approved by council;
- providing recreational and interpretive facilities; and
- liaison with the local community to establish management priorities for natural areas.

Management of reserves will be in accordance with the City's adopted Green Plan and Environmental Management Plans for specific bushland, wetland, and foreshore areas.

#### Legislation / Local Law Requirements

Not Applicable

### Other Relevant Policies / Key Documents

City of South Perth Strategic [Community Plan 2017-2021](#)

P205: Tree Preservation

P203: Groundwater Management

P692: Sustainability Policy

City of South Perth Green Plan

~~City of South Perth Environmental~~ [Collier Park Golf Course Environmental Management Plan](#)

## Strategic Direction

### *Environment (Built and Natural)*

#### Policy P209 Shade Structures

Responsible Business Unit/s	Programs Delivery
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Infrastructure Services Programs Delivery, Assets & Design; Community, Culture and Recreation

#### Policy Objectives

The City is aware of the dangers of exposure to ultraviolet radiation and is committed to creating a community environment that is safe from the effects of harmful radiation. The aim is to increase the appeal and usage of the City's community facilities by providing appropriate shade.

#### Policy Scope

This policy affects land and facilities under the care and control of the City.

#### Policy Statement

The City will ensure that whenever planning for parks, ~~streetscapes~~streetscapes, and any new community facility (including play equipment, skate parks and picnic areas) it will endeavour to ensure that the provision of shade is considered.

In line with the City's Policy P205 Tree Preservation, the City will retain and enhance the provision and use natural shade wherever possible.

The design and construction of new shade structures:

- Will be in accordance with building regulations and relevant Australian Standards;
- Will meet relevant safety guidelines;
- Should be cost effective;
- Will comply with UVR protection guidelines;
- Should be relevant to users of the facility; and
- Should use materials sympathetic to, and consistent with, the surrounding area.

The City will consider using temporary protective shade structures for events and or where required, during the growth stage of natural vegetation.

The City will conduct regular shade audits of its community facilities. The results will be used to prioritise an ongoing program of shade improvement, in accordance with approved budgets.

#### Legislation / Local Law Requirements

Not Applicable

### Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 201721-202731

P206 Urban Forest Management Plan

Public Open Space Strategy

Cancer Foundation of WA “Shade for the Public”



## Strategic Direction

### Environment (Built and Natural)

## Policy P211 Water Sensitive Urban Design

Responsible Business Unit/s	Infrastructure Services, Development Services
Responsible Officer	Director Infrastructure Services Manager Assets & Design
Affected Business Unit/s	Infrastructure Services, Development Services

### Policy Objectives

The City of South Perth is a progressive local government with a primary objective to deliver quality social, economic and environmental services for the wellbeing of its community and employees now and into the future. This also extends to assisting and facilitating the South Perth community in making more sustainable and environmentally responsible choices, including in the context Water Sensitive Urban Design (WSUD).

The objective of this Policy is to:

- Integrate the management of the total water cycle in the urban environment (typically referred to as Water Sensitive Urban Design (WSUD)). WSUD incorporates all water resources, including surface water, groundwater, urban and roof runoff and wastewater.
- Employ the key principles of WSUD, including:
  - Protect and enhance natural systems and ecological processes,
  - Protect water quality of surface and ground waters,
  - Migration of peak flows to natural background rates;
  - Integrate stormwater treatment into the landscape,
  - Reducing potable water demand,
  - Minimise wastewater generation,
  - Protect the built environment from flooding and water logging, and
  - Retain, use and infiltrate stormwater at source.
- Assist in the protection and/or enhancement of the environmental values of the Swan and Canning Rivers and watercourses, consistent with the requirements of the *Swan and Canning Rivers Management Act 2006*;
- Protect, and where possible, restore and enhance the environmental, economic and social (for example recreation and scenic) values of the City's waterways and protected wetlands;
- Implement WSUD best management practices for all new development proposals and City operations.

## Policy Scope

This Policy applies to all development that occurs within the City of South Perth, including, rezoning, structure plans, subdivisions, and development proposals; and is applicable to all activities, works, services and programs conducted by the City, its contractors, consultants and volunteers.

This Policy shall not bind the Council in respect of any application for planning approval but the Council shall have due regard to the provisions of the Policy and the objectives which the planning policy is designed to achieve before making its decision.

The Water Sensitive Urban Design Guidelines for the City of South Perth is the technical document which supports and forms part of this Policy, and must be read in conjunction with this Policy.

## Policy Statement

The City acknowledges that urban development disrupts the natural water cycle and can have a significant impact on the environment, in terms of the quantity and quality of water.

The Water Sensitive Urban Development Guidelines for the City of South Perth is the technical document that has been prepared to support this Policy and provide information to those proposing to undertake development and works activities within the City of South Perth.

The WSUD principles are derived from the Department of Water's core goals for water management throughout Western Australia. These goals ensure that:

- The water needs for Perth's population and economic growth are sustainably met;
- Western Australia has contemporary and adaptive water management; and
- Western Australia exceeds national standards in water efficiency and demand management.

To meet the desired WSUD outcomes, the guidelines contain specific water management objectives and targets for all parts of the urban water cycle. Additionally, guidance is provided on how best to incorporate and design WSUD measures into urban developments to achieve these targets dependent on the size, type and complexity of development.

Detail on a range of best management practice WSUD measures that can be adapted for use within the City of South Perth can be found in the Water Sensitive Urban Design Guidelines for the City of South Perth and the Department of Water Stormwater Management Manual for WA.

The City will encourage innovation and creativity in the uptake of WSUD measures and will move toward supporting and recognising best practice (and beyond) initiatives wherever possible.

## Structural WSUD Best Management Practices

There are opportunities to incorporate structural best management practice at the structure planning or subdivision stage of development, to incorporate WSUD measures into regions and precincts. Many structural measures are scalable and can be easily applied to single lots – refer to the Site Element measures listed in the table below.

The City has developed a list of design criteria for WSUD measures for different types and scales of developments, ranging from single dwelling to subdivision, open spaces and commercial sites. This table outlines potential application of some of these measures for different development types/ elements.

	Regional Elements	Precinct Elements	Site Elements
Element Description	Public Open Space  Multiple Use Corridors	Street Layout and Streetscape	Allotment Density and Layout
WSUD Measure	Constructed Wetlands Stormwater Reuse Hydro zoned parkland	Road design Infiltration Systems Pervious Paving Pollutant Traps Sand Filter Buffer Strip Swales Bio-retention System Urban Forest Constructed Wetlands Stormwater Reuse	Infiltration Systems Porous Pavement Sand Filter Buffer Strip Swales Bio-retention System Rain Garden Onsite Detention Rainwater Tank for Stormwater Reuse Green Roofs Landscaping

#### Non-structural Best Management WSUD Practices

A comprehensive approach to stormwater management also involves the promotion of non-structural best management WSUD practices. These include controls including, but not limited to, the following:

- Education of residents, developers, and City Officers on WSUD practices, including design and best management practices, such as appropriate plant species, fertilizer and water use;
- Street sweeping programs;
- Improved waste and storm water management for residential and commercial premises; and
- Monitoring.

#### Legislation / Local Law Requirements

City of South Perth Town Planning Scheme No. 6  
Residential Design Codes (R-Codes)

#### Relationship to other State documents and Planning Policies (SPPs)

This Policy has due regard to, and should be read in conjunction with the State Planning Policies. Of particular relevance to this Policy are:

- State Planning Policy No 2 Environment and Natural Resources (2003)
- State Planning Policy No 2.9 Water Resources (2006)
- State Planning Policy No 2.10 Swan-Canning River System (2006)
- Swan and Canning Rivers Management Act* (2006)
- State Water Plan (2007)
- State Water Strategy (2003)
- Department of Water Stormwater Management Manual for WA (2004-2007)
- Department of Planning & Infrastructure Better Urban Water Management (2008).

#### Other legislative documents which should be read in conjunction with this Policy include:

- Environmental Protection and Biodiversity Conservation (EPBC) Act 1999*, and
- Directions 2031 and Beyond: Metropolitan Planning Beyond the Horizon (WAPC) 2010.

### Other Relevant Policies/ Key Documents

The Water Sensitive Urban Design Guidelines for the City of South Perth 2012  
City of South Perth Strategic Community Plan 2017-2021  
City of South Perth Sustainability Strategy 2012-2015  
City of South Perth Green Plan  
City of South Perth Integrated Planning and Reporting Framework  
P203 Groundwater Management  
P208 Ecologically Sustainable Building Design  
P302 General Design Guidelines for Residential Development  
P350 Residential Design Policy Manual, particularly:  
P350.01 Environmentally Sustainable Building Design  
P351 Precinct and Streetscape  
P352 Final Clearance Requirements for Completed Buildings  
P354 / M354 Stormwater Drainage Requirements for Proposed Buildings  
P357 Right-of-Way (ROW) Maintenance and Development  
P692 Sustainability Policy



## Strategic Direction

### *Environment (Built and Natural)*

## Policy P212 Waste Management

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

### Policy Objectives

This policy aims to provide:

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

### Policy Scope

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

The City will evaluate waste service levels by applying the criteria set in the associated Waste Guidelines for New Developments.

### Policy Statement

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

### Waste Services

Waste services will be broadly grouped as domestic or commercial.

The Domestic Waste Service is a compulsory service unless the property is an exempted property as determined by the City. Exempted properties are likely to include residential developments of twenty dwellings depending upon the logistics of the site and other relevant factors. Exemption is at the City's discretion.

A Commercial Waste Service may be provided if the circumstances are such that the City could reasonably provide the service. In other circumstances commercial and industrial properties will become exempted properties for the purpose of the full service charge. Inclusion is at the City's discretion. Commercial Services will be charged at an appropriate rate to the level of service received.

A Full Service Charge, as determined by Council, will be charged to all rateable and non-rateable properties receiving a compulsory waste service.

### Multi-unit Complexes

For any existing or proposed property consisting of five dwellings or more the City may at its sole discretion determine the number of bins to be supplied as part of the compulsory domestic service. Where the City has determined that the number of bins required to effectively deliver the service can be reduced and the bins shared between the dwellings, then a reduction in the service charge will be applied. All other components of the service will remain as if it was a full service charge. The City will make this determination having considered the waste generation from multiple dwellings, any practical problems associated with the site and other relevant factors. The City may at its sole discretion replace the 240 litre waste containers with larger 4 wheeled bins (660 litres or 1100 litres).

The City may, at its sole discretion, charge an Annual Waste fee to a Strata Management Company or Body Corporate of a group of rateable properties in lieu of charging each individual rateable property within a group to reflect the costs associated with waste management services in the City.

A non-rateable property that is not receiving a compulsory refuse service or an exempted property will not incur the Full or part Waste Service Charge as determined by Council and will not, as a result, receive any of the added services provided by the City. These properties will receive a Minimum Waste Charge as a contribution towards the community aspects of waste management. This will include but not be limited to:

- the collection and disposal of waste from street and public place litter bins,
- community education and promotion of waste minimisation,
- reuse and recycling,
- and membership of any regional waste entity.

The Minimum Waste Charge for an exempted property will be as determined by Council and included in the Annual Fees and Charges schedule.

Any rate payer request for a variation to the general domestic or commercial service, as outlined above and detailed in a related Management Practice, may at the discretion of the City, be provided on a fee for service basis, such fee to be determined as part of the Annual Fees and Charges schedule.

### Legislation / Local Law Requirements

*Waste Avoidance and Resource Recovery Act 2007*

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

City of South Perth Health Local Law 2002

City of South Perth Waste Local Law 2007

### Other Relevant Policies / Key Documents

P403 – Charity Clothing Bins on City Managed Land

Waste Guidelines for New Developments

## Strategic Direction

### *Environment (Built and Natural)*

#### Policy P213 Phytophthora Management

Responsible Business Unit/s	Infrastructure Programs Delivery, Business & Construction; Development and Community, Culture and Recreation
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Infrastructure Programs Delivery, Business & Construction; Development (Planning) and Community, Culture and Recreation

#### Policy Objectives

The objective of this policy is to ensure protection of parks and natural areas by managing the risk of spreading Phytophthora (dieback) within the City through its day-to-day operational activities.

#### Policy Scope

This policy applies to the City's staff and contractors planning to ~~undertake, or undertake or~~ undertaking works with the potential to move soil in or adjacent to areas of bushland.

#### Policy Statement

The City recognises the potential impacts of Phytophthora on natural areas, parklands, ~~biodiversity~~ biodiversity, and habitat with its responsibility under the EPBC Act 1999 to ensure it is managed:

- The City will ensure that all ~~N~~natural areas susceptible to Phytophthora are surveyed and any management recommendations implemented – including signage, fencing or phosphite treatment.
- All staff are to work within the City's Dieback Management Procedures (2017)
- Officers responsible for engaging and managing contractors must provide contractors with the City's Dieback Management Procedures (2017)
- All relevant staff and contractors will be required to undertake Green Card training to ensure they have the necessary skills and knowledge of Phytophthora hygiene to manage existing Phytophthora affected sites and prevent further spread.

Building community awareness of Phytophthora through provision of relevant information on the City website and conducting educational activities.

#### Legislation / Local Law Requirements

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

#### Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2017-2023

## Strategic Direction

### *Environment (Built and Natural)*

#### Policy P311 Subdivision Approval – Early Release from Conditions

Responsible Business Unit/s	Engineering Infrastructure Assets & Design
Responsible Officer	Manager Engineering Infrastructure Assets & Design
Affected Business Unit/s	Engineering Infrastructure Assets & Design, Development Services

#### Policy Objectives

To provide an option for developers to obtain early release from conditions of subdivision approval where outstanding work precludes subdivision clearance without financial risk for the City to complete these works if the developer fails to do so.

#### Policy Scope

This Policy applies to properties in the City of South Perth with subdivision approval.

#### Policy Statement

Where a developer requires early release from conditions of a subdivision approval, the City will accept a cash payment to the value of 125% of any outstanding work which is pertinent to the release of those conditions or a bank guarantee of equivalent value to the above.

#### Legislation / Local Law Requirements

Not Applicable

#### Other Relevant Policies / Key Documents

Relevant Western Australian Planning Commission conditions of subdivision approval.  
City of South Perth Strategic Community Plan 2017-21-2027

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Policy Number: P311

Council Adoption: 26/11/2002

Reviewed/Modified: 10/05, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A



## Strategic Direction

### *Environment (Built and Natural)*

#### Policy P353 Crossings/Crossovers

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

#### Policy Objectives

To ensure that vehicle crossings to private land ('crossovers') are constructed in a uniform manner and to an engineering standard that will provide longevity in use.

#### Policy Scope

This Policy affects Engineering Infrastructure Programs Delivery, and Development Services and the wider community.

#### Policy Statement

A vehicle crossing is the constructed portion of the verge extending from the boundary of the private land to the edge of the street or road. With very few exceptions the existing road kerbing is to be removed as part of the crossing construction and replaced with either a full length concrete crossing or a concrete apron to both protect the edge of the road pavement and the crossing and to provide for efficient stormwater flow along the street.

A standard vehicle crossing is 3 metres wide at the boundary and 6.6 metres wide at the kerb line and is prescribed in the Specifications and Guidelines and detailed on Drawing 4020-ST-01 included in the associated management practice.

Any property owner requiring access from the private land to the street or road is required to construct at least a standard vehicle crossing. If the standard crossing is the first crossing to the property then a subsidy equal to one half the cost of constructing a standard width crossing as determined by the Director of Infrastructure Services shall be paid to the property owner. If an existing crossing is no longer required for the intended purpose of accessing an internal driveway the crossing is to be removed by the property owner and the verge reinstated to the same condition as the verge either side of the former crossing.

A vehicle crossing may be constructed of materials other than concrete, but not asphalt or any other bituminous product, providing it can be demonstrated to be equal or superior to the standard crossing, and will also receive the subsidy for the first crossing to the property.

All crossings constructed shall conform to the General Specification Guidelines and Detail Plan of a standard crossing included in the associated management practice.

#### Legislation / Local Law Requirements

Not Applicable

### Other Relevant Policies / Key Documents

P350.3: Car Parking, Access, Siting and Design

P504: Street Verges

M353: Crossing (Crossover) Construction

City of South Perth Strategic Community Plan 2017-2021

## Strategic Direction

### *Environment (Built and Natural)*

## Policy P356 Electricity Substations

Responsible Business Unit/s	Engineering Infrastructure Assets & Design
Responsible Officer	Manager Engineering Infrastructure Assets & Design
Affected Business Unit/s	Engineering Infrastructure Assets & Design

### Policy Objectives

Electricity substations must be located within the City to ensure that all premises have continual access to electricity that meets the needs of all users. They must also be designed in a manner that protects the amenity of neighbouring properties. The policy provides guidelines on the development of electricity substations.

### Policy Scope

This Policy applies to the wider community, electricity suppliers, ratepayers and City employees to ensure Electricity Substations are located in appropriate areas within the City of South Perth.

### Policy Statement

The City recognises the ability of electricity supply authorities to develop infrastructure for the distribution of electricity. This has resulted in the development of electricity substations located in residential areas within the City. The City acknowledges the need for these facilities to be expanded or for new facilities to be developed. This will ensure that the supply of electricity will continue to meet the needs of all electricity users. The City's decisions on proposals for the development or expansion of electricity substations will be based on the following guidelines.

- The City will support the expansion of existing facilities over the development of new facilities;
- Where there is a demonstrated need for existing facilities to be expanded, the City will require that the electricity authorities minimise the adverse impact of these facilities on neighbouring properties;
- The City will request that the infrastructure is suitably surrounded by appropriate landscaping or screening installed and maintained by the electricity supply authority. This is intended to minimise the visual impact on neighbouring properties;
- Where there is a demonstrated need to develop new facilities, the City will support the development of new facilities only in non-residential areas; and
- The City will request electricity authorities undertake consultation with the community in regard to proposals and plans relating to electricity substations. The City's expectation is that consultation will be undertaken at least two years prior to the planned installation or construction of new facilities.

## Legislation / Local Law Requirements

Not Applicable

## Other Relevant Policies / Key Documents

| City of South Perth Strategic Community Plan 20~~17~~<sup>21</sup>-20~~27~~<sup>31</sup>



## Strategic Direction

### *Environment (Built and Natural)*

## Policy P357 Right-of-Way (ROW) Maintenance and Development

Responsible Business Unit/s	Infrastructure Assets & Design
Responsible Officer	Manager Infrastructure Assets & Design
Affected Business Unit/s	Infrastructure Services Assets & Design, Development Services

### Policy Objectives

To establish criteria for the development of Right-of-Way (rear laneways) with respect to:

- The construction standards for Right-of-Way (ROW) development;
- The mechanism for funding ROW development and maintenance; and
- The prioritisation of improvement works.

### Policy Scope

This Policy is relevant to rights-of-way retained by the City of South Perth, adjoining property owners of ROW and the wider community who may be users of the ROW.

### Policy Statement

The City of South Perth will undertake improvement works on a ROW identified for retention with the intent of improving the visual amenity, removing dust and drainage problems presented by unimproved lanes and providing alternative effective accesses to properties.

The level of construction of any ROW will be in accordance with associated management practice.

The City shall contribute the entire cost of developing and maintaining an existing ROW identified for retention that is City owned or crown land under the control of the City. However, the cost of developing a new ROW as part of a private development will be borne entirely by the developer.

Improvements to an existing privately-owned ROW identified for retention will only be eligible for funding if the public has had unrestricted access to the ROW and the Minister on request from the City has dedicated the private street as a public street to enable the objective of the Policy to be achieved.

In setting the priority for improvement of Rights-of-Way, the City will consider the objectives described in the management practice and in particular the condition of adjoining fences, the number of properties currently accessing the ROW and the number of properties that could reasonably gain access to the ROW.

A higher priority can be assigned to a particular ROW if the cost of construction was to be reduced by a corresponding contribution from the property owner(s) in accordance with the process outlined in the associated management practice.

### Legislation / Local Law Requirements

Not applicable

### Other Relevant Policies / Key Documents

Infrastructure Services Asset Management Manual Rights-of-Way Improvement Program

City of South Perth Strategic Plan 201721-201731

## Strategic Direction

### *Environment (Built and Natural)*

## Policy P358 House Numbers on Kerbs

Responsible Business Unit/s	Engineering-InfrastructurePrograms Delivery
Responsible Officer	Manager Engineering-InfrastructurePrograms Delivery
Affected Business Unit/s	Engineering-InfrastructurePrograms Delivery

### Policy Objectives

Every property within the City is issued with a street number. This number is required to be placed at a prominent location on the private property. However it is acknowledged that the placement of the street number beyond the property boundary is not easily seen outside of day light hours and an additional form of numbering is often sought.

### Policy Scope

This Policy applies to all properties in the City of South Perth issued with a street number.

### Policy Statement

The City of South Perth supports the placement of street numbers on the kerb line by either the painting of the number or the attachment of a retro reflective number.

The City only supports the placement of street numbers on the kerb line providing the house number is already affixed in a prominent position beyond the property boundary, and subject to certain conditions as detailed in the associated management practice.

The City will only replace painted numbers on the kerb line where the kerb has been removed and replaced as part of an upgrade of the road. All other replacements will be the responsibility of the house owner.

### Legislation / Local Law Requirements

Not Applicable

### Other Relevant Policies / Key Documents

City of South Perth [Community Strategic Plan 2017-2023](#)

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Policy Number:	P358	Relevant Council Delegation:	N/A
Council Adoption:	26/11/2002	Relevant Delegation:	N/A
Reviewed/Modified:	10/05, 02/11, 03/12, 03/13, 02/15, 03/16	Relevant Management Practice:	N/A

## Strategic Direction

### *Environment (Built and Natural)*

#### Policy P401 Graffiti Management

Responsible Business Unit/s	Infrastructure Programs Delivery
Responsible Officer	Manager Infrastructure Programs Delivery
Affected Business Unit/s	Infrastructure Programs Delivery

#### Policy Objectives

The City recognises that graffiti vandalism is a costly community problem, not only in monetary terms but also in environmental and social terms.

#### Policy Scope

This Policy is relevant to the Infrastructure Programs Delivery Business Unit, the wider community and property owners within the City of South Perth.

#### Policy Statement

In an effort to reduce the effects of graffiti in the community the City acknowledges there are six elements in the management of graffiti vandalism:

- Communication
- Deterrents
- Reporting
- Removal
- Networking
- Early Intervention

The City will clean, remove, or cover all graffiti on buildings, fences and structures that are within or constitute boundaries of all reserves / properties under the care and control of the City of South Perth, including but not limited to parks, reserves, public access ways and road reserves.

Where the graffiti is on a structure that is on a boundary of a road reserve, the City will require the adjacent shared boundary land owner whether it is private property or a reserve under the control of another authority, to provide permission prior to the removal of the graffiti. In this circumstance, the City will require the adjacent landowner to indemnify the City against all actions, claims, damages, ~~costs~~ costs, and expenses whatsoever resulting from the removal.

The City will promote the graffiti removal service and disseminate information throughout the community including schools on the various issues surrounding graffiti and its criminality.



The City will work with existing agencies to promote and develop a range of affordable, accessible, and relevant activities within the community that may contribute to the minimisation of boredom and feelings of alienation that may influence participation in petty crimes such as graffiti vandalism.

### Legislation / Local Law Requirements

Not Applicable

### Other Relevant Policies / Key Documents

City of South Perth Strategic [Community](#) Plan 20~~17~~<sup>21</sup>-20~~17~~<sup>31</sup>

Tough on Graffiti Strategy 2011-2015

Tough on Graffiti Strategy 2011-2015 Implementation Plan

City of South Perth Graffiti Management Plan

## Strategic Direction *Environment (Built and Natural)*

### Policy P501 Paths - Provision and Construction

Responsible Business Unit/s	Engineering Infrastructure Assets & Design
Responsible Officer	Manager Engineering Infrastructure Assets & Design
Affected Business Unit/s	Infrastructure Service Assets & Design

#### Policy Objectives

To define the minimum standards required for the provision and construction of paths in both residential and commercial areas.

#### Policy Scope

This Policy applies to the Engineering Infrastructure Assets & Design Business Unit and the wider community who use the paths.

#### Policy Statement

All new or replacement paths are to be designed and constructed in accordance with the Austroads: *Guide to – Road Design 6A: Pedestrian and Cyclist Paths 2009*.

The needs of people with disabilities will be considered in accordance with the Standards Association of Australia Publications AS 1428.1 *Design for Access and Mobility, Part 1 - General Requirements for Access - Buildings* and AS 1428-4 *Design for Access and Mobility, Part 4 - Tactile Ground Surface Indicators for the Orientation of People with Vision Impairment*.

The planning, construction and provision of paths needs to take into account the principles of *The Australian Pedestrian Charter* as endorsed by the Pedestrian Council of Australia.

In accord with the above:

- 1) The minimum standard for the construction of paths within the City is concrete with a minimum thickness of 100mm and a minimum width of 1.5 metres. A lesser width of 1.2m (nominal) will be used at the discretion of the Director Infrastructure Services where site specific conditions prevent a 1.5m path being provided; and
- 2) Paths constructed of bonded materials other than concrete (eg: brick pavers, clay pavers, concrete pavers and coloured asphalt) may be used in locations other than commercial precincts and commercial zones on request and subject to:
  - a. the approval of the Director Infrastructure Services;
  - b. the materials being the industry accepted standard for pedestrian areas and laid in accordance with the manufacturer's specification and council's standards; and
  - c. the cost of the difference being borne by the applicant.

- 3) The provision of new paths within road reserves or the replacement of existing slab paths is to be in accordance with the following schedule:

Road Classification	Path Provision
Residential Local Access*	One side
Local Distributor*	One side
District Distributor	Both sides
Primary Distributor	Both sides

\*For Local Access Local Distributor Roads the Director Infrastructure Services is authorised to:

- place a path on both sides if site specific facilities such as local shops, schools, bus routes, etc. necessitate such: or
  - resolve which side of the road reserve a path is to be placed or remain where only one path is required.
- 4) Existing slab paths are to be progressively upgraded in accordance with the Path Replacement Programme.

### Legislation / Local Law Requirements

Not Applicable

### Other Relevant Policies / Key Documents

P502: Cycling Infrastructure

City of South Perth Functional Road Hierarchy Plan

Austroads: "Guide to Road Design 6A: Pedestrian and Cyclist Paths 2009".

AS 1428.1 Design for Access and Mobility, Part 1 - General Requirements for Access - Buildings

AS 1428.1 Design for Access and Mobility, Part 4 - Tactile Ground Surface Indicators for the Orientation of People with Vision Impairment

The Australian Pedestrian Charter.

City of South Perth Strategic Plan 2017-2021

## Strategic Direction

### *Environment (Built and Natural)*

#### Policy P502 Cycling Infrastructure

Responsible Business Unit/s	Engineering Infrastructure Assets & Design
Responsible Officer	Manager Engineering Infrastructure Assets & Design
Affected Business Unit/s	Engineering Infrastructure Assets & Design

#### Policy Objectives

The establishment of facilities that will, in conjunction with specific programs, promote and encourage the use of the bicycle as a preferred and safe mode of transport for short journeys within and through the City.

#### Policy Scope

This Policy applies to the Engineering Infrastructure department Assets & Design Business Unit and the wider community who use cycling infrastructure.

#### Policy Statement

The City of South Perth will endeavour to:

- Provide and maintain facilities suitable for cycling on or alongside those roads for which it is responsible, in accordance with Austroads Guide to Road Design Part 6A Pedestrian and Cyclist Paths 2009;
- Encourage the provision and maintenance of facilities suitable for cycling on, at or alongside those roads and traffic signals for which Main Roads Western Australia is responsible, in accordance with its Cycling Infrastructure Policy;
- Regularly review the Bicycle Plan for the City that complements the Perth Bicycle Network;
- Meet the requirements of all other anticipated users in the provision of cycling facilities;
- Promote cycling as part of the City's transport commitment, with the assistance of the Department of Transport; and
- Maintain an awareness of current cycling requirements through liaison with representative bicycle advocacy groups, the South Perth Bicycle Users Group.

#### Legislation / Local Law Requirements

Not Applicable



### Other Relevant Policies / Key Documents

P501: Paths - Provision and Construction

P107: Disability Access

City of South Perth Strategic Plan 20~~17~~<sup>21</sup>-20~~27~~<sup>31</sup>

Austrorads Guide to Road Design Part 6A Pedestrian and Cyclist Paths 2009

Main Roads Western Australia Pedestrian / Cyclist Facilities (Doc No D11#317418) January 2012

[Western Australian Planning Commission - Policy DC 1.5 - July 1998](#)

[WA Planning Commission Development Control Policy 1.5 Bicycle Planning July 1998](#)

## Strategic Direction

### *Environment (Built and Natural)*

#### Policy P510 Traffic Management Warrants

Responsible Business Unit/s	Engineering Infrastructure Assets & Design
Responsible Officer	Manager Engineering Infrastructure Assets & Design
Affected Business Unit/s	Infrastructure Services Assets & Design

#### Policy Objectives

To ensure that requests for traffic management/calming within the City are assessed in an equitable and fair manner a set of criteria addressing such issues as traffic speed, traffic volume, traffic mix, crash history, road layout and hierarchy, vulnerable users (i.e. pedestrians and cyclists), activity generators and amenity will be used by Engineering Infrastructure to determine the warrants for traffic management in a local area.

#### Policy Scope

This Policy affects Infrastructure Services and the wider community to ensure traffic is appropriately managed within the City of South Perth.

#### Policy Statement

Managing the competing demands on local access streets continues to be one of the more sensitive and challenging issues facing the City. Traffic management/calming affects the whole community and must balance the needs of a broad range of road users with an appropriate level of safety and amenity for the adjacent land users.

In the interests of improving safety and residential amenity on City streets, the City will fund the implementation of traffic management either wholly or through a shared arrangement with the State or Federal Government.

Traffic Management/Calming that is identified for implementation will either be:

- as a result of a Local Area Traffic Management Study or Plan being adopted by Council; or
- subject to criteria intended to reduce crashes as set by the State or Federal Government Road Agencies; and
- allocated funding in the Annual Budget.

At various times throughout the year, requests for traffic management will be received that are not covered by a Local Area Traffic Study or Plan. Such requests will be investigated and assessed by Engineering Infrastructure to determine the required action.

## Legislation/ Local Law Requirements

Not Applicable

## Other Relevant Policies/ Key Documents

Relevant Austroads publications

Relevant Australian Standards

Relevant Main Road Western Australia design guides and publications

Adopted Local Area Traffic Management Studies or Plans

City of South Perth Strategic Plan 201721-202731

## Strategic Direction Leadership

### Policy P511 Road Thoroughfare Infrastructure Management

Responsible Business Unit/s	Programs Delivery
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Programs Delivery, Development Services

#### Policy Objectives

1. Provide a consistent and transparent process for the management of road thoroughfares and roadside verge under the care, ~~control~~control, and management of the City of South Perth; and,
2. Provide supporting information for stakeholders, and certainty in relation to fees and charges imposed for bonds, permits, licences and concessions.
3. To provide clarity and guidance on the application of Part 6 of the Public Places and Local Government Property Local Law 2011, clause 6.2 "Activities allowed with a licence".

#### Policy Scope

This policy applies to any private property building and/or development construction works, or contractors working on behalf of third parties, impacting the road thoroughfare and roadside verge that may cross over, dig, use, or damage assets within the road carriageway, verge and/or impact traffic or parking on the road carriageway.

#### Policy Statement

The City is responsible for the care, control and management of unvested road reserve thoroughfares comprising the roads and roadside verges that support built and natural infrastructure within the thoroughfare.

Roads provide for safe, ~~efficient~~efficient, and effective transport, and the control and management of traffic movements and parking. Roadside verges provide places where people meet, ~~relax~~relax, and recreate making them an integral component of local government infrastructure. Roadside verges provide for the safe provision of footpaths, street furniture, street lighting, and signage, waste and recycle bins and public transport infrastructure. They are also important in retaining vegetation such as the street tree canopy, and supporting landscaping, which improve the aesthetic character and environment values within the community.

## Policy Principles

The following policy principles will guide administration in the control and management of thoroughfares, as conferred by the *Local Government Act 1995*, and the City of South Perth Public Places and Local Government Property Local Law, to achieve the policy objectives considered beneficial to the City and its community as follows:

## Community Interests

The City is vested with the care, control and management of the road reserve and will strive to ensure that any activity does not, as far as is practicably possible, negatively impact the safety, amenity, accessibility, future use, ~~serviceability~~~~serviceability~~, or enjoyment of the thoroughfare for the community. The ~~individual~~ needs of any individual ~~or~~ commercial ~~or~~ organisation shall not take precedence over the interests of the wider community.

The City shall apply the principle of User Pays to provide for a consistent, ~~fair~~~~fair~~, and equitable approach to any request for an activity or event within the road reserve, to ensure that the community does not incur ~~entity~~ costs associated with the activity or event. The Road Reserve Management Principles shall be facilitated through the payment, by the Applicant, of a non-returnable fee in accordance with the City's Schedule of Fees and Charges to be reviewed annually and published in the Annual Budget. Where costs to the City exceed the fixed fee, the Applicant shall be responsible for the entire cost.

## Activated Places, Amenity and Environment

The City recognises and encourages a sense of ownership, pride and belonging within streets, precincts, activity centres and neighbourhood hubs and will allow owners and occupiers to improve roadside areas to the front and sides of residential and/or commercial ~~properties~~~~and properties and carry-on~~~~carry-on undertake~~ commercial activities within the thoroughfare in accordance with the Public Places and Local Government Property Local Law, and the City's Policy and supporting Management Practice.

Urban Trees – The City will pursue the objectives of its urban tree plan, in planting and managing street trees within the road thoroughfare.

Verge Treatments - Residents and commercial premises will be permitted to install an acceptable verge treatment on the adjacent road verge in accordance with the City's Policy for Street Verges.

Events - Applications for events (including street parties) on roads shall be made in accordance with the provisions of the *Road Traffic Act 1974* and the Road Traffic (Events on Roads) Regulations 1991 using the prescribed application form.

Commercial Activities – Applications for permanent or temporary activities or uses within a thoroughfare will only be permitted in accordance with the provisions of the Public Places and Local Government Property Local Law and the City's Policy and Management Practice.

## Roadside Infrastructure

The City shall provide roadside infrastructure assets which include footpaths, cycleways, crossovers, furniture, waste and recycle bins, public transport infrastructure, street lighting, signage, and public art for the benefit of the community in accordance with the City's standard



specifications. The location, relocation or modified ~~of infrastructure~~ to suit the requirements of any individual ~~or~~ commercial ~~or~~ organisation shall not take precedence over community interests.

The City may consider alternative locations, ~~relocation~~ relocation, or modification if such consideration and action does not negatively impact the safety, amenity, convenience or ongoing maintenance of assets and all additional costs incurred by the City are met by the Applicant.

Any individual, commercial entity or organisation carrying out building and/or development on adjacent sites must ensure that damage to the road thoroughfare, roadside infrastructure, trees, vegetation, activated places and or community inconvenience is prevented, minimised or mitigated, through the provision of protective barriers, overhead gantry's, traffic management, and the temporary or permanent removal of parking in accordance with the provisions of the Public Places and Local Government Property Local Law and the City's Policy and supporting Management Practice. The City's published Schedule of Fees and Charges relevant to the imposition of bonds, issue of permits, licence and concessions will be applied to ensure the achievement of the objectives of this policy.

### Integrated Transport, Road Safety and Traffic Management

The City's Integrated Transport Plan ~~2021~~2006 shall be used as a guide to manage the growth of the City and to maintain high levels of amenity, safety, ~~accessibility~~ accessibility, and efficiency of the road network with appropriate consideration of the locality and functional classification of the road network elements. The Towards Zero road safety strategy of the Road Safety Commission of Western Australia will guide City in working with the community and other stakeholders to promote and encourage safer roads for all users. The City will work with the Department of Transport and other stakeholders to support the installation of public transport infrastructure at appropriate locations and to improve the integration and accessibility of public transport services in accordance with the City's Integrated Transport Plan.

The City in conjunction with Main Roads WA shall maintain a functional road hierarchy to categorise and set acceptable limits for traffic levels within the City. The City will seek to manage and control traffic to maintain acceptable limits and shall apply criteria based on a systematic and rational assessment of factors to establish uniform warrants for intervention.

General principles taken from the Integrated Transport Plan 2006 shall be to:

1. Reduce the need to travel by car and the length of trips undertaken.
2. Provide a choice of sustainable travel options.
3. Make it safe and easy for people to access goods, ~~services~~ services, and destinations particularly by public transport, walking and cycling.
4. Encourage an increase in the share of trips by public transport, walking and cycling.

### Way Finding

Street nameplates and directional signs shall be used to assist residents and visitors to navigate the City's streets. Residents will be permitted to have house numbers painted on kerbs in accordance with City Management Practices.

The City will install a system of street nameplates of uniform design, positioned at street intersections throughout the municipality, inclusive of mid-block and intermediate intersections. The City may, on behalf of district sporting clubs and recreational organisations, service clubs,

~~schools~~schools, and religious denominations, erect a maximum of two only directional signs, at no cost to the City, at a location approved by the City, subject to the sign being white on blue colour and the prepayment of full costs.

The City will not agree to the erection of single commercial directional signs, or composite hoarding type signs indicating the location of commercial premises unless in accord with approved City contracts. Advertising signage on street furniture, bus shelters and combined street nameplates will only be permitted in accordance with Council approved contracts. All contracts shall include conditions and specifications for the design, content, placement, installation, management and operation of the signage and any remuneration, ~~royalty~~royalty, or service to be received by the City in return.

### Legislation / Local Law Requirements

- *Local Government Act 1995* – s.3.53
- *Local Government (Financial Management) Regulations 1996* - r22(1)(g), r25, r41
- *Road Traffic Act 1974* – s.81A, s81B, s81C, s81D, s81E, s81F, s111
- *Road Traffic (Events on Roads) Regulations 1991* – r.3, r.4, r.5, r.6, r.7, r.8, r.9, r.10
- *City of South Perth Public Places and Local Government Property Local Law 2011*.

### Other Relevant Policies / Key Documents

Strategic Community Plan 20~~17~~21-20~~27~~31

Integrated Transport Plan 2021

Policy P205 Tree Preservation

Policy P210 Street Verges

Policy P310 Telecommunications Infrastructure

Policy P353 Crossings/Crossovers

Policy P402 Alfresco Dining

Policy P501 Paths – Provision and Construction City of South Perth Schedule of Fees and Charges.

Management Practice M355 - Supplemental Charges – Building or Demolition Activities impacting on Public Place Infrastructure. Institute of Public Works Engineering Australia (IPWEA) Local Government Guidelines for Subdivisional Development

Road Traffic (Events on Roads) Regulations 1991, application for an Event on Roads

Road Reserve Access Bond

Application for Licence to Deposit Building Material on Verge

## Definitions

Applicant	individual or organisation wishing to undertake an activity or requesting service relating to a thoroughfare under the care and management of the City.
Bond	refers to the Road Reserve Access Bond (RRAB) required with and Building Licence or Demolition Permit.
Concession	a thing that is granted or allowed on a temporary or permanent basis.
City	the City of South Perth established as such under the <i>Local Government Act 1995</i> .
Infrastructure	refers to built structures such as footpaths, cycleways, crossovers, street furniture, waste and recycle bins, public transport infrastructure, street lighting, signage, <del>parking</del> parking, and parking embayments, and public art etc.
Licence	has the same meaning as defined under the Public Places and Local Government Property Local Law 2011.
Permit	refers to an official document giving authorisation to do something.
Reserve	has the same meaning as defined under the <i>Land Administration Act 1997</i> .
Road	has the same meaning as defined under the <i>Land Administration Act 1997</i> .
Roadsides	areas (verge) within the road reserve on either side of the road and between carriageways (median).
Thoroughfare	has the same meaning as defined under the <i>Local Government Act 1995</i> .
Towards Zero	the Road Safety Strategy developed by the Road Safety Commission and endorsed by the government of Western Australia to reduce road trauma in Western Australia 2008 – 2020.
Verge	has the same meaning as Nature Strip as defined under the Road Traffic Code 2000 and represents an area between a carriageway and the front boundary of adjacent <del>land, but</del> land but does not include a path.

## Policy P605 Purchasing

Responsible Business Unit/s	Financial Services
Responsible Officer	Director Corporate Services
Affected Business Unit/s	All business units

### Policy Objectives

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

### Policy Scope

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

### Policy Statement

#### Statement of Purpose

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

- Compliance with the *Local Government Act 1995*, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the City's Policies and procedures;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Sustainable benefits, such as environmental, social and local economic factors, are considered in the overall value for money assessment;
- Risks identified are managed within the City's Risk Management Strategy; and
- Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the City's Record Keeping Plan.



Policy Number: P605  
Council Adoption: 22/10/2002  
Reviewed/Modified: 03/12, 03/13, 03/14, 02/15, 03/16, 03/17,

Relevant Council Delegation: N/A  
Relevant Delegation: DM605 Purchasing & Invoice Approval  
Relevant Management Practice: M605 Purchasing & Invoice Approval



## Ethics and Integrity

All officers and employees of the City shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act ~~in an honest and professional manner~~ with honesty and professionalism ~~by that~~ support ~~ings~~ the standing of the City.

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

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

## Purchasing Assessment Criteria

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

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

## Value for Money Assessment

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

Considerations that may be taken into account include:

- All relevant whole-of-life costs and benefits ~~whole-of-life-cycle-costs~~ (for goods) and whole-of-~~contract~~ life costs (for services), including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;

Policy Number: P605  
Council Adoption: 22/10/2002  
Reviewed/Modified: 03/12, 03/13, 03/14, 02/15, 03/16, 03/17,

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- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- Financial viability and capacity to supply without risk of default - including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history; and
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

### Environmental Sustainability Assessment

Where appropriate, in developing specifications, City officers should consider goods, services and processes that minimise negative environmental impacts or ~~that~~ provide positive environmental impacts. Sustainability considerations that may be taken into account include consideration of:

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

### Corporate Social Responsibility Assessment

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

Considerations that may be taken into account include:

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

### Legislative Requirements

All purchases must be made in accordance with Section 6.8(1) of the *Local Government Act 1995* and Local Government (Functions & General) Regulations 1996.

### Obtaining Quotations for Purchases

The general principles for obtaining quotations from suppliers are:

- Ensure that the requirement /specification is clearly understood by the City employee seeking the quotations; and
- Ensure that the requirement is clearly, accurately and consistently communicated to each ~~of the suppliers~~supplier being invited to quote.

Policy Number: P605  
Council Adoption: 22/10/2002  
Reviewed/Modified: 03/12, 03/13, 03/14, 02/15, 03/16, 03/17,

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

### Purchasing Thresholds

Category A – Up to \$2,000 (GST exclusive)
One <del>Verbal or</del> Written Quotation Required

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

The rationale for the procurement decision should be documented and recorded within a 1System Purchase Requestion to comply with the City Records Management Policy.

Category B – \$2,001 up to \$10,000 (GST exclusive)
Two Written Quotations Required

Where the value of goods or services is of a minimal amount, between \$2,001 and \$10,000, it is permissible to direct purchase based on two written quotes where the market is known, and the purchase is very low risk. This instance should only apply for a single, simple purchase where the cost of seeking competitive quotes would be unreasonable on a cost to benefit analysis basis.

The rationale for the procurement decision should be documented and recorded within a 1System Purchase Requestion to comply with the City Records Management Policy.

Category C – \$10,001 up to \$50,000 (GST exclusive)
Three Written Quotations Required

Where the value of procurement of goods or services is between \$10,001 and \$50,000, it is permitted to purchase ~~on the basis of~~ based on at least three written quotations. However, it is recommended to use professional discretion and ~~to occasionally test the market with a greater number or more formal forms of quotation to ensure~~ occasionally test the market with a greater number or more formal forms of quotation to ensure the best value is maintained.

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

The rationale for the procurement decision should be documented and recorded within a 1System Purchase Requestion to comply with the City Records Management Policy.

Category D – \$50,001 up to \$250,000 (GST exclusive)
Formal Request for Quote with a Written Specification & Predetermined Evaluation Criteria

Policy Number: P605  
Council Adoption: 22/10/2002  
Reviewed/Modified: 03/12, 03/13, 03/14, 02/15, 03/16, 03/17,

Relevant Council Delegation: N/A  
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For the procurement of goods or services where the value exceeds \$50,001 but is not more less than \$250,000, it is necessary to seek at least three written quotations containing price and sufficient information relating to the specification of goods and services being acquired.

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

Formal Requests for Quote are to be undertaken in conjunction with Finance/Procurement.

The rationale for the procurement decision should be documented and recorded in accordance with the City Records Management Policy.

Category E – Purchases in Excess of \$250,000 <del>1</del> (GST exclusive)
Tender Process Required

This ~~P~~policy does not apply to the purchase of goods or services where the expected consideration is more than \$250,000~~1~~ (excluding GST) ~~as s.~~ Such transactions are the subject of the Tender Regulations and are to be progressed in accordance with Policy P607 - Tenders & Expressions of Interest.

### Sole Source of Supply

A sole source of supply arrangement may only be approved where the:

- Purchasing value is estimated to be over \$5,000; and
- The purchasing requirement has been documented in a detailed specification; and
- ~~Specification~~ The specification has been extensively market tested, and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- ~~Market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined a~~ The market testing process and outcomes of supplier assessments have been documented, including a rationale for why the supply is unique and cannot be sourced through more than one supplier.

~~A sole source of supply arrangement will only be approved by Finance~~ Finance will only approve a sole source of supply arrangement for a period not exceeding one (1) year. ~~For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists~~ The approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists for any continuing purchasing requirement. Sole Source of Supply is to be made in accordance with Local Government (Functions & General) Regulations 1996 11 (2)f.

Policy Number: P605  
Council Adoption: 22/10/2002  
Reviewed/Modified: 03/12, 03/13, 03/14, 02/15, 03/16, 03/17,

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### Purchasing from Disability Enterprises

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$250,000 or less, and
- a value for money assessment demonstrates benefits for the City's achievement of its strategic and operational objectives.

A qualitative weighting may be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises; in instances where not directly contracted.

### Purchasing from Aboriginal Businesses

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$250,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the City's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

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

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

Where a purchase is made from a listed CUA the purchasing instructions of the CUA agreement are to be followed in full. The relevant CUA Reference number should be recorded within a System Purchase Requestion to comply with the City Records Management Policy.

### WALGA Preferred Supplier Panels

~~Where a~~ collective bargaining initiative has been established on behalf of local governments by WALGA through the WALGA Preferred Supplier Panels. The City may elect to use these panels for services including, but not limited to, insurance services, telephone and data services and software licencing.

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

Policy Number: P605  
Council Adoption: 22/10/2002  
Reviewed/Modified: 03/12, 03/13, 03/14, 02/15, 03/16, 03/17,

Relevant Council Delegation: N/A  
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## Written Quotations

Should officers be seeking written quotations, the general principles relating to written quotations are:

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

## Local Economic Benefit

The City encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the City will:

- where appropriate, consider the capability of local businesses, buying practices, procedures and specifications that do not unfairly disadvantage local businesses; and
- consider indirect benefits that have flow-flow-on benefits for local suppliers (i.e. servicing and support).

To this extent, a qualitative weighting is encouraged for inclusion in the evaluation criteria for quotes and Tenders where suppliers may be located within the boundaries of the City, or substantially demonstrate a benefit or contribution to the local economy. This criteria-criterion will relate to local economic benefits that result from quote or Tender processes.

The City will also consider adopting KPIs for successful suppliers that encourage the placement of the local workforce.

## Exemptions

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

- An emergency situation as provided by the *Local Government Act 1995*;
- The purchase is acquired from an Australian Disability Enterprise, a person/organisation registered on the WA Aboriginal Business Directory, WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (Common Use Arrangements), or from a Regional Council, or another Local Government, or a State Government, or the Federal Government;
- The purchase contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations that apply.

Policy Number: P605  
Council Adoption: 22/10/2002  
Reviewed/Modified: 03/12, 03/13, 03/14, 02/15, 03/16, 03/17,

Relevant Council Delegation: N/A  
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## Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- A local emergency and the expenditure is required to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 and F&G Reg. 11(2)(a); or
- A State of Emergency declared under the *Emergency Management Act 2005* and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this **P**policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

## Statutory Authorities & Uncontested Markets

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

## Pre-Qualified Supplier Panels

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

The establishment of the panel, distribution of work and purchasing from the panel are in accordance with Policy P611 Pre-Qualified Supplier Panels.

## Repetitive Purchases

In making regular or repetitive purchases for the same goods or services, officers should be conscious of the potential for the triannual (across a rolling three (3) year period) purchases to accumulate to an amount in excess of the tender threshold (currently more than \$250,000).

Where this repetitive purchasing issue is relevant and such occurrence is subsequently identified, officers should take appropriate actions to ensure that future purchases for these items are progressed ~~in accordance with the requirements of Policy P607—Tenders & Expressions of Interest~~ according to Policy P607 - Tenders & Expressions of Interest requirements.

## Purchasing Policy Non-Compliance

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the City's policies and procedures.

Failure to comply with the requirements of this **P**policy will be subject to investigation, with findings to be considered in **the** context of the responsible person's training, experience, seniority and reasonable expectations for **the** performance of their role.

Policy Number: P605  
Council Adoption: 22/10/2002  
Reviewed/Modified: 03/12, 03/13, 03/14, 02/15, 03/16, 03/17,

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Where a breach is identified, it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*;
- misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.

### Anti Avoidance

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

### Record Keeping

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the City's Record Keeping Plan

### Legislation / Local Law Requirements

*Local Government Act 1995*

*Local Government (Functions & General) Regulations 1996*

*State Records Act 2000*

### Other Relevant Policies / Key Documents

P607: Tendering & Expressions of Interest

P611: Pre-Qualified Supplier Panels

P674: Management of Corporate Records

P695: Risk Management Policy

City of South Perth Strategic Community Plan 2020<sup>1</sup>-2030<sup>1</sup>

Policy Number:	P605	Relevant Council Delegation:	N/A
Council Adoption:	22/10/2002	Relevant Delegation:	DM605 Purchasing & Invoice Approval
Reviewed/Modified:	03/12, 03/13, 03/14, 02/15, 03/16, 03/17,	Relevant Management Practice:	M605 Purchasing & Invoice Approval

## Strategic Direction Leadership

### Policy P607 Tenders and Expressions of Interest

Responsible Business Unit/s	Financial Services
Responsible Officer	Director Corporate Services
Affected Business Unit/s	All business units

#### Policy Objectives

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

#### Policy Scope

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

#### Policy Statement

##### General Principles

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

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

Delegation of authority contained in Delegations DC607 and DC685 are designed to provide a clear, auditable trail of the tender process and establish accountability for the various stages of the tender process. Any exercise of delegated authority by City officers under these delegations is to be properly adequately documented in accordance with the procedures specified in the City's Tendering Manual and recorded in the City's Record Keeping System.

##### Regulatory Compliance

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

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



In all other circumstances where it is expected that the expenditure on the acquisition of goods or services will exceed the tender threshold (\$250,000 excluding GST), tenders must be called in accordance with all relevant statutory obligations and the City's documented tender process.

#### Anti-Avoidance

Officers shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the consideration below the level of \$250,000<sup>1</sup>, thereby avoiding the need to ~~publicly~~ ~~tender~~ ~~tender publicly~~.

#### Tender Evaluation Criteria

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

#### Evaluation Panel

The evaluation panel shall be established prior to the advertising of a tender and shall include a mix of skills and experience relevant to the nature of the purchase; the panel must contain a minimum of three members.

#### Advertising Tenders

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

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

The Notice of Tender must include:

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

#### Issuing Tender Documentation

Tenders will be made available via the e-Procurement portal.

It is necessary to register on the e-Procurement portal in order to be able to bid for the supply of goods and/or services. The portal is used exclusively to advertise, publish and receive responses to and from suppliers and the City.

Once confirmed as a registered ~~red~~ supplier, users will receive email updates and notifications each time the City adds a new request for tender, quotation or EOI to the system.

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Policy Number: P607

Council Adoption: 26/11/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12,

Relevant Council Delegation:

DC607 DC685

Relevant Delegation:

DM607

Relevant Management Practice:

M607

### Addendum to Tender

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

### Tender Deadline

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

### Submitting a Tender

Tender documentation must be submitted electronically via the City's e-Procurement portal no later than the closing times. Completed tenders must be submitted in accordance with the Request for Tender documents.

Tenders received after the closing time or in a manner other than that stipulated in the Request for Tender documents shall be non-conforming and will be rejected. The City accepts no responsibility for a submitted tender failing to meet the requirements outlined in the Request for Tender documents.

### Opening of Tenders

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

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

If the Request for Tender documents requests that the manner for delivery is by post or hand delivery, then the tenderer's offer form, price schedule and other appropriate pages from each tender shall be date stamped and initialled by the City officer present at the opening of tenders.

### If No Tenders Received

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

- This fact is clearly and adequately documented;
- The specification for goods and ~~and/or~~ services remains unchanged;
- Purchasing is arranged within six months of the closing date of the lapsed tender.

### Tender Evaluation

~~Tenders that have not been rejected as non-conforming shall be assessed by the City~~ The City shall assess tenders that have not been rejected as non-conforming by means of a written evaluation of the extent to which each tender satisfies the specified criteria for deciding which tender to accept. The tender evaluation panel ~~is to determine~~ determines which tender would be most advantageous to the City ~~to accept~~.

### Minor Variations

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

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Policy Number: P607

Council Adoption: 26/11/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12,

Relevant Council Delegation:

DC607 DC685

Relevant Delegation:

DM607

Relevant Management Practice:

M607

### Notification of Outcome

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

### Records Management

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

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

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

### Legislation / Local Law Requirements

*Local Government Act 1995*

Local Government (Functions and General) Regulations 1996

### Other Relevant Policies / Key Documents

P605: Purchasing

P611: Pre-Qualified Supplier Panels

P674: Management of ~~C~~orporate Records

P695: Risk Management Policy

City of South Perth Strategic Community Plan ~~2020-2030~~2021 - 2031

DC607: Acceptance of Tenders/E-Quotes/Common Use Agreements

DC607B: Non-Acceptance of Tenders

DC685: Inviting Tenders or Expressions of Interest

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Policy Number: P607

Council Adoption: 26/11/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12,

Relevant Council Delegation:

DC607 DC685

Relevant Delegation:

DM607

Relevant Management Practice:

M607

## Strategic Direction Leadership

### Policy P611 Pre-Qualified Supplier Panels

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

#### Policy Objectives

The City of South Perth will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the City has the capability to establish a ~~Panel, and~~ Panel and manage the risks and achieve the benefits expected of the proposed Panel.

#### Policy Scope

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

#### Policy Statement

##### Establishing and Managing a Panel

Should the City decide that a Panel is to be created, it will establish the ~~Pp~~panel in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement; or a number of similar supply requirements under defined categories.

Panels may be established for a minimum of one (1) year and for a length of time deemed appropriate by the City.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.



In each invitation to apply to become a pre-qualified supplier (through an invitation procurement process advertised via a state-wide notice), the City will state the expected number of suppliers it intends to put on the Panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel. The City will disclose this approach in the detailed information when establishing the Panel.

### **Distributing Work Amongst Panel Members**

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the City intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier's suitability for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The City will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the City may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in Policy P605. When a ranking system is established, the Panel will not operate for a period exceeding 12 months; or
- an alternate method of distribution of work may be chosen. ~~The City will disclose this approach in the detailed information when establishing the Panel.~~

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, or which includes options to extend the contract.

### **Purchasing from the Panel**

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications, must all be captured on the City's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

### **Record Keeping**

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the City's Record Keeping Plan.

### **Legislation / Local Law Requirements**

*Local Government Act 1995*

Local Government (Functions & General) Regulations 1996

*State Records Act 2000*

### **Other Relevant Policies / Key Documents**

P605: Purchasing

P607: Tendering & Expressions of Interest

P674: Management of Corporate Records

[P695: Risk Management Policy](#)

City of South Perth Strategic Community Plan ~~2020-2030~~2021 - 2031

## Strategic Direction

### Leadership

## Policy P613 Capitalisation & Valuation of Fixed Assets

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

### Policy Objectives

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

### Policy Scope

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

### Policy Statement

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

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

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

In determining whether or not an expenditure by the City results in the creation of an 'asset', the City applies the principles contained within the Australian Accounting Standards (AAS) and the Local Government (Financial Management) Regulations 1996 (LGFMFR). It also reflects on contemporary best practice principles in asset management. This determination requires the exercise of appropriate professional judgement - and therefore the determination is made only by the City's qualified professional accounting staff in consultation with the City's Asset Management Team.

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

### Classification & Capitalisation Thresholds

In accordance with the amendment to the *Local Government (Financial Management) Regulations 1996* (Regulation 17A (4) and (5)) the capitalisation threshold of assets has been amended to \$5,000.

Assets with a fair value less than \$5,000 as at the date of acquisition that are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale are included under the Portable and Attractive category of the Asset Register.

To permit efficient, accurate and complete recording of fixed assets, expenditure incurred to acquire, renew or enhance an asset should be capitalised if the expenditure [meets capitalisation criteria and](#) is above the [legislated capitalisation following](#) thresholds.

Assets are capitalised progressively throughout the year - at the time of acquisition or commissioning ready for use. The [legislated](#) asset capitalisation threshold is applied to these assets individually.

The City does not capitalise separate component parts within a larger asset class of Property Plant & Equipment assets- with the specific exception of Buildings which are required to be recorded and valued at the component level.

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

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



### Asset Components:

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

Building structural shell & [sub-structure](#)  
Roof  
Transportation systems (lifts / elevators)  
[Electrical systems](#)  
[Hydraulic systems](#)  
[Security systems](#)  
Fire protection systems  
Mechanical plant (air conditioning plant etc)  
Internal fit-out  
Floor coverings

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

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

### Valuation

[Valuation and revaluation of City assets are in accordance with the LGFMR specifically Regulation 17A.](#)

The City revalues its assets:

- whenever it is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and
- in any event, within a period of no more than 5 years after the day on which the asset was last valued or revalued.

The following classes of Property Plant & Equipment are measured using the cost model in accordance with AAS, individual assets may be subject to an impairment test (and possible downwards revaluation) at any time should the City's professional staff deem that the asset has been 'impaired'.

Technology Equipment (Computers, peripherals and communications equipment)  
Furniture & Fittings  
Plant & Equipment  
Mobile Plant  
Right-of-Use Assets (as defined by the LGFMR)

The following asset classes are valued at 'fair value' determined by management valuation representing the written down replacement cost determined using contemporary valuation techniques.

Land and Buildings, Artworks  
Road Network  
Path Network  
Drainage Network  
Parks Assets

Street Furniture & Other Assets

Foreshore Assets

Car Parking

Vested Improvements controlled by the City (as defined by the LGFMR)

Certain readily transferable items with a fair value lesser than the \$5,000 capitalisation thresholds, such as mobile telephones or minor mobile plant such as chainsaws or brush-cutters, etc, are recorded under the Portable and Attractive (P&A) category of the Asset Register with their details, serial numbers and location. P&A assets are fully expensed at the date of acquisition and recorded with a nil value on the Asset Register.

In accordance with the LGFMR vested land is a Right-of-Use (ROU) asset to be measured at cost. All ROU assets (other than Vested Improvements which is measured at Fair Value) under zero cost concessionary leases are measured at zero cost e.g. easements, land under roads and land utilised as public open space.

### Useful Lives & Depreciation Rates

The City determines the useful lives of fixed assets (and therefore the applicable depreciation rates to be applied), for each class of asset utilising the principles contained in the Institute of Public Works Engineering Australasia Practice Notes, relevant accounting pronouncements and guidelines, its own experience and comparison with other Local Governments. These are re-assessed annually by City officers to ensure that they reflect contemporary practice and compliance with the AAS. They are also subject to annual review by the City's auditors for 'reasonableness'.

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

### Legislation / Local Law Requirements

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

AASB 13 Fair Value Measurement

AASB 116 Property, Plant and Equipment AASB 136 Impairment

AASB 5 Assets Held for Sale AASB 40 Investment Properties

Local Government (Financial Management) Regulations 1996

### Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan [2021 - 2031](#)

City of South Perth Long Term Financial Plan

City of South Perth Asset Management Plans

International Asset Management Manual

## Strategic Direction

### Leadership

## Policy P624 Media Communications

Responsible Business Unit/s	GovernanceStakeholder and Customer Relations Communications and Engagement
Responsible Officer	Manager GovernanceStakeholder and Customer RelationsCommunication and Engagement
Affected Business Unit/s	All City business units

The City of South Perth (the City) is committed to open and transparent communication and to being fully accountable. We will communicate with our community and provide the media with information about projects and initiatives in a timely manner.

### Policy Objectives

The objective of this policy is to:

- Provide guidance to the Mayor, Councillors-Elected Members and the City's administration for a coordinated approach to communicating with the media in a consistent, accurate and professional manner to enable fair and accurate reporting of City business
- Promote a positive and professional image of the City
- Keep the community informed about City business through the various media channels
- Ensure that all communication is consistent, accurate and in the best interests of the City
- Provide guidance on speaking with and responding to the media.

### Policy Scope

This policy applies to all Elected Members, City employees and consultants.

### Policy Statement

The City aims to build positive relationships with journalists and media representatives. Responding to media enquiries fosters open and transparent relations and helps to build confidence in the City, while maintaining a solid reputation of responsiveness to enquiries.

The media communications policy sets out a clear and consistent protocol for communications in general but in particular relating to contact with the media. It has been established to:

- Provide clear guidance on the role of the Mayor, Councillors, Chief Executive Officer and administration employees in communicating with the media

- Proactively represent the City in media communications
- Ensure communication with media is consistent, in line with the City's Marketing and Communications Strategy
- Ensure that communications with the media are positive and of a professional standard
- Ensure that media communication is in accordance with relevant statutory provisions, the City's Code of Conduct and this Policy.

### Speaking to the media

In accordance with section 2.8(1)(d) of the *Local Government Act 1995* the Mayor is the official spokesperson for the City. On operational or administrative matters, it may be more appropriate for the Chief Executive Officer to provide comment. If unavailable, the Mayor may authorise an alternative spokesperson (usually the Deputy Mayor) to speak or provide quotes on his/her/their behalf.

The Mayor and/or Chief Executive Officer may, where more appropriate, appoint an employee with specialist knowledge to act as spokesperson on a specific matter.

### Media liaison

The Marketing and Communications Team~~Communications Officer~~ is responsible for coordinating media liaison, issuing media releases and responding to media enquiries on behalf of the City.

The Manager, Customer, Communications and Engagement, the Communications and Marketing Coordinator, Communications Officer and if required, Marketing Coordinator and in their absence, the Marketing Officer, are the only City employees approved to respond to a media enquiry with approval from the CEO and/or Mayor. No other employees are able to provide comment to the media, either 'on' or 'off the record' on any matter pertaining to the City and its Council.

### City employees

In cases where it is appropriate for an employee to be interviewed for a news story, this is at the discretion of the Chief Executive Officer. The employee must first seek approval from their Business Unit Manager and following approval by the Chief Executive Officer, the employee must liaise with the Communications team to prepare for the interview.

Employees must not make public comment unless specifically directed to do so and only in consultation with the Communications team. If authorised, comment should be confined to factual information, avoiding the expression of personal opinion.

### Elected Members

If making statements to the media about a Council decision or policy, Elected Members should clearly indicate that they are expressing their personal views and that they are not speaking on behalf of the City. In making a statement or comment, Elected Members should clearly communicate the decision of Council, the process taken to arrive at the decision and the reasons for it, before they indicate their personal views.



Elected Members must not make disparaging or offensive comments in the public domain including the media, public meetings or in any form of electronic communication, including social media, about other Elected Members or City employees.

### **Media Statements/Releases**

Media statements should present a positive image of the City. The City will not promote a community group or business either via the media or any other of the City's communications channels unless the City is directly involved in a partnered activity or event.

The Communications team will manage all media statements and releases. They will endeavor to respond to all media enquiries unless it is not in the City's best interest to do so.

Employees who become aware of issues or potential issues that could lead to adverse media outcomes for the City must contact the Communications team immediately so that an appropriate response or statement can be developed.

Where a media release relating to a City project or in which the City is involved is to be prepared by another organisation, a copy must be provided to the Communications team to enable input from the City and to seek approval from the Chief Executive Officer or Mayor prior to the information being released.

Media releases and responses to media enquiries will be made available by publishing on the City's website on the day of release unless specifically requested to delay the publishing of a response by a media outlet.

Media statements will not include information of an electioneering or personal promotional nature.

The City will discuss matters with the media unless there are confidentiality, privacy or duty of care implications or if the discussion of the matter could infringe other laws or regulations.

### **Legislation / Local Law Requirements**

Section 1.3 (2) of the *Local Government Act 1995*.

### **Other Relevant Policies / Key Documents**

Marketing and Communications Strategy

## Strategic Direction *Leadership*

### Policy P625 Equal Employment Opportunity

<b>Responsible Business Unit/s</b>	<b>Human Resources</b>
<b>Responsible Officer</b>	<b>Manager Human Resources</b>
<b>Affected Business Unit/s</b>	<b>All Business Units</b>

#### Policy Objectives

The City of South Perth (the City), in compliance with State and Federal Legislation, is committed to ensuring our workplace is free of discrimination and harassment and that all workers are treated fairly in all aspects of their employment. The City is dedicated to providing a pleasant working environment that encourages diversity and good working relationships and that all recruitment, selection and employment decisions will be based on the individual merit of applicants and workers.

#### Policy Scope

This Policy applies to all workers of the City.

#### Policy Statement

The objectives of the *Equal Employment Opportunity Act 1984* (EEO Act) are to:

- eliminate and ensure the absence of discrimination in employment on the grounds of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age;
- eliminate and ensure the absence of discrimination in employment against gender reassigned persons on gender history grounds; and,
- promote equal employment opportunity for all persons.

The City recognises its legal obligations under the EEO Act and will actively promote equal employment opportunities (EEO) through:

- creating and reviewing policies, management practices and programs, and communicating these documents to employees;
- ensuring the philosophy and principles of EEO will apply at all levels of the organisation, including any persons visiting/working on City premises;
- employees with supervisory responsibilities at all levels will receive compulsory training and all employees will receive regular awareness training; and
- ensuring other reasonable steps are taken to promote and protect a non-discriminatory and harassment free work environment for all current and prospective workers.

## Legislation / Local Law Requirements

*Local Government Act 1995*  
*Equal Opportunity Act 1984 (WA)*  
*Equal Opportunity for Women in the Workplace Act 1999 (Cth)*  
*Age Discrimination Act 2004 (Cth)*  
*Disability Discrimination Act 1975 (Cth)*  
*Racial Discrimination Act 1975 (Cth)*  
*Sex Discrimination Act 1984 (Cth)*  
*Human Rights and Equal Opportunity Commission Act 1986*  
*Occupational Safety and Health Act 1984 (Cth)*

## Other Relevant Policies / Key Documents

| City of South Perth [Employee](#) Code of Conduct  
City of South Perth Countering Bullying and Harassment in the Workplace Management Practice  
City of South Perth Employee Discipline Management Practice  
| [City of South Perth Work Health and Safety Policy](#)

## Policy P101 Public Art & Art Collections

Responsible Business Unit/s	Community, Culture and Recreation
Responsible Officer	Manager Community, Culture and Recreation
Affected Business Unit/s	Community, Culture and Recreation

### Purpose

To provide guidelines for the effective acquisition, management and decommissioning of the City's public art and art collections.

### Definitions

Art	Artistic works designed and created from many different materials and forms, which may include (but not be limited to): paintings, sculpture, mosaic, stained glass, textiles, ceramics, photography, prints and mixed media. Works created by practising professional artists as defined in the City's Public Art Toolkit, Management Practices, and specifications applicable for relevant art projects and events. Artworks are generally categorized as 'moveable' or 'stand-alone/fixed' (see definitions below).
Art Collections	Art assets that are owned by the City.
Moveable Art Assets	Two dimensional and three-dimensional works in various media that are stored and displayed inside the City's buildings and facilities.
Stand-Alone/Fixed Art	Three dimensional, stand-alone public artworks and murals and integrated artworks
Public Art	Art that is intended to be located in and/or clearly seen from the public realm. Contemporary works of public art may take diverse forms, including long lasting sculptures and monuments, and works that have a temporary or ephemeral presence in the public realm.
Decommissioning	The formal process to remove art from its active status, through methods including (but not limited to): sale, donation or disposal/destruction.



In exceptional instances, and on the advice of suitably qualified, external arts professionals, the City may consider acquiring or commissioning works of art that sit outside of these definitions, for instance in the case of culturally significant historical artworks or other crafted objects where the identity of the artist is unknown, or in the case of works by emerging artists with a limited history of professional practice.

## Policy Objectives

The City values:

- public art as a means of celebrating the identity and history of the community, enhancing the environment and contributing to a sense of place; and,
- the vital role that the City's art collections play in conserving, celebrating and interpreting local artistic heritage, and contemporary creative practices for the benefit of the local area, the state and the nation.

This policy provides a framework for the development and management of the City's art collections and the cultural assets that they contain, and for public art within the City of South Perth.

## Policy Scope

This Policy applies to City Officers involved in:

- the acquisition, ongoing management and/or disposal of cultural assets that make up the City of South Perth art collections; and
- public art and major City projects [in alignment with the Public Art Masterplan and](#) including the implementation of developer contributions resulting from P316 'Developer Contributions to Public Art' within the City of South Perth.

This Policy informs the City's management of its public art and art collections.

## Policy Statement

### Acquisition of Public Art and Art Collections

The City of South Perth supports the acquisition/development of public art and art collections in the City by:

- Contributing 2% of the construction value of City projects with a value greater than \$2 million towards public art in new above ground urban design, public open space and community building constructions and redevelopment projects. The City defines construction value as the estimated cost of the equipment, financing, services and utilities that are required to carry out a development but does not include the cost of land acquisition;
- Establishing a process to encourage community involvement and/or consultation in City public art projects;
- Integrating the public art planning process at the commencement of applicable City developments.

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Policy Number:	P101	Relevant Council Delegation:	N/A
Council Adoption:	N/A	Relevant Delegation:	N/A
Reviewed/Modified:	03/05, 22/02/11, 06/03/12, 24/09/12, 14/11/13, 09/01/15, 03/16, 08/16, 08/17,	Relevant Management Practice:	M101 Public Art

- Requiring private developers to contribute towards public art commissions within the vicinity of the development according to the requirements as listed in Policy P316 – Developer Contribution to Public Art And Public Art Spaces and in alignment with the Public Art Masterplan:

### **Management of Public Art and Art Collections**

The City of South Perth supports the management of public art and art collections in the City by:

- Facilitating an Arts Advisory Group consisting of elected members, industry, and community representative members and City Officers to provide ongoing advice and guidance on local public art projects and the City's Art Collections.
- Maximising opportunities for partnerships and external funding to contribute to identified projects relevant to public art and the City's art collections.
- Aspiring to implement relevant best practices for the acquisition, conservation, maintenance, display and promotion of a collection of moveable art assets and public art.
- Ensuring the provision of resources for the sustainable management and planning for the considered development of the City's art collections and public art initiatives to enhance cultural experiences and preserve and interpret artistic and cultural heritage for the City and its community.

### **Decommissioning of Public Art and Art Collections**

Where the value of the artwork being considered for decommissioning is up to \$5,000 (excluding GST), the City's Arts Advisory Group will consider it and make a recommendation to the City. Where the value of the artwork being considered for decommissioning is more than \$5,000 (excluding GST), the Arts Advisory Group will consider it and make a recommendation to Council. In all cases, an Officer's assessment (following independent advice from a suitably qualified Art Valuer) shall be provided for guidance about the decommissioning of the artwork/s. Where the value of the artwork being considered for decommissioning is \$5,000 excluding GST or less, the decommissioning will be considered and decided by the City's Arts Advisory Group, based on advice from a suitably qualified Valuer. Where the value of the artwork being considered for decommissioning is in excess of \$5,001 excluding GST, the Art Advisory Group will consider it and make a recommendation to Council. In all cases an Officer's assessment for the decommissioning of the artwork/s shall be provided for guidance.

### **Legislation/ Local Law Requirements**

Not Applicable

### **Other Relevant Policies/ Key Documents**

Management Practice M101: Public Art & Art Collections  
City of South Perth Public Art Strategy 2016  
City of South Perth Policy P316: Developer Contribution for Public Art and Public Art Spaces  
City of South Perth Public Art Developer Toolkit

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y Number:	P101	Relevant Council Delegation:	N/A
cil Adoption:	N/A	Relevant Delegation:	N/A
revised/Modified:	03/05, 22/02/11, 06/03/12, 24/09/12, 14/11/13, 09/01/15, 03/16, 08/16, 08/17,	Relevant Management Practice:	M101 Public Art

## Strategic Direction *Environment (Built and Natural)*

### Policy P210 Street Verges

Responsible Business Unit/s	Programs Delivery
Responsible Officer	Manager Programs Delivery
Affected Business Unit/s	Infrastructure Services, Development Services

#### Policy Objectives

The City is committed to the retention and development of green and leafy streetscapes which include street verges. To achieve this, the City will promote the development and maintenance of treatments such as sustainable verge gardens and/or lawn, however other treatments may also be approved in certain limited circumstances (refer to [the](#) Street Verge Landscape Guidelines).

#### Policy Scope

This Policy is relevant to [L](#)and [O](#)wners in the City of South Perth, where street verges are located adjacent to their properties.

For the purpose of this policy a Street Verge is defined as:

*“the area of the road reservation land located between a road kerb and the boundary of an adjacent property.”*

#### Policy Statement

The City’s preference is for verge treatments to be predominantly planted sustainable verge gardens and/or lawn, however other treatments such as brick paving and synthetic turf may be approved in certain circumstances (refer to [the](#) Street Verge landscape Guidelines).

[L](#)and [O](#)wners may establish and maintain a verge garden and/or lawn on the street verge without prior permission from the City.

Prior permission from the City is required for the installation of verge treatments such as brick paving and synthetic turf.

Neither the City nor other public utility service providers will accept responsibility for reinstatement of verge gardens, lawn, [pavingpaving](#), or synthetic turf affected by the implementation of routine maintenance of services or in relation to construction projects.

The City has established ‘Street Verge Landscape Guidelines’ which provide detailed information about what is permitted to be established on the street verge and the processes to follow to seek approval for the various treatments.

### Infrastructure Reinstatement Requirements

If the verge area is damaged during the course of private works on the Land Owners property, the Land Owner is required to return the verge to the same condition that existed prior to the works commencing. The City may require a land owner or contractor undertaking works on behalf of a land owner on a private lot or within the street verge to establish an Infrastructure Protection Bond prior to commencing any works. If the City has found that infrastructure has been damaged pertaining to the private works, the City will give 21 days' notice to the Land Owner for the rectification works to be completed. If the rectification works have not been completed or the standard of work is not to the City's satisfaction, the City will complete the work and the Land Owner will be charged for all costs pertaining to the work. If there are insufficient funds within the Infrastructure Protection Bond, the City will recover the balance of the costs from the land owner.

### Legislation / Local Law Requirements

*Local Government Act 1995*

Public Places and Local Government Property Local Law 2011

### Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2017-2023

Policy P206 Urban Forest

Policy P350.5 Trees on Development Sites and Street Verges

Policy P503 Crossovers

Urban Forest Management Plan

Green Plan

Street Verge Landscape Guidelines

Road Reserve Access Bond



## Strategic Direction *Leadership*

### Policy P603 Investment of Surplus Funds

<b>Responsible Business Unit/s</b>	<b>Financial Services</b>
<b>Responsible Officer</b>	<b>Director Corporate Services and Manager Finance</b>
<b>Affected Business Unit/s</b>	<b>Financial Services</b>

#### Policy Objectives

Local governments are required to ensure that they have effective and accountable systems in place to safeguard the City's financial resources. This includes the development of proper systems to authorise, verify and record the investment of monies in appropriate financial instruments.

#### Policy Scope

This Policy applies to the Financial Services Business Unit.

#### Policy Statement

Municipal, Trust and Reserve funds considered surplus to the immediate needs of the City (as determined by the Director Corporate Services and Manager Finance) may be invested with approved financial institutions in line with the following principles:

##### Primary Considerations

- Preservation of Capital
- Meeting Liquidity Requirements
- Meeting the 'Prudent Person' Standard
- Preventing Conflicts of Interest
- Transacting only in 'Approved' Financial Instruments
- Meeting the City's Risk Management Criteria relating to Credit Risk & Counterparty Diversity

##### Capital Preservation

- Preservation of capital is the principal objective of the investment portfolio.
- All investments are to be made in a manner that seeks to ensure security and safeguard the portfolio by effectively managing credit risk and interest rate risk within identified parameters.
- Investment for speculative purposes is not permitted under this policy.

### Liquidity

- Proper consideration is to be given to the present and likely future daily operational cash requirements of the City when selecting investments.
- The liquidity and marketability of the proposed investment during, and on determination, of the proposed financial instrument is to be taken into consideration.
- The term to maturity of an investment shall be in accordance with that specified in the Risk Maturity Framework - but should allow maximum seven (7) day access to Council funds.

### Prudent Person Standard

- Investments are to be managed with the care, diligence and skill that a prudent person would exercise.
- Officers are to manage the investment portfolio to safeguard it in accordance with spirit of this policy.

### Delegated Authority

- In accordance with Delegation DC603 & DM603 - Investment of Surplus Funds.

### Ethics & Conflict of Interest

- Officers authorised under the relevant delegations shall refrain from personal activities that may conflict with the proper execution of transactions and management of Council's investment portfolio.
- Authorised officers should advise the CEO of any conflict of interest.

### Approved Instruments

- Interest Bearing term deposits with Authorised Deposit Taking Institutions (ADIs, Australian banks, building societies and credit unions) for a maximum term of three years.
  - Authorised institution means
    - An authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
    - The Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.
- Bonds guaranteed by the Commonwealth and State or Territory Government with a maturity of less than three years.

### Prohibited Investments

This policy prohibits any investment not specified as an Approved Instrument in this Policy:

- The use of leveraging (borrowing for investment purposes) is prohibited.

### Risk Management

#### Credit Quality

- Credit quality on 780% of the portfolio is to be a minimum of Standard & Poor rating A-1+ short term or A+ long term or better.
- Credit quality on a maximum of 320% of the portfolio may be a Standard & Poor rating A-2 short term or BBB+ long term or better.

#### Counterparty Risk

- Counterparty credit risk is to be managed through adequate level of diversification to spread risk.

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Policy Number: P603

Council Adoption: 22/10/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18,

Relevant Council Delegation: D603 Investment of Surplus Funds

Relevant Delegation: N/A

Relevant Management Practice: M603 Investment Procedures

- Not more than 25% of the total funds invested at any given time are to be placed with any one institution.

#### *Maturity Term*

- Investment terms to maturity may range from 'at call' to a maximum of one (1) year for Municipal or Trust Fund Investments.
- At least 60% of Reserve Fund investments shall have terms to maturity of less than one (1) year.
- Investments which are downgraded below the ratings approved in this policy are to be liquidated within 7 days of notification of the rating downgrade.

#### **Supplementary Considerations**

- Corporate Social Responsibility
- Transaction Costs

#### **Corporate Social Responsibility**

- In making investment decisions, consideration may be given to the corporate social responsibility profile of the financial institutions with whom the City invests.
- It is emphasised that this is a subjective criteria and may only be taken into account when making investment decisions after all of the Primary Considerations listed in this policy have been met.
- Where this criteria is exercised, the justification for applying it should be recorded for future audit purposes.

#### **Transaction Costs & Administrative Matters**

- The administrative, banking and reporting costs that may be associated with the particular financial instrument are to be considered in selecting an appropriate financial instrument.
- Competitive quotations are to be obtained prior to investing Council funds with any institution.

#### **Reporting**

- A fully reconciled Investment Register is to be maintained by the City at all times.
- The Investment Register is to record all investments held and those that have matured during that year - including details of financial institution, investment type, interest rate applicable, term to maturity and interest revenues earned and accrued.
- A report summarising the composition of the investment portfolio including investment classes, amounts invested with each financial institution and details of the investment performance shall be provided to Council monthly.

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Policy Number: P603

Council Adoption: 22/10/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18,

Relevant Council Delegation: D603 Investment of Surplus Funds

Relevant Delegation: N/A

Relevant Management Practice: M603 Investment Procedures

### Legislation / Local Law Requirements

*Local Government Act 1995 - Section 6.14 and Section 5.41*

*The Trustees Act 1962 - Part III*

Local Government (Financial Management) Regulations 1996 - Regulation 19, 19C, -28 and 49

Australian Accounting Standards

### Other Relevant Policies / Key Documents

City of South Perth Strategic [Community Plan 2021 - 2031](#)

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Policy Number: P603

Council Adoption: 22/10/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12,  
03/13, 03/14, 02/15, 03/16, 03/17, 06/18,

Relevant Council Delegation: D603 Investment of Surplus Funds

Relevant Delegation: N/A

Relevant Management Practice: M603 Investment Procedures



## Strategic Direction

### Leadership

## Policy P672 Agenda Briefings, Concept Forums and Workshops

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

### Policy Objectives

There is a need for Council to meet and discuss matters relating to the operation and affairs of the City outside the formal council meeting framework prescribed by the *Local Government Act 1995* which sets out the formal procedures that apply to such meetings. Council may from time to time wish to conduct Agenda Briefings, Concept Forums or Workshops to which the provisions of the *Local Government Act 1995* do not apply.

This policy sets out the procedure which is intended to apply to the conduct of these informal (i.e. non-statutory) meetings of Council.

### Policy Scope

This Policy applies to all [Elected Members and Officers](#) involved in Agenda Briefings, Concept Forums and Workshops.

### Policy Statement

#### Procedural Guidelines

The following Procedural Guidelines shall apply to the conduct of Agenda Briefings, Concept Forums and Workshops.

#### Calling Agenda Briefings, Concept Forums and Workshops

The Mayor or Chief Executive Officer may call an Agenda Briefing, Concept Forum or Workshop.

#### Presentations

In consultation with the Mayor, the CEO may approve a request for a presentation to an Agenda Briefing, Concept Forum or Workshop on issues considered of special significance to the City.

#### Agenda

The CEO shall prepare an agenda for each Agenda Briefing, Concept Forum or Workshop.

### **Notices of Motion**

In the interests of transparency and accountability a notice of motion should be considered at an Agenda Briefing accompanied by a full officer's report to allow members of the public to make a

deputation and allow Elected Members the opportunity to ask questions and be fully informed. Whilst it is acknowledged that Clause 5.3(2) of the City of South Perth Standing Orders Local Law 2007 states that notices of motion should be submitted '...at least 7 clear working days before the meeting at which the motion is moved.' Elected Members are encouraged to comply with this policy and submit their notices of motion at least 7 clear working days before an Agenda Briefing.

Any Notices of Motion not received in accordance with this policy will not appear on the Agenda Briefing agenda.

### **Notice**

The CEO shall give Elected Members at least one week written notice of an Agenda Briefing, Concept Forum or Workshop unless the CEO in consultation with the Mayor agrees to provide a lesser period of notice in urgent or exceptional circumstances. Notice may be given to Elected Members by phone or in writing.

Public notice of the dates on which Agenda Briefings are to be held shall be given by the CEO on the City's website.

### **Presiding Person**

The Mayor shall preside at Agenda Briefings, Concept Forums or Workshops. The Mayor may nominate another person to be the presiding person.

### **Disclosure of Interests**

Those provisions in the Code of Conduct dealing with Conflict of Interests shall apply to Agenda Briefings, Concept Forums and Workshops.

### **Notes of Meetings**

The CEO will cause notes to be kept of each Agenda Briefing, Concept Forum and Workshop. These notes will include the date, attendance and title of the subjects addressed. These notes will be included on the agenda of the next council meeting.

### **Decisions**

As these meetings are outside the statutory framework of the *Local Government Act 1995* and are not intended to replace ordinary council meetings, Council cannot make decisions at Agenda Briefings, Concept Forums or Workshops.

### **Voting Intentions**

Elected Members must not indicate their voting intentions at an Agenda Briefing, Concept Forum or Workshop.

### **Agenda Briefings - General**

Agenda Briefings provide an opportunity for Elected Members to be briefed on items that are on the agenda of the immediately following Ordinary Council Meeting. They provide information to Elected Members on agenda items and provide the opportunity for Elected Members to ask questions of relevant [staff/officers](#).

### **Agenda Briefings - Procedure**

Elected Members may ask questions of relevant [staff/officers](#) concerning items on the agenda. Elected Members must address their questions through the presiding person. Elected Members must not express an opinion or enter into debate on an agenda item.

### **Agenda Briefings - Public Attendance and Deputations**

Agenda briefings are generally open to the public unless an item is one to which section 5.23 of the *Local Government Act 1995* may apply.

Deputations are permitted to be heard, only in relation to items on the Agenda for that Briefing. Deputations may be heard prior to the commencement of an item or at the commencement of an Agenda Briefing session. If an item is of interest to a significant portion of members of the public present, the presiding member may bring it forward for earlier discussion than otherwise listed on the agenda.

Any person or group who completes and submits, with at least 24 hours' notice, a 'Request for Deputation' application form (available on the City's website) may be received as a deputation at an Agenda Briefing session.

Deputations shall not exceed ~~ten~~(10) minutes without the approval of the Presiding Member. Group deputations are encouraged (no more than five ~~(5)~~ persons, where speaking to the same agenda item). The ~~Presiding~~ Member reserves the right to reduce the time for each deputation in the case where deputations are covering similar points.

Debate is not permitted during deputations.

Electronic presentations are required to be submitted to the City prior to 12.00pm on the day of the Council Agenda Briefing.

### **Concept Forums**

Concept Forums provide an opportunity for Elected Members to discuss ideas, strategies and concepts for the development of the City or projects that are in the early planning stage and are some time away from being presented to Council for decision. They provide an opportunity for relevant [staff/officers](#) or outside consultants to present information to Elected Members on the concept or project. They allow Elected Members to ask questions of relevant [staff/officers](#) or consultants and enable Elected Members to discuss aspects of the concept or project.

### **Procedure**

Elected Members may ask questions of relevant [staffofficers](#) or consultants and must address their questions and all discussion through the presiding person.

Elected Members must limit their discussion about issues arising in the Concept Forum to brief statements on relevant matters. Elected Members must not enter into debate.

### **Public Attendance**

Concept Forums are generally closed to the public.

### **Workshops**

Workshops provide an opportunity for Elected Members to have input into the development of a concept. They allow Elected Members to explore different options with relevant [staffofficers](#) and to participate more fully in the development of a concept.

### **Procedure**

Elected Members may ask questions of relevant [staffofficers](#) and may address their questions through the presiding person or directly to the person concerned.

Elected Members must not debate their voting intentions at a Workshop.

### **Public Attendance**

Workshops are generally closed to the public.

## **Legislation / Local Law Requirements**

City of South Perth Standing Orders Local Law 2007

*Local Government Act 1995*

## **Other Relevant Policies / Key Documents**

City of South Perth Code of Conduct

City of South Perth Strategic Plan ~~2017-2027~~[2021-2031](#)



## Strategic Direction *Leadership*

### Policy P680 Electronic Agendas

<b>Responsible Business Unit/s</b>	<b>Information Services &amp; Governance</b>
<b>Responsible Officer</b>	<b>Director Corporate Services/Manager Governance</b>
<b>Affected Business Unit/s</b>	<b>Council Members and Senior Staff</b>

#### Policy Objectives

The City recognises the benefits of digital communications and information sharing. Its preferred technology for disseminating Council meeting papers and supporting information is via an online format utilising a Tablet/Laptop. The City requires all Council Members and relevant senior staff to use the City provided Tablet/Laptop to participate in the Council Briefing / Meeting process. The Tablet/Laptop device may also be used by the Council Member for communicating with residents and ratepayers, lodging service requests or other work related purposes, including email. Users of the City provided Tablet/Laptop are required to acknowledge, understand and respect the underlying Tablet/Laptop, internet and usage philosophy that forms the basis of this policy.

#### Policy Scope

This policy is applicable to the Mayor and all Council Members and any relevant senior staff supplied with City owned mobile computing devices.

#### Policy Statement

##### Device

The City will provide each Council Member and applicable senior staff member with a Tablet/Laptop, pre-loaded with relevant work related software and applications. The City will meet the cost of the initial acquisition of the Tablet/Laptop and will maintain an adequate monthly data plan for each device throughout the Council Member's term and relevant senior officer's contract period (sufficient to cover all reasonable work related data downloads). The City will maintain an effective mobile device management (MDM) strategy to provide direct user support.

The Tablet/Laptops and related software / applications will serve as the primary source of information pertaining to Council meetings and briefings and paper based agendas will not be provided to Council Members.

##### Software on the Device

The software and applications installed on the Tablet/Laptop by the City of South Perth are required to remain on the device in usable condition and be readily accessible at all times. From time to time the City may add or upgrade software applications such that users may be required (on reasonable notice) to check in their Tablet/Laptop with City for periodic updates and synchronising.

In the event it becomes necessary to restore a Tablet/Laptop to its original condition, the City of South Perth is not responsible for the loss of any personal software, documents or photos deleted due to a re-format and re-image of the device. Any software, email messages, or files downloaded via the internet into the device become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyright.

### **Life of the Device**

The technological life of the Tablet/Laptop might not exceed the terms of some individual Council Members and relevant senior officers and therefore the suitability for purpose of the Tablet/Laptops will be assessed at the conclusion of every two years - and if deemed necessary, the City will purchase upgraded devices through the normal budgeting process.

### **Care of the Device**

Users are responsible for the general care of the Tablet/Laptop that they have been issued by the City of South Perth. Tablet/Laptops must remain free of any individual artistic works including writing, drawing, stickers or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen.

Should a Tablet/Laptop be accidentally lost, damaged or stolen, responsibility for replacement shall be as follows:

1. *First incident:* City shall repair or replace the device at no cost to the user
2. *Second incident:* The City shall pay half the cost of repair or replacement and the user shall pay half the cost.
3. *Third incident:* The user shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss.

Tablet/Laptops that are damaged or destroyed through intentional misuse may be required to be repaired or replaced at the user's expense.

### **No Expectation of Privacy**

Communications made via City issued devices are subject to disclosure under the *Freedom of Information Act 1992* or for litigation purposes unless a privilege or exception exists that justifies withholding the information.

### **Audits**

All Tablet/Laptop are subject to audit by the Information Technology Department and such periodic audit may be conducted using the mobile device management (MDM) software installed on the Tablet/Laptop.

### **Representations**

In advocating, advancing or expressing any individual religious, political or personal views or opinions, users should remain mindful not to misrepresent their statements as official City policy unless authorised to do so.

## E-Mail Usage for City Business

For the purposes of activity related to City business, the user should conduct all e-mail communication through their assigned City email account. All e-mails on the City e-mail account are archived and retained by the City. This account shall be synched to the user's individual Tablet/Laptop. Personal e-mail boxes are allowed to be synched to the Tablet/Laptop as well, but all City related business must be conducted through the City email address or copied to the City email address if the user's personal email box is used.

## Acceptable Use

The Tablet/Laptop, internet and email access provided are tools for conducting City business. Thus City use of such tools will be primarily for City business related purposes: to review City Council Agenda materials, obtain useful information for City related business and communications with residents, other Council Members or senior staff as appropriate. All of the City's technology systems, including the Tablet/Laptop, are considered to be public property. Tablet/Laptop internet and email activities are traceable to the City and have the capacity to impact upon the reputation of the City. City issued Tablet/Laptops shall not be used to send or knowingly download any explicit, discriminatory or pornographic content. Users should refrain from making any false or defamatory statements in any internet forum or from committing any other acts that could expose the City of South Perth to liability.

Usage of City issued Tablet/Laptops must comply with behaviours highlighted in the [current WA Local Government Act 1995](#), the [City of South Perth Councillor Code of Conduct](#) and [City of South Perth Employee Code of Conduct](#).

## Data Usage

Any download usage for Tablet/Laptops that are activated on the City's account shall not exceed the allowable monthly limits provided under the City's data plan (Currently 4 GB per month—although this may be subject to change by the CEO or a CEO nominee if deemed necessary). Users approaching the monthly data limit will receive automated warnings upon passing 80% of the allowed monthly quota. Excess data charges over the monthly limit may be required to be reimbursed by the individual user if the excess data usage is considered unreasonable.

To minimize city data costs it is recommended that large downloads are carried out while the device is connected to a Wi-Fi network instead of using mobile data. ICT Staff will notify elected members if they are using an excessive amount of mobile data (>30GB per month). Excess data charges over the monthly limit may be required to be reimbursed by the individual user if the excess data usage is considered unreasonable.

## Treatment of the Device on Cessation of Service

Ownership of the device shall pass to the Council Member at the conclusion of their elected term and relevant senior officer at the conclusion of their contract. To effect this transition, users shall return their Tablet/Laptop to the IT Department when the individual's term has ended so that the device can be prepared for private, rather than local government use. Effective from the cessation of the user's term, the City funded data plan for that device will be deactivated.

Elected members have the opportunity to take ownership of the tablet/laptop device at the conclusion of their elected term. To effect this transition, users shall return their Tablet/Laptop device to the IT Department when the individual's term has ended so that the device can be prepared for private, rather than local government use. Effective from the cessation of the user's term, the City funded data plan for that device will be deactivated.

## Compliance with Policy

The City reserves the right to inspect any and all files stored on Tablet/Laptops that are the property of the City in order to ensure compliance with this policy. Users do not have any personal privacy right in any

matter created, received, stored in, or sent from any City issued Tablet/Laptop and the City of South Perth. The CEO or a CEO nominee is hereby authorised to institute appropriate practices and procedures to ensure compliance with the policy. Any violation of this policy may result in discipline as deemed appropriate by Council.

### Legislation / Local Law Requirements

*State Records Act 2000*  
*Local Government Act 1995*  
*Public Sector Management Act 1994*  
*Electronic Transactions Act 2011 S11*  
*Freedom of Information Act 1992*

### Other Relevant Policies / Key Documents

[The City of South Perth Councillor Code of Conduct](#)  
[City of South Perth Employee Code of Conduct](#)

#### Acceptance of Terms of Use of Device

I hereby certify that I have received a written copy of the Electronic Agendas Policy form. I have read and fully understand the terms of this policy and agree to abide by it.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
[Council Member's / Relevant Officer's Signature]

\_\_\_\_\_  
[Printed Name]



## Strategic Direction Leadership

### Policy P688 Asset Management

Responsible Business Unit/s	Engineering-InfrastructureAssets & Design
Responsible Officer	Manager Engineering-InfrastructureAssets & Design
Affected Business Unit/s	All business units

#### Policy Objectives

The objective of this Policy is to ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment.
- Safeguarding infrastructure assets including physical assets and individuals employees by implementing appropriate asset management strategies and applying appropriate financial resources for those assets.
- Creating an environment where all employees are take an integral part in the overall management of infrastructure assets, by creating and sustaining maintaining an asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are established identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with industry demonstrated best practice.

to ensure that the City has systems and processes in place to maximise its ability to continue to deliver services on a sustainable basis. Services delivered by the City will depend on Infrastructure Assets provided to a Level of Service determined by the Council that is affordable to the community in the long term.

#### Policy Scope

This Policy is relevant applies to all officers of the City employees , relevant contractors a assistingnd the wider community to ensure the delivery of sustainable asset management services to the wider community sustainably.

#### Policy Statement

##### Background

Asset management practices impact directly on the core business of the City and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist in achieving Strategic Long-Term Planning and Long-Term Financial objectives.

Sustainable Service Delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the capacity ability of future generations to make their own choices in regard to resource allocation.

Sound Asset Management practices enable sustainable service delivery by integrating customer expectations values, priorities and an informed understanding of the trade-offs between risks, costs and service level performance.

### Principles

The City's sustainable service delivery needs to will be met by ensuring adequate provide sustainable sion is made for the long-term planning, financing, operation, maintenance, renewal, upgrade, and disposal of capital assets by:

1. Ensuring that the City's capital assets are provided in a manner that rereflects sustainable spectis financial, cultural, economic and environmental outcomessustainability;
2. Meeting all relevant legislative and regulatory requirements;
3. Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them by:
  - a. Asset Management plans will be completed for all major asset /service areas.
  - b. Expenditure projections from Asset Management Plans will be incorporated into the City's Long-Term Financial Plan.
  - c. Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
  - d. Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
  - e. Renewing aAssets renewals required to meet agreed service levels as nd identified in adopted asset management plans, and when applicable long term financial plans, the plans will forming the basis of annual budget estimates incorporating with the service level and risk consequences of variations in defined asset renewals and budget resources documented.
  - f. Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
  - g. Future service levels with associated delivery costs will be determined in consultation with the community.
  - h. Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
  - i. Creating a corporate culture where all employees play a part in overall care for the City's assets by providing necessary awareness, training and professional development; and



j. Providing those we serve with services and levels of service for which they are willing ~~and able~~ to pay.

5. Management will ~~allocate resources to ensure sustainable~~ sustainable continuous improvement in relation to asset management practices within the resource and financial constraints of the organisation and will monitor the implementation progress and identify opportunities to achieve best practice.

~~4. Develop an Asset Management Improvement Strategy to guide the City's improvements in Asset Management practices.~~

6.

~~2. Incorporate a consideration of risk management requirements in decision making processes.~~

7.

8. Prior to consideration of any major works, renewal, or improvement to or creation of an asset, give appropriate consideration to the need for the asset including capital, maintenance, operating, renewal, refurbishment, and upgrade costs based on the following key principles:

k. "Whole of life" cost from creation to divestment of the asset.

l. Options to renew before creating new assets.

m. Asset forms part of an overall financial strategy.

n. Origin and sustainability of funding sources.

and that the outcomes of this consideration be included in any subsequent report to Council.

~~The City considers that management of its Infrastructure Assets is a major corporate function that requires an organisation wide approach. To achieve this, the City will:~~

~~➤ Incorporate Asset Management into the City's Strategic Plan, Strategic Financial Plan and Annual Budget.~~

~~➤ Allocate resources to ensure sustainable continuous improvement in relation to asset management practices within the resource and financial constraints of the organisation.~~

~~➤ Develop an Asset Management Improvement Strategy to guide the City's improvements in Asset Management practices.~~

~~➤ Develop Asset Management Plans for infrastructure asset classes, such as roads, pathways, cycle waycycleways, drainage systems, buildings, coastal structures, minor structures (including sheds and workshops), parks and reserves (including the Collier Park Golf Course).~~

~~➤ Define and document within each Asset Management Plan the functional and operational Level of Service for each infrastructure asset class, underpinned by a long term (10 year) (infrastructure asset) financial plan and based on risk management principles.~~

~~➤ Incorporate a consideration of risk management requirements in decision making processes.~~

- ~~Involve and consult with the community and key stakeholders when determining Level of Service for infrastructure assets.~~
- ~~Prior to consideration of any major works, renewal, renewal, or improvement to or creation of an asset, give appropriate consideration to the need for the asset including capital, maintenance, operating, renewal, refurbishment, and upgrade costs based on the following key principles:~~
  - ▲ ~~“Whole of life” cost from creation to divestment of the asset.~~
  - ▲ ~~Options to renew before creating new assets.~~
  - ▲ ~~Asset forms part of an overall financial strategy.~~
  - ▲ ~~Origin and sustainability of funding sources.~~~~and that the outcomes of this consideration be included in any subsequent report to Council.~~

### Legislation / Local Law Requirements

Not Applicable

### Other Relevant Policies / Key Documents

P103: Communication and Consultation Policy  
P501: Paths - Provision and Construction  
P502: Cycling Infrastructure  
P506: Road Rehabilitation Prioritisation  
P507: Path Replacement  
P508: Bus Shelter Provision and Replacement  
P607: Tender and Expressions of Interest  
P609: Lease of City Owned Buildings  
P613: Capitalisation of Fixed Assets  
P691: Business Excellence Framework  
City of South Perth Long Term Financial Plan  
City of South Perth Risk Management Strategy  
City of South Perth Strategic Community Plan 2021-2031  
[City of South Perth Asset Management Plans](#)  
[City of South Perth Asset Management Strategy](#)  
[ISO 55001](#)

### Responsibility

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Policy Number: P688  
Council Adoption: 23/07/09

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



Councillors are responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the City's asset management strategy and plans. The council is also responsible for ensuring that City resources are appropriately allocated to ensure sustainable service delivery.

The Chief Administrative Executive Officer has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the City.

## Strategic Direction

### Leadership

### Policy P661 Complaints

Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance, 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 reflects the essential elements as set out in the Australian Standard and the principles of effective complaint handling published 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 feedback 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.

### **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.

### **Complaints about Elected Members**

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.

#### **External Review**

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

#### **Closing the File**

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

#### **Unreasonable Conduct by Complainants**

##### **Vexatious Complainants**

"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)

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, 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  
M661 Complaints

## Strategic Direction

### Leadership

## Policy P601 - Strategic Financial Management - Preparation of Long Term Financial Plan

<b>Responsible Business Unit/s</b>	<b>Financial Services</b>
<b>Responsible Officer</b>	<b>Director Corporate Services</b>
<b>Affected Business Unit/s</b>	<b>All business units</b>

### Policy Objectives

As a part of its responsibilities under the Integrated Planning & Reporting Framework, the City prepares a 10 year Strategic Community Plan, 4 year Corporate Business Plan, 10 year Asset Management Plan and 4 year Workforce Plan. To enable it to effectively and sustainably match its financial capacity with the strategic intent suggested by these planning documents, the City also prepares a 10 year Long Term Financial Plan.

Best practice in financial management suggests that there should be a clear articulation of the different but complementary roles of Council Members and the Administration in the process by which this key financial document is prepared and integrated. The output of this process should be a transparent, responsible and well co-ordinated approach to the sustainable management of the City's financial resources.

### Policy Scope

This Policy applies to all business units.

### Policy Statement

The Long Term Financial Plan provides a broad strategic overview of where the City's financial resources may be directed over the next ten years. It plays an important role in linking the City's organisational and financial capacity with its agreed strategic direction. The Long Term Financial Plan is to be compiled in accordance with the Department of Local Government Guidelines using a 'nature & type' classification to permit managerial and reporting comparisons between strategic objectives, budgets and actual performance.

Effective development of high-quality financial plans requires the complementary participation of stakeholders within and external to the organisation.

The principles underlying the development of this key financial document are:

- Reflecting close alignment with strategic objectives.
- Emphasising value for money and positive community outcomes.
- Responsibly balancing competing projects against limited financial and other resources.

- Developing plans which are financially, socially and environmentally sustainable.
- Having due regard to the City's ongoing financial sustainability and the impact of decisions on the Key Financial Indicators (ratios) that are used to measure local government sustainability.

The principal focus of Council Members in the process is strategic and to ensure alignment between the City's identified Integrated Planning & Reporting Framework documents (and the identified and agreed strategic direction indicated therein). Such deliberations are to be governed by the principles contained in the City's Councillor Code of Conduct with the over-riding consideration being the benefit of the wider community.

The City's financial planning horizon should always be ten years or greater. Financial planning or budgeting activities should not be regarded as a series of adjacent one-year horizons. All significant financial decisions (including changes to staffing and initiation of capital projects) are to be evaluated over long term financial horizons.

Primary responsibility for determining the detailed line items to be included in the key financial documents resides with the administrative staff who are to give due consideration to strategic alignment, responsible budget constraints, community views expressed through appropriate community consultation, cash-flow implications and statutory requirements.

A full review of the City's Long Term Financial Plan will be undertaken in the year immediately after the adoption of the Strategic Community Plan. To allow all participants to have an opportunity to share an informed understanding of the process, the underlying principles and assumptions and aggregated financial summaries, a series of Elected Member and Management Briefings will be held during the development of the Long Term Financial Plan.

Once adopted, the Long Term Financial Plan, assumptions and principles together with the aggregate financial estimates disclosed therein are to provide the framework that guides the preparation of the Annual Budget.

All decisions are to be taken at formal meetings of Council properly convened in accordance with the *Local Government Act 1995*.

Updates to the Long Term Financial Plan and Corporate Business Plan are to be considered by Council annually.

## Legislation/ Local Law Requirements

*Local Government Act 1995*

Local Government (Financial Management Regulations) 1996

## Other Relevant Policies/Key Documents

Integrated Planning & Reporting Guidelines

City of South Perth Strategic Community Plan

City of South Perth Corporate Business Plan

City of South Asset Management Plan

City of South Workforce Plan

City of South Perth Information Technology Strategic Plan

## Strategic Direction Leadership

### Policy P701 - Variations to Contract

Responsible Business Unit/s	Financial Services
Responsible Officer	Manager Finance
Affected Business Unit/s	All City Business Units

#### Policy Objectives

To determine the circumstances by which a contract for the procurement of goods and services may be varied and the requirements to inform Council of such variations.

#### Policy Scope

Regulation 5(1)(e) of the Local Government (Financial Management) Regulations 1996 requires the CEO to ensure the proper authorisation for incurring a liability and making payments.

Regulation 21A of the Local Government (Functions and General) Regulations 1996 prescribes the circumstances under which a local government may vary a contract for the supply of goods and services.

#### Policy Statement

1. Following the issue of a purchase order for the procurement of goods or services, the contract for purchase may be varied where:
  - 1.1 The contract enables the contract to be varied, and the variation is in accordance with variation provisions of the contract;
  - 1.2 Additional goods or services that were not, or could not have been, foreseen at the time the purchase order was issued are required;
  - 1.3 The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract;
  - 1.4 Sufficient funds are available in the capital or operating budget to meet the additional cost;
  - 1.5 The value of the contract, as a result of the variation does not exceed the purchasing limit of the Officer approving the variation; and
  - 1.6 The value of the additional goods or services required does not exceed the value of the initial contract by more than 10% ~~or to a maximum of~~ \$100,000.



2. Contract variations that would result in the initial contract price being exceeded by more than 10% or \$100,000 may, in exceptional circumstances, be approved by the Chief Executive Officer, subject to the variation not being contrary to the requirements of Regulation 21 A of the Local Government (Functions and General) Regulations 1996. The reasons for such variations must be documented, with any variations in excess of \$100,000 being reported to Council as part of the monthly financial reports at the next available Ordinary Meeting of Council.

### Legislation/ Local Law Requirements

*Local Government Act 1995*

Local Government (Financial Management) Regulations 1996

Local Government (Functions and General) Regulations 1996

### Other Relevant Policies/ Key Documents

City of South Perth Purchasing Policy P605