

ATTACHMENTS

Audit, Risk and Governance Committee Meeting

13 March 2023

ATTACHMENTS TO AGENDA ITEMS

Audit, Risk and Governance Committee Meeting - 13 March 2023

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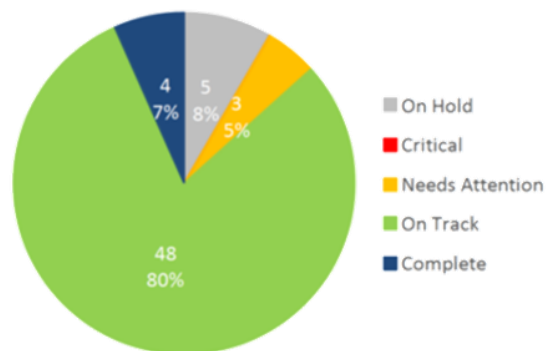
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CORPORATE BUSINESS PLAN | COUNCIL REPORT

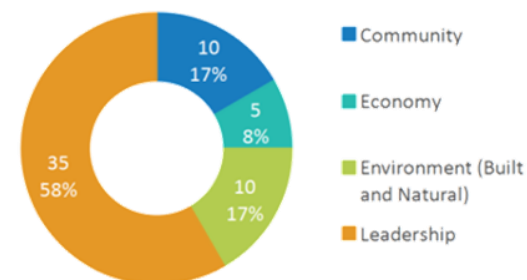
Corporate Actions that we will deliver over 2022 / 2023 | Q2 Dashboard | Oct to Dec 2022

STATUS SNAPSHOT

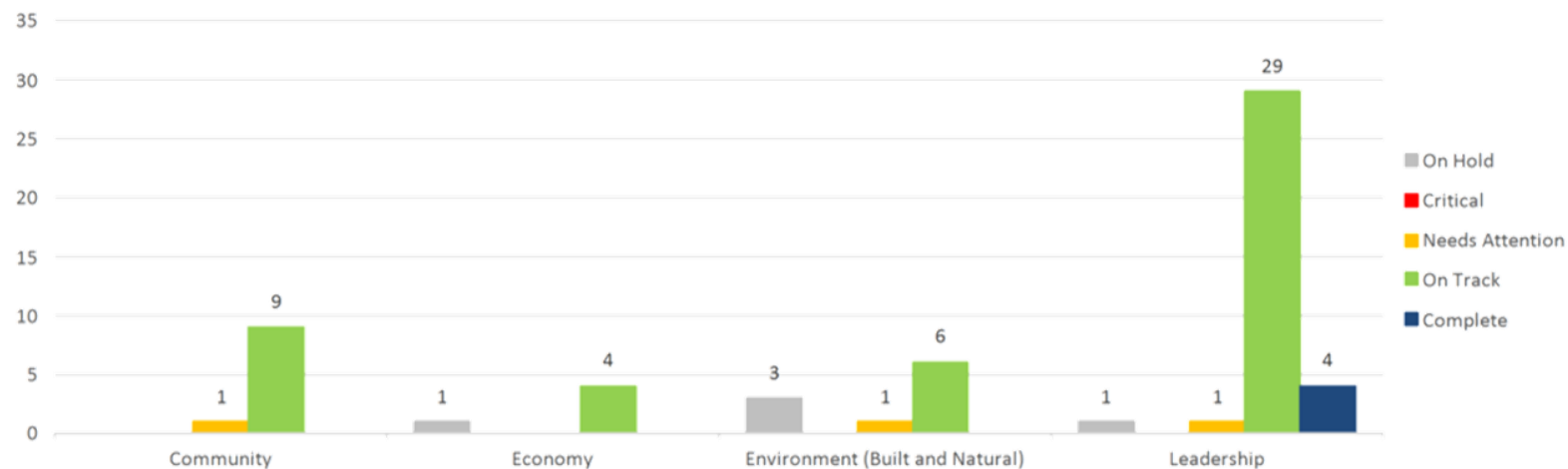


60
Corporate
Project /
Activities in
Total

STRATEGIC DIRECTION SNAPSHOT



STATUS TRACKING BY STRATEGIC DIRECTION



CORPORATE BUSINESS PLAN 2022 / 2023 QUARTER TWO REPORT								
Corporate actions that we will deliver over the financial year								
Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates
Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for inclusive and cohesive social, cultural and healthy activity in the City	Access and Inclusion Plan (AIP) 2022 - 2027 - Action Implementation	Ongoing	On Track	50 %	Implement the actions as detailed in the City's Access and Inclusion Plan	QTR 2 Oct to Dec 2022 The draft Access and Inclusion Plan 2022-2027 was presented to Council in November 2022 and was subsequently endorsed to go out for public comment.
								QTR 1 Jul to Sep 2022
Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for inclusive and cohesive social, cultural and healthy activity in the City	Master Planning	Ongoing	On Track	30 %	Development and progress implementation of the City's masterplans (e.g. George Burnett Recreation Precinct, Challenger Reserve, Hensman Street Recreation Precinct)	QTR 2 Oct to Dec 2022 Hensman Park Master Plan - draft report and plan have been submitted to the City for review. George Burnett Recreation Precinct Master Plan - City in discussion with Rugby Club regarding floodlight upgrades on Rugby fields. Awaiting specification and costing from Focus Consulting. Cycling Needs Assessment is 50% completed. Challenger Reserve - Manning Tennis Club floodlight upgrade completed. Challenger Reserve Floodlight project completed. City Officers seeking quotations for construction of new cricket training nets
								QTR 1 Jul to Sep 2022
Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for inclusive and cohesive social, cultural and healthy activity in the City	Youth Plan - Action Implementation	Ongoing	On Track	50 %	Implement the actions as detailed in the City's Youth Plan	QTR 2 Oct to Dec 2022 Fortnightly meetings with the South Perth Youth Network (SPYN) have continued. Planning for Youth Week has commenced, including a Youth Festival, action 1.1 and 1.3 in our Youth Plan. Also planning a maker's markets at the Sounds in the Park Concert which is also discussed in our Youth Plan.
								QTR 1 Jul to Sep 2022
Community	1.2 Community infrastructure	1.2.1 Maintain current and plan, develop and facilitate community infrastructure to respond to community needs and priorities	Community Recreation Facilities Plan 2019 - 2033 - Action Implementation	Ongoing	On Track	63 %	Implement the actions within City's Community Recreation Facilities Plan	QTR 2 Oct to Dec 2022 Completed projects - cricket facilities upgrade; toilet upgrades at Manning Bowling Club, Como Bowling Club, and South Perth Bridge Club; and sports reserves fees and charges review is completed. Projects that have commenced and are on track - Hensman Park Master Plan, GBLC Cycling Needs Assessment, Public Open Space Strategy review
								QTR 1 Jul to Sep 2022

CORPORATE BUSINESS PLAN 2022 / 2023 QUARTER TWO REPORT									
Corporate actions that we will deliver over the financial year									
Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates	CE KF
Community	1.2 Community infrastructure	1.2.1 Maintain current and plan, develop and facilitate community infrastructure to respond to community needs and priorities	Underground Power Program	June 2023	On Track	50 %	Construction of the UGP program for the Manning, South Perth & Hurlingham. Electrical design of Kensington (East & West)	QTR 2 Oct to Dec 2022 South Perth & Hurlingham UGP is under construction. Kensington UGP is in the design phase Western Power concluded its stakeholder engagement for the sub-station locations.	
								QTR 1 Jul to Sep 2022	
Community	1.2 Community infrastructure	1.2.2 Effectively develop, manage and optimise the use of the City's properties, assets and facilities	10 Year Capital Program	Ongoing	On Track	50 %	Ensure community infrastructure improvements are prioritised and planned and implemented. Maintain, upgrade, and replace City assets as per the Asset Management Plans and Council direction	QTR 2 Oct to Dec 2022 Capital projects have been listed on the 10 Year Plan. 80% Renewal and upgrade projects have been prioritised, 50% of New Projects have been prioritised.	
								QTR 1 Jul to Sep 2022	
Community	1.2 Community infrastructure	1.2.2 Effectively develop, manage and optimise the use of the City's properties, assets and facilities	Asset Management Plans	Ongoing	On Track	50 %	Establish transport Asset Management Plan. Conduct condition survey for public open space and review asset condition assessment need for remainder of major asset classes.	QTR 2 Oct to Dec 2022 - Transport condition survey data has been received and being configured in 1System. - Consultant engaged to assist with preparation of Transport Asset Management Plan - to be commenced after completion of the Strategic Asset Management Plan. - Consultant engaged, commenced the foreshore condition survey.	
								QTR 1 Jul to Sep 2022	
Community	1.2 Community infrastructure	1.2.2 Effectively develop, manage and optimise the use of the City's properties, assets and facilities	Capital Projects Delivery	Ongoing	On Track	47 %	Deliver the Capital Works Program in relation to the renewal and upgrade of City assets included buildings, roads, drainage, footpaths and parks	QTR 2 Oct to Dec 2022 Capital Works designs have been handed over for construction. Construction contractors have been engaged and construction dates assigned and in some cases project have been completed.	✓
								QTR 1 Jul to Sep 2022	
Community	1.2 Community infrastructure	1.2.3 Plan for and promote the development of recreation and aquatic facilities to service City of South Perth needs	Recreation and Aquatic Facility (RAF)	Ongoing	Needs Attention	20 %	Establish a Project Manager, finalise the detailed design and commence construction of the Recreation and Aquatic Facility (RAF)	QTR 2 Oct to Dec 2022 In November 2022 Council resolved to request the Administration revise the business case based on a staged delivery. The City will present a staged approach to the RAF Project for Council's consideration in March 2023. Appointment of the project manager is still outstanding and design has not yet commenced.	✓
								QTR 1 Jul to Sep 2022	

CORPORATE BUSINESS PLAN | 2022 / 2023 | QUARTER TWO REPORT

Corporate actions that we will deliver over the financial year

Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates	CE	KPI
Community	1.3 Community safety and health	1.3.1 Enhance community safety in conjunction with other agencies	Community Safety and Crime Prevention Plan 2022 - 2027 - Action Implementation	Ongoing	On Track	50 %	Implement the actions as detailed in the City's Community Safety and Crime Prevention Plan	<p>QTR 2 Oct to Dec 2022</p> <p>The draft Community Safety and Crime Prevention Plan 2022-2027 has been developed by the City and will be presented to Council in early 2023 to seek approval to go out for public comment.</p> <p>QTR 1 Jul to Sep 2022</p>		
Economy	2.1 Local business	2.1.1 Ensure that the City is an attractive place for commercial activity	Economic Development Plan - Implementation of Actions	Ongoing	On Track	50 %	Implement the Economic Development Plan to encourage economic development within the City of South Perth including increased support to local businesses and boost local employment, investment and tourism	<p>QTR 2 Oct to Dec 2022</p> <p>On track as per implementation plan - the following activities have taken place: business networking events, educational business workshops, training sessions with subject matter experts, business surveys and newsletters.</p> <p>QTR 1 Jul to Sep 2022</p>		
Economy	2.1 Local business	2.1.2 Leverage learning, innovation and technology to benefit the community	Buy Local, Shop Local program	Ongoing	On Track	75 %	Maintain the Buy Local, Shop Local webpage and media. Continue to support and provide links to other relevant websites promoting local business	<p>QTR 2 Oct to Dec 2022</p> <p>Shop Local Campaign active with Christmas focus. Bollard covers, shopping bags distributed, social media campaign active.</p> <p>QTR 1 Jul to Sep 2022</p>		
Economy	2.1 Local business	2.1.3 Encourage and support local business and employment	Millers Pool Café Development	Ongoing	On Hold	50 %	Obtain approval for the construction and development of Millers Pool Café South Perth	<p>QTR 2 Oct to Dec 2022</p> <p>Verbal discussions have taken place with the Department of Planning, Lands and Heritage and the City is awaiting a final decision.</p> <p>QTR 1 Jul to Sep 2022</p>		
Economy	2.2 Activated places	2.2.2 Enable the the establishment of activities centres and neighbourhood hubs that offer diverse and viable mix of uses	Neighbourhood Precinct Plans (Local Development Plan)	Ongoing	On Track	10 %	Prepare and adopt the neighbourhood precinct plans for Angelo St, Preston St, Welwyn Ave, Canning Hwy	<p>QTR 2 Oct to Dec 2022</p> <p>Investigations to commence following endorsement of draft LPS 7.</p> <p>QTR 1 Jul to Sep 2022</p>		
Economy	2.2 Activated places	2.2.2 Enable the the establishment of activities centres and neighbourhood hubs that offer diverse and viable mix of uses	Precinct Structure Plans (Activity Centre Plan)	Ongoing	On Track	75 %	Implementation of actions within the three Precinct Structure Plans; South Perth, Canning Bridge and Bentley/Curtin, including a review of all precinct structure plans and the Community Benefit Contribution Framework	<p>QTR 2 Oct to Dec 2022</p> <p>Implementation of precinct Structure Plans ongoing.</p> <p>QTR 1 Jul to Sep 2022</p>		

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Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates	CE
Environment (Built and Natural)	3.1 Connected and accessible City	3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that is pedestrian and cycle friendly	Pathways and Joint Bike Plan - Implementation of Actions	Ongoing	On Track	70 %	Implement recommendations identified in the Pathways and Bike Plans	QTR 2 Oct to Dec 2022	✓
								Progressing with the Safe Active Street Detailed Design.	
								QTR 1 Jul to Sep 2022	
Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Local Heritage Survey & Heritage List	Ongoing	On Hold	0 %	Conduct the local heritage survey and heritage list review, in accordance with legislative requirements and Local Planning Scheme No. 7.	QTR 2 Oct to Dec 2022	✓
								Project on hold pending review of Policy P313 - Local Heritage List in 2023. Not required for 5-8 years in accordance with Heritage Council of WA's Guidelines for Local Heritage Surveys (August 2022), with the next review expected between 2023-2026.	
								QTR 1 Jul to Sep 2022	
Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Local Planning Policy review and development	Ongoing	On Track	75 %	Review and develop the local planning policy suite to support Local Planning Scheme No. 7. Council approval process in accordance with legislative requirements and Local Planning Scheme No. 7.	QTR 2 Oct to Dec 2022	✓
								Policies drafted for Tree Canopy Retention, Child Care Premises, Short Term Accommodation. Licenced Premises is to be rescinded. Advertising Signs & Non-Residential Design 80% complete. Heritage Listing is pending Grant determination (mid-Feb 2023).	
								QTR 1 Jul to Sep 2022	
Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Local Planning Scheme No. 7	Ongoing	On Track	80 %	Advertise draft LPS7 for public consultation. Prepare and adopt new Local Planning Scheme No. 7.	QTR 2 Oct to Dec 2022	✓
								Public consultation period closed on 29 November 2022. A total of 470 submissions received. Draft LPS 7 to be presented to Council in March 2023.	
								QTR 1 Jul to Sep 2022	
Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Local Planning Strategy - Implementation Plan	Ongoing	On Track	80 %	Implement and monitor the Local Planning Strategy	QTR 2 Oct to Dec 2022	✓
								Implementation of local planning strategy is ongoing.	
								QTR 1 Jul to Sep 2022	
Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.2 Enhance the City's urban forest	Urban Forest Strategy	Ongoing	On Hold	0 %	Implement the existing actions of the Urban Forest Strategy 2018 - 2023	QTR 2 Oct to Dec 2022	✓
								The project did not receive capital works funding. The project may be completed in house by the future Urban Design Coordinator subject to workload.	
								QTR 1 Jul to Sep 2022	

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Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates	CE KP
Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.3 Improve the amenity value and sustainable uses of our streetscapes, public open spaces and foreshores	Collier Park Golf Course Masterplan	01/06/2023	On Hold	0 %	Develop the Master Plan for the Collier Park Golf Course	QTR 2 Oct to Dec 2022	
								Waiting for a decision to be made on the RAF project.	
								QTR 1 Jul to Sep 2022	
Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.4 Provide proactive enhancement of the environment, maintaining open space and effective management of the Swan and Canning River foreshores	Swan and Canning River Foreshore Management	Ongoing	On Track	50 %	Review the management plan in partnership with relevant external stakeholders (Department of Biodiversity, Conservation and Attractions (DBCA) & Main Roads WA (MRWA).	QTR 2 Oct to Dec 2022	
								The City continues to work in partnership with Mainroads and DBCA.	
								QTR 1 Jul to Sep 2022	
Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Actively manage and promote sustainable water, waste, land and energy practices	Greenhouse Gas Reduction Plan	Ongoing	On Track	50 %	Implement the Greenhouse Gas Reduction Plan	QTR 2 Oct to Dec 2022	
								Undertook quarterly monitoring of corporate electricity consumption and identified 10 high electricity consuming sites via AZILITY monitoring online platform. Held two quarterly energy consumption reviews with relevant staff to discuss high corporate energy using facilities and to determine suitable measures for consumption reduction.	
								Completed studies for corporate electric vehicle charging opportunities and investigated PV solar energy generation options for large, medium and small energy use locations.	
Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Actively manage and promote sustainable water, waste, land and energy practices	Waste Management Plan	Ongoing	Needs Attention	50 %	Obtain State Government acceptance of the Plan and commence implementation of actions.	QTR 1 Jul to Sep 2022	
								QTR 2 Oct to Dec 2022	
								Waste Plan completed and submitted to Department of Water and Environmental Regulation (DWER) for approval. Plan not fully endorsed as does not meet State objective of 3 bin system (FOGO) by 2025. This requires further investigation due to tonnage commitments to Waste to Energy. Feasibility study has been commissioned by Rivers Regional Council Group to address the issue.	
Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Actively manage and promote sustainable water, waste, land and energy practices	Waste Management Plan	Ongoing	Needs Attention	50 %	Obtain State Government acceptance of the Plan and commence implementation of actions.	Actions commenced.	
								Annual Plan review completed and endorsed apart from compliance of 3 bin system - noted by DWER in the response.	
								QTR 1 Jul to Sep 2022	

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Corporate actions that we will deliver over the financial year

Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates	CE	KPI
Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	COVID-19 Stakeholder and Customer Relations response	Ongoing	On Track	25 %	Continue to respond to the implications of changes from COVID-19 on direct customer contact areas and community engagement practices	QTR 2 Oct to Dec 2022 Continue to follow City guidelines, processes, and protocols. QTR 1 Jul to Sep 2022		
Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Customer Service Improvement Action Plan	Ongoing	On Track	25 %	Implement action plan with VoC and conduct four surveys across identified business units and develop action plans to deliver service improvements. Establish reporting mechanism to Leadership Team.	QTR 2 Oct to Dec 2022 VoC was completed by consultant Ken Gray in November 2022 in the Ranger Service Team. The customer service Coordinator now working with the Rangers on the survey results to look at areas of improvement and expect to present them to EMT in early 2023. QTR 1 Jul to Sep 2022		
Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Customer Service Team customer satisfaction improvement	Ongoing	On Track	25 %	To analyse the Customer Service Team customer satisfaction metrics, measure satisfaction rates and develop action plan for improved service delivery	QTR 2 Oct to Dec 2022 Worked with Voice of Customer survey results for the Rangers to develop an improvement plan. Continue to monitor Request dashboards and customer feedback forms. QTR 1 Jul to Sep 2022	✓	
Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Develop Level of Service (LOS) Agreements	Ongoing	On Track	50 %	Define service agreements with Programs Delivery - Parks & Reserves, Roads & Drainage, Building develop evaluation and monitoring process for delivery.	QTR 2 Oct to Dec 2022 Documentation of the current organisational Level of Service (LOS) for Roads and Drainage is nearing completion. Also working on Parks and Environment, about 20% completion. QTR 1 Jul to Sep 2022		
Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Memorandum of Understanding (MOU): Curtin, Canning and Victoria Park	30/06/2025	On Track	50 %	New MOU Signed in Feb ACT. Three Year agreement to collaborate and identify opportunities of mutual benefit.	QTR 2 Oct to Dec 2022 MOU re-signed February 2022. Ongoing dialogue and meetings with Curtin University, Town of Victoria Park, and City of Canning to progress strategic projects and share responsibilities for developments and opportunities. QTR 1 Jul to Sep 2022	✓	
Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Memorandum of Understanding (MOU): Inner City Working Group	Ongoing	On Track	50 %	Open dialogue and meetings with Cities of Perth, Subiaco, Vincent and Town of Victoria Park for the purposes of exploring objectives for possible collaboration opportunities on strategic issues impacting on local government	QTR 2 Oct to Dec 2022 MOU signed November 2022. Continuing open dialogue and meetings with Cities of Perth, Subiaco, Vincent and Town of Victoria Park for the purposes of exploring objectives for possible collaboration opportunities on strategic issues impacting local government QTR 1 Jul to Sep 2022	✓	

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Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Partnership Agreement: RAC	Ongoing	On Track	50 %	General sponsorship agreement with mutual cross promotional initiatives. Provide financial contribution as per the sponsorship agreement schedule	QTR 2 Oct to Dec 2022	✓
								RAC Imagine Program contract signed December 2022.	
								Program continuing though school terms.	
Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Partnership Framework: Perth Zoo	Ongoing	On Track	50 %	In collaboration with Perth Zoo develop and agree a new partnership agreement that identifies opportunities of mutual benefit to both organisations	QTR 2 Oct to Dec 2022	✓
								Ongoing dialogue with Perth Zoo to develop partnership agreement to identify mutual cross promotional initiatives.	
								QTR 1 Jul to Sep 2022	
Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Partnership: Southcare	Ongoing	On Track	50 %	Agree and monitor performance against Annual partnership agreement to deliver programs for disadvantaged people and groups in the local community	QTR 2 Oct to Dec 2022	✓
								During the period, the City completed an evaluation of the Southcare partnership deliverables/outcomes over the previous 12 months. Following this review, the City agreed to renew the partnership funding for 2022/23.	
								QTR 1 Jul to Sep 2022	
Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Project Support - Communications and Marketing	Ongoing	On Track	25 %	Prepare communication plans for major projects and support with the design and production of communication and marketing as required.	QTR 2 Oct to Dec 2022	
								Reviewed and implemented improvements to Communication and Marketing forms and guides. Supported organisation and business units on a number of projects including Communications Plans for Bill Grayden Replacement Playground, AIP, Safe, Active Streets, Southside Summer, and Libraries Survey.	
								QTR 1 Jul to Sep 2022	
Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Reconciliation Action Plan (RAP) 2021 - 2023 - Action Implementation	Ongoing	On Track	50 %	Implement, monitor and evaluate the Reconciliation Action Plan	QTR 2 Oct to Dec 2022	
								The City continued to implement its Reconciliation Action Plan during the period.	
								QTR 1 Jul to Sep 2022	

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Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates	CE
Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Stakeholder Engagement Projects	Ongoing	On Track	50 %	Provide engagement assistance in the development, implementation and evaluation of stakeholder engagement in City projects. Assist in the stakeholder engagement component of project management plans. evaluate stakeholder engagement plans and oversee stakeholder engagement management with City officers.	QTR 2 Oct to Dec 2022 <ul style="list-style-type: none"> - Stakeholder engagement took place in quarters one and two for the draft Local Planning Strategy No. 7, the Bill Grayden Reserve playground replacement and the draft Access and Inclusion Plan. - Support was provided to various business units for the preparation and running of the Get Online week survey, business survey, Library usage survey, Collier Park Village residents survey and the recycling bin survey. - Engagement planning commenced for the next stage of the Safe Active Streets project and the Cultural Plan review. - Work continued on the review of the Stakeholder Engagement Guide and Toolkit. Regular meetings with other business units regarding joint working and best practice took place. 	
								QTR 1 Jul to Sep 2022	
Leadership	4.2 Advocacy	4.2.1 Advocate and plan for public infrastructure improvements including a new South Perth train station, Canning Bridge train-to-bus station transition terminus, upgrades to Canning Highway and additional ferry and bus services	Canning Bridge Train Station	Ongoing	Complete	100 %	Advocate for State Government funding for project	QTR 2 Oct to Dec 2022 <p>The State Government is proceeding with this project and City Officers participate in the working group providing input to achieve a positive outcome for the City.</p>	✓
								QTR 1 Jul to Sep 2022	
Leadership	4.2 Advocacy	4.2.1 Advocate and plan for public infrastructure improvements including a new South Perth train station, Canning Bridge train-to-bus station transition terminus, upgrades to Canning Highway and additional ferry and bus services	Mends Street Jetty	Ongoing	Complete	100 %	Advocate for State Government funding for precinct.	QTR 2 Oct to Dec 2022 <p>The City has discussed this matter with the State Government and will continue discussions when the State Government further investigate the upgrade to the river transport system.</p>	✓
								QTR 1 Jul to Sep 2022	

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Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates	CE KF
Leadership	4.2 Advocacy	4.2.1 Advocate and plan for public infrastructure improvements including a new South Perth train station, Canning Bridge train-to-bus station transition terminus, upgrades to Canning Highway and additional ferry and bus services	South Perth Foreshore River Wall	Ongoing	On Track	50 %	Advocate for external (public and private) funding for river wall replacement on the South Perth foreshore.	QTR 2 Oct to Dec 2022	✓
								Continue to work with State Government agencies to provide funding for the river wall replacement.	
								QTR 1 Jul to Sep 2022	
Leadership	4.2 Advocacy	4.2.1 Advocate and plan for public infrastructure improvements including a new South Perth train station, Canning Bridge train-to-bus station transition terminus, upgrades to Canning Highway and additional ferry and bus services	South Perth Train Station	Ongoing	Complete	100 %	Advocate for State Government funding for project	QTR 2 Oct to Dec 2022	✓
								The City has advocated for the South Perth train station with the State Government and will review the status in line with State Government infrastructure delivery plans.	
								QTR 1 Jul to Sep 2022	
Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	1System	Ongoing	On Track	65 %	Implementation of the Rating, Health, Building, Document Management	QTR 2 Oct to Dec 2022	✓
								On January 16th 2023 we went live with our Phase 3B release of 1System which included the modules for Planning, Building, Cash Receipting, Debtors, Animals, Infringements and the Customer Portal.	
								We are on track to complete the 1System project this financial year when we go live with the the final Phase (3C) which includes the modules for Rates, Health, Swimming Pools and Bonds.	
Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Australasian Local Government Performance Excellence Program	Ongoing	On Track	75 %	Review contract for renewal. Manage data collection and result analysis for 2022 Program.	QTR 2 Oct to Dec 2022	
								The data collection was completed and submitted by Wednesday 2 November 2022. This year's survey population includes comparisons of 45 local authorities, represented across NSW and WA.	
								PricewaterhouseCoopers provided the final program report on 16 December 2022. The information provided within the report will be presented to the Leadership Team for consideration.	
Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Australasian Local Government Performance Excellence Program	Ongoing	On Track	75 %	Review contract for renewal. Manage data collection and result analysis for 2022 Program.	QTR 1 Jul to Sep 2022	

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Corporate actions that we will deliver over the financial year									
Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates	CE KP
Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Corporate Business Plan	Ongoing	On Track	100 %	Realign CBP to SCP 2023-2033. Review and update the CBP annually according to the IPRF guidelines and the annual business planning process, extending the term to include 2026/27 actions. Report quarterly on progress to the ARGC and Council. Use progress for input to the Annual Report.	QTR 2 Oct to Dec 2022 CORPORATE BUSINESS PLAN 2022/2023 - 2025/2026 The City's Corporate Business Plan (CBP) went through a 4 year major review in 2022. The adopted and published CBP covers the four financial years from 2022/23 to 2025/26. QUARTERLY REPORTING FOR 2022/2023 This quarter begins the first report on the Actions and Key Performance Indicators (KPIs) which will be submitted to the Audit Risk & Governance Committee (ARGC) meeting to be held 14 March 2023. There was no report for Quarter One as the plan was undergoing the four year major review. Quarter 1 and Quarter 2 are consolidated in this report. BUSINESS PLANNING PROCESS 2023/2024 <ul style="list-style-type: none"> - The Executive Management Team (EMT) has approved the 2023/2024 business unit planning timeline and templates to inform the development of the 2023/2024 CBP. - The Business Unit Plan (BUP) templates have been drafted and realigned to include restructure of Infrastructure directorate. - Workshops will be held in February with Managers to support them in the review of their BUPs to go through their templates and provide analysis of the services, projects and KPIs, and realign them to the new financial planning year. - All new projects will use the Scoping sheet introduced in the Internal IPR Guidelines. 	
								QTR 1 Jul to Sep 2022 QTR 2 Oct to Dec 2022 Draft Strategic Asset Management Plan has been completed. Documentation is currently under review. QTR 1 Jul to Sep 2022	
Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Develop Strategic Asset Management Plan	Ongoing	On Track	50 %	Develop Strategic Asset Management Plan for consultant review. Council endorse Strategic Asset Management Plan Enable Asset Management Plans / Policies to be developed Commence Implementation		

CORPORATE BUSINESS PLAN 2022 / 2023 QUARTER TWO REPORT									
Corporate actions that we will deliver over the financial year									
Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates	CE KF
Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	ICT Governance Framework	Ongoing	Needs Attention	0 %	Review and finalise ICT Governance Framework Implement processes and practices to align to Essential 8 Level 1 maturity	QTR 2 Oct to Dec 2022	
								On going staff shortages have resulted in this item being pushed back.	
								QTR 1 Jul to Sep 2022	
Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Retirement Village - Auditing Program	Ongoing	On Track	50 %	Conduct internal audits and reviews to achieve compliance with requirements under retirement village legislation including but not limited to: Documentation Audit and Review: Accurate and truthful promotional/sales material Current and accurate Leasing documentation Consultation: Conduct Annual Meeting Conduct Annual Budget Meeting Engage, consult and listen to residents to understand and deliver identified priorities Financial: Presentation of Financial Statements (Annual and Quarterly)	QTR 2 Oct to Dec 2022	
								<ul style="list-style-type: none"> - An internal audit review within the risk based strategic internal audit plan was conducted by PAXON during August. The work performed highlighted that the Village has effective design and operation of processes and controls in place and is well administered and operated. Whilst good practice was noted across compliance, alarms and customer service, asset management and the reactive approach to asset management received a medium risk rating. - Promotional and leasing documentation underwent an internal audit and review in September prior to updating to reflect the latest financial information available. - Subscription notifications and monitoring of Commerce WA (DMIRS) and Government Gazettes WA Legislation have not presented any changes to legislation or further developments on Retirement Village law reforms. - Attendance at monthly Resident Committee meetings and a supportive role to present the AGM inclusive of voting conducted in September, presentation of a monthly newsletter and pertinent notifications demonstrate the commitment to effective consultation with residents. - Quarterly financial statements were presented in a timely manner and in compliance with RV legislation over this period. - The legislated annual meeting was held in November at which matters relating to the presentation of the annual financial statements was conducted including the motion undertaken to resolve special resolution that annual financial statements for 2022-2023 are not required to be audited. 	
								QTR 1 Jul to Sep 2022	

CORPORATE BUSINESS PLAN 2022 / 2023 QUARTER TWO REPORT									
Corporate actions that we will deliver over the financial year									
Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates	CE KF
Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Workforce Plan	Ongoing	On Track	50 %	Review and create the City's Workforce Plan 2023-2027 with associated annual actions. Implement the Workforce Plan's year 1 actions.	QTR 2 Oct to Dec 2022	✓
								Year 1 actions are on track and in progress.	
Leadership	4.3 Good governance	4.3.2 Diversify and optimise non-rate income	Collier Park Village Financial Model Project	01/06/2023	On Track	50 %	Investigate long term viable financial model for Collier Park Village	QTR 2 Oct to Dec 2022	
								Ongoing work to consider options and approach	
Leadership	4.3 Good governance	4.3.2 Diversify and optimise non-rate income	Grant funding	Ongoing	On Track	50 %	Support and capacity-build City employees in grant processes, from identifying funding opportunities to submitting grant applications and acquittals.	QTR 2 Oct to Dec 2022	
								During Quarters One and Two: - 23 grant applications were submitted, with a value of \$1,511,464; - 24 grant applications were successful, with a value of \$2,918,737; - 7 grant applications were unsuccessful with a value of \$8,899,015; - 9 grant applications are still awaiting an outcome by the end of quarter two (included those applied for in this quarter), with a value of \$742,874.	
Leadership	4.3 Good governance	4.3.2 Diversify and optimise non-rate income	Long Term Financial Plan (LTFP)	Ongoing	On Track	50 %	Review and update the Long-Term Financial Plan, ensuring integration and alignment with the Annual Budget, the Strategic Community Plan and Corporate Business Plan.	QTR 2 Oct to Dec 2022	✓
								On 17 October 2022 Integrated Planning and Reporting was presented in a workshop to Council. The status of informing documents were discussed as well as the current challenges with balancing the LTFP. Council agreed to review the LTFP and IRP suite of documents as part of the 2023/24 budget deliberations.	
Leadership	4.3 Good governance	4.3.3 Maintain a culture of fiscal efficiency	Process Improvement	Ongoing	On Hold	0 %	Identify processes the business unit manages. Prioritise service areas to be mapped within the business unit. Analyse service and initiate service mapping through Promapp.	QTR 2 Oct to Dec 2022	
								Working with Corporate Service Director to ensure organisational training and development of ProMapps	

CORPORATE BUSINESS PLAN 2022 / 2023 QUARTER TWO REPORT								
Corporate actions that we will deliver over the financial year								
Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates
Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	External audit program	Ongoing	On Track	50 %	Manage the annual financial audit, interim and final, (audit execution, queries, reporting and finalisation) and the relationship with the external auditor.	QTR 2 Oct to Dec 2022
								The interim and final annual financial audit for the 2021/22 financial year was successfully completed. The results were presented to the November 2022 ARGC meeting and an unqualified audit opinion was issued. The annual financial report including the audit opinion was endorsed by Council at the December 2022 OCM.
								QTR 1 Jul to Sep 2022
Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Annual Budget	Ongoing	On Track	50 %	Review and amend 2022/23 budget mid-year. Prepare and finalise 2023/24 budget for endorsement	QTR 2 Oct to Dec 2022
								The review of the 2022/23 budget commenced early December 2022. The Council resolution passed at the November 2022 OCM regarding the 2023/24 budget has been taken into account for budget planning purposes.
								QTR 1 Jul to Sep 2022
Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Annual Financial Report	Ongoing	On Track	75 %	Prepare and finalise 2021/22 financial report for endorsement	QTR 2 Oct to Dec 2022
								The Annual Financial Report received an unqualified audit opinion and was adopted by Council at the December 2022 OCM.
								QTR 1 Jul to Sep 2022
Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Annual Report	Ongoing	Complete	100 %	Prepare, complete and publish 2021/22 annual report	QTR 2 Oct to Dec 2022
								The City of South Perth 2021/22 Annual Report included the City's Annual Report, Financial Statements, and Auditor's Report was received at the Elector's General Meeting on Tuesday 7 February 2023. Copies are available on the City's website (with an additional limited number produced in print).
								QTR 1 Jul to Sep 2022
Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	COVID-19 Human Resources and Work Health & Safety response	Ongoing	On Track	25 %	Continue to respond to the implications of changes from COVID-19 on Human Resources and Work Health & Safety	QTR 2 Oct to Dec 2022
								The City continues to respond to Federal and State health advice with regards to the global health pandemic in relation to its workforce's work health & safety.
								QTR 1 Jul to Sep 2022

CORPORATE BUSINESS PLAN | 2022 / 2023 | QUARTER TWO REPORT

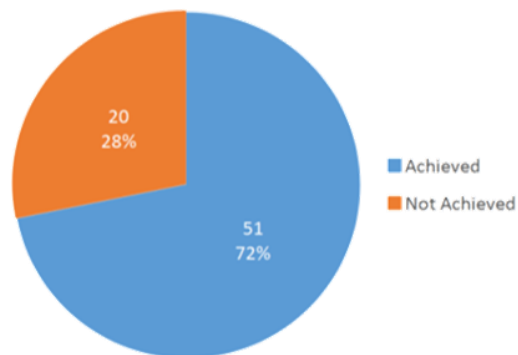
Corporate actions that we will deliver over the financial year

Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 22/23	Quarterly Updates	CE KF
Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Financial Hardship Policy	Ongoing	On Track	50 %	Ongoing management and assessment of applications received of the Financial Hardship Policy. Maintenance of the Register. Policy reviewed annually.	QTR 2 Oct to Dec 2022	
								During the last 6 months 3 applications have been received, assessed and awarded financial hardship. Policy review is currently underway.	
								QTR 1 Jul to Sep 2022	
Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Internal audit program	Ongoing	On Track	25 %	Manage and ensure completion of annual Internal Audit Program. Complete internal audits in accordance with the Strategic Internal Audit Plan (SIAP). Report quarterly to ARGC on audit register progress.	QTR 2 Oct to Dec 2022	
								Internal audits for Collier Park Retirement Village and Information Systems have been completed.	
								The City has been in discussions with the auditor to review the schedule of planned audits. The auditor is currently developing a revised audit program.	
Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Library Framework - Audit and Evaluation	Ongoing	On Track	50 %	An internal audit and assessment of the objectives and strategies for the Library Service to identify key programs and services. Outcome: a report outlining strategies for the delivery of library services that are relevant and connected to the community.	QTR 2 Oct to Dec 2022	
								Library Usage Survey conducted November-December 2022. 615 responses. Analysis of survey results pending with a summary of core programs/calendar of activities.	
								QTR 1 Jul to Sep 2022	

CBP MEASURES OF SUCCESS | COUNCIL REPORT

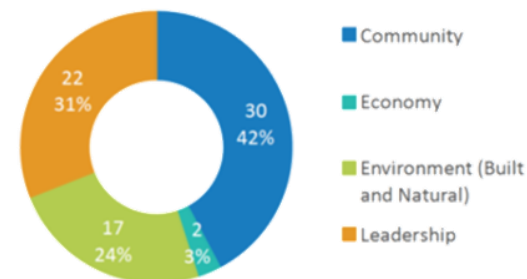
Key Performance Indicator (KPI) Achievements over 2022 / 2023 | Q2 Dashboard | Oct to Dec 2022

KPI ACHIEVEMENT SNAPSHOT

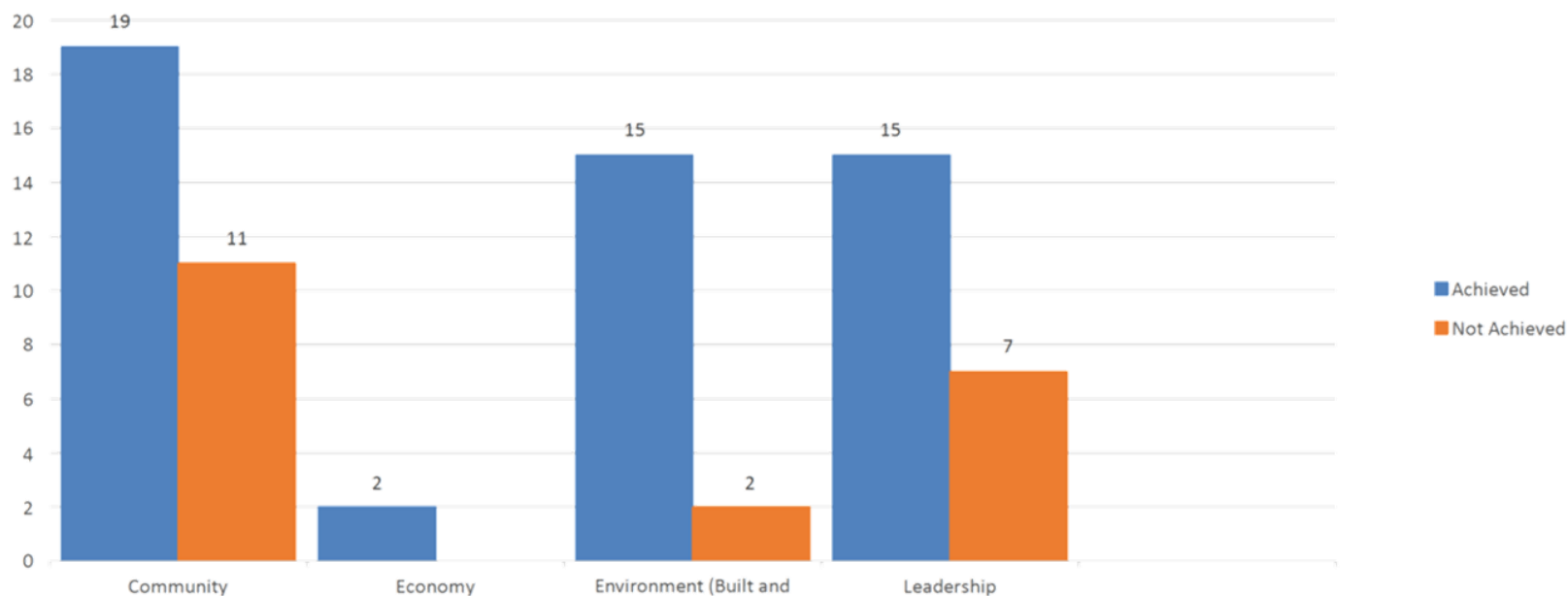


**71
KPI
results
in total**

STRATEGIC DIRECTION SNAPSHOT



KPI ACHIEVEMENT TRACKING BY STRATEGIC DIRECTION



CBP MEASURES OF SUCCESS 2022 / 2023 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2022 / 2023 Target	Result	Result Outcome	Result Comment
1	Community	1.1 Culture and community	1.1.1 Develop and facilitate events, services and programs to respond to community needs and priorities	Cultural Plan - Ratio of Implemented Actions	Cultural Plan - The ratio of the number of actions successfully implemented relative to the number of actions planned within the City's Cultural Plan (Completed/Planned)	Maintain ratio of 80% annual planned implementation action items	80.00	80.00	Achieved	
2	Community	1.1 Culture and community	1.1.1 Develop and facilitate events, services and programs to respond to community needs and priorities	Event Attendee Satisfaction	Event Attendee Satisfaction - The amount of people who respond that they are satisfied with the events held by the City	Maintain satisfaction rate above 80%	80.00	88.00	Achieved	
3	Community	1.1 Culture and community	1.1.1 Develop and facilitate events, services and programs to respond to community needs and priorities	Event Attendee Targets	Event Attendee Targets - The number of people attending the City's community events and partnership events	Obtain the targeted number of 20,000 people per annum at community events delivered by the City and partnering organisations	10000.00	4119.00	Not Achieved	Estimate of attendees at events in Q1 and Q2 is 4119. Small to mid-scale events only in Q1 and Q2, with larger scale events planned for Q3.
4	Community	1.1 Culture and community	1.1.1 Develop and facilitate events, services and programs to respond to community needs and priorities	Library Attendee Targets	Library Attendee Targets - The number of people visiting or attending the City's two Library branches (Manning and South Perth)	Obtain the targeted number of visitors at the City's two Library branches of 176,392 persons per annum	88196.00	86911.00	Not Achieved	Visitor numbers lower due to reduction in program sessions in December
5	Community	1.1 Culture and community	1.1.1 Develop and facilitate events, services and programs to respond to community needs and priorities	Library Programs and Events Satisfaction Rate	Library Programs and Events Satisfaction Rate - The ratio of people who respond that they are satisfied with the Library's programs and events offered by the City	Maintain satisfaction rate above 80%	80.00	92.00	Achieved	
6	Community	1.1 Culture and community	1.1.1 Develop and facilitate events, services and programs to respond to community needs and priorities	Public Health Plan – Ratio of Implemented Actions	Public Health Plan – The ratio of the number of actions successfully implemented relative to the number of actions planned within the City's Public Health Plan (Completed/Planned)	Maintain ratio of 80% annual planned implementation action items	80.00	80.00	Achieved	
7	Community	1.1 Culture and community	1.1.1 Develop and facilitate events, services and programs to respond to community needs and priorities	Youth Plan - Ratio of Implemented Actions	Youth Plan - The ratio of the number of actions successfully implemented relative to the number of actions planned within the City's Youth plan (Completed/Planned)	Maintain ratio of 80% annual planned implementation action items	80.00	80.00	Achieved	

CBP MEASURES OF SUCCESS 2022 / 2023 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2022 / 2023 Target	Result	Result Outcome	Result Comment
8	Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for inclusive and cohesive social, cultural and healthy activity in the City	Club Development Program	Club Development Program - The number of local clubs participating at club development workshops	Maintain a minimum of 50% local club participation per annum	50.00	0.00	Not Achieved	Workshops are planned to be scheduled in second half of 2022/23 financial year.
9	Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for inclusive and cohesive social, cultural and healthy activity in the City	Club Development Program Satisfaction	Club Development Program Satisfaction - The number of local clubs who respond that they are satisfied with the Club Development programs and events offered by the City	Maintain satisfaction rate above 80%	80.00	100.00	Achieved	
10	Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for inclusive and cohesive social, cultural and healthy activity in the City	Collier Park Resident Satisfaction	Collier Park Resident Satisfaction - The number of residents that respond they are satisfied with the services provided at Collier Park Village through the annual resident satisfaction survey	Maintain annual satisfaction rate above 80%	80.00	86.00	Achieved	
11	Community	1.1 Culture and community	1.1.2 Facilitate and create opportunities for inclusive and cohesive social, cultural and healthy activity in the City	KidSport Funding	KidSport Funding - The number of funding vouchers and the amount of funding (\$) provided to eligible Western Australian children for club fees	Maintain funding provision of 100 KidSport vouchers, providing \$18,000 in funding per annum	50.00	25.00	Not Achieved	25 KidSport vouchers (totalling \$3,461 in funding) have been allocated so far. The allocation is less than anticipated, however, the City continues to promote the program to local sporting clubs.
12	Community	1.1 Culture and community	1.1.3 Celebrate, support and value heritage and culture within the City for present and future generations	Old Mill and Visitor Targets	Old Mill and Visitor Targets - The number of people visiting or attending the City's Old Mill Historical site	Obtain the targeted number of visitors at the Old Mill of 2,346 persons per annum	1173.00	1957.00	Achieved	
13	Community	1.1 Culture and community	1.1.3 Celebrate, support and value heritage and culture within the City for present and future generations	Sustainable Living Program Satisfaction Rate	Sustainable Living Program Satisfaction Rate - The number of people who respond that they are satisfied with the City's Sustainable Living Program	Maintain satisfaction rate above 95%	95.00	50.00	Not Achieved	Annual Sustainable living community education program has been developed. Delivery of five community sustainability education workshops have been scheduled from March to June 2023.
14	Community	1.1 Culture and community	1.1.4 Encourage volunteering that benefits our community	Community Volunteering	Community Volunteering - The number of City volunteers that provide assistance on Community, Culture and Recreation projects, services and programs	Maintain a minimum of 100 Community, Culture and Recreation volunteers	50.00	50.00	Achieved	

CBP MEASURES OF SUCCESS | 2022 / 2023 | QUARTER TWO REPORT

No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2022 / 2023 Target	Result	Result Outcome	Result Comment
15	Community	1.1 Culture and community	1.1.4 Encourage volunteering that benefits our community	Community Volunteering – Libraries	Community Volunteering - Libraries - The number of hours the City volunteers provide assistance on Library and Heritage projects, services and programs	Maintain a minimum of 90 hours of volunteer support to library and heritage services	90.00	704.00	Achieved	
16	Community	1.2 Community infrastructure	1.2.1 Maintain current and plan, develop and facilitate community infrastructure to respond to community needs and priorities	Community Recreation Facilities Plan - Ratio of Implemented Actions	Community Recreation Facilities Plan - The ratio of the number of actions successfully implemented relative to the number of actions planned within the City's Community Recreation Facilities Plan (Completed/Planned)	Maintain ratio of 80% annual planned implementation action items	80.00	80.00	Achieved	
17	Community	1.2 Community infrastructure	1.2.1 Maintain current and plan, develop and facilitate community infrastructure to respond to community needs and priorities	Play Space Plan - Ratio of Implemented Actions	Play Space Plan - The ratio of the number of actions successfully implemented relative to the number of actions planned within the City's Play Space Plan/Cultural Plan (Completed/Planned)	Maintain ratio of 80% annual planned implementation action items	80.00	67.00	Not Achieved	Implementation of the actions in the City's Play Space Plan is subject to Council approval of required budget allocations in the City's capital works budgets into the future.
18	Community	1.2 Community infrastructure	1.2.1 Maintain current and plan, develop and facilitate community infrastructure to respond to community needs and priorities	Public Toilet Plan - Ratio of Implemented Actions	Public Toilet Plan - The ratio of the number of actions successfully implemented relative to the number of actions planned within the City's Public Toilet Plan (Completed/Planned)	Maintain ratio of 80% annual planned implementation action items	80.00	33.00	Not Achieved	Implementation of the actions in the City's Public Toilet Plan is subject to Council approval of required budget allocations in the City's capital works budgets into the future.
19	Community	1.2 Community infrastructure	1.2.2 Effectively develop, manage and optimise the use of the City's properties, assets and facilities	Asset Management Condition Survey & Assessment	Asset Management Condition Survey & Assessment - The number of condition surveys completed for major asset classes	Complete a minimum of 1 condition surveys for major asset classes annually	0.50	0.50	Achieved	
20	Community	1.2 Community infrastructure	1.2.2 Effectively develop, manage and optimise the use of the City's properties, assets and facilities	Asset Management Plan	Asset Management Plan - The progress on all remaining Asset Management Plans for all major asset classes.	Complete a minimum of 1 Asset Management Plan annually	0.50	0.50	Achieved	
21	Community	1.2 Community infrastructure	1.2.2 Effectively develop, manage and optimise the use of the City's properties, assets and facilities	Property / Building Maintenance	Property Maintenance - The number of maintenance requests that are assessed and/or actioned within 10 days of notification	Complete 90% of assessments and/or actions within 5 days (urgent) or within 10 days (remainder)	90.00	100.00	Achieved	

CBP MEASURES OF SUCCESS 2022 / 2023 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2022 / 2023 Target	Result	Result Outcome	Result Comment
22	Community	1.2 Community infrastructure	1.2.3 Plan for and promote the development of recreation and aquatic facilities to service City of South Perth needs	Recreation and Aquatic Facility Funding	Recreation and Aquatic Facility Funding - Advocate for sufficient funding to cover the Capital Costs	Achieve commitment of 100% external funding	1.00	0.00	Not Achieved	Discussions are ongoing with potential funding partners and the City continues to work towards securing the remaining external funding required.
23	Community	1.2 Community infrastructure	1.2.3 Plan for and promote the development of recreation and aquatic facilities to service City of South Perth needs	Recreation and Aquatic Facility Project Delivery	Recreation and Aquatic Facility Project Delivery - Compliance to the Recreation and Aquatic Facility project delivery schedule	Maintain 95% schedule compliance of the annual deliverables within the Recreation and Aquatic Facility delivery schedule	95.00	20.00	Not Achieved	Council will consider whether the RAF project can be staged and associated project costs and timelines in March 2023. The project schedule will be updated post Council decision.
24	Community	1.3 Community safety and health	1.3.1 Enhance community safety in conjunction with other agencies	Community Safety and Crime Prevention Plan - Ratio of Implemented Actions	Community Safety and Crime Prevention Plan - The ratio of the number of actions successfully implemented relative to the number of actions planned within the City's Community Safety and Crime Prevention Plan (Completed/Planned)	Maintain ratio of 80% annual planned implementation action items	80.00	80.00	Achieved	
25	Community	1.3 Community safety and health	1.3.2 Facilitate and foster a healthy and connected community	Dog Attacks Investigated	Dog Attacks Investigated - Number of dog attack investigations completed within 14 days	Maintain an above 80% completion rate of dog attacks investigated within 14 days	80.00	80.00	Achieved	
26	Community	1.3 Community safety and health	1.3.2 Facilitate and foster a healthy and connected community	Parking Management - Abandoned Vehicles	Parking Management - Abandoned Vehicles - The percentage of abandoned vehicles removed within 14 days to ensure effective parking management within the City	80% of abandoned vehicles removed within 14 days.	80.00	80.00	Achieved	
27	Community	1.3 Community safety and health	1.3.2 Facilitate and foster a healthy and connected community	Parking Management - City Owned Carparks	Parking Management - City Owned Carparks - The number of parking patrols in City owned carparks to ensure effective parking management within the City	300 patrols of City owned carparks	300.00	156.00	Not Achieved	Ongoing
28	Community	1.3 Community safety and health	1.3.2 Facilitate and foster a healthy and connected community	Parking Management - School Patrols	Parking Management - School Patrols - The number of school parking patrols conducted per year to ensure effective parking management within the City	500 school parking patrols per year	250.00	160.00	Not Achieved	Result affected by two month Christmas Break

CBP MEASURES OF SUCCESS 2022 / 2023 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2022 / 2023 Target	Result	Result Outcome	Result Comment
29	Community	1.3 Community safety and health	1.3.2 Facilitate and foster a healthy and connected community	Return of Animals to Owners at Animal Care Facility	Return of Animals to Owners at Animal Care Facility - All owned animals are returned to their owner within the specified period required in the Animal Care Facility Procedure Module	All animals are returned to their owners within a minimum of 7 days	7.00	7.00	Achieved	
30	Community	1.3 Community safety and health	1.3.3 Implement effective Emergency Management arrangements	Local Emergency Management Arrangements - Ratio of Implemented Actions	Local Emergency Management Arrangements Plan - The ratio of the number of actions successfully implemented relative to the number of actions planned within the City's Local Emergency Management Arrangements Plan Response and Recovery Plan (Completed/Plann	Maintain ratio of 80% annual planned implementation action items	80.00	80.00	Achieved	
31	Economy	2.1 Local business	2.1.3 Encourage and support local business and employment	Economic Development Plan- Implementation	Economic Development Plan- Implementation - The amount that the City has progressed towards the implementation of the City's Economic Development Plan	50% completion of the High priority / Short term actions in the Economic development implementation plan	50.00	50.00	Achieved	
32	Economy	2.2 Activated places	2.2.1 Facilitate events that support local business	Buy Local, Shop Local Program	Buy Local, Shop Local Program - The number of Local Business Listing applications submitted on the Buy Local, Shop Local webpage that are actioned within 5 business days of receipt	Maintain action rate above 80%	80.00	80.00	Achieved	
33	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that is pedestrian and cycle friendly	Footpath and Cycle Path community Response Rate	Footpath and Cycle Path community Response Rate - The number of community member requests to improve the City's footpaths and cycle network	Maintain requests for service below 100 per annum	50.00	12.00	Achieved	
34	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that is pedestrian and cycle friendly	Traffic Management - Response Rate	Traffic Management - Response Rate - The percentage of transport network community requests that are responded to within 48 hours of reporting	Maintain response rate at 100%	100.00	100.00	Achieved	

CBP MEASURES OF SUCCESS 2022 / 2023 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2022 / 2023 Target	Result	Result Outcome	Result Comment
35	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.2 Develop and implement integrated transport and infrastructure plans that consider improved parking management systems and encourage alternative forms of transport	Integrated Transport Plan Project Deliverables	Integrated Transport Plan Project Deliverables - Compliance with the Integrated Transport, Access and Parking Plan project deliverables schedule	Maintain 70% schedule compliance of the project deliverables for the Integrated Transport, Access and Parking Plan	70.00	70.00	Achieved	
36	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Building Permit Determination	Building Permit Determination - The number of building permits determined within 10 days for certified permits and 25 days for uncertified permits	Maintain ratio of 100% of building permits determined within statutory timeframes	100.00	100.00	Achieved	
37	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Development Application Determination	Development Application Determination - The number of development (planning) applications determined within 60 days where no consultation is required and 90 days where consultation is required	Maintain a minimum of 85% of development applications determined within statutory timeframes	85.00	90.00	Achieved	
38	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Scheme Amendment Compliance	Scheme Amendment Compliance - The amount of scheme amendments submitted to the City that are processed in accordance with Town Planning Regulations	Achieve 100% compliance with the Town Planning Regulations	100.00	100.00	Achieved	No Scheme Amendments received during reporting period.
39	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.1 Maintain and improve ecosystem biodiversity in the City	Natural Area Rehabilitation	Natural Area Rehabilitation - The amount of natural areas that are rehabilitated annually	Implement natural area revegetation at or above 0.5 hectares per annum	0.00	0.00	Achieved	
40	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.1 Maintain and improve ecosystem biodiversity in the City	Weed Coverage Management	Weed Coverage Management - The amount of weed coverage in planted areas within site boundary	Manage weed coverage in planted areas at or below 10% within site boundary	10.00	10.00	Achieved	
41	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.2 Enhance the City's urban forest	Canopy Cover	Canopy Cover - The increase in the percentage of canopy cover across the City	Achieve 20% canopy cover across the City	20.00	50.00	Achieved	

CBP MEASURES OF SUCCESS 2022 / 2023 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2022 / 2023 Target	Result	Result Outcome	Result Comment
42	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.3 Improve the amenity value and sustainable uses of our streetscapes, public open spaces and foreshores	Graffiti Removal Response	Graffiti Removal Response - The percentage of graffiti incidents that are responded to within 24 hours of reporting	Maintain response rate at 100%	100.00	100.00	Achieved	
43	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.3 Improve the amenity value and sustainable uses of our streetscapes, public open spaces and foreshores	Public Open Space Maintenance Management	Public Open Space Maintenance Management - The number of public open space areas that are maintained in compliance with the City's established service levels	Maintain maintenance at 85% compliance with established service levels	85.00	85.00	Achieved	
44	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.3 Improve the amenity value and sustainable uses of our streetscapes, public open spaces and foreshores	Public Open Space Maintenance Requests	Public Open Space Maintenance Requests - The percentage of public open space maintenance requests that are responded to within 48 hours of reporting	Maintain response rate at 100%	100.00	85.00	Not Achieved	The City endeavours to respond to requests within the timeframes stipulated by the City's Customer Service Charter. KPI needs review to reflect CS charter which is more than 48hrs.
45	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.4 Provide proactive enhancement of the environment, maintaining open space and effective management of the Swan and Canning River foreshores	Jetty and Boardwalk Maintenance Response	Jetty and Boardwalk Maintenance Response - The percentage of Jetty and Boardwalk maintenance requests that are responded to within 48 hours of reporting	Maintain response rate at 100%	100.00	100.00	Achieved	
46	Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Actively manage and promote sustainable water, waste, land and energy practices	Diversion of Waste from Landfill	Diversion of Waste from Landfill - The diversion rate of municipal solid waste from landfill (total tonnes municipal solid waste recycled/total tonnes municipal solid waste collected)	Achieve the state waste diversion target of 67%	67.00	25.20	Not Achieved	Not achieved due to delays in Waste to Energy Commissioning
47	Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Actively manage and promote sustainable water, waste, land and energy practices	Reduction in Greenhouse Gas (GHG) Emissions	Reduction in Greenhouse Gas (GHG) Emissions - The number of renewable energy projects that the City has introduced to reduce GHG emissions	Identify a minimum of 2 priority locations for additional solar power projects to reduce GHG emissions	1.00	50.00	Achieved	

CBP MEASURES OF SUCCESS 2022 / 2023 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2022 / 2023 Target	Result	Result Outcome	Result Comment
48	Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Actively manage and promote sustainable water, waste, land and energy practices	Reduction in Greenhouse Gas (GHG) Emissions - Green Vehicles	Reduction in Greenhouse Gas (GHG) Emissions - The number of new light vehicle replacements that comply with the green vehicle guide of Carbon emissions CO2 not exceeding 185 grams per kilometre	Achieve 100% compliance with the Green Vehicle Guide for new light vehicle purchases	100.00	100.00	Achieved	
49	Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Actively manage and promote sustainable water, waste, land and energy practices	Waste Management Plan Implementation Ratio	Waste Management Plan Implementation Ratio - The ratio of the number of strategies successfully implemented relative to the number of strategies planned within the City's Waste management Plan (Completed/Planned)	Achieve a ratio of 80% implementation of recommended actions	80.00	80.00	Achieved	
50	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Accessible Digital Services	Accessible Digital Services - The amount of time that the City has a fully operational and accessible customer contact centre, telephony services and online environment	Maintain uptime rate above 99.95%	99.95	99.95	Achieved	
51	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Customer Service Improvement Action Plan	Customer Service Improvement Action Plan - The implementation of the Voice of the Customer (VoC) surveys and programme for reporting on progress is established	Conduct a minimum of four surveys each year	2.00	2.00	Achieved	
52	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Customer Service Team Customer Satisfaction Improvement	Customer Service Team Customer Satisfaction Improvement - The number of people who respond that they are satisfied with the customer service provided by the City's call centre	Maintain customer satisfaction rate above 75% and demonstrate an improvement in identified areas of concern	75.00	86.50	Achieved	
53	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Partnership Agreements - Ratio of Implemented Actions	Partnership Agreements - The ratio of the number of actions successfully completed relative to the number of actions planned within the City's Partnership Agreements (Completed/Planned)	Maintain ratio of 80% annual planned action items	80.00	80.00	Achieved	

CBP MEASURES OF SUCCESS 2022 / 2023 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2022 / 2023 Target	Result	Result Outcome	Result Comment
54	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Reconciliation Action Plan - Ratio of Implemented Actions	Reconciliation Action Plan - The ratio of the number of actions successfully implemented relative to the number of actions planned within the City's Reconciliation Action Plan (Completed/Planned)	Maintain ratio of 80% annual planned implementation action items	80.00	80.00	Achieved	
55	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Stakeholder Engagement Planning Assistance	Stakeholder Engagement Planning Assistance - The number of key projects that the Stakeholder Engagement team provide assistance and advice on	Provide assistance and advice on a minimum of 10 key projects per annum	5.00	13.00	Achieved	
56	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Asset Renewal Funding Ratio	Asset Renewal Funding Ratio - The ratio of the net present value (NPV) of asset renewal funding in the LTFP relative to the NPV of projected renewal expenditure identified in asset management plans for the same period	Maintain benchmark standard of ratio between 75% and 95%	75.00	107.00	Not Achieved	This ratio is calculated at financial year end as a result the prior year result (2021/22) is static until financial year end.
57	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Asset Sustainability Ratio	Asset Sustainability Ratio - The ratio of asset renewal expenditure relative to depreciation for the year	Maintain benchmark standard of ratio between 90% and 110%	90.00	0.88	Not Achieved	This ratio is calculated at financial year end as a result the prior year result (2021/22) is static until financial year end.
58	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Compliance Audit Return Responses	Compliance Audit Return Responses - The number of responses provided to the requirements within the Compliance Audit Return	Achieve 100% response compliance with the Compliance Audit Return	100.00	0.00	Not Achieved	Compliance Audit Return not due until March 2023
59	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Corporate Business Plan Quarterly Reporting	Corporate Business Plan Quarterly Reporting - The amount that progress on the Corporate Business Plan (CBP) is reported quarterly to the Audit, Risk and Governance Committee (ARGC) in accordance with the Integrated Planning and Reporting Framework (IPRF)	Achieve 100% compliance with the IPRF requirements for CBP quarterly reporting	100.00	100.00	Achieved	

CBP MEASURES OF SUCCESS 2022 / 2023 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2022 / 2023 Target	Result	Result Outcome	Result Comment
60	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Council Meeting Minutes Availability	Council Meeting Minutes Availability - The number of Council meeting minutes that are published on the City's website within 3 days from the meeting date	Achieve 100% compliance with Council meeting minute availability	100.00	100.00	Achieved	
61	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Financial Health Indicator Annual Result	Financial Health Indicator Annual Result - The Financial Health Indicator (FHI) annual result is calculated from the seven financial ratios that are required by W.A. Local Government regulation	Maintain a Financial Health Indicator (FHI) result of 70 or above per annum	70.00	74.00	Achieved	
62	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Meeting Agenda Availability	Meeting Agenda Availability - The amount of meeting agendas that are available 72 hours prior to a meeting	Achieve 100% compliance with meeting agenda availability	100.00	100.00	Achieved	
63	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Risk Management Committee Meetings	Risk Management Committee Meetings - Quarterly Risk Meetings held	Hold a minimum of four meetings annually	4.00	2.00	Not Achieved	Risk Management Committee Meeting held February 2023
64	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Strategic Risks Reviewed	Strategic Risks Reviewed - All Strategic Risks are reviewed twice annually	Maintain 100% compliance with review process	100.00	50.00	Not Achieved	Strategic Risk register reviewed February 2023
65	Leadership	4.3 Good governance	4.3.2 Diversify and optimise non-rate income	Revenue other than Rates	Revenue other than Rates - The amount of revenue obtained from grants, fees charges and other revenue relative to the amount of revenue generated from Rates (Revenue other than rates/Total Revenue)	Maintain annual revenue other than rates greater than 25% of total annual revenue	25.00	37.60	Achieved	
66	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Annual Employee Performance Review Completion	Annual Employee Performance Review Completion - The number of employees who have completed their annual performance review	Maintain completion rate of above 75%	75.00	91.00	Achieved	

CBP MEASURES OF SUCCESS 2022 / 2023 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2022 / 2023 Target	Result	Result Outcome	Result Comment
67	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Current Ratio	Current Ratio - The ratio of current assets minus restricted assets relative to current liabilities minus liabilities associated with restricted assets (Current Assets/Current Liabilities)	Maintain benchmark standard of ratio greater than 1.0	1.00	1.57	Achieved	
68	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Health and Wellbeing Program Satisfaction	Health and Wellbeing Program Satisfaction - The number of employees who are satisfied with the health and wellbeing program	Maintain satisfaction rate of above 75%	75.00	50.00	Not Achieved	The overall satisfaction rate will be available in May 2023, after the Annual survey is conducted
69	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Internal Audit Completion	Internal Audit Completion - The number of internal audits completed relative to the number of audits planned in the strategic internal audit plan (SIAP). (Complete/Planned)	Maintain completion rate above 75%	75.00	25.00	Not Achieved	Internal audits for Collier Park Retirement Village and Information Systems have been completed. The auditor is currently developing a revised audit program following discussions with the City.
70	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Stakeholder Engagement Staff Training	Stakeholder Engagement Staff Training - The number of relevant staff that receive training on the Stakeholder engagement process	Conduct a minimum of two training sessions for staff per annum	1.00	1.00	Achieved	
71	Leadership	4.3 Good governance	4.3.3 Maximise and diversify non-rate income	Grant Application Staff Training	Grant Application Staff Training - The number of relevant staff that receive training from the Stakeholder Engagement team on the grant funding application process	Conduct a minimum of two training sessions for staff per annum	1.00	11.00	Achieved	



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Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	N/A		Garry Adams
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	N/A		Garry Adams
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022?	N/A		Garry Adams
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022?	N/A		Garry Adams
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Garry Adams

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A		Bernadine Tucker
2	s5.16	Were all delegations to committees in writing?	N/A		Bernadine Tucker
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A		Bernadine Tucker
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Bernadine Tucker
5	s5.18	Has council reviewed delegations to its committees in the 2021/2022 financial year?	N/A		Bernadine Tucker
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes		Bernadine Tucker
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Bernadine Tucker
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Bernadine Tucker
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Bernadine Tucker
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Bernadine Tucker
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Bernadine Tucker



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12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes		Bernadine Tucker
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Bernadine Tucker

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Bernadine Tucker
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Bernadine Tucker
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes		Bernadine Tucker
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	The breach was reported on 24 June 2022.	Bernadine Tucker
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes		Bernadine Tucker
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Bernadine Tucker
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes		Bernadine Tucker
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes		Bernadine Tucker
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes		Bernadine Tucker



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10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Bernadine Tucker
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	Bernadine Tucker
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Bernadine Tucker
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	Bernadine Tucker
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Bernadine Tucker
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Bernadine Tucker
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	Bernadine Tucker
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered?	N/A	Bernadine Tucker
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	Bernadine Tucker
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes Yes	Bernadine Tucker
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Bernadine Tucker



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21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the Local Government Act 1995?	Yes		Bernadine Tucker
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Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes		Bernadine Tucker
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Bernadine Tucker

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A		Bernadine Tucker
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A		Bernadine Tucker
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A		Bernadine Tucker

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	Special Council Meeting 18 October 2021	Abrie Lacock
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A		Abrie Lacock



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3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	Yes	Report received 19 November 2021. Adopted OCM 13 December 2022	Abrie Lacock
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/a	No matters were raised	Abrie Lacock
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/a	No matters were raised	Abrie Lacock
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/a		Abrie Lacock
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	Yes		Abrie Lacock

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted on 14 December 2021	Pele McDonald
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted on 22 November 2022	Pele McDonald
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Pele McDonald

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	The City didn't undertake CEO or senior employee recruitment during this period	Pele McDonald
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	The City didn't undertake CEO recruitment during this period	Pele McDonald



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3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	N/A	The City didn't appoint a CEO during this period	Pele McDonald
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	The City didn't employ or dismiss a senior employee during this period	Pele McDonald
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	The City didn't employ or dismiss a senior employee during this period	Pele McDonald

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes		Bernadine Tucker
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes		Bernadine Tucker
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes		Bernadine Tucker
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Bernadine Tucker

Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	Ordinary Council Meeting 14 December 2021	Abrie Lacock
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	Yes	Ordinary Council Meeting 28 September 2021	Abrie Lacock
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes		Bernadine Tucker



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4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes		Bernadine Tucker
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Bernadine Tucker
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Bernadine Tucker
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	Yes		Bernadine Tucker
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes		Abrie Lacock
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Abrie Lacock

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Abrie Lacock
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes		Abrie Lacock
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes		Abrie Lacock
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Abrie Lacock
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Abrie Lacock



Department of
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6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes		Abrie Lacock
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Abrie Lacock
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Abrie Lacock
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Abrie Lacock
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Abrie Lacock
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A		Abrie Lacock
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No EOIs undertaken	Abrie Lacock
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A		Abrie Lacock
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A		Abrie Lacock
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?	N/A	No Panel Requests undertaken	Abrie Lacock
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Abrie Lacock
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996,	N/A		Abrie Lacock



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		Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?		
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	Abrie Lacock
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	Abrie Lacock
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	Abrie Lacock
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	Abrie Lacock
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	Abrie Lacock

I certify this Compliance Audit Return has been adopted by council at its meeting on

Signed Mayor City of South Perth

Signed CEO, City of South Perth

Strategic Direction 1

Community

Delegation from Council DC102 Community Funding Program

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

Delegation To: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*

Powers and Duties: To approve funding requests submitted under the Community Funding Program in accordance with Policy 102: Community Funding Program and Management Practice 102: Community Funding Program.

Conditions: The types of funding available are:

- Level 1: Community Partnerships – The City may enter into partnerships with organisations that intend to deliver programs and services that will contribute and assist in meeting the objectives of the City's Strategic Community Plan.
- Level 2: Community Grants – These grants provide assistance for minor non-recurrent projects that contribute to community development in the City of South Perth. The City will assess these opportunities as they arise.
- Level 3: Individual Development Grants – These grants are open to residents of the City of South Perth who have been selected to represent the state or nation in interstate or international championships, competitions or significant cultural, academic or community service programs. The grant is for travel and/or accommodation costs only and is set at a maximum of \$200 for interstate travel and \$300 for international travel.

Delegation Number: DC102

Council Adoption: 26/06/2018

Reviewed/Modified: 03/19, 08/21, 03/22

Relevant Management Practice: M102 Community Funding Program

Relevant Policy: P102 Community Funding Program

Relevant Delegation: N/A

Strategic Direction Community

Delegation from Council DC115 Granting Fee Waiver – City Reserves and Facilities

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

Delegation to: Chief Executive Officer

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

Powers and Duties: The delegate is authorised under section 6.12(1)(b), 6.12(1)(c) and 6.12(3) of the *Local Government Act 1995* to grant full or partial concessions of fees outlined in the Schedule of Fees and Charges, in relation to the use and hire of City reserves and facilities by community groups and others; with particular reference to assessing requests for hire fee waivers or reductions.

Conditions:

The organisation must be:

- A non-incorporated community group or
- An incorporated not-for-profit or
- Educational institution;
- Operate within the City of South Perth; and
- The majority of its services should provide a benefit to the community in the City of South Perth.

Exclusions:

- An organisation that has a negotiated partnership or monetary agreement in place with the City
- An organisation that has a negotiated lease or management licence with the City of South Perth
- Applications for a waiver after the event or activity has occurred
- Commercial projects or events
- Reimbursement for utility charges such as water and electricity
- Fees associated with any statutory obligations or bonds levied by the City

Delegation Number:	DC115	Relevant Management Practice:	M115 Granting Fee Waiver – City Reserves and Facilities
Council Adoption:	28/06/2016	Relevant Policy:	N/A
Reviewed/Modified:	08/16, 08/17, 03/19, 08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction

Environment (Built and Natural)

Delegation from Council DC374

Appoint Authorised Officers for the purposes of the *Building Act 2011*

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 127 of the *Building Act 2011*.

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

Delegation Number:	DC374	Relevant Management Practice:	N/A
Council Adoption:	26/03/2008	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction

Environment (Built and Natural)

Delegation from Council DC376

Infringement Notices under the Building Regulations 2012

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

Delegation to: Director Development and Community Services
Manager Development Services

Statutory Reference: Regulation 70(1) of the Building Regulations 2012.

Powers and Duties: The authority extend the time to pay or withdraw infringement notices.

Delegation Number: DC376

Relevant Management Practice: N/A

Council Adoption: 15/10/2019

Relevant Policy: N/A

Reviewed/Modified: 08/21, 03/22

Relevant Delegation: N/A

Strategic Direction

Leadership

Delegation from Council DC401 Graffiti Vandalism Act – Local Government Functions

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 16 of the *Graffiti Vandalism Act 2016*

Powers and Duties: Perform any power or duty of the 'local government' under the *Graffiti Vandalism Act 2016*.

Conditions: Not Applicable

Delegation Number: DC401
Council Adoption: 26/03/2019
Reviewed/Modified: 08/21, 03/22

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

Strategic Direction

Leadership

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

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*.

Powers and Duties: The authority to allow for the partial and temporary closure of a thoroughfare for the purpose of carrying out repairs or maintenance under section 3.50 and 3.50A of the *Local Government Act 1995*.

Conditions:

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

Delegation Number: DC511

Council Adoption: 26/03/08

Reviewed/Modified: 03/10, 02/11, 03/13, 03/14, 03/15, 03/16, 11/16,
12/17, 03/19, 08/21, 03/22

Relevant Management Practice: N/A

Relevant Policy: N/A

Relevant Delegation: N/A

Strategic Direction Leadership

Delegation from Council DC601

Preparation of Long Term Financial Plan, Annual Budget & Annual Financial Report

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*

Powers and Duties: The authority to:

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

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

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

Delegation Number:	DC601	Relevant Management Practice:	M601 Preparation of Strategic Financial Plan & Annual Budget
Council Adoption:	27/03/07	Relevant Policy:	P601 Preparation of Strategic Financial Plan & Annual Budget
Reviewed/Modified:	09/08, 03/10, 02/11, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 06/18, 03/19, 08/21, 03/22		

Strategic Direction

Leadership

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

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*

Powers and Duties: The authority to make payments on behalf of the City from the Municipal Fund and the Trust Fund pursuant to Sections 6.7 and 6.9 of the Act and Regulation 12 of the Local Government (Financial Management) Regulations 1996.

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

- (a) Expenditure must be previously approved by Council and be included in the annual budget;
- (b) Each expenditure item must have correct authorisation in accordance with the parameters of the DM605 Attachment 2 - Purchasing Authority Limits Matrix; and
- (c) Expenditure due for payment must be accompanied by sufficient documentation as to allow the signatories to confirm correct procedures have been followed.

Delegation Number: DC602

Relevant Management Practice: N/A

Council Adoption: 27/03/07

Relevant Policy:

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 06/18, 03/19, 08/21, 03/22

Relevant Delegation: DM602 Authority to make payments from the Municipal and Trust Funds

Strategic Direction

Leadership

Delegation from Council DC603 Investment of Surplus Funds

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*

Powers and Duties: The authority to invest money held in the Municipal Fund or the Trust Fund that is not for the time being required for any other purpose, in accordance with section 6.14 of the *Local Government Act 1995* and regulation 19 of the Local Government (Financial Management) Regulations 1996.

Conditions: (a) the funds may be invested in any of the Australian Prudential Regulation Authority regulated and listed, Authorised Deposit-taking Institutions (ADIs) being corporations as authorised under the Banking Act 1959.

ADIs include the following institutions:

- Banks,
- Building Societies, and
- Credit Unions.

(b) the funds may only be invested in those authorised financial instruments which are set out in Policy P603 - Investment of Surplus Funds.

Delegation Number: DC603

Relevant Management Practice: M603 Investment Procedures

Council Adoption: 27/03/07

Relevant Policy: P603 Investment of Surplus Funds

Reviewed/Modified: 08, 03/10, 02/11, 03/12, 03/13, 03/14,
03/15, 03/16, 06/18, 03/19, 08/21, 03/22

Relevant Delegation: N/A



Strategic Direction Leadership

Delegation from Council DC607 Acceptance of Tenders /E-Quotes/Common Use Agreements

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*

Powers and Duties: In accordance with sections 3.57 of the *Local Government Act 1995*, and Part 4 of the Local Government (Functions and General) Regulations 1996 authority to accept:

- a) All tenders to a maximum value of \$250,000.00 (exclusive of GST); and
- b) Undertake purchases of goods and services which are, or expected to be up to the value of up to \$500,000 (exclusive of GST) where the supply of products or services is procured through the Western Australian Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or arrangements.

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

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

Delegation Number: DC607

Relevant Management Practice: M607 Tenders and Expressions of Interest

Council Adoption: 27/03/07

Relevant Policy: P607 Tenders and Expressions of Interest

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 04/18, 03/19, 08/21, 03/22

Relevant Delegation: DM607 Acceptance of Tenders

Strategic Direction Leadership

Delegation from Council DC607B Non Acceptance of Tenders

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*

Powers and Duties: The authority to not accept any expressions of interest received, under section 3.57 of the *Local Government Act 1995* and Part 4 of the Local Government (Functions and General) Regulations 1996.

The delegate is authorised to not accept any tender received, having previously exercised the delegation to invite public tenders;

1. If in the opinion of the delegate the number of tenders received is insufficient as to provide for a reasonable assessment of the merits of the tenders received.
2. If the delegate decides that it would disadvantageous to the Local Government to accept any tender.
3. If on assessment of the tenders received the contract value would exceed the budget provision for the invited service.
4. If in the opinion of the delegate no person is capable of satisfactorily supplying the requested goods or services.

Conditions: The delegate must ensure that:

- i. The tender process has been carried out in accordance with the Act, the Regulations and the City's Policies *and Management Practices*.
- ii. The tenders register records that no Tender or Expression of Interest received was accepted.
- iii. The Council is informed whenever the delegation has been exercised.

Delegation Number:	DC607	Relevant Management Practice:	M607 Tenders and Expressions of Interest
Council Adoption:	27/03/07	Relevant Policy:	P607 Tenders and Expressions of Interest
Reviewed/Modified:	09/08, 03/10, 02/11, 03/12, 03/13, 03/15, 03/16, 03/17, 06/18, 03/19, 08/21, 03/22	Relevant Delegation:	DM607 Acceptance of Tenders

Strategic Direction

Leadership

Delegation from Council DC608

Acceptance of Contract Variations Relating to Tenders Approved by Council

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*

Powers and Duties: In accordance with Part 4 of the Local Government (Functions and General) Regulations 1996 authority is conferred on the delegate to accept:

- a) Aggregate total of contract variations relating to tenders approved by Council to a maximum value of 15% of the contract value or \$100,000, whichever is lesser (exclusive of GST).

Conditions: Acceptance of the contract variation is conditional upon the Chief Executive Officer being satisfied that;

- a) The contract enables the contract to be varied, and the variation is in accordance with variation provisions of the contract;
- b) Additional goods or services that were not, or could not have been, foreseen at the time the contract was executed;
- c) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; and
- d) Sufficient funds are available in the appropriate capital or operating budget to meet the additional cost.

Delegation Number: DC608

Council Adoption: 27/11/2018

Reviewed/Modified: 03/19, 08/21, 03/22

Relevant Management Practice: M607 Tenders and Expressions of Interest

Relevant Policy: P607 Tenders and Expressions of Interest

Relevant Delegation: DM607 Acceptance of Tenders

Strategic Direction Leadership

Delegation from Council DC612 Disposal of Surplus Property

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*

Powers and Duties: The authority to dispose of property other than land, pursuant to section 3.58 of the *Local Government Act 1995*, which is considered to be no longer required for the performance of the City's functions and the exercise of its powers.

Conditions: In accordance with Regulation 30 (3) of the *Local Government (Functions & Regulations - General)* - this delegation only applies to property;

- a) which has a market value of less than \$20,000; or
- b) the entire consideration received by the Local Government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75,000.

Delegation Number: DC612

Relevant Management Practice: N/A

Council Adoption: 27/03/07

Relevant Policy:

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 06/18, 03/19, 08/21, 03/22

Relevant Delegation: DM612 Disposal of Surplus Property

Strategic Direction Leadership

Delegation from Council DC616 Write-off Debts

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

Delegation to: Chief Executive Officer

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

Powers and Duties: Authority is conferred on the delegate under section 6.12 of the *Local Government Act 1995* to write-off any single amount of money owing to the City less than \$2,000 (GST exclusive) where:

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

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

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

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

Delegation Number: DC616

Relevant Management Practice: N/A

Council Adoption: 27/03/07

Relevant Policy: N/A

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 08/15, 03/16, 03/17, 06/18, 03/19, 08/21, 03/22

Relevant Delegation: DM616 Write off Debts

Strategic Direction Leadership

Delegation from Council DC642 Appointment of Acting CEO

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*

Powers and Duties: Authority to appoint an employee as Acting CEO under section 5.39(1a)(a) of the *Local Government Act 1995*.

Conditions:

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

Delegation Number:	DC642	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction Leadership

Delegation from Council DC664 Dogs – Local Government Functions

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

Delegation to: Chief Executive Officer

Statutory Reference: Sections 10AA of the *Dog Act 1976*

Powers and Duties: The authority to perform any power or duty of the 'local government' under the *Dog Act 1976*.

Conditions: Not Applicable

Delegation Number: DC664

Relevant Management Practice: N/A

Council Adoption: 26/03/2019

Relevant Policy: N/A

Reviewed/Modified: 08/21, 03/22

Relevant Delegation: N/A

Strategic Direction Leadership

Delegation from Council DC665 Cats – Local Government Functions

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 44 of the *Cat Act 2011*

Powers and Duties: The authority to perform any power or duty of the 'local government' under the *Cat Act 2011*.

Conditions: Not Applicable

Delegation Number: DC665

Relevant Management Practice: N/A

Council Adoption: 26/03/2019

Relevant Policy: N/A

Reviewed/Modified: 08/21, 03/22

Relevant Delegation: N/A

Strategic Direction Leadership

Delegation from Council DC677 *Bush Fires Act 1954*– Local Government Functions

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 48 of the *Bush Fires Act 1954*

Powers and Duties: The authority to perform any power or duty of the 'local government' under the *Bush Fires Act 1954*.

Conditions: Not Applicable

Delegation Number: DC677

Relevant Management Practice: N/A

Council Adoption: 26/03/2019

Relevant Policy: N/A

Reviewed/Modified: 08/21, 03/22

Relevant Delegation: N/A

Strategic Direction Leadership

Delegation from Council DC678 Appointment of Authorised Officers

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

Delegation to: Chief Executive Officer

Statutory Reference: Sections 5.42, of the *Local Government Act 1995*

Powers and Duties: Authority under section 9.10 of the *Local Government Act 1995* to appoint persons or classes of persons to be authorised for the purpose of performing particular functions.

Conditions: Not Applicable

Delegation Number:	DC678	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction Leadership

Delegation from Council DC679 Administer the City's Local Laws

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

Delegation to: Chief Executive Officer

Statutory Reference: Sections 5.42 *Local Government Act 1995*.

Powers and Duties: The authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for or in connection with performing the functions of the City under section 3.18 of the *Local Government Act 1995*.

Conditions: Not Applicable

Delegation Number:	DC679	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction Leadership

Delegation from Council DC684 Sealed Documents

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

Delegation to: Chief Executive Officer

Statutory Reference: Sections 5.42 and 9.49A(2) of the *Local Government Act 1995*

Powers and Duties: The delegate is authorised under Section 9.49A(2) of the *Local Government Act 1995* to affix the Common Seal of the City to any document that needs the City's Common Seal to be legally effective.

Conditions: Not Applicable

Delegation Number:	DC684	Relevant Management Practice:	N/A
Council Adoption:	26/03/2019	Relevant Policy:	N/A
Reviewed/Modified:	08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction Leadership

Delegation from Council DC685 Inviting Tenders or Expressions of Interest

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

Delegation to: Chief Executive Officer

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

Powers and Duties: In accordance with section 3.57 and 3.58 of the *Local Government Act 1995* and Part 4 of the Local Government (Functions & General) Regulations 1996, authority is conferred on the delegate to invite tenders or to seek expressions of interest for the provision of goods and services to the City and for the disposal of property.

Conditions: Not Applicable

Delegation Number: DC685

Council Adoption: 27/03/07

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14,
03/15, 03/16, 03/17, 03/18, 06/18, 03/19,
08/21, 03/22

Relevant Management Practice: M607 Tenders and Expressions of Interest

Relevant Policy: P607 Tenders and Expression of Interest

Relevant Delegation: DM685 Inviting Tenders & Expressions of Interest

Strategic Direction Leadership

Delegation from Council DC686 Granting Fee Concessions – Development Applications

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

Delegation to: Chief Executive Officer

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

Powers and Duties: The delegate, under section 6.12 of the *Local Government Act 1995*, is authorised to waive or grant concessions in relation to any amount of money which is owed to the City in relation to a development application, where it is considered inappropriate to charge the full amount.

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

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

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

Delegation Number:	DC686	Relevant Management Practice:	N/A
Council Adoption:	27/03/07	Relevant Policy:	N/A
Reviewed/Modified:	09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 06/16, 03/17, 03/18, 03/19, 08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC690 Town Planning Scheme 6

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

Delegation to:

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

- Director Development and Community Services
- Manager Development Services
- Manager Strategic Planning
- Urban Planning Coordinator
- Senior Urban Planner
- Urban Planner

Statutory Reference:

Clause 82 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Powers and Duties:

The exercise of any of the City's powers or the discharge of any of the City's duties under the Planning and Development (Local Planning Schemes) Regulations 2015, other than this power of delegation.

Conditions:

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

Delegation Number:	DC690	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 08/13, 03/14, 03/15, 06/15, 03/16, 03/17, 03/18, 03/19, 03/20, 08/21, 03/22	Relevant Delegation:	N/A

SCHEDULE 1

CONDITIONS OF DELEGATION

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

1. **Specific Uses**

This power of delegation does not extend to approving development applications relating to the following uses:

- (a) Child Day Care Centres.
- (b) High Level Residential Aged Care Facilities, or substantial additions to existing High Level Residential Aged Care Facilities.
- (c) Residential Buildings.
- (d) Student Housing.
- (e) Telecommunications Infrastructure that is not classified as a low-impact facility under the *Telecommunications Act 1997*.
- (f) Tourist Accommodation.
- (g) Non-residential "DC" uses within the Residential zone, except Family Day Care, where the City does not receive objections during consultation.
- (h) Uses not listed in Table I of the Scheme being considered under Clause 3.3(7) of the Scheme, except Display Homes where the City does not receive objections during consultation.
- (i) Temporary Uses being considered under Schedule A (Part 9) Clause 72. (1) of the Scheme, except where the City does not receive objections during consultation.
- (j) Change of Non-Conforming Use being considered under Clause 8.1(3) of the Scheme.

2. **Major developments**

This power of delegation does not extend to approving development applications in the following categories:

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

3. **Developments involving the exercise of a discretionary power**

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

- (a) Applications in areas situated within Precinct 13 - Salter Point which:
 - (i) have been assigned Building Height Limits of 3.0 metres, 3.5 metres or 6.5 metres; and
 - (ii) will result in any obstruction of views of the Canning River from any buildings on neighbouring land, having regard to the provisions of Clause 6.1A(9) of the Scheme;
- (b) Applications which propose variations to Policy P306 "Development of Properties Abutting River Way"
- (c) Applications which, in the opinion of the delegated officer, represent a significant departure from the Scheme, the R-Codes or relevant Local Planning Policies; and
- (d) Applications involving the exercise of discretion under Clauses 6.2A or Schedule A (Part 3) clause 7A & 12. (4) of the Scheme.

4. Applications previously considered by Council

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

5. Amenity impact

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

Strategic Direction Community

Delegation from Council DC702 Granting Fee Waiver – Collier Park Golf Course

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

Delegation to: Chief Executive Officer

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

Powers and Duties: The delegate is authorised under section 6.12 of the *Local Government Act 1995* to vary the Schedule of Fees and Charges for the Collier Park Golf Course to undertake promotional offers, charity events and other concessional rates.

Delegation Number:	DC702	Relevant Management Practice:	N/A
Council Adoption:	23/08/2022	Relevant Policy:	N/A
Reviewed/Modified:		Relevant Delegation:	N/A

Strategic Direction

Leadership

Delegation from Council DC703 Minor Amendments to Delegations Register and Policies

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

Delegation to: Chief Executive Officer

Statutory Reference: Sections 5.42 and 5.44 of the *Local Government Act 1995*

Powers and Duties: The delegate is authorised under section 5.42 and 5.44 of the *Local Government Act 1995* to make amendments to format, spelling, grammar, titling, responsible/affected business units/officers and minor errors within the text of Delegations and Policies that have already been endorsed by Council.

Conditions: Such changes must not alter the intent of the documents.

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Delegation Number: DC703
Council Adoption: 13/12/2022
Reviewed/Modified:

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



Strategic Direction *Environment (Built and Natural)*

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

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

Delegation to: Principal Building Surveyor
Chief Executive Officer
Director Development and Community Services
Manager Development Services
Manager Governance
[Assistant Building Surveyor](#)

Statutory Reference: Section 127 of the *Building Act 2011*.

Powers and Duties: The authority to grant or refuse to grant building permits under section 20 & 22 of the *Building Act 2011*.

Conditions:

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

Delegation Number:	DC370	Relevant Management Practice:	N/A
Council Adoption:	27/11/2012	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 07/12, 11/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction *Environment (Built and Natural)*

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

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

Delegation to: Principal Building Surveyor
Chief Executive Officer
Director Development and Community Services
Manager Development Services
Manager Governance
[Assistant Building Surveyor](#)

Statutory Reference: Section 127 of the *Building Act 2011*.

Powers and Duties: The authority to grant or refuse to grant building permits under section 21 & 22 of the *Building Act 2011*.

Conditions:

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

Delegation Number:	DC371	Relevant Management Practice:	N/A
Council Adoption:	27/11/2012	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 07/12, 11/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC372 Grant, or Refuse to Grant Occupancy Permits or Building Approval Certificates

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

Delegation to:

- Principal Building Surveyor
- Chief Executive Officer
- Director Development and Community Services
- Manager Development Services
- Manager Governance
- [Assistant Building Surveyor](#)

Statutory Reference: Section 127 of the *Building Act 2011*.

Powers and Duties: The authority to grant, modify or refuse to grant occupancy permits or building approval certificates under section 58 of the *Building Act 2011*.

Conditions:

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

Delegation Number:	DC372	Relevant Management Practice:	N/A
Council Adoption:	27/11/2012	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 07/12, 11/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction

Environment (Built and Natural)

Delegation from Council DC373

Approve or refuse an Extension of the Duration for Occupancy Permits or Building Approval Certificates

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

Delegation to: Principal Building Surveyor
Manager Development Services
[Assistant Building Surveyor](#)

Statutory Reference: Section 127 of the *Building Act 2011*.

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

Conditions:

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

Delegation Number:	DC353	Relevant Management Practice:	N/A
Council Adoption:	26/03/2008	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction

Environment (Built and Natural)

Delegation from Council DC375 Issue or Revoke Building Orders

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

Delegation to: Principal Building Surveyor
Chief Executive Officer
Director Development & Community Services
Manager Development Services
Manager Governance
[Assistant Building Surveyor](#)

Statutory Reference: Section 127 of the *Building Act 2011*.

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

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

Delegation Number:	DC375	Relevant Management Practice:	N/A
Council Adoption:	26/03/2008	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22	Relevant Delegation:	N/A

Strategic Direction Leadership

Delegation from Council DC609 Leases ~~and Licences~~

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

Delegation to: Chief Executive Officer

Statutory Reference: Section 5.42 of the *Local Government Act 1995*

Powers and Duties: In accordance with section 3.58(3) of the *Local Government Act 1995*, authority is given to the CEO to enter into agreements to lease ~~or licence~~ property that the City owns or that it controls under a management order which confers the power to lease ~~or licence~~.

Conditions: The CEO may exercise this power in relation to a lease ~~or licence~~ subject to:

- Meeting the requirements of section 3.58 of the *Local Government Act 1995*.
- Leases being for a maximum term of twenty one years for: Not for Profit Sporting Organisations, Not for Profit Organisations, Community Associations, Government Bodies, Committees and Associations, educational institutions and residential homes.
- Leases for commercial organisations being for a maximum term of five years.
- All new leases for commercial organisations being brought to Council for consideration.
- Collier Park Village Rental Agreements of less than two years, including changes to the terms, conditions and fees.

Delegation Number: DC609

Relevant Management Practice: M609 Leases and Licences

Council Adoption: 03/05

Relevant Policy: P609 Leases and Licences

Reviewed/Modified: 06/06, 09/08, 03/10, 02/11, 06/12, 03/13,
03/14, 03/15, 06/16, 03/17, 03/18, 03/19,
03/20, 08/21, 03/22

Relevant Delegation: DM609 Leases and Licences