

AGENDA.

Ordinary Council Meeting

22 August 2023

Notice of Meeting

Mayor and Councillors

The next Ordinary Council Meeting of the City of South Perth Council will be held on Tuesday 22 August 2023 in the the City of South Perth Council Chamber, corner Sandgate Street and South Terrace, South Perth commencing at 6.00pm.



MIKE BRADFORD
CHIEF EXECUTIVE OFFICER

18 August 2023

Acknowledgement of Country

Kaartdjinin Nidja Nyungar Whadjuk Boodjar Koora Nidja Djining Noonakoort kaartdijin wangkiny, maam, gnarnk and boordier Nidja Whadjuk kura kura.

We acknowledge and pay our respects to the traditional custodians of this land, the Whadjuk people of the Noongar nation and their Elders past and present.

Our Guiding Values



Disclaimer

The City of South Perth disclaims any liability for any loss arising from any person or body relying on any statement, discussion, recommendation or decision made during this meeting.

Where an application for an approval, a licence or the like is discussed or determined during this meeting, the City warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the City.

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Ordinary Council Meeting - Agenda

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. DISCLAIMER

3. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

4. ATTENDANCE

4.1 APOLOGIES

4.2 APPROVED LEAVE OF ABSENCE

5. DECLARATIONS OF INTEREST

- Councillor Nick Warland – Impartiality Interest in Item 10.1.1 as ‘I was a social member of the Como Bowls Club during 2022-23’.
- Mayor Greg Milner – Impartiality Interest in Item 10.1.1 as ‘I am a social member of the Como Bowling Club’.

6. PUBLIC QUESTION TIME

6.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

6.2 PUBLIC QUESTION TIME: 22 AUGUST 2023

7. CONFIRMATION OF MINUTES AND TABLING OF NOTES OF BRIEFINGS

7.1 MINUTES

7.1.1 Ordinary Council Meeting Held: 25 July 2023

Officer Recommendation

That the Minutes of the Ordinary Council Meeting held 25 July 2023 be taken as read and confirmed as a true and correct record.

7.2 CONCEPT BRIEFINGS

7.2.1 Concept Briefings and Workshops

Nil.

Attachments

Nil.

7.2.2 Council Agenda Briefing - 15 August 2023

Officers of the City presented background information and answered questions on Items to be considered at the August Ordinary Council Meeting at the Council Agenda Briefing held 22 August 2023.

Attachments

7.2.2 (a): Briefing Notes

Officer Recommendation

That Council notes that no Concept Briefings or Workshops were held during the reporting period and that the Council Agenda Briefing was held 15 August 2023.

8. PRESENTATIONS

8.1 PETITIONS

Nil.

8.2 GIFTS / AWARDS PRESENTED TO COUNCIL

Nil.

8.3 DEPUTATIONS

A deputation was heard at the Council Agenda Briefing held 15 August 2023.

9. METHOD OF DEALING WITH AGENDA BUSINESS

10. REPORTS

10.1 STRATEGIC DIRECTION 1: COMMUNITY

10.1.1 Department of Local Government, Sport and Cultural Industries - Community Sport and Recreation Facilities Fund Small Grants Program 2023/24 - Application and City Assessment

File Ref: D-23-38162
Author(s): Louis Cronan, Recreation Development Officer
Reporting Officer(s): Donna Shaw, Director Development and Community Services

Summary

Each year the Department of Local Government, Sport and Cultural Industries (DLGSC) calls for applications for its Community Sport and Recreation Facilities Fund (CSRFF). They invite eligible community groups and local governments to apply for funding to assist with sport and recreation infrastructure projects. CSRFF applications must initially be presented to the relevant local government to request in-principle support of the project, including the financial contribution requested by the applicant under the CSRFF program.

Two external applications are presented for the current round of the CSRFF for 2023/24:

1. Manning Bowling Club – Bowling Green Synthetic Conversion Project
2. Como Bowling Club - Bowling Green Synthetic Conversion and Plinth Replacement Project

Officer Recommendation

That Council:

1. Approves the City submitting two funding applications to the Department of Local Government, Sport and Cultural Industries via its Community Sporting and Recreation Facilities Fund (Small Grants Program 2023/24), together with comments from the Officer report and the following ranking and ratings:

Applicant	Project	Ranking	Rating
1. Manning Bowling Club	Bowling Green Synthetic Conversion Project	1	A
2. Como Bowling Club	Bowling Green Synthetic Conversion and Plinth Replacement Project	2	A

2. Considers an allocation of \$255,577 ex GST in the City’s 2023/24 Mid-Year Budget Review as the City’s one-third financial contribution required for the proposed projects, subject to the associated CSRFF funding application being successful with the Department of Local Government, Sport and Cultural Industries.

Background

The Department of Local Government, Sport and Cultural Industries (DLGSC) annually invites applications for financial assistance to assist community groups and local governments to develop sustainable infrastructure for sport and recreation under its Community, Sport and Recreation Facilities Fund (CSRFF).

Examples of the projects that will be considered include new playing surfaces; upgrades to change rooms and ablutions; and improvements to clubrooms.

The CSRFF program aims to increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well designed and well utilised facilities. Priority is given to projects that lead to facility sharing and rationalisation. Two CSRFF categories are offered (see table below for details).

Grant Category	Total Project Costs Range	Standard DLGSC Contribution	Frequency
Small Grants	\$7,500 - \$500,000	\$2,500 - \$200,000	Bi-Annual
Forward Planning Grants	\$500,000 +	\$166,666 - \$2,500,000	Annual

The maximum grant awarded by DLGSC is no greater than one-third of the project, up to a maximum of \$2.5m. The CSRFF grant must be at least matched by the applicant’s own cash contribution, equivalent to one-third of the total project costs, with any remaining funds being sourced by the applicant. In some cases, funds provided by DLGSC do not equate to one-third of the project costs and the applicants are advised that they are expected to fund any shortfall. The local government is not obliged to contribute funding to the projects. As stated in the CSRFF guidelines, small grants for this round must be claimed in the financial year following the date of approval. Therefore, grant applications in this round must be claimed by 15 June 2024.

CSRFF applications must initially be presented to the relevant local government for its assessment to provide project ratings and prioritised rankings (in the case of multiple applications); and to request its in-principle support for the proposed project/s, including the financial contribution requested by the application under the CSRFF program.

Comment

Two projects are proposed by the City for consideration within the current CSRFF Small Grants Program funding round. The tables below provide a summary of the CSRFF grants being sought, the City’s contributions, and Club/other contributions for the proposed projects:

Manning Bowling Club – Bowling Green Synthetic Conversion Project

DLGSC's Contribution (CSRFF Grant Sought)	\$117,425 (ex GST)
City's Contribution (Mid-Year Budget Review Funds to be Sought)	\$117,425 (ex GST)
Club's Contribution	\$117,427 (ex GST)
Estimated Total Project Cost	\$352,277 (ex GST)

Como Bowling Club - Bowling Green Synthetic Conversion and Plinth Replacement Project

DLGSC's Contribution (CSRFF Grant Sought) *	\$138,152 (ex GST)
City's Contribution (Mid-Year Budget Review Funds to be Sought)	\$138,152 (ex GST)
Club's Contribution	\$138,154 (ex GST)
Estimated Total Project Cost	\$414,458 (ex GST)

** The Como Bowling Club is also applying for a CSRFF grant 'development bonus' from the DLGSC for the project sustainability initiatives and increased participation opportunities. If approved the Club will qualify for receiving a CSRFF grant of up to \$200,000 towards the project. The associated financial contributions required from the Club and the City will then be adjusted accordingly.*

CSRFF Assessment Guidelines

Under the CSRFF guidelines, applications must initially be presented to the relevant local government to review and to request in-principle support of the project, including the financial contribution required by the applicant under the CSRFF program. For this reason, a panel consisting of the Manager Community, Culture and Recreation; Recreation Development Coordinator; and Recreation Development Officer (Clubs & Community) assessed and ranked the applications against the criteria in the table set out below by the DLGSC.

A	Well planned and needed by the municipality
B	Well planned and needed by the applicant
C	Needed by the municipality, more planning required
D	Needed by the applicant, more planning required
E	Idea has merit, more preliminary work required
F	Not recommended

The results are summarised in the table below. The amounts shown are GST exclusive.

Applicant	Project	Ranking	Rating	City's Contributions	Club Contributions	Department's Contributions	Total Project Cost
Manning Bowling Club	Bowling Green Synthetic Conversion Project	1	A	\$117,425	\$117,427	\$117,425	\$352,277
Como Bowling Club	Bowling Green Synthetic Conversion and Plinth Replacement Project	2	A	\$138,152	\$138,154	\$138,152	\$414,458
Totals				\$255,577	\$255,581	\$255,577	\$766,735

City Assessment: Manning Bowling Club - Bowling Green Synthetic Conversion Project

The Manning Bowling Club is situated on Challenger Avenue, Manning, and is on Crown land vested with the City for recreational purposes. The clubrooms and associated storage areas are leased to the Club.

The Club has four bowling greens comprised of three natural grass greens and one synthetic green. The proposed project will involve the conversion of one of the existing natural grass greens to a synthetic playing surface. Synthetic bowling greens have an expected lifespan of approximately 10 years, depending on usage, wear and tear and maintenance. In general, the City supports conversion of natural grass sports playing surfaces to synthetic if it can generate additional sport and recreation participation opportunities through extending community facility usage periods; and decrease watering requirements and facility maintenance costs.

The Manning Bowling Club is one of the largest bowling clubs in the municipality. The proposed project should increase community participation in sport and recreation. Additionally, the Club has received some financial support from the City in recent years to renew its changerooms and universal access toilets. All of these factors were taken into consideration by the City in determining the prioritisation of projects.

In summary, the City recommends that the Manning Bowling Club's proposed project receive a '1' ranking; and an 'A' rating for the CSRFF program due to:

- The project aligns with relevant strategies in the City's Strategic Community Plan;
- The project aligns with the City's Community Recreation Facility Plan;
- The project aligns with the City's Challenger Reserve Masterplan;
- The Club is willing to contribute funds towards the project costs;
- The state sporting association for lawn bowls (Bowls WA) supports the development of synthetic playing surfaces in Western Australia; and
- The project supports club sustainability and growth.

City Assessment: Como Bowling Club - Bowling Green Synthetic Conversion and Plinth Replacement Project

The Como Bowling Club is situated on Hensman Street, South Perth, and is on Crown land vested with the City for recreational purposes. The clubrooms and associated storage areas are leased to the Club.

The Club has three bowling greens all of which are natural grass greens. The proposed project will involve the conversion of one of the existing natural grass greens to a synthetic playing surface; replacement of the surrounding edgings and plinths; replacement of the surrounding grass bank with paving; installation of a sun shelter, new bench seating and perimeter fencing.

Synthetic bowling greens have an expected lifespan of approximately 10 years, depending on usage, wear and tear and maintenance. In general, the City supports conversion of natural grass sports playing surfaces to synthetic if it can generate additional sport and recreation participation opportunities through extending community facility usage periods; and decrease watering requirements and facility maintenance costs.

It is noted that one of the Club's project components involves replacing the bowling green edging and plinths. The Club has previously sought CSRFF funding for this project, but was unsuccessful as the DLGSC considered these works as 'general maintenance' so it was assessed as a lower priority. For this reason, the City believes that this project component may not be funded by the DLGSC.

Como Bowling Club is the smallest bowling club in the municipality. The proposed project should increase community participation in sport and recreation. Additionally, the Club has received significant financial support from the City in recent years to renew its kitchen, changerooms and universal access toilets. All of these factors were taken into consideration by the City in determining the prioritisation of projects.

In summary, the City recommends that the Como Bowling Club's proposed project receive a '2' ranking; and an 'A' rating for the CSRFF program due to:

- The project aligns with relevant strategies in the City's Strategic Community Plan;
- The project aligns with the City's Community Recreation Facility Plan;
- The Club is willing to contribute funds towards the project costs;
- The state sporting association for lawn bowls (Bowls WA) supports the development of synthetic playing surfaces in Western Australia; and
- The project supports club sustainability and growth.

Consultation

The City has consulted with local sporting clubs regarding the current funding round of the CSRFF Program and received two funding applications, as detailed in this report. The City has also undertaken preliminary consultation with the DLGSC for the two proposed projects and was advised that both projects are eligible for CSRFF consideration.

Policy and Legislative Implications

The following are relevant to this report:

- Policy P106 Use of City Reserves and Facilities
- Policy P110 Support of Community and Sporting Groups
- Policy P609 Management of City Property

Financial Implications

The total cost of the two proposed projects is estimated at \$766,735. This report seeks Council’s endorsement to consider an allocation of \$255,577 (City’s one-third contribution) in the City’s 2023/24 Mid-Year Budget Review, which would be subject to future Council approval. If the projects are successful in attracting external funding from the DLGSC via the CSRFF Program, the Clubs will be required to contribute the balance of project funds, estimated to be \$255,581.

Key Risks and Considerations

Risk Event Outcome	<p>Business Interruption</p> <p>Incorporates the impact of events which impinge upon the City's capacity to deliver expected services to the community. These interruptions can range from minor inconvenience requiring an alternative method of service delivery being employed through to forced loss of ability to provide multiple services to all or some of the community. Knowledge loss, technological failure and property damage will also contribute to this outcome.</p>
Risk rating	Medium
Mitigation and actions	The risk of the business interruption will be mitigated by the proposed projects proceeding. If refurbishment of the synthetic bowls greens is delayed, it could result in further damage/degradation to these community recreational facilities. Additionally, the CSRFF program enables the City to mitigate some of its financial risk, by sharing the costs with the state government and the sporting clubs who are the main beneficiaries of the proposed projects.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Community
Aspiration:	Our diverse community is inclusive, safe, connected and engaged
Outcome:	1.2 Community infrastructure
Strategy:	1.2.1 Maintain current and plan, develop and facilitate community infrastructure to respond to community needs and priorities

Attachments

Nil.

10.2 STRATEGIC DIRECTION 2: ECONOMY

10.2.1 Review of actions from the Economic Development Plan 2021 - 2025

File Ref: D-23-38163
Author(s): Sarah Kahle, Economic Development Officer
Reporting Officer(s): Donna Shaw, Director Development and Community Services

Summary

This report provides an overview of the status of the implementation of the Economic Development Plan (EDP) and an opportunity for a mid-point review of the plan, which spans 2021-2025. An implementation update is provided in **Attachment (a)**.

It is proposed that the number of actions within the EDP be simplified for the next two-year phase of implementation, due to changing priorities and City requirements.

Officer Recommendation

That Council:

1. Endorse the revised actions from the Economic Development Plan 2021-2025, as contained in the body of this report.
2. Note the Economic Development Plan 2021-2025 implementation update contained in **Attachment (a)**.

Background

The preparation of the [Economic Development Plan](#) (EDP) was an action of the Corporate Business Plan 2020-2024. The EDP forms part of the City's Thriving Neighbourhoods suite of projects along with the Integrated Transport Plan (ITP) and Local Planning Scheme 7 (LPS7). These projects work together to manage the City's growth over the next 10-15 years. The plan was endorsed by Council in September 2021, and as such, is required to have a mid-point review of its actions and implementation.

An implementation plan was prepared to support the EDP and has been presented to the City for endorsement with progress reports submitted every six months. The most recent progress report can be found in **Attachment (a)**. It is also noted that one of the proposed Chief Executive Officer's (CEO) Key Performance Indicators (KPIs), is 'Implement the Economic Development Plan' where the target is 50% completion of high priority/short-term actions. This KPI has been successfully met.

Discussion

Over the last 12 months, the focused delivery and implementation of the EDP has resulted in increased engagement, communication and consultation with local businesses and other relevant stakeholders. In this time, the business database has grown to over 1000 contacts who receive the monthly Business in Focus eNewsletter.

The eNewsletter alerts contacts of the City's services and activities, highlights topical issues and projects that are relevant to local businesses, and shares regular networking and knowledge sharing events held within the City. Thus far, the City has engaged with over 200 local businesses in a range of activities.

Business Support

Approximately 200 businesses have attended capacity building or networking events since May 2022 and there are plans to further support small businesses through the 2023/24 financial year with a range of events focused on building business capacity and skills in specific areas, such as marketing and tourism as well as increased support for small and micro businesses, in response to identified needs of the business community.

To continue to progress with the implementation of the EDP, the City will resource the role accordingly. The EDP plan focuses on 14 short and short-medium actions which have been prioritised and categorised for delivery within the next four years, together with eight ongoing actions which form part of the two-year implementation plan to date:

ACTIONS	TOTAL	TIMEFRAME	STATUS		
			Completed	In progress	Not yet commenced
Short term actions	6	1-2 years	3	2	1
Short-medium term actions	8	1-4 years	1	5	2
Medium term actions *	7	3-4 years	0	0	7
Long term objective *	1	4+ years	0	0	1
Ongoing actions.	8	n/a	2	5	1

*Out of scope for the current 2-year implementation plan.

Revised Actions from the Economic Development Plan 2021-2025

As part of this current EDP review, it is proposed that the number of actions within the EDP be simplified for the next phase of implementation (to September 2025), due to changing priorities and City requirements.

Action	Comment	Recommendation
1.1 Investigate attracting large scale, regionally significant events and identify any infrastructure and investment required (e.g., concerts featuring national or international acts, Perth International Arts Festival, Fringe World Festival, food festivals etc.).	<p>Complete</p> <p>This no longer aligns with the delivery model from Community, Culture and Recreation (CCR) and Council, which has shifted to small-scale community events with ad-hoc large events every 3 years (TBD).</p> <p>CCR has developed an Infrastructure plan for parks and reserves and any future requirements for event-</p>	Remove (Action Complete)

	supporting infrastructure will be budgeted for.	
1.2 Install free WiFi within the Mindeerup/Mends Street area.	Complete The Economic Development Office (EDO) liaised with Business Systems, who prepared a business case for discontinuing this underutilised service, due to changing public perceptions and cyber security.	Remove (Action Complete)
1.3 Develop a Tourism and Destination Marketing Strategy to attract visitors, support tourism-based businesses and showcase the South Perth Peninsula.	Not yet commenced	Removed (Not yet commenced)
1.4 Prepare a wayfinding strategy that considers local businesses, commercial centres and tourist attractions and improves the flow between them.	Not yet commenced As this is a medium-term action in the plan, no current efforts have been undertaken to develop this. Strategic Planning will work with Infrastructure to enhance the visitor experience and the amenity of the community	Retained (Long term action)
1.5 Investigate the operation of a tourist information and visitor centre within the Mindeerup/Mends Street area.	Not yet commenced Not aligned with City's current priorities. No budget allocated for development of business case or delivery.	Remove
2.1 Advocate for Development WA to market the employment, technology and research opportunities available in the area.	In progress This forms part of the City's broader advocacy strategy, to work with stakeholders to fully realise the potential of Tech Park as a strategic employment centre.	Retained (In progress)
2.2 Communicate the benefits of an agglomeration economy at Technology Park on the City's website and through direct communication.	In progress Work with stakeholders to promote Tech Park, build links within technology, innovation and start up community to create a pipeline for businesses into Tech Park.	Retained (In progress)
2.3 Develop a Precinct Plan for the future of Technology Park with Development WA, the Town of Victoria Park and other key stakeholders.	In Progress Strategic Planning are working with Development WA to progress this.	Retained (In progress)
2.4 Advocate for Development WA to provide a variety of office space	Not yet commenced	Remove

to support agglomeration economy in association with the future Recreation Aquatic Facility (RAF).	RAF is not going ahead.	
3.1 Investigate methods to collect data and statistics (such as number of visitors and busy periods) at key consumer centres.	In progress	Retained (In progress)
3.2 Ensure business owners are aware of and consulted on the parking arrangements in the vicinity of their business.	Complete	Remove (Action Complete)
3.3 Identify a unique purpose for each of the key consumer centres outlined on the focus area map on page 18 and prepare a framework to support each centre in developing towards its identified purpose.	Not yet commenced	Retain (not yet commenced)
3.4 Review the City's Alfresco Dining Policy, and Alfresco Dining Trading Licence and associated fees.	In progress Development Services team currently reviewing	Retain (In progress)
3.5 Develop policy and guidelines for the implementation of parklets.	In progress Development Services team currently reviewing	Retain (In progress)
3.6 Advocate for local commercial property owners to provide short-term leases for pop-up businesses in vacant tenancies (e.g., home based, business start-ups, seasonal offerings).	Ongoing Initial discussions with landowners failed to indicate the value in these activities. There is currently a low level of vacancies across the City as indicated by Y Research report (May 2023) EDO is aware of vacancies and can assist with potential business enquiries.	Remove
4.1 Create a local business network group to: <ul style="list-style-type: none"> • Increase engagement with businesses • Provide networking, promotional and educational opportunities • Share relevant information, resources, and funding opportunities 	In progress- ongoing action An informal "group" has been developed via a schedule of regular events, building positive sentiment within the business community and providing opportunities for businesses to collaborate and grow. This is now a KPI in the updated Corporate Business Plan.	Retain (In progress)

<ul style="list-style-type: none"> Promote local job opportunities 		
4.2 Encourage and assist where appropriate the establishment of a Business Advisory Group to provide advice to and work with the City on initiatives.	Need for formal Business Advisory Group no longer required. EDO has created other mechanisms to encourage consultation with business leaders, CEO/Mayor, elected members.	Remove
4.3 Approach providers of collaborative workspaces to set up a co-working space for small businesses in the City of South Perth.	<p>In progress</p> <p>Further investigation of viability required, but City has considered that need should be market driven.</p> <p>Development and support of existing facilities (The Hub, Studio 64) are beneficial for the local business community.</p>	Retain (In progress)
4.4 Continue participating in the Small Business Friendly Local Government initiative through the Small Business Development Corporation (SBDC).	In progress	Retain (In progress)
5.1 Secure an EDO position to signal the commitment to economic development, capture existing opportunities and support local businesses.	<p>Complete</p> <p>EDO contracted until 30/03/2024.</p>	Remove (Action complete)
5.2 Review policies, fees and processes that impact local business to improve and streamline the process.	Not yet commenced	Retain (Not yet commenced)
5.3 Investigate ways that the City can better support local businesses through established City events such as partnerships and marketing opportunities.	<p>In progress</p> <p>EDO is working with CCR to promote expression of interest opportunities to business community within the City of South Perth and more widely.</p>	Retain (In progress)
5.4 Develop business partnerships with local Aboriginal and Torres Strait Islander (ATSI) community (e.g., Western Australian Indigenous Tourism Operators Council).	<p>In progress</p> <p>Promote internal use of ATSI companies for procurement.</p> <p>Liaise with CCR Team on potential initiatives.</p>	Retain (In progress)
5.5 Review and update the City's local business database.	<p>Complete</p> <p>A recent review of business database revealed it needs an audit to remove closed/ relocated businesses.</p> <p>Current database usage over the the last 17 months has declined</p>	Remove

	significantly and resources is at end of life and has been removed.	
5.6 Continue and develop the Buy Local, Shop Local marketing campaign.	In Progress Shop local campaign provides goodwill for businesses and community and is well received by businesses and residents.	Retain (In progress)
5.7 Develop an Investment Attraction Prospectus to communicate and attract key opportunities to the City.	Complete Need for Investment Attraction Prospectus was not identified at this point in time.	Remove
5.8 Promote the City's NBN Business Fibre Zones.	Complete South Perth Businesses have access to NBN.	Remove
5.9 Utilise the inner-city Group of Councils to streamline approval processes across local government boundaries, identify partnership opportunities and working collaboration and support.	In progress The City continues to work with the Inner-City Working group to refine processes and collaborate on economic development and destination marketing initiatives.	Retain (ongoing)
5.10 Promote benefits of living and working within the City to residents to increase employment self-containment.	Complete Ongoing information promoting benefits of working within the City through the City's communication channels.	Remove
5.11 Distribute an annual business perception and priorities survey to understand key challenges and opportunities and ensure the City is providing relevant support.	In progress Review the merits of utilising Catalyse Business Scorecard to determine business priorities and sentiment, in addition to ongoing outreach and engagement with business stakeholders.	Retain (In progress)

Consultation

As a result of the implementation of the EDP, businesses are being consulted regularly, and are better engaged with projects that impact them. The City has received positive feedback from business as a result of this.

Economic Development is now a considered deliverable for business units across the City. Feedback and comments from internal City stakeholders have been considered at this mid-point review of the EDP, so that it better aligns with priorities of different business service units.

Policy and Legislative Implications

Nil.

Financial Implications

The EDP forms part of the City’s annual budgeting process.

Key Risks and Considerations

Risk Event Outcome	<p>Reputational Damage</p> <p>Deals with adverse impact upon the professional reputation and integrity of the City and its representatives whether those persons be appointed or elected to represent the City. The outcome can range from a letter of complaint through to a sustained and co-ordinated representation against the City and or sustained adverse comment in the media.</p>
Risk rating	Low
Mitigation and actions	The proposed Economic Development Plan will mitigate potential reputational damage against the City by having a detailed operational plan in place to identify actions that will guide and deliver support to the City’s economy and support local business.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council’s [Strategic Community Plan 2021-2031](#):

- Strategic Direction: Economy
- Aspiration: A thriving City activated by attractions and opportunities that encourage investment and economic development
- Outcome: 2.1 Local Business
- Strategy: 2.1.1 Ensure that the City is an attractive place for commercial activity

Attachments

- 10.2.1 (a): Economic Development Plan Implementation Update - December 2022

10.4 STRATEGIC DIRECTION 4: LEADERSHIP

10.4.1 Tender RFT1/2023 - The Provision of Leadership Management and Project Management Training (Design and Delivery)

File Reference: D-23-38164
Author(s): Pele McDonald, Manager People and Performance
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This report considers submissions received from the advertising of Tender RFT1/2023 for the Provision of Leadership Management and Project Management Training (Design & Delivery).

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

Officer Recommendation

That Council:

1. Accepts the tender submitted by Infinity Training Australia for the Provision of Leadership Management and Project Management Training (Design & Delivery) in accordance with Tender Number RFT1/2023 for the period of supply up to 31 August 2027 inclusive;
2. Accepts the tender price included in **Confidential Attachment (a)**; and
3. Notes that tender price will be included in the August Ordinary Council Meeting Minutes.

Background

A Request for Tender (RFT) RFT1/2023 for the Provision of Leadership Management and Project Management Training (Design & Delivery) was advertised in The West Australian on Saturday 18 February 2023 and closed at 2pm (AWST) on Tuesday 14 March 2023.

Comment

At the close of the tender advertising period five submissions had been received and these are tabled below:

TABLE A – Tender Submissions

Tender Submission
Institute of Management (Blue Visions Management Pty Ltd)
Infinity Training Australia
Interaction Consulting Group Pty Ltd
Partatus Training Pty Ltd
Scope Training (The Trustee for the Scope Training and Consultancy Trust)

10.4.1 Tender RFT1/2023 - The Provision of Leadership Management and Project Management Training (Design and Delivery)

The Tenders were reviewed by an Evaluation Panel and assessed according to the qualitative criteria detailed in the RFT, as per Table B below.

TABLE B - Qualitative Criteria

Qualitative Criteria	Weighting %
Demonstrated Skills and Experience of the Organisation to Undertake Projects of a Similar Nature	30%
Suitability of Proposed Service, Approach, and Methodology	40%
Specified Personnel	30%
Total	100%

Based on the assessment of all submissions received for Tender RFT1/2023 Provision of Leadership Management and Project Management Training (Design & Delivery), it is recommended that the tender submission from Infinity Training Australia be accepted by Council.

More detailed information about the assessment process can be found in the Recommendation Report – **Confidential Attachment (a)**.

Consultation

Public tenders were invited in accordance with the *Local Government Act 1995* (the Act).

Policy and Legislative Implications

Section 3.57 of the Act - tenders for providing goods or services:

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Regulation 11 of the Local Government (Functions and General) Regulations 1996 - when tenders have to be publicly invited:

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.*

The following Council Policies also apply:

- Policy P605 - Purchasing and Invoice Approval
- Policy P607 -Tenders and Expressions of Interest

Financial Implications

The full cost of the works is included in the 2023/24 Budget.

Key Risks and Considerations

Risk Event Outcome	<p>Legislative Breach</p> <p>Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.</p>
Risk rating	Low
Mitigation and actions	The tender is to go through all required processes as stated in the <i>Local Government Act 1995</i> and Regulation 11 of the Local Government (Functions and General) Regulations 1996 and presented to Council for approval.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council’s [Strategic Community Plan 2021-2031](#):

- Strategic Direction: Leadership
- Aspiration: A local government that is receptive and proactive in meeting the needs of our community
- Outcome: 4.3 Good governance
- Strategy: 4.3.4 Maintain a culture of continuous improvement

Attachments

- 10.4.1 (a): Tender RFT1/2023 Evaluation Panel Recommendation Report *(Confidential)*

10.4.2 Listing of Payments July 2023

File Ref: D-23-38152
Author(s): Abrie Lacock, Manager Finance
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This report presents to Council a list of accounts paid under delegated authority between 1 July 2023 to 31 July 2023 for information. During the reporting period, the City made the following payments:

EFT Payments to Creditors	(340)	\$5,632,675.16
Cheque Payment to Creditors	(2)	\$655.90
Total Monthly Payments to Creditors	(342)	\$5,633,331.06
EFT Payments to Non-Creditors	(38)	\$238,289.87
Cheque Payments to Non-Creditors	(7)	\$21,335.20
Total EFT & Cheque Payments	(387)	\$5,892,956.13
Credit Card Payments	(11)	\$19,275.21
Total Payments	(398)	\$5,912,231.34

Officer Recommendation

That Council receives the Listing of Payments for the month of July 2023 as detailed in **Attachment (a)**.

Background

Council has delegated to the Chief Executive Officer (CEO) the exercise of power to make payments from its Municipal and Trust Funds. In accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996, a list of accounts paid by the CEO is to be prepared each month and presented to Council at the next Ordinary Meeting of the Council after the list is prepared.

Comment

The payment listing for July 2023 is included in **Attachment (a)**.

The attached report includes a "Description" for each payment. The City's officers have used best endeavours to redact (in black) information of a private or confidential nature.

The report records payments are classified as:

- Creditor Payments
These include payments by both cheque and EFT to regular suppliers with whom the City transacts business. The reference numbers represent a batch number of each payment.
- Non-Creditor Payments
These are one-off payments that include both cheque and EFT that are made to individuals/suppliers who are not listed as regular suppliers. The reference numbers represent a batch number of each payment.

10.4.2 Listing of Payments July 2023

- Credit Card Payments

Credit card payments are now processed in the Technology One Finance System as a creditor payment and treated as an EFT payment when the bank account is direct debited at the beginning of the following month.

Details of payments made by direct credit to employee bank accounts, in accordance with contracts of employment, are not provided in this report for privacy reasons. The payments of bank fees, such as merchant service fees which are directly debited from the City's bank account in accordance with the agreed fee schedules under the contract for provision of banking services, are also not provided in this report.

Consultation

Nil.

Policy and Legislative Implications

Regulations 12 and 13(1) of the Local Government (Financial Management) Regulations 1996. Policy P602 Authority to Make Payments from the Municipal and Trust Funds.

Financial Implications

The payment of authorised amounts is within existing budget provisions.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation
Risk rating	Low
Mitigation and actions	Monthly Financial reporting timelines exceeding statutory requirements

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government that is receptive and proactive in meeting the needs of our community
Outcome:	4.3 Good governance
Strategy:	4.3.1 Foster effective governance with honesty and integrity and quality decision making to deliver community priorities

Attachments

10.4.2 (a): Listing of Payments July 2023

10.4.3 Proposed Council Meeting Schedule 2024

File Ref: D-23-38156
Author(s): Toni Fry, Manager Governance
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

This report seeks Council's endorsement of the City of South Perth 2024 Meeting Schedule.

Officer Recommendation

That Council endorses the Council meeting dates, times and places proposed for 2024 as detailed in Table (1) within this report.

Background

The *Local Government Act 1995* and the Local Government (Administration) Regulations 1996 require local governments to give local public notice of the dates on which and the time and place at which the ordinary council meetings are to be held over the next 12 months.

All City of South Perth Council meetings commence at 6pm and are held in the Council Chamber, corner Sandgate Street and South Terrace, South Perth.

Typically, the City of South Perth holds Council Agenda Briefings on the third Tuesday of each month, and the Ordinary Council Meetings on the fourth Tuesday of each month.

Comment

It is proposed that all Council Meetings for the 2024 calendar year continue to be held at 6pm in the City of South Perth Council Chamber.

Following on from previous years, it is proposed to have a recess in January and for the November and December Agenda Briefings and Council Meetings to be brought forward by one week and two weeks respectively, to fit in with the Christmas period.

The Proposed Meeting Schedule for 2024 is as follows:

Council Agenda Briefing City of South Perth Council Chamber, corner Sandgate Street and South Terrace, South Perth.	Ordinary Council Meeting City of South Perth Council Chamber, corner Sandgate Street and South Terrace, South Perth.
6pm Tuesday 20 February	6pm Tuesday 27 February
6pm Tuesday 19 March	6pm Tuesday 26 March
6pm Tuesday 16 April	6pm Tuesday 23 April
6pm Tuesday 21 May	6pm Tuesday 28 May
6pm Tuesday 18 June	6pm Tuesday 25 June

6pm Tuesday 16 July	6pm Tuesday 23 July
6pm Tuesday 20 August	6pm Tuesday 27 August
6pm Tuesday 17 September	6pm Tuesday 24 September
6pm Tuesday 15 October	6pm Tuesday 22 October
6pm Tuesday 12 November	6pm Tuesday 19 November
6pm Tuesday 3 December	6pm Tuesday 10 December

The 2024 Western Australian Public Holidays as shown below do not affect the proposed City of South Perth Council Meeting Schedule:

Public Holiday	2024
New Year's Day	Monday 1 January
Australia Day	Friday 26 January
Labour Day	Monday 4 March
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Anzac Day	Thursday 25 April
WA Day	Monday 3 June
King's Birthday	Monday 23 September
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December

Consultation

In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996, the details for the 2024 meetings will be placed on the City's website and on the notice board in the Civic Centre, and at both of the City's Libraries before the beginning of 2024.

Policy and Legislative Implications

Sections 5.25(1)(g) of the *Local Government Act 1995*.

Regulation 12 of the Local Government (Administration) Regulations 1996.

Financial Implications

Nil.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation
Risk rating	Low
Mitigation and actions	An annual report is scheduled to have the Council meeting dates, times and places proposed for the following 12 months endorsed.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Leadership
Aspiration:	A local government that is receptive and proactive in meeting the needs of our community
Outcome:	4.3 Good governance
Strategy:	4.3.4 Maintain a culture of continuous improvement

Attachments

Nil.

10.4.4 Monthly Financial Statements July 2023

File Ref: D-23-38160
Author(s): Abrie Lacock, Manager Finance
Reporting Officer(s): Garry Adams, Director Corporate Services

Summary

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

Officer Recommendation

That Council notes the Financial Statements and report for the month ended 30 July 2023.

Background

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, requires each local government to present a Statement of Financial Activity reporting on income and expenditure as set out in the annual budget. Regulation 34(3) specifies that the nature or type classification must be used. In addition, regulation 34(5) requires a local government to adopt a percentage or value to report on material variances between budgeted and actual results. The 2023/24 budget adopted by Council on 27 June 2023, determined the material variance amounts of \$10,000 or 10% for the financial year. Each Financial Management Report contains only the Original Budget. A Revised (adjusted) Budget has not been presented as no budget adjustments have been presented to Council for approval.

Comment

The Statement of Financial Activity, a similar report to the Rate Setting Statement, is required to be produced monthly in accordance the Local Government (Financial Management) Regulations 1996. This financial report is unique to local government drawing information from other reports to include Operating Revenue and Expenditure, Capital Income and Expenditure as well as transfers to reserves and loan funding.

Ongoing supply shortages an effect of COVID-19 and the war in Ukraine are responsible for stubborn inflation worldwide including Australia. The June 2022 to June 2023 Perth CPI of 4.9% and national CPI of 6% are still considerably more than the Reserve Bank of Australia (RBA) target rates of between 2% and 3%.

To curb the high inflation the RBA have been raising interest rates since June 2022 increasing the cash rate target from 0.10% to 4.10%. At the last two meetings RBA decided to leave the cash rate target unchanged. The last Monetary Policy Statement from RBA included the following statement: “Wages growth reached its highest rate in a decade in the March quarter, driven by a tight labour market, high inflation and the implementation of some new public sector wage policies”, signalling concern for continued inflationary pressures.

In framing the Annual Budget 2023/24, the City considered the continued economic uncertainty. The City continues to prudently manage its finances through this challenging time whilst remaining conscious of the need to provide quality services to its community.

10.4.4 Monthly Financial Statements July 2023

Actual income from operating activities for July year-to-date (YTD) is \$53.05m in comparison to budget of \$52.85m, favourable to budget by \$0.20m or 0.38%. Actual expenditure from operating activities for July is \$5.01m in comparison to the budget of \$5.09m, favourable to budget by \$0.08m or 1.63%. The July Net Operating Position of \$48.04m is \$0.29m favourable in comparison to budget.

No Capital Revenue have been budgeted for or recognised for the month of July. Actual Capital Expenditure YTD is \$0.08m in line with budget. A variance analysis is provided within **Attachment (e)** titled Significant Variance Analysis. As described during the Budget deliberations, the estimation of Capital projects that may carry-forward from one year to the next is challenging as it is dependent on estimating the completion of work by 30 June by a contractor. As in previous years, there will be several Capital projects that require Budget adjustments to recognise carry forward projects.

Cash and Cash Equivalents amounted \$60.80m, \$5.28m more than the comparative period last year. Consistent with previous monthly reports, the Cash and Cash Equivalents balance is contained within the Statement of Financial Position. In addition, further detail is included in a non-statutory report (All Council Funds).

Interest rates are improving, with banks offering average interest rates of 4.84% for investments under 12 months. The City holds a portion of its funds in financial institutions that do not invest in fossil fuels. Investment in this market segment is contingent upon all the other investment criteria of Policy P603 Investment of Surplus Funds being met. At the end of July 2023, the City held 39.58% of its investments in institutions that do not provide fossil fuel lending. The Summary of Cash Investments illustrates the percentage invested in each of the non-fossil fuel institutions and the short-term credit rating provided by Standard & Poors for each of the institutions.

Consultation

Nil.

Policy and Legislative Implications

This report is in accordance with the requirements of the Section 6.4 of the *Local Government Act 1995* and regulation 34 of the Local Government (Financial Management) Regulations 1996.

Financial Implications

The preparation of the monthly financial reports occurs from the resources provided in the annual budget.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation
Risk rating	Low
Mitigation and actions	Monthly Financial reporting timelines exceeding statutory requirements

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Leadership
Aspiration:	A local government that is receptive and proactive in meeting the needs of our community
Outcome:	4.3 Good governance
Strategy:	4.3.1 Foster effective governance with honesty and integrity and quality decision making to deliver community priorities

Attachments

10.4.4 (a):	Statement of Financial Position
10.4.4 (b):	Statement of Change in Equity
10.4.4 (c):	Statement of Financial Activity
10.4.4 (d):	Operating Revenue and Expenditure
10.4.4 (e):	Significant Variance Analysis
10.4.4 (f):	Capital Revenue and Expenditure
10.4.4 (g):	Statement of Council Funds
10.4.4 (h):	Summary of Cash Investments
10.4.4 (i):	Statement of Major Debtor Categories

11. APPLICATIONS FOR LEAVE OF ABSENCE

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

13. QUESTIONS FROM MEMBERS

13.1 RESPONSE TO PREVIOUS QUESTIONS FROM MEMBERS TAKEN ON NOTICE

Nil.

13.2 QUESTIONS FROM MEMBERS: 22 AUGUST 2023

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15. MEETING CLOSED TO THE PUBLIC

Nil.

16. CLOSURE