

# ATTACHMENTS

## Audit, Risk and Governance Committee Meeting

12 March 2024

# ATTACHMENTS TO AGENDA ITEMS

Audit, Risk and Governance Committee Meeting - 12 March 2024

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## Strategic Direction

*Environment (Built and Natural)*

### Policy P210 Street Verges

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

#### Policy Objectives

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

#### Policy Scope

This Policy is relevant to landowners in the City of South Perth, where street verges are located adjacent to their properties.

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

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

#### Policy Statement

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

[The use of the verge for constructed or residential and visitor car parking bays associated with development applications within the Canning Bridge Activity Centre Plan area is not supported.](#)

Landowners may establish and maintain a verge garden and/or lawn on the street verge without prior permission from the City.

Prior permission from the City is required for the installation of verge treatments such as brick paving; ~~synthetic turf~~ will not be permitted.

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

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



## Legislation/ Local Law Requirements

*Local Government Act 1995*

Public Places and Local Government Property Local Law 2011

## Other Relevant Policies/ Key Documents

City of South Perth Strategic Community Plan 2021-2031

Policy P206 Urban Forest

Policy P350.5 Trees on Development Sites and Street Verges

Policy P503 Crossovers

Urban Forest Management Plan Green Plan

Street Verge Landscape Guidelines

Road Reserve Access Bond

## Strategic Direction

### *Environment (Built and Natural)*

## Policy P402 Alfresco Dining

Responsible Business Unit/s	Development Services
Responsible Officer	Coordinator Environmental Health Services
Affected Business Unit/s	Coordinator Environmental Health Services

### Policy Objectives

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

### Policy Scope

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

### Policy Statement

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

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

### Wide Footpaths

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

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

### Narrow Footpaths

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

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

### **Corner Blocks**

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

### **Separation from the Footpath**

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

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

The licensed operator must pay the cost of installing the treatment that will separate the Alfresco Dining area from the rest of the footpath.

### **Pedestrian Access**

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

### **Car Parking**

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

### **Other Street Infrastructure**

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

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

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

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

City of South Perth Strategic Community Plan 2021-2031

## Strategic Direction

### *Environment (Built and Natural)*

## Policy P402 Alfresco Dining and Parklets

<b>Responsible Business Unit/s</b>	<b>Development Services</b>
<b>Responsible Officer</b>	<b>Manager Development Services</b>
<b>Affected Business Unit/s</b>	<b>Environmental Health Services, Development Services</b>

### Policy Objectives

To provide a framework for the establishment and management of appropriately located and designed alfresco dining and parklet areas within the City of South Perth (the City) to ensure that such areas do not adversely affect the safety of pedestrian or vehicular traffic, or the character and amenity of the surrounding area, whilst providing street activation.

### Policy Scope

This Policy applies to proposals for alfresco dining and parklet activities, throughout the City.

### Policy Statement

#### 1.0 General Criteria - Alfresco Dining and Parklets

- 1.1 The permit holder or proprietor shall have current public liability insurance of not less than \$20,000,000 and provide an indemnity from the permit holder or proprietor indemnifying the City in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place.
- 1.2 Traders are responsible for maintenance of public land on and immediately surrounding where the activity is trading or operating and shall make good any damage to the satisfaction of the City.
- 1.3 All furniture and signage shall be durable, waterproof, rustproof and weather resistant, be maintained in good condition, be designed so that corners and fastenings do not create potential hazards for patrons and pedestrians and where the design requires, be securely anchored in accordance with Australian Standard AS1170.2-2011 – Structural Design Actions – Wind Actions and/or any recommendations provide by the manufacturer.
- 1.4 All furniture and signage must be removed from the public realm at the close of business each day. In any event, the City may remove any furniture, structure or signage from public land at any time to allow the undertaking of works in the road reserve.
- 1.5 Outdoor heating devices must comply with Australian Standards AS1596:2014 – The Storage and Handling of LP Gas and shall switch off automatically if overturned, to prevent injury to patrons, pedestrians and property.
- 1.4 Where the alfresco area or parklet is being used at night, clear and well distributed lighting must be provided to ensure the safety and amenity of both patrons and the public. Lighting shall not cause a nuisance by way of light spill to any nearby premises.
- 1.5 Alcohol consumption shall only be permitted where the necessary approvals have been obtained from the Department of Local Government, Sport and Cultural Industries (Racing, Gaming and Liquor).



- 1.6 Smoking is not permitted within alfresco dining or parklet areas. The permit holder is required to provide appropriate non-smoking signage to ensure compliance.
- 1.7 Unless otherwise specified by the City, hours of operation may be determined at the discretion of the permit holder, subject to compliance with any Liquor Licence conditions and the Environmental Protection (Noise) Regulations 1997.
- 1.8 The Trader is to ensure that the eating area, footpath, and the immediate surrounds are kept in a clean and tidy condition at all times and free of litter.
- 1.9 The Trader must ensure adequate access to the footpath is maintained to ensure the safety and amenity of both patrons and the public at all times.

## **2.0 Alfresco Dining**

### **2.1 Location**

Alfresco Dining shall be located:

- (i) immediately abutting the premises; or
- (ii) a minimum of 0.5m from the kerb.

A minimum 1.8m wide pedestrian clearway (running parallel to the street) is to be provided and maintained at all times.

## **3.0 Parklets**

### **3.1 Location**

Parklets shall be located:

- (i) in existing on-street car parking bays (not loading, taxi, or bus or accessible car parking bays) on a local distributor road with a speed limit of no greater than 50kph;
- (ii) so as to cause no damage or obstruction to a manhole, inspection pit, fire hydrant, water, gas, electrical or communications infrastructure drainage or other service within the location of a parklet; and
- (iii) at least one car parking space (or a minimum of 6.0m) from a corner and at least 0.3m from the edge of the traffic lane.

### **3.2 Design Criteria - Parklets**

- (i) Any pergola constructed within the parklet must be freestanding, have an overhead clear height of a minimum 2.0m and not require fixtures to adjacent structure of buildings.
- (ii) The pergola must be maintained to a high standard and securely anchored in accordance with Australian Standard AS 1170.2-2022- Structural Design Actions – Wind Actions and/or any recommendations provided by the manufacturers.
- (iii) The floor of the parklet is to be flush with the abutting kerb and the parklet must be accessible from the footpath via an unobstructed section with a minimum width of 1.8m.
- (iv) The ends of the parklet must be protected by wheel stops with retro reflective material (or similar to the satisfaction of the City).

## **4.0 Consultation**

- 4.1 Applications for Alfresco Dining do not require public consultation.
- 4.2 Applications for Parklets will be advertised to landowners and occupants within 100m of the proposed location for a minimum period of 14 days.

## Legislation/ Local Law Requirements

*Local Government Act 1995*

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

## Other Relevant Policies/ Key Documents

City of South Perth Strategic Community Plan 2021-2031

City of South Perth Economic Development Plan

## 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, 03/23	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.
- (e) Applications for Heritage Listed properties or within a Heritage Area except, in the opinion of the delegated officer, the proposal is minor in nature.
- (f) Applications on City owned or managed land by a private entity; and
- (g) Applications for illuminated signage opposite (directly or diagonally) to or adjoining a residential zone.

**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

*Environment (Built and Natural)*

Delegation from Council DC690

[Town Planning Scheme 6 Local Planning Scheme 7](#)

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](#)
- [Coordinator 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, 03/23	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 Premises.
- (b) High Level New 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: Holiday house and Holiday accommodation where objections are received during advertising.
- (g) Non-residential "A DC" uses within the Residential zone, except Family Day Care, where the City does not receive objections during consultation, where objections are received during advertising.
- (h) Uses not listed in Table 1 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(1) of the Scheme, except where the City does not receive objections during consultation.
- (j) Change to a of Non-Conforming Use being considered under Clause 8.1(3) of the Scheme, where no objection is received from adjoining landowners during advertising.

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#### 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.

#### 23. 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 which require an assessment of significant obstruction of views in accordance with the Salter Point escarpment Local Planning Policy. 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 State and Local Planning Policies; and
- (d) Applications involving the exercise of discretion under Clauses 6.2A or Schedule A (Part 3) clause 7A & 12.4(4) of the Scheme;
- (e) Applications for Heritage Listed properties or within a Heritage Area except, in the opinion of the delegated officer, the proposal is minor in nature.
- (f) Applications on City owned or managed land by a private entity which propose significant works or a change of land use; and

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- (g) Applications for illuminated signage opposite (directly or diagonally) to or adjoining a residential zone.

**4. Development where advertising is required.**

This power of delegation does not extend to approving development applications where advertising of the application is required unless:

- (a) consent, no objection or no response is received from those consulted; or
- (b) in the opinion of the delegated officer, the proposal is consistent with the objectives and provisions of the Local Planning Scheme and any Policy, as well as the principles of orderly and proper planning; or
- (c) any objection received can be addressed by imposing a condition(s) on the development approval granted, or modifying the design of the development; or
- (d) in the opinion of a delegated officer, the objection does not relate to valid planning considerations.

**5. Applications previously considered by Council**

This delegation does not extend to approving development applications previously determined by Council. All subsequent applications on the same proposal are to be presented to Council for determination unless in the opinion of a delegated officer, it is of a minor nature or satisfies the requirements of the planning framework.

**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.

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## Delegation from Council DC690 Local Planning Scheme No. 7

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
- Coordinator Urban Planning
- Senior 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, 03/23, 06/23,	Relevant Delegation:	N/A

## SCHEDULE 1

### CONDITIONS OF DELEGATION

The exercise of power under delegation DCXXX 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 Care Premises.
- (b) New Residential Aged Care Facilities.
- (c) Residential Building.
- (d) Telecommunications Infrastructure that is not classified as a low-impact facility under the *Telecommunications Act 1997*.
- (e) Holiday house and Holiday accommodation where objections are received during advertising.
- (f) Non-residential 'A' uses within the Residential zone, where objections are received during advertising.
- (g) Use not listed.
- (h) Change to a Non-Conforming Use where objections are received from adjoining landowners during advertising.

#### 2. **Developments involving the exercise of a discretionary power**

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

- (a) Applications which require an assessment of significant obstruction of views in accordance with the Salter Point escarpment Local Planning Policy.
- (b) Applications which, in the opinion of the delegated officer, represent a significant departure from the Scheme, or relevant State and Local Planning Policies.
- (c) Applications for Heritage Listed properties or within a Heritage Area except, in the opinion of the delegated officer, the proposal is minor in nature.
- (d) Applications on City owned or managed land by a private entity which propose significant works or a change of land use; and
- (e) Applications for illuminated signage opposite (directly or diagonally) to or adjoining a residential zone.

#### 3. **Development where advertising is required.**

This power of delegation does not extend to approving development applications where advertising of the application is required unless:

- (a) consent, no objection or no response is received from those consulted; or
- (b) in the opinion of the delegated officer, the proposal is consistent with the objectives and provisions of the Local Planning Scheme and any Policy, as well as the principles of orderly and proper planning; or
- (c) any objection received can be addressed by imposing a condition(s) on the development approval granted, or modifying the design of the development; or

- (d) in the opinion of a delegated officer, the objection does not relate to valid planning considerations.

**4. Applications previously considered by Council**

This delegation does not extend to development applications previously determined by Council. All subsequent applications relating to the same proposal are to be presented to Council for determination unless in the opinion of a delegated officer, it is of a minor nature or satisfies the requirements of the planning framework.



## Delegation from Council DC692 Enforcement and Legal Proceedings – Illegal Development

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

### Statutory Reference:

Section 5.42 of the *Local Government Act 1995*  
Section 214 (2), (3) and (5) of the *Planning and Development Act 2005*

### Powers and Duties:

To issue a direction to a person contravening section 214 of the *Planning and Development Act 2005*.

### Functions:

1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements.
2. Give a written direction to the owner or any other person who undertook an unauthorised development:
  - a) to remove, pull down, take up or alter the development; and
  - b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.
3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.

Delegation Number: DC692

Relevant Management Practice: N/A

Council Adoption:

Relevant Policy: N/A

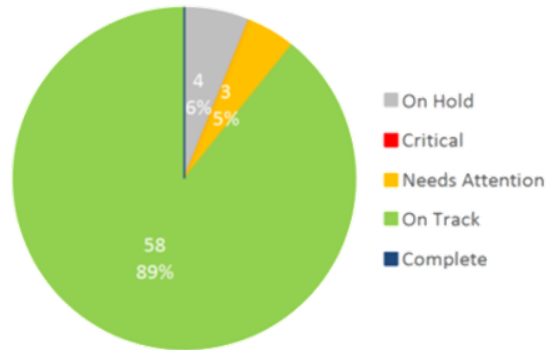
Reviewed/Modified:

Relevant Delegation: N/A

## CORPORATE BUSINESS PLAN | COUNCIL REPORT

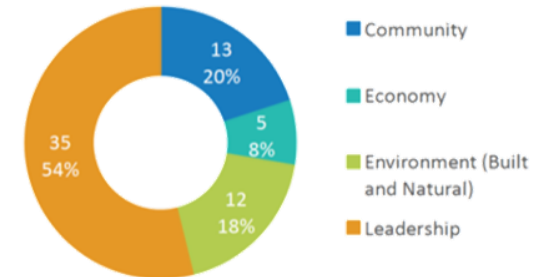
Corporate Actions that we will deliver over 2023 / 2024 | Q2 Dashboard | Oct to Dec 2023

### STATUS SNAPSHOT

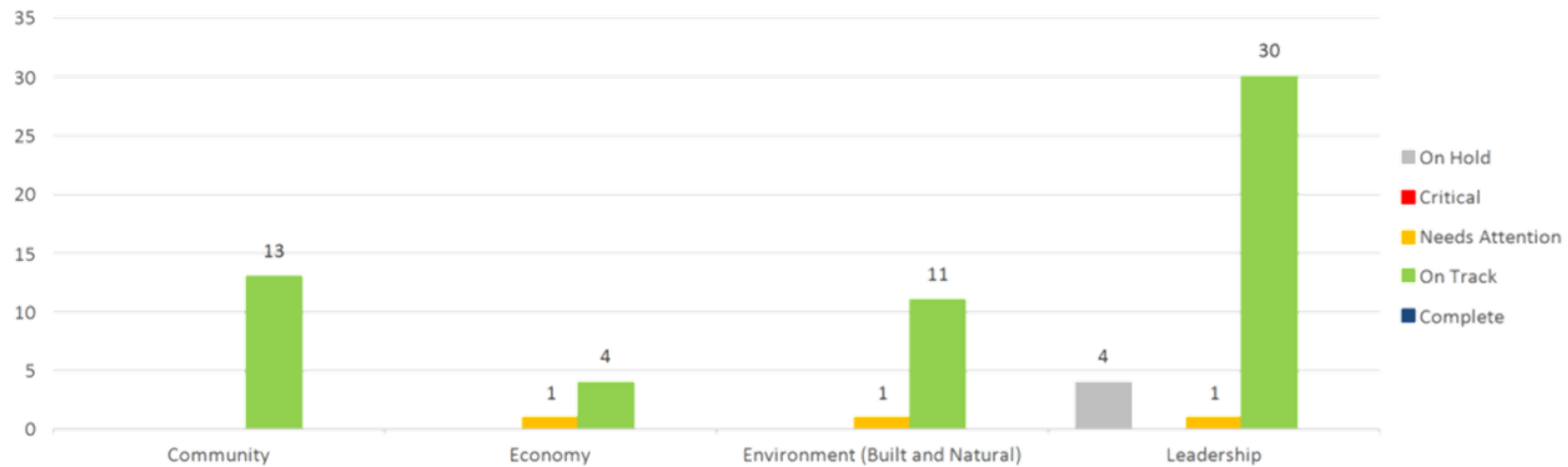


**65**  
Corporate  
Project /  
Activities in  
Total

### STRATEGIC DIRECTION SNAPSHOT



### STATUS TRACKING BY STRATEGIC DIRECTION



CORPORATE BUSINESS PLAN   2023 / 2024   QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
1	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 2023	
									<p>The City hosted the Disability Assembly WA event.</p> <p>The City's lighting schedule for Mindeerup has been updated with relevant access and inclusion awareness days</p> <p>City events continue to have AUSLAN interpreters, track matting, ACROD and gender neutral toilets.</p> <p>City staff attended homelessness training to ensure all interactions with people identified as "homeless" are done in a dignified way.</p> <p>The City held two events for seniors Memory Bridge designed to help assist carers and professionals to learn a new way of thinking about dementia and Song story a live production of songs that hold a special place in our seniors' lives.</p> <p>The City has entered into a partnership agreement with Soroptomist South Perth working towards building affordable housing for women over 55 at risk of homelessness</p>	
									QTR 1   Jul to Sep 2023	
									<p>The City continued to implement, monitor and evaluate the actions within the Access and Inclusion Plan. The following actions occurred during the reporting period:</p> <ul style="list-style-type: none"> <li>The City ensured the provision of ACROD parking, universal access toilets, and other accessibility initiatives at local community events and programs, such as Emerging Artist Award and NAIDOC Week.</li> <li>The City's Inclusive Community Advisory Group met in August 2023 and provided feedback on optimising access and inclusion for City projects.</li> <li>The City's recruitment information/job advertisements included a written statement to encourage applications from people with disability, First Nations people or people from diverse backgrounds.</li> <li>The City supported the provision of programs and services that included opportunities for people with disability, disadvantaged people and people from diverse backgrounds e.g. modified sport and recreation programs held at GBLC, homelessness support, food relief program for vulnerable people, home reader service, multi-cultural playgroups in community facilities, and schemes to assist low-income earners to participate at local sporting and recreation facilities.</li> </ul>	

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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
2	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	50 %	Implementation of the master plans for Challenger Reserve, George Burnett Park and Hensman Street Recreation Precinct. Monitor and evaluate the implementation.	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>George Burnett Recreation Precinct Masterplan is progressing. Bike Pump Track tender is currently open and closes on 31 January, OCM report planned for March 2024 meeting. Also the project consultant has presented the cycling needs assessment report to the City.</p> <p>Challenger Reserve Masterplan is progressing, with the City undertaking planning for the provision of new all-gender changerooms and additional sportslighting. The proposed cricket training nets project on hold pending further investigation regarding placement.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>George Burnett Masterplan is progressing with procurement preparation for the Bike Pump Track, expected to go to tender in November 2023. Draft report of the cycling needs assessment has been received.</p> <p>Challenger Masterplan is progressing, with planning commenced for cricket training nets.</p>	
3	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	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>The City continues to deliver an array of youth programs &amp; events, including the Youth Makers Markets at the City's Carols at Sunset event, Christmas crafts workshop at George Burnett Leisure Centre, and Halloween at Manning Hub.</p> <p>The City remains active in the Local Drug Action Group and our local Youth Sector Network. Meeting with the South Perth Youth Network are still occurring regularly with two new members joining this quarter.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Youth Programs and Events - The City planned and facilitated school holiday events and volunteering opportunities for local young people.</p> <p>Youth Places and Facilities - The City programmed low-cost leisure activities for young people at the George Burnett Leisure Centre.</p> <p>Youth Communication - The City promoted positive stories of young people in the community.</p> <p>Youth Development - South Perth Youth Network meetings were held with 2 new members recruited through a new recruitment campaign. Additionally, the City engaged with the Australian School of Entrepreneurship to deliver YES (Young Entrepreneur Summit) Perth, which was a one-day interactive summit for primary and secondary students featuring keynote presentations, panel discussions, and interactive group workshops on leadership, public speaking, financial literacy, and ideation.</p>	



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No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
4	Community	1.2 Community infrastructure	1.2.1 Maintain current and plan, develop and facilitate community infrastructure to respond to community needs and priorities	<b>Community Recreation Facilities Plan 2019 - 2033 - Action Implementation</b>	Ongoing	On Track	87 %	Implement, monitor and evaluate the Community Recreation Facilities Plan	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>Completed projects - cricket facilities upgrade; toilet upgrades at Manning Bowling Club, Como Bowling Club, Hensman Park Master Plan, GBLC Cycling Needs Assessment, South Perth Bridge Club; and sports reserves fees and charges review is completed.</p> <p>Projects that have commenced and are on track - Public Open Space Strategy review</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Completed projects - cricket facilities upgrade; toilet upgrades at Manning Bowling Club, Como Bowling Club, and South Perth Bridge Club; Hensman Park Master Plan and sports reserves fees and charges review is completed.</p> <p>Projects that have commenced and are on track - GBLC Cycling Needs Assessment, Public Open Space Strategy review</p>	
5	Community	1.2 Community infrastructure	1.2.1 Maintain current and plan, develop and facilitate community infrastructure to respond to community needs and priorities	<b>Underground Power Program</b>	01/06/2023 12:00:00 AM	On Track	50 %	Construction of the UGP program for South Perth & Hurlingham. Electrical design of Kensington (East & West), Waterford Triangle and Wesley Playing Fields	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>UGP program for South Perth &amp; Hurlingham is near completion. Electrical design of Kensington (East &amp; West), Waterford Triangle and Collins Oval/ Collier Reserve still to be finalised.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>UGP program for South Perth &amp; Hurlingham is under construction. The design for Kensington (East &amp; West), Waterford Triangle and Wesley Playing Fields is in progress.</p>	
6	Community	1.2 Community infrastructure	1.2.2 Effectively develop, manage and optimise the use of the City's properties, assets and facilities	<b>10 Year Capital Program</b>	Ongoing	On Track	50 %	Inclusion of developed projects into the Forward Works program. Development of an effective 5 + 5 Year Forward Works program for the City	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>Met with internal business units in December to develop a 10 Year Capital Works program for long term planning.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The 10 Year Capital Program has been updated with information from relevant plans in preparation for updating the LTFP and preparing the 24/25 budget.</p>	
7	Community	1.2 Community infrastructure	1.2.2 Effectively develop, manage and optimise the use of the City's properties, assets and facilities	<b>Asset Management Plans</b>	Ongoing	On Track	25 %	Review and Develop Asset Management Plans for all major asset classes. Review the processes for evaluating Asset Management Plans, processes and asset sustainability	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>The Draft Transport Asset Management Plan was being reviewed during this period.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The Transport Asset Management Plan is in draft and being internally reviewed.</p>	

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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
8	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 - Engineering		On Track	50 %	Deliver the Capital Works Program in relation to the renewal and upgrade of City assets including roads, footpaths	QTR 2   Oct to Dec 2023	
									<p>10 Capital Projects have been completed on multiple roads, including:</p> <ul style="list-style-type: none"> <li>- Manning Rd - Welwyn Ave to Canavan Cr</li> <li>- Douglas Ave - Shaftsbury St to Canning Hwy</li> <li>- Angelo St - Forrest St to Coode St</li> <li>- Canning Hwy - Ryrie Ave</li> <li>- Forrest St - York St Street Parking Bays</li> <li>- Paterson St - Edgecumbe St Mini roundabout</li> <li>- Cloister Ave - Welwyn Ave to Marsh Ave</li> <li>- Pether Rd Davilak Cr to Gross Ave</li> <li>- Forward St - Canavan Cr to Gross Ave</li> <li>- Redmond St Reserve Footpath</li> <li>- ROW 121 (Davilak Edgecumbe Clydeside)</li> </ul> <p>Construction has commenced on multiple road projects, including:</p> <ul style="list-style-type: none"> <li>- Ryrie Ave - Murray St to Bland St</li> <li>- Talbot Ave - Barker to Saunders St</li> </ul>	
									QTR 1   Jul to Sep 2023	
									<p>Construction has commenced on multiple road projects, including Cloister Avenue, Manning Road, Pether Road, Godwin Avenue, Henley Street, Forrest Street, and York Street.</p>	

CORPORATE BUSINESS PLAN   2023 / 2024   QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
9	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 - Facilities		On Track	55 %	Deliver the Capital Works Program in relation to the renewal and upgrade of City facilities	<b>QTR 2   Oct to Dec 2023</b>  Works completed for - South Perth Seniors oven replacement - Manning Seniors Gas Heaters Works in progress with completion within Q3: - Animal Care Facility Floor painting & Veranda - Civic Centre Fencing - LED Upgrades - Electrical switchboard upgrades - Collier Golf Course Switchboard upgrades - Foreshore Changing places Procurement completed and ready to award/Schedule: - HVAC Replacement programme - Rugby Club light heat replacement Scope being finalised and ready for release: - Access Control Upgrade - Asbestos Replacement Programme	
									<b>QTR 1   Jul to Sep 2023</b>  Works completed: • South Perth Seniors oven replacement. Works awarded and construction planned for Q2 and Q3: • Civic Centre Fencing renewal, Manning Seniors gas heaters renewal, Animal Care Facility Floor Painting & Veranda works, LED Lighting Upgrade – various sites, Electrical switchboard upgrades – various sites, Foreshore Changing places facility and Collier Park Golf Course Switchboard upgrades. Asbestos Replacement Programme: • Annual audit commenced and scoping in progress. Works Scheduled for Q2 and Q3: • Old Mill cabinet works and South Perth Library furniture Procurement work in progress: • HVAC Replacement programme – various sites, Rugby Club lighting & heating replacement, Access Control Upgrades – various sites and Parks Electrical switchboard upgrades – various sites.. Request for Tender Release Scheduled for Q2 and Q3; • Comer St public toilet works and Operations Centre work station upgrade works. Coode St public toilet proposal due to be presented to Executive in Q2.	



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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
10	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 - Fleet		On Track	50 %	Deliver the Capital Works Program in relation to the renewal and upgrade of City fleet assets	QTR 2   Oct to Dec 2023	
									On track to procure and deliver vehicles and plant identified for replacement in 2023/2024 fleet replacement Plan	
									QTR 1   Jul to Sep 2023	
11	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 - Parks		On Track	50 %	Deliver the Capital Works Program in relation to the renewal and upgrade of parks infrastructure	QTR 2   Oct to Dec 2023	
									POs issued for the two replacement scented garden shelters, the Mindeerup to Millers pool mainline, Bill Grayden playground, Swanview playground and Bill Grayden playground replacements. Bill Grayden oval irrigation is complete. Bill Grayden Stage 2 irrigation and tree planting to commence in March 2024. Bill McGrath playground is about to have PO issued.	
									QTR 1   Jul to Sep 2023	
12	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 - Waste		On Track	80 %	Deliver the Capital Works Program in relation to the renewal and upgrade of City waste assets	QTR 2   Oct to Dec 2023	
									Waste Operations Utility vehicle on order ETA May 2024	
									QTR 1   Jul to Sep 2023	
									Request for quote documentation under development for Waste utility vehicle	



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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
13	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, monitor and evaluate the Community Safety and Crime Prevention Plan	QTR 2   Oct to Dec 2023	
									<p>The City's Community Safety Plan 2022-2027 implementation is designed to respond to priority areas as identified by the community.</p> <p>Home Safety - Home Safety and Security Rebate Program 40 rebates approved.</p> <p>Theft of possessions from motor vehicles - Community education continues</p> <p>Anti-social behavior - CCTV trailer operational and deployed in identified crime hotspots</p> <p>Road safety - the City is now registered as a Roadwise Council</p>	
									QTR 1   Jul to Sep 2023	
									<p>The City continued to implement, monitor and evaluate the actions within the Community Safety and Crime Prevention Plan. The following actions occurred during the reporting period:</p> <ul style="list-style-type: none"> <li>Facilitation of home safety and security equipment rebate program for the community.</li> <li>City purchased a new mobile CCTV trailer and it was registered/licensed.</li> <li>City liaised with Department of Communities (Housing) to request actions be undertaken to address long term community safety issues in Bunderra Close, Karawara. The outcome was new fencing was installed in the area and the Department had evicted some tenants who were causing repeated anti-social behaviour.</li> </ul>	

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No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
14	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	70 %	Bi-annual review of Plan. Undertake public consultation and recommendation to finalise review. Council endorse revised EDP.	<b>QTR 2   Oct to Dec 2023</b> 70% completion rate of updated actions from mid-point review of EDP (August 2023 OCM) - Buy Local Shop Local Campaign underway (Peninsula print and online content and planning for Q4 2023/Q1 2024) - Participation in the Small Business Friendly Local Government initiative (report completed and working with SBDC on new reporting structure for LGA's) - Review of the City's Alfresco Dining Policy, and Alfresco Dining Trading Licence and associated fees underway - Successful delivery of several events to foster a local business network group to increase engagement with businesses & provide networking, promotional and educational opportunities <b>QTR 1   Jul to Sep 2023</b> 60% completion rate of updated actions from mid-point review of EDP (August 2023 OCM). Buy Local Shop Local Campaign underway (Peninsula print and online content and planning for Q4 2023/Q1 2024). Participation in the Small Business Friendly Local Government initiative (report completed and working with SBDC on new reporting structure for LGA's). Review of the City's Alfresco Dining Policy, and Alfresco Dining Trading Licence and associated fees underway. Successful delivery of several events to foster a local business network group to increase engagement with businesses & provide networking, promotional and educational opportunities	
15	Economy	2.1 Local business	2.1.2 Leverage learning, innovation and technology to benefit the community	Business Support Program	Ongoing	On Track	75 %	Build business capacity via a range of business development programs and activities for local businesses.	<b>QTR 2   Oct to Dec 2023</b> Ran capacity building workshop for small businesses on Social Media & design for content creation, and worked on planning for 2024 activities. <b>QTR 1   Jul to Sep 2023</b> Hosted 3 Business over Coffee events, sponsored 4 businesses to complete Curtin Ignition Program, attended 4 events to investigate and progress local innovation support, plus 6 eNewsletters with an average open rate of 45.6%, and various meetings to progress Business Support planning for Q4 2023 - Q2 2024.	
16	Economy	2.1 Local business	2.1.3 Encourage and support local business and employment	Millers Pool Café Development	Ongoing	On Track	50 %	Construct and open café at Millers Pool South Perth (Subject to the approval and proponents delivery)	<b>QTR 2   Oct to Dec 2023</b> The Head Lease was sent to and reviewed by the City and sent back to the Department of Planning, Lands and Heritage with amendments for consideration and approval. <b>QTR 1   Jul to Sep 2023</b> The Head Lease is currently with the Department of Planning, Lands and Heritage for consideration and approval.	

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No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
17	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	Needs Attention	10 %	Present draft neighbourhood precinct plans to Council for consent to advertise. Present draft neighbourhood precinct plans to Council for endorsement. Implement and monitor endorsed neighbourhood precinct plans.	QTR 2   Oct to Dec 2023	
									Investigations to commence following endorsement of draft LPS 7.	
									QTR 1   Jul to Sep 2023	
									Investigations to commence following endorsement of draft LPS 7.	
18	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	100 %	Implement, monitor all precinct structure plans. Major review of Canning Bridge Precinct Plan in consultation with the City of Melville. Undertake precinct planning within the Bentley Curtin Specialised Activity Centre in consultation with the Town of Victoria Park, DevelopmentWA, DPLH & Curtin Uni.	QTR 2   Oct to Dec 2023	
									Implementation of Precinct Structure Plans ongoing.	
									QTR 1   Jul to Sep 2023	
									Implementation of Precinct Structure Plans ongoing.	
19	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	75 %	Implement recommendations identified in the Pathways and Bike Plans	QTR 2   Oct to Dec 2023	
									Construction nearly completed on Godwin Avenue, Pether Road, Davilak Crescent and Henley Street.	
									QTR 1   Jul to Sep 2023	
									Construction works commenced on Godwin Avenue, Pether Road, Davilak Crescent and Henley Street. Major construction on Godwin Avenue, Pether Road and Henley Street due for completion by end of October.	
20	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 Track	20 %	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 2023	
									Call for Local Heritage Survey nominations scheduled 6-26 February 2024.	
									QTR 1   Jul to Sep 2023	
									Review of thematic history and existing Local Heritage Inventory has commenced. Preparing consultation plan for call for nominations for places.	



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21	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 %	Maintain the local planning policy suite by reviewing and amending policies.	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>OCM February 2024 - four LPP's for advertising; 3 LPPs for final adoption; 8 LPPs for revocation. Remaining 6 LPPs are identified for amendment, revocation and development in 2024.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>LPP review is staged across 2023/24. Estimated completion May 2024. The following Policies were drafted/ reviewed during this reporting period:</p> <ul style="list-style-type: none"> <li>Local Planning Policy – Advertising Signage</li> <li>Local Planning Policy – Design Review Panel</li> <li>Local Planning Policy – Heritage and Conservation and Development</li> <li>Local Planning Policy – Developer Contribution for Public Art and Public Art Spaces</li> <li>Local Planning Policy – Family Day Care and Child Day Care Centres</li> </ul>	
22	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	90 %	Implement, monitor and review LPS7.	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>Awaiting final approval by Minister for Planning.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Western Australian Planning Commission considered draft Local Planning Scheme No. 7 on 24 October 2023. City presented a deputation at this meeting. Awaiting final approval by Minister for Planning.</p>	
23	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	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>Strategic Planning continues to monitor and implement LPS.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Strategic Planning continues to monitor and implement LPS.</p>	
24	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	01/06/2023 12:00:00 AM	On Track	50 %	Develop a long term operating arrangement for Collier Park Golf Course and in collaboration with the operator develop a plan for the future of the golf course.	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>At its meeting held 12 December 2023 Council approved facilities management company Clublinks Management Pty Ltd as the preferred operator of the Collier Park Golf Course. The Lease and agreements are to now be worked through.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The Tender for Collier Park Golf Course is currently advertised, closing 24 October 2023.</p> <p>Following closure of the Tender all submissions will be assessed with a report to Council expected in December 2023.</p>	

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25	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 Plan	Ongoing	On Track	50 %	Review the City's Public Open Space Strategy and develop into an informing document (Public Open Space Plan) that guides the future provision, design, development and management of the City's parks, reserves and other public open space. Quality public open space networks contribute to the health and wellbeing of communities	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>The City's Public Open Space Plan project is progressing. Mapping activities were undertaken during the quarter.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The POS Project is continuing to progress. An internal working group has been established comprised of staffing representatives from the City's recreation development, strategic planning and parks business units. Strategic Planning is the lead for the project</p>	
26	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	South Perth Foreshore - Node 2 Coode Street Upgrade		On Track	40 %	Design playground, carpark and lighting upgrade at the South Perth Foreshore Coode Street	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>Preliminary design and planning is underway.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Preliminary design and planning is underway</p>	
27	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	100 %	Review the management plan in partnership with relevant external stakeholders (Department of Biodiversity, Conservation and Attractions (DBCA) & Main Roads WA (MRWA).	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>The City continues to work in partnership with Mainroads and DBCA.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The City continues to work in partnership with MRWA and DBCA</p>	
28	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 recommendations in the Greenhouse Gas Reduction Plan	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>Engaged a qualified contractor to install EV Charging stations at the Operations and Civic Centres. Undertook ongoing monitoring of corporate energy, water and gas consumption and GHG emissions via online monitoring platform.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Investigated opportunities for EV Charging stations installations. Secured funding from Department of Mines, Industry Regulation and Safety for installation of EV charges at Operations and Civic Centres. Undertook ongoing monitoring of corporate energy, water and gas consumption and GHG emissions via online monitoring platform.</p>	



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29	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	Integrated Drainage Catchment Management Plan		Needs Attention	25 %	Review and renew the Integrated Drainage Catchment Management Plan	QTR 2   Oct to Dec 2023 Drainage Catchment Management Plan review has started now, however is delayed due to staff availability. QTR 1   Jul to Sep 2023 Drainage Catchment Management Plan review is currently delayed due to staff availability.	
30	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	On Track	20 %	Implement and report on Waste Management Plan	QTR 2   Oct to Dec 2023 Key waste reduction/ recovery projects for delivery against milestones have been identified and are progressing. Waste Plan currently under review for Action points relevance to current strategic direction. QTR 1   Jul to Sep 2023 Annual report submitted to DWER	
31	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 2023 Ongoing with implementation of HR and organisational protocol QTR 1   Jul to Sep 2023 No further actions required this quarter - continued to implement organisational protocol for team members and community.	
32	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	50 %	Deliver the Painted Dog Customer Satisfaction Survey and conduct the Voice of Customer surveys and implementation of identified improvements.	QTR 2   Oct to Dec 2023 On average, 97% of customers surveyed across three VoC's were satisfied with the lodgement experience. This includes the web experience. Rangers, Waste, Planning, Building and Parks have now all received feedback. Waste and Rangers have presented progress to the Leadership Team. Painted Dog research was completed in December with data currently being reviewed for delivery across the organisation. Dashboards have been developed for Statutory Planning to assist with applications and requests. QTR 1   Jul to Sep 2023 Planning and schedule for Painted Dog Research in action with survey scheduled for November 2023. Presentation to September 2023 Leadership Team meeting with results of the Waste VoC survey and outline of action plan for improvement.	✓
33	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 Services Agreements (Assets & Infrastructure Support)		On Track	25 %	Define service agreements with stakeholders, develop evaluation and monitoring process for delivery. Undertake a survey to resident/ratepayers to identify service levels	QTR 2   Oct to Dec 2023 The Transport Asset Management Plan is currently being developed, which includes the formulation of Levels of Service for Roads QTR 1   Jul to Sep 2023 During this quarter the technical Levels of Service for Parks has been documented.	

CORPORATE BUSINESS PLAN   2023 / 2024   QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
34	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 %	Deliver agreed initiatives in accordance with the MOU	<b>QTR 2   Oct to Dec 2023</b> Bi-annual meeting was scheduled for September; as this meeting was to include the Mayors, the meeting was postponed until after the upcoming Mayoral elections. This meeting is scheduled for January 2024  <b>QTR 1   Jul to Sep 2023</b> A bi-annual meeting was scheduled for September; as this meeting was to include the Mayors, the meeting was postponed until after the upcoming Mayoral elections.	✓
35	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	<b>QTR 2   Oct to Dec 2023</b> Participated in ICG Meetings of the CEO's and meetings of the CEO's and Mayors to discuss active topics. Executive Management Team attended various sub-committee meetings to identify opportunities for collaboration and partnerships. Business and Corporate Services Working Group is chaired by City of South Perth.  <b>QTR 1   Jul to Sep 2023</b> Participated in ICG Meetings of the CEO's and meetings of the CEO's and Mayors to discuss active topics. Executive Management Team attended various sub-committee meetings to identify opportunities for collaboration and partnerships. Business and Corporate Services Working Group has been re-activated and chaired by City of South Perth.	✓
36	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	<b>QTR 2   Oct to Dec 2023</b> RAC Imagine Program and Intellibus trial have ended. The City continues to maintain a relationship with RAC to explore possible projects to collaborate on in the future.  <b>QTR 1   Jul to Sep 2023</b> RAC Imagine Program and Intellibus trial have ended. The City continues to maintain a relationship with RAC to explore possible projects to collaborate on in the future.	✓
37	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 Hold	0 %	Develop Partnership Agreement	<b>QTR 2   Oct to Dec 2023</b> The City no longer holds a partnership agreement with the Perth Zoo. Initiatives of mutual benefit will be progressed as they arise.  <b>QTR 1   Jul to Sep 2023</b> The City no longer holds a partnership agreement with the Perth Zoo. Initiatives of mutual benefit will be progressed as they arise.	✓



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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
38	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, consult and listen to our community to understand and deliver on identified priorities	Partnerships: Southcare, Moorditj Keila, Historical Society, Lion's Club, Food Relief Program, Befriend Inc etc.	Ongoing	On Track	50 %	Monitor performance against Annual partnership agreement to deliver programs for disadvantaged people and groups in the local community	<div>QTR 2   Oct to Dec 2023</div> <p>All City partnership agreements are on track to achieve agreed outcomes in the delivery of programs and services for target groups in the local community, including people with disabilities, seniors, youth, disadvantaged people and Aboriginal people.</p> <div>QTR 1   Jul to Sep 2023</div> <p>Partnership Agreement acquittals have been received and updated partnerships are currently being developed.</p>	<input checked="" type="checkbox"/>
39	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.	<div>QTR 2   Oct to Dec 2023</div> <p>Launch of the first edition of MySouthPerth magazine in December 2023. Assisted on numerous projects including Southside Summer branding, Christmas carols, Volunteer of the Year, library events and launch of new enterprise system, waste calendar production and marketing, road rehab projects and other City projects and events.</p> <div>QTR 1   Jul to Sep 2023</div> <p>In Q1, the business unit provided communication and marketing advice, support and collateral, for multiple projects across the organisation including the development and implementation of communication plans and marketing material for large scale projects including:</p> <ul style="list-style-type: none"> <li>- Local Government Elections</li> <li>- Local Planning Policy Review</li> <li>- Emerging Artist Award</li> <li>- Volunteer of the Year Awards, Citizenship of the Year Awards</li> <li>- Playground renewals (Swanview and Bill McGrath Reserve)</li> <li>- Corporate Business Plan</li> <li>- Library Management System</li> </ul> <p>Further design, production and implementation of communications and marketing support was provided using channels including print, the City website, social media, e-newsletters, Peninsula magazine, media releases and updates and a variety of marketing material for additional small and medium-scale City projects and programmes.</p>	



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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
40	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	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>The City is currently conducting an internal review of its Reconciliation Action Plan (RAP). The revised RAP will be uploaded to the City's website in due course.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The City continued to implement, monitor and evaluate the actions within the Reconciliation Action Plan. The following actions occurred during the reporting period:</p> <ul style="list-style-type: none"> <li>Welcome to Country or Acknowledgement of Country was carried out at City's community and civic events.</li> <li>Facilitation of NAIDOC Week events for the community</li> <li>City's Emerging Artist Award included an art category for First Nations artists.</li> <li>City's recruitment processes included strategies to encourage Aboriginal and Torres Strait Islander employment opportunities.</li> <li>City procured goods and services from Aboriginal business enterprises.</li> </ul>	
41	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.	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>Stakeholder engagement took place in quarter two for stages two and three of the Local Planning Policies Review, Local Sporting and Community Club Survey and Trial Parklet Proposal.</p> <p>Engagement planning commenced for stage four of the Local Planning Policies Review, SCP Minor Review and the Local Heritage Survey Review.</p> <p>Completed the review of the Stakeholder Engagement Guide and Toolkit documentation. Planning commenced for the Engagement 2024 project. Regular meetings with other business units regarding joint working, best practice and support took place.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Stakeholder engagement took place in quarter one for stage one of the Local Planning Policies Review, the Payment in Lieu of Parking Plan consultation, the Bill McGrath Reserve and Swanview Reserve playground replacements, and an internal bike and scooter parking survey.</p> <p>Engagement planning commenced for stage two of the Local Planning Policies Review.</p> <p>Work continued on the review of the Stakeholder Engagement Guide and Toolkit documentation. Held regular meetings with other business units regarding joint working, best practice and support.</p>	

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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
42	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	On Track	50 %	Participate in the Canning Bridge Train Station development project working group to represent the City's interests	QTR 2   Oct to Dec 2023	✓
									The City continues to maintain involvement in the project.	
43	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	Integrated Transport Strategy - Advocacy		On Track	50 %	Work with State Government and public transport providers to improve public transport frequency and connectivity to and within the City	QTR 1   Jul to Sep 2023	
									The City continues to advocate in relation to public transport and connectivity where appropriate.	
44	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	On Hold	0 %	Advocate for State Government funding to enhance and upgrade the precinct.	QTR 2   Oct to Dec 2023	✓
									This project is currently in an on hold status until such time as there is an appropriate opportunity to progress.	
									QTR 1   Jul to Sep 2023	
									This project is currently in an on hold status until such time as there is an appropriate opportunity to progress.	

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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
45	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	20 %	Advocate for external (public and private) funding for river wall replacement on the South Perth foreshore.	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>Discussions with relevant stakeholders is well advanced on reaching agreement on suitable technical treatments for each section of the foreshore to replace the end-of-life assets. Identification of grant funding opportunities and development of applications are well progressed for some stages of the works.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Ongoing discussions with DBCA on the preferred solution for the river wall to enable better understanding of the costs to support lobbying for funding.</p>	✓
46	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	On Hold	0 %	Advocate for State Government funding for project	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>This project is currently in an on hold status until such time as there is an appropriate opportunity to progress.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>This project is currently in an on hold status until such time as there is an appropriate opportunity to progress.</p>	✓
47	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	75 %	Implementation of the Rating and Health	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>We went live with the Rating module in 1System in December, we took the third instalment payments in 1System and 4th instalments are due to be issued in the first week of Feb 24.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>In this quarter we completed the configuration, commenced User Acceptance Testing (85% through) and data migration (75% though) for Rates. We have raised over 70 issues and now have that list under 30 with only one potential showstopper (Applying credit balances to rates and how interest is calculated). Discussions are currently taking place with Technology One regarding this issue. We still believe we can go live in December this year.</p> <p>We are on track to go live with Pools, Bonds, Animal Impound Register and the remainder of the Health Module in Q2.</p>	✓



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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
48	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.	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>The data collection was completed and submitted in November 2023. PricewaterhouseCoopers provided the final program report at the end of December 2023. The information provided within the report will be presented to the Executive Management Team for consideration in quarter 3 (2024).</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Data for the annual benchmarking program has been uploaded into the PWC portal. All data submissions and sign off were completed at the end of September 2023.</p>	
49	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	50 %	Review and update the CBP annually according to the IPRF guidelines and the annual business planning process, extending the term to include 2027/28 actions. Report quarterly on progress to the ARGC and Council. Use progress for input to the Annual Report.	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>Planning for the development review of the 2024/25 Corporate Business Plan was completed during quarter 2. The Executive Management Team approved the review approach and implementation will commence in early 2024 in consultation with the Leadership Team.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The data from the approved Corporate Business Plan (CBP) 2023/24 - 2026/27 has been uploaded into 1System to facilitate quarterly reporting for Quarter 1. Information from the prior year CBP reporting has informed the content for the 2022/23 Annual Report. Planning for the next review of the CBP may commence in Q2 pending Local Government Act amendments to be announced.</p>	✓
50	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	30 %	Develop Strategic Asset Management Plan for consultant review. Council endorse Strategic Asset Management Plan Enable Asset Management Plans / Policies to be developed Commence Implementation	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>This quarter a consultant was appointed to assess the City's Asset Management maturity against the ISO 55000 standard. This will inform the review of the draft SAMP.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Draft Strategic Asset Management Plan is currently going through internal review.</p>	
51	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	On Hold	0 %	Review findings from November 2023 audit and implement processes and practices to move to maturity level 1	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>This project has commenced, initial meetings with stakeholders have been booked for February.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>This project will commence when the 1System project finishes in January 2024</p>	

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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
52	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 %	<p>Conduct internal audits and reviews to achieve compliance with requirements under retirement village legislation including but not limited to: Documentation Audit and Review:</p> <p>Accurate and truthful promotional/sales material</p> <p>Current and accurate Leasing documentation</p> <p>Consultation:</p> <p>Conduct Annual Meeting</p> <p>Conduct Annual Budget Meeting</p> <p>Engage, consult and listen to residents to understand and deliver identified priorities</p> <p>Financial:</p> <p>Presentation of Financial Statements (Annual and Quarterly)</p>	<p>QTR 2   Oct to Dec 2023</p> <p>Operational and Reserve fund financial statements for the quarter (July/Aug/Sept) were made available to residents in October, inclusive of comments and meeting compliance requirements under the Fair Trading (Retirement Villages Code) Regulations 2022.</p> <p>Review of 9 WA Legislation Government Gazettes provided no new developments to current operations for Collier Park Village. Still pending is the decision by the WA Government to introduce a Bill to implement recommendations in the Decision Regulatory Impact Statements undertaken over the course of 2021/2022.</p> <p>The Annual Meeting held under Retirement Village legislation to present the financial statements for the previous period 2022/2023 was conducted. Included in the process was the requirement to conduct a special resolution to enable residents to "opt out" of the need to have audited figures presented. This was achieved with a majority vote and the financial year 2023/2024 will not require the City to present independently audited financials to the residents of Collier Park Village. Residents were provided with the City's current rigorous financial auditing procedures for all of their operations to assist in their decision making.</p> <p>The due diligence process being conducted this quarter to provide Amana Living with information pertaining to operational matters, assets and financial information has been intensive and incorporated additional reviews and auditing of current Village operational and management practices.</p>	

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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
53	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Strategic Community Plan		On Track	25 %	Complete Minor Review of SCP 2021-2031.	<p><b>QTR 1   Jul to Sep 2023</b></p> <p>Operational and Reserve Fund Financial Statements for the quarter (Apr/May/June) were made available to residents in July, inclusive of comments and meeting compliance requirements under the Fair Trading (Retirement Villages Code) Regulations 2022. Review of 6 WA Legislation Government Gazettes provided no new developments to current operations for Collier Park Village. Decision by the WA Government to introduce a Bill and implement recommendations in the Decision Regulatory Impact Statements are still pending. Consultation with the community and industry in developing these amendments has been extensive, which was essential to ensure that the right balance in protecting the interests of both operators and residents is achieved. All internal Policies, Procedures and Guidelines were reviewed and amended as necessary as part of the annual auditing program. Detailed and informative meetings continue to be held with all new prospective lease holders prior to signing agreements. At this stage the changes to the Lease to incorporate Clause 9 dealing with the "Request for Proposal" have not deterred potential clients from entering the Village. The Annual General Meeting of the Residents' Committee held on 20 September 2023 provided an opportunity for the City to present to the residents of Collier Park Village their recommendation to Council, after rigorous evaluation, of Amana Living as the preferred proponent. A decision to be made at the 31 October Council Meeting.</p>	✓
									<p><b>QTR 2   Oct to Dec 2023</b></p> <p>Early indications from the Department of Local Government regarding Council Plans is that a Council Plan will be required to be effective from 1 July 2026. Advice from the Department is that the existing legislation remains current until the new Regulations are endorsed (potentially in late 2024). To conform with existing requirements, a minor review of the Strategic Community Plan (SCP) has been planned and will commence with Leadership Team consultation in early 2024.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The minor review of the Strategic Community Plan has been put on hold pending receipt of details of the regulation changes resulting from changes to the Local Government Act. Further information is expected from the Department of Local Government before the end of 2023.</p>	



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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
54	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 %	Implement the Workforce Plan's year 2 actions.	<b>QTR 2   Oct to Dec 2023</b>  The Workforce Plan year 2 action items are on track for completion. The City created and launched an onboarding survey and issued this to recent new starters to provide feedback on their onboarding experience. New starter values sessions and Leadership Team values sessions continue. An annual calendar was created for 2024 to continue to promote, embed and improve the Health & Wellbeing program.	✓
									<b>QTR 1   Jul to Sep 2023</b>  The Workforce Plan year 2 action items are on track for completion. The City implemented an in person EEO training in September 2023 for all employee participation. To commence implementation of a safety mindset across the workforce the City has rolled out the Take 5 initiative in toolbox meetings in August 2023. The City is continuing to review and improve various programs, initiatives and frameworks in line with the Workforce Plan action items.	
55	Leadership	4.3 Good governance	4.3.2 Diversify and optimise non-rate income	Collier Park Village Financial Model Project	Ongoing	On Track	0 %	Investigate a long term viable financial model for Collier Park Village	<b>QTR 2   Oct to Dec 2023</b>  Council endorsed Amana Living Incorporated as the preferred proponent at its October Ordinary Meeting. The City has been preparing the non-binding heads of agreement, which will be used to inform the content of a future contract.	✓
									<b>QTR 1   Jul to Sep 2023</b>  Evaluation of Request for Proposal respondents complete. Meeting between preferred respondent, village residents and staff occurred early October 2023. Briefing session with Elected Members and preferred respondent held mid October 2023. Council endorsed Amana Living Incorporated as preferred operator at its Ordinary Meeting 31 October 2023.	



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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
56	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.	<b>QTR 2   Oct to Dec 2023</b>  Between 1 October and 31 December 2023: - 5 grant applications were submitted with a value of \$125,750 - 9 grant application were successful with a value of \$1,012,847 - 8 grant applications were still awaiting outcome with a value of \$623,950 (including those applied for this quarter) - there were no unsuccessful grant applications.  The City of Canning and City of South Perth submitted a joint application for the State Emergency Management Committee (SEMC)/DFES, All West Australians Reducing Emergencies (AWARE) funding to partner and conduct four emergency management training sessions in March 2024. The joint application was successful, with a total of \$11,500 awarded. The funding will be received by the City of Canning, who will organise the sessions. The grant amount has not been included as part of the 5 successful submissions listed above.	
									<b>QTR 1   Jul to Sep 2023</b>  Between 1 July and 30 September 2023: - 8 grant applications were submitted with a value of \$550,708 - 1 grant application was unsuccessful with a value of \$8,300 - 12 grant applications were still awaiting outcome with a value of \$1,565,689 (including those applied for this quarter) - there were no successful grant applications.	
57	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.	<b>QTR 2   Oct to Dec 2023</b>  On 27 November 2023 and LTFP and Integrated Planning and Reporting workshop was held with Council. The status of informing documents were discussed as well as the current challenges with balancing the LTFP. The Council agreed to review the inform 10 year asset plan LTFP and IRP suite of documents as part of the 2024/25 budget deliberations, commencing in the 1st quarter of the 2024 calendar year.	✓
									<b>QTR 1   Jul to Sep 2023</b>  Due to Council elections an updated LTFP will be presented to Council in the latter part of this year.	

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Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
58	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	External audit program	Ongoing	On Track	75 %	Manage the annual financial audit, interim and final, (audit execution, queries, reporting and finalisation) and the relationship with the external auditor.	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>The interim and final annual financial audit for the 2022/23 financial year was successfully completed, albeit under extremely challenging circumstances as a result of unreasonably low materiality levels being applied to a revaluation year, all City assets subject to revaluation were revalued. The results were presented to the November 2023 ARGC meeting and an unqualified audit opinion was issued. The annual financial report including the audit opinion was endorsed by Council at the December 2023 OCM.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The interim 2022/23 audit has been finalised and results have been reported to the ARGC and Council. Council endorsed the interim report and findings at the 26 September 2023 OCM. The final audit is currently underway.</p>	<input checked="" type="checkbox"/>
59	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Annual Budget	Ongoing	On Track	50 %	Review and amend 2023/24 budget mid-year. Prepare and finalise 2024/25 budget for endorsement	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>The budget review packs for the 2023/24 budget review were issued early December 2023 the review is currently underway and on track. Planning for the 2024/25 budget have commenced.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The Capital Budget carry forwards from 2022/23 were adopted by Council at the OCM of 26 September 2023. Budget adjustments have been done.</p>	
60	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Annual Financial Report	Ongoing	On Track	75 %	Prepare and finalise 2022/23 financial report for endorsement	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>The Annual Financial Report received an unqualified audit opinion and was adopted by Council at the December 2023 OCM</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>A draft of the Annual Financial Report has been prepared and is currently being audited by the Office of the Auditor General. The draft was submitted before the 30 September 2023, in line with legislation.</p>	
61	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Annual Report	Ongoing	On Track	75 %	Prepare, complete and publish 2022/23 annual report	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>2022/2023 Annual Report approved at the December 2023 OCM. Will be presented to the community at the Annual Electors Meeting in early February 2024.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Draft content for Annual Report 2023/24 has been developed. The report is currently in the design phase.</p>	

CORPORATE BUSINESS PLAN   2023 / 2024   QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
62	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	50 %	Continue to respond to the implications of changes from COVID-19 on Human Resources and Work Health & Safety	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>Response to COVID-19 measures continue to be reviewed and monitored on a as needs basis in line with Federal and State Government advice and updates. During this quarter, the City focused on communications to employees regarding vaccinations, encouraging of face masks when being a close contact, testing for COVID-19 when unwell, and general good hygiene practices. The City will continue to respond to Government directives as and when required.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>Response to COVID-19 measures continues to be reviewed, monitored and implemented in line with Federal and State Government directions. Employee Work Health &amp; Safety Alerts, weekly monitoring and reporting of employee COVID-19 absence and monitoring of workplace cleaning/hygiene remains ongoing. The City will continue to respond to Government directions as and when required.</p>	
63	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.	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>The City received and awarded 8 Financial Hardship applications year to date, all to individuals. Rates arrears interest charging has been put on hold. Financial impact below \$800 in total.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The City received and awarded 6 Financial Hardship applications this quarter, all to individuals. Rates arrears interest charging has been put on hold. Financial impact estimated at around \$800 in total.</p>	
64	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Internal audit program	Ongoing	On Track	50 %	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.	<p><b>QTR 2   Oct to Dec 2023</b></p> <p>The audit for Integrated Planning and Reporting Frameworks was considered by Council at its meeting held 12 December 2023 and has been added to 1System.</p> <p>Audits for Procurement &amp; Contract Management, Asset Management and Projects and Programs are continuing with reports due February/March 2024.</p> <p>The audits for Internal Audit Admin &amp; Committee reporting and Compliance Audit Return have commenced with reports due February 2024.</p> <p><b>QTR 1   Jul to Sep 2023</b></p> <p>The City is awaiting the final reports for the Procurement &amp; Contract Management and Integrated Planning and Reporting Framework audits from Paxon.</p> <p>The audits for Asset Management and Projects and Programs have progressed with reports due in October/November 2023.</p>	

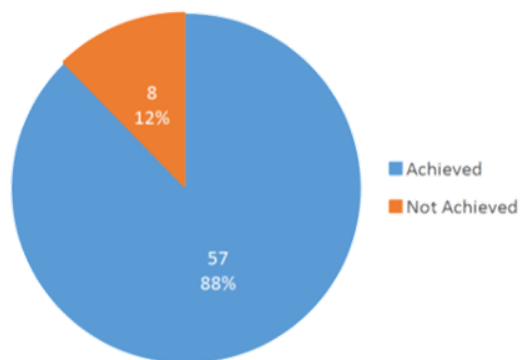


CORPORATE BUSINESS PLAN   2023 / 2024   QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 23/24	Quarterly Updates	CEO KPI
65	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Library Framework - Audit and Evaluation	Ongoing	Needs Attention	10 %	Continue audit and evaluation, engage with stakeholders, review and recommend outcomes.	QTR 2   Oct to Dec 2023	
									Project on hold through Quarter 2 due to operational activities related to LMS project. Planning in progress for project restart in Quarter 3.	
									QTR 1   Jul to Sep 2023	
									On hold pending Library Management System migration project completion. Will recommence in Quarter 3.	

# CBP MEASURES OF SUCCESS | COUNCIL REPORT

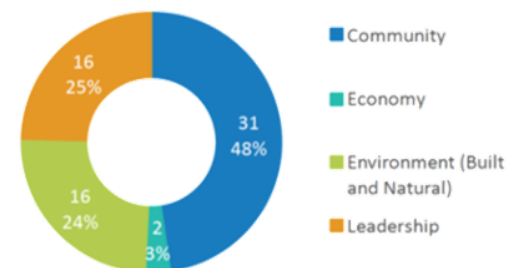
## Key Performance Indicator (KPI) Achievements - 2023/2024 | Q2 Dashboard | Oct to Dec 2023

### KPI ACHIEVEMENT SNAPSHOT

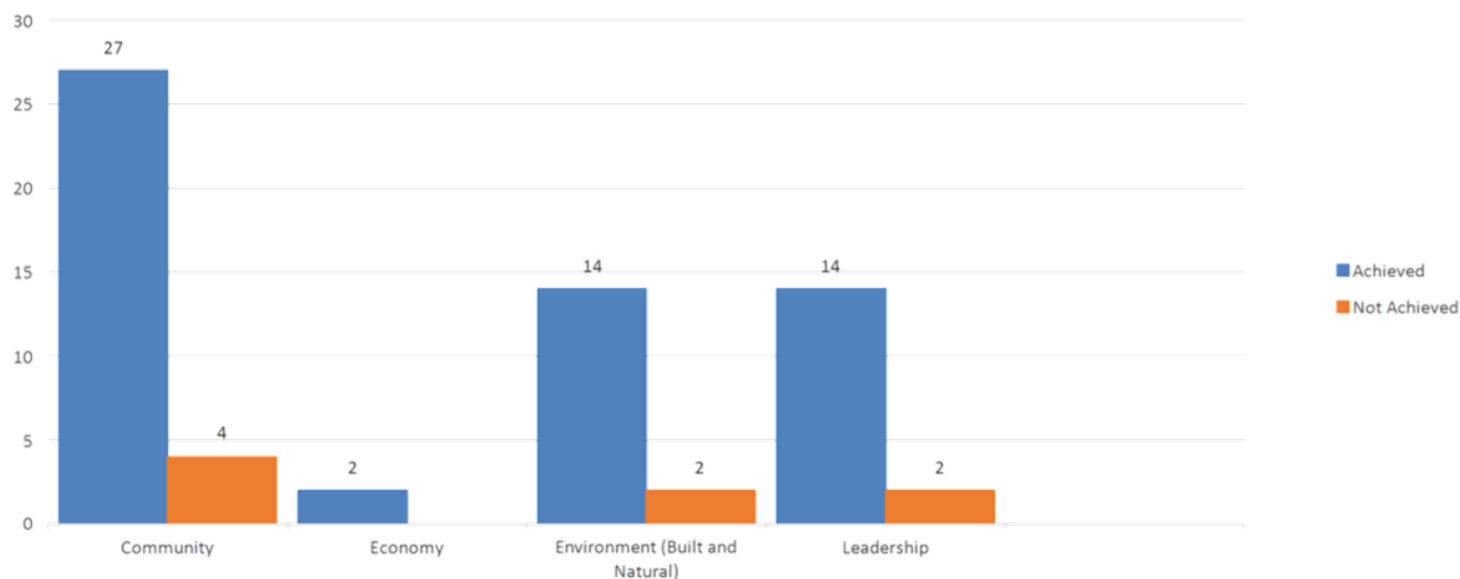


**65  
KPI  
results  
in total**

### STRATEGIC DIRECTION SNAPSHOT



### KPI ACHIEVEMENT TRACKING BY STRATEGIC DIRECTION



CBP MEASURES OF SUCCESS   2023 / 2024   QUARTER 2 REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2023 / 2024 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	40.00	83.00	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	91.00	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 15,000 people per annum at community events delivered by the City and partnering organisations	7500.00	3400.00	Not Achieved	Small scale Q1 events, plus Carols, National Citizenship Day, Emerging Artist Award, Remembrance Day events in Q2. Large 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	45197.00	Not Achieved	Reduced visitation to library branches due to reduction/suspension of library programs/events in October and November for library system migration.
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	95.00	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 Art Master Plan - Ratio of Implemented Actions	Public Art Master Plan - Ratio of Implemented Actions	Maintain ratio of 80% annual planned implementation action items	40.00	75.00	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	Public Health Plan - Ratio of Implemented Actions	Public Health Plan - Completion of relevant key actions as identified in the City's Public Health Plan	100% completion of key actions/outcomes as they relate to Environmental Health	50.00	40.00	Not Achieved	Key actions have been completed as necessary, however, the inspection component has been impacted by compliance/nuisance requests and assessment of health applications.

CBP MEASURES OF SUCCESS   2023 / 2024   QUARTER 2 REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2023 / 2024 Target	Result	Result Outcome	Result Comment
8	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	40.00	40.00	Achieved	
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	Access & Inclusion Plan - Ratio of Implemented Actions	Access & Inclusion Plan - Ratio of Implemented Actions	Maintain ratio of 80% annual planned implementation action items	80.00	80.00	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	Club Development Program	Club Development Program - The number of local clubs engaged by the City each year.	Maintain with a minimum of 80% local club participation per annum	40.00	60.00	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	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	80.00	Achieved	
12	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 75%	75.00	0.00	Not Achieved	Decision has been made not to hold survey whilst the City seeks to divest its operations and ownership of the running of the Village. Residents briefed on progress of divestment process.
13	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	75.00	Achieved	
14	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	1759.00	Achieved	



CBP MEASURES OF SUCCESS   2023 / 2024   QUARTER 2 REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2023 / 2024 Target	Result	Result Outcome	Result Comment
15	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	95.00	Achieved	
16	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	100.00	Achieved	
17	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	402.50	Achieved	
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	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	40.00	40.00	Achieved	
19	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 (Completed/Planned)	Maintain ratio of 80% annual planned implementation action items	40.00	40.00	Achieved	
20	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	40.00	40.00	Achieved	

CBP MEASURES OF SUCCESS   2023 / 2024   QUARTER 2 REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2023 / 2024 Target	Result	Result Outcome	Result Comment
21	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 - Conduct condition survey for public open space and review asset condition assessment needs for remainder of major asset classes	Complete a minimum of 1 condition survey for major asset classes annually	0.50	25.00	Achieved	
22	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	50.00	Achieved	
23	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	90.00	Achieved	
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	81.00	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	86.00	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	150.00	246.00	Achieved	

CBP MEASURES OF SUCCESS   2023 / 2024   QUARTER 2 REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2023 / 2024 Target	Result	Result Outcome	Result Comment
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	282.00	Achieved	
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	Bushfire Risk Management Plan	Bushfire Risk Management Plan	Maintain ratio of 80% annual planned implementation action items	80.00	80.00	Achieved	
31	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	
32	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	60.00	Achieved	
33	Economy	2.2 Activated places	2.2.1 Facilitate events that support local business	Business Support Program	Business Support Program	At least 4 per year	4.00	8.00	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	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	45.00	Achieved	

CBP MEASURES OF SUCCESS   2023 / 2024   QUARTER 2 REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2023 / 2024 Target	Result	Result Outcome	Result Comment
35	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	
36	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	80.00	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	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	
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	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	81.49	Not Achieved	This quarter the team was affected by resignations, extended leave and new officers joining the team which required training. This resulted in delays in processing development applications.
39	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	
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 - Public Open Space	Weed Coverage Management - The amount of weed coverage in public open space planted areas within site boundary	Manage weed coverage in planted areas at or below 10% within site boundary	10.00	3.00	Achieved	



CBP MEASURES OF SUCCESS   2023 / 2024   QUARTER 2 REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2023 / 2024 Target	Result	Result Outcome	Result Comment
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 - Maintaining and improving canopy cover in accordance with budget allocation	Achieve 20% canopy cover across the City	20.00	16.90	Not Achieved	The City is working towards the target of 20% canopy cover with the planting of new trees in the streetscapes, parks and natural areas.
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 in line with the Customer Service Charter	Complete 90% of assessments and actions in accordance with the Customer Service Charter	90.00	90.00	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 Community Requests	Public Open Space Community Requests - The percentage of public open space community requests that are responded to in line with the Customer Service Charter	Complete 90% of assessments and actions in accordance with the Customer Service Charter	90.00	90.00	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 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	Comply with 85% of scheduled maintenance	85.00	85.00	Achieved	
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 in line with Customer Service Charter	Complete 90% of assessments and actions in accordance with the Customer Service Charter	90.00	90.00	Achieved	
46	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	Weed Coverage Management - Natural Areas	Weed Coverage management - Natural Areas	Manage weed coverage in planted areas at or below 10% within site boundary	10.00	10.00	Achieved	

CBP MEASURES OF SUCCESS   2023 / 2024   QUARTER 2 REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2023 / 2024 Target	Result	Result Outcome	Result Comment
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	2.00	Achieved	
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 - Green Vehicles - 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 - Implement 100% of the actions specified in the Waste Management Plan	Achieve a ratio of 100% implementation of recommended actions	50.00	50.00	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	Communications & Marketing planning assistance	Communications & Marketing Planning Assistance	The number of key projects that the Communications & Marketing Team provide messaging on	12.00	12.00	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 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 three surveys each year and introduce key improvements from each survey	1.50	10.00	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	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% by the City's Call Centre	75.00	97.00	Achieved	

CBP MEASURES OF SUCCESS   2023 / 2024   QUARTER 2 REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2023 / 2024 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	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	
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	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	
56	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	7.00	Achieved	
57	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 2024.
58	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	
59	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	

CBP MEASURES OF SUCCESS   2023 / 2024   QUARTER 2 REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2023 / 2024 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	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	
61	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	2.00	2.00	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	Strategic Risks Reviewed	Strategic Risks Reviewed - All Strategic Risks are reviewed twice annually	Maintain 100% compliance with review process	100.00	100.00	Achieved	
63	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	29.30	Achieved	
64	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	80.00	Achieved	
65	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	50.00	Not Achieved	Awaiting reports for Proc & Cont Mgt, Asset Mgm & Proj & Prog audits. CAR & Int Aud Admin & Cttee reporting progressing.





27 February 2024

**Mike Bradford**  
**Chief Executive Officer**  
City of South Perth  
Cnr Sandgate St & South Terrace  
South Perth WA 6151

Dear Mike

## **CITY OF SOUTH PERTH 2023 COMPLIANCE AUDIT RETURN PROCESS REVIEW**

### **Background**

The Department of Local Government, Sport and Cultural Industries (DLGSC) is responsible for the regulation of the local government sector in Western Australia. They are responsible for the administration of the Local Government Act (1995), Local Government (Audit) Regulations (1996) and other associated legislation and regulations.

Part of the DLGSC regulatory framework is that each local government is required to undertake an annual compliance audit against the requirements set out in the Compliance Audit Return ("CAR"). The period of review is from 1 January 2023 to 31 December 2023.

The CAR ensures that local governments develop their internal control processes to meet their statutory obligations and requirements as per Regulation 13 of the Local Government (Audit) Regulations (1996).

The sections of the CAR are sent to the relevant area within the City and responses are compiled by the Governance business unit. They are then reported to the Audit, Risk and Governance Committee and Council on behalf of the CEO.

The City's Audit, Risk and Governance Committee is required to review the completed CAR and report the results to Council, with the submission to DLGSC by 31 March 2024.

### **Review Objective**

The overall objective of this Review is to provide assurance that the process followed by the City in completing the 2023 CAR is appropriate as per Regulation 13 of the Local Government (Audit) Regulations (1996) and ensure that the information included within the return reflects the City's compliance status.

### **Methodology**

Our methodology for the Review comprised:

- Conducting an initial meeting with the Manager Governance and Governance Coordinator to obtain an understanding of the processes and potential issues;
- Developing overview documentation of the processes including key controls by discussion with staff and review of the processes. Areas reviewed included governance, integrated planning and reporting and human resources;
- Researching the issues, weaknesses and potential improvements noted from our discussions and review of the existing processes and identified key controls;

**Paxon Business and Financial Services Pty Ltd**

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- Testing a sample of draft responses to the compliance audit return to agree to supporting information. Sample testing included primary and annual returns; gift declarations; disclosure of interests;
- Discussing any responses highlighted through testing that are not supported by evidence with the response owner and Governance team for clarification to ensure accuracy of CAR responses provided;
- Issued a summary letter of process findings and recommendations and issued it to the City's Chief Executive Officer.

#### **Inherent Limitations**

The CAR 2023 return provided by the City for Paxon's review did not include responses to the following sections and therefore these were not included within our review:

- Commercial Enterprises by Local Governments
- Financial Management and Audit Regulations
- Tenders for Providing Goods and Services

Due to the inherent limitations in any internal control structure, it is possible that errors or irregularities may occur and not be detected. Further, the internal control structure of the entire City, within which the control procedures that have been reviewed operate, has not been reviewed in its entirety and therefore no opinion is expressed as to the effectiveness of the greater internal control structure.

It should also be noted that our review was not designed to detect all weaknesses in control procedures as it was not performed continuously throughout the period subject to review.

The review conclusion and any opinion expressed in this report have been formed on the above basis.

#### **Outcome**

The process that the City has followed in compiling the Return has been appropriate and in line with the requirements set by regulation 13 of the Local Government (Audit) Regulations (1996) and Local Government Act (1995).

Our review noted that the 2023 Return that has been completed by the City does not require any adjustments.

Yours sincerely



PAXON GROUP

**Cameron Palassis**

Executive Director

B.Ec., CA., CPA., CTA.



## South Perth – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
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 2023?	N/A	
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 2023?	N/A	
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 2023?	N/A	
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 2023?	N/A	
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	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	N/A	
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 Local Government Act 1995?	Yes	



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
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	
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	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	
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 Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
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	
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 by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under 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	
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?	Yes	
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	





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	
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	
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	
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	
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	
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	
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	
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	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the 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	
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	



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 section 5.71A(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	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 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	
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 candidates that incorporates the model code of conduct?	Yes	
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	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property				
No	Reference	Question	Response	Comments
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 Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	



Elections				
No	Reference	Question	Response	Comments
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?	Yes	
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?	Yes	
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?	Yes	

Finance				
No	Reference	Question	Response	Comments
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	
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	No delegation given.
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	



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.
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.
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	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
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	There were no senior designated officer vacancies during period
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	There were no senior designated officer vacancies during period
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 Local Government Act 1995?	N/A	There were no senior designated officer vacancies during period
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	There were no senior designated officer vacancies during period
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	There were no senior designated officer vacancies during period





Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	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	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
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	
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	
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	



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	
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	
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	
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	
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	
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	
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	
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	No EOI's sought for the period.
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 EOI's sought for the period.
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	



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	
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 & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	
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	
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, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
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	
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	
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	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
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	



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
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	14/12/2021  Minor review to be undertaken in first half of 2024.
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	27/06/2023
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
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 the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	14/12/2021
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 financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	28/09/2021
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	Yes	





		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
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	
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) of the Local Government Act 1995?	Yes	
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	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes	
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor/President

\_\_\_\_\_  
Date