

# ATTACHMENTS

## Ordinary Council Meeting

25 June 2024

**Part 3 – 10.5.1, 10.5.3, 10.5.5 and 10.5.6.**

# ATTACHMENTS TO AGENDA ITEMS

Ordinary Council Meeting - 25 June 2024

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## CEO Evaluation Committee Terms of Reference

Responsible Director/s	Chief Executive Officer
Responsible Business Unit/s	All
Quorum	3

### 1. Establishment

The CEO Evaluation Committee is established under Section 5.8 of the *Local Government Act 1995*.

### 2. Objective

The objective of the Committee is to oversee the Chief Executive Officer's performance and undertake an annual performance review.

### 3. Areas of Responsibility

The CEO Evaluation Committee is responsible for:

- Undertaking an annual assessment of the Chief Executive Officer's performance in accordance with the provisions of the Chief Executive Officer's contract of employment, the Council endorsed annual performance review process and the City of South Perth's (the City's) Model Standards for CEO Recruitment, Performance and Termination;
- Developing and reviewing contractual performance criteria and performance indicators in conjunction with the Chief Executive Officer, to be achieved in the next 12 months, to deliver the key priorities of the Corporate Business Plan and Strategic Community Plan; and subject to the annual budget and resourcing endorsed by Council.
- Reviewing the Chief Executive Officer's remuneration package in accordance with the Chief Executive Officers contract of employment and making a recommendation to Council.
- Reviewing the following year's annual performance review process and making a recommendation to Council.

### 4. Membership

The Committee shall consist of:

- The Mayor
- Up to 6 Elected Members

All appointments to the Committee shall be by nomination and appointed by Council.

It is recommended that each Member of the Committee attend the WALGA CEO Performance Review training.

## 5. Committee Operations

- 5.1 The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995*.
- 5.2 The Committee's recommendations must be adopted by Council before implementation.
- 5.3 The Terms of Reference are to be reviewed in line with the Chief Executive Officer's annual performance review process.

## 6. Meetings

The Committee shall formally meet on at least 2 occasions at 6.00pm between May and June. As part of the Council endorsed annual performance review process, the City may also convene a workshop during the performance review period.

## 7. Minutes

- 7.1 Minutes will be kept of all business transacted at each meeting and will be presented to the next Ordinary meeting of Council for consideration of any recommendations contained within the minutes.
- 7.2 The minutes will be uploaded to the HUB.
- 7.3 The Chief Executive Officer's performance criteria and performance indicators to be published on the City's website following Council endorsement.

Reviewed/Modified:	Date	Item Number
	27 July 2021	10.5.1
	14 December 2021	10.5.1
	27 June 2023	

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# City of South Perth

## Risk Management Framework - ~~2021~~2024

A City of active

places and beautiful spaces.

A connected community with easily accessible,

vibrant neighbourhoods and a unique,

sustainable natural environment.

**Civic Centre** Cnr Sandgate St & South Tce, South Perth WA 6151  
**Phone** 9474 0777 **Email** [enquiries@southperth.wa.gov.au](mailto:enquiries@southperth.wa.gov.au)  
**[www.southperth.wa.gov.au](http://www.southperth.wa.gov.au)**



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Date	Change made	By whom	Date endorsed EMT	Date recommended by ARGC	Date endorsed by Council
August 2018	New risk strategy developed	Manager Governance		11/09/2018	
October 2020	Updated to align with ISO 31000:2018 and City of South Perth Strategic Community Plan	Senior Governance Officer			
June 2021	Document amended from strategy to framework	Senior Governance Officer		14/09/2021	28/09/2021
<u>April 2024</u>	<u>Review of framework</u>	<u>Senior Governance Officer</u>			

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# INTRODUCTION

Local Government is a complex, multi business enterprise that has constant conflicts in allocating limited resources to build and maintain infrastructure and deliver community programs. ~~The City~~The City of South Perth's (the City's) Risk Management Framework (the Framework), which has been developed in accordance with the ISO 31000:2018 Risk management – guidelines, is an important tool to assist in making consistent decisions in a strategic, operational and project context. For the Framework to work, both internal and external factors must be considered as they will influence the way in which objectives are set and priorities are determined.

This risk management framework document is intended to be a practical working document, designed to provide the architecture for a common platform for all risk management activities undertaken by the City.

# SUMMARY

This document outlines the City's methodology in achieving the following:

1. Who is responsible for risk management, and to what degree
2. How the City incorporates risk management principles
3. How the City manages known risk events and protects itself against unexpected risk events
4. How the City reports risk across the organisation
5. How the City integrates the 'Three Lines' governance model into its operations
6. How the City enhances its resilience when navigating heightened risk environments

# PURPOSE

Regulation 17 of the Local Government (Audit) Regulations 1996 requires all Council Chief Executive Officers (CEO) to review the appropriateness and effectiveness of its systems and procedures in relation to:

1. Risk management
2. Internal control
3. Legislative compliance

The outcome of these reviews are required to be reported to the Audit, Risk and Governance Committee at least every three years.

Risk Management Framework– 20214-

## TERMS AND DEFINITIONS

Definitions include the ~~The City~~ use ~~of~~ the ISO 31000:2018 Risk management – guidelines definition of risk and risk terminology:

<b>Consequence</b>	Outcome of an event affecting objectives
<b>Control</b>	Measure that maintains and/or modifies the risk
<b>Event</b>	<u>Occurrence or change of a particular set of circumstances</u>
<b>Inherent Risk</b>	Risk before controls
<b>Likelihood</b>	The chance of something happening
<b>Operational Risk</b>	<u>Associated with normal business functions that support department operations and objectives</u>
<b>Project Risk</b>	<u>Associated with specific projects undertaken by the City</u>
<b>Risk</b>	Effect of uncertainty on objectives <u>Note 1:</u> An effect is a deviation from the expected – positive or negative <u>Note 2:</u> Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product, or process)
<b>Risk Management</b>	Coordinated activities to direct and control an organisation regarding risk
<b>Risk Management Framework</b>	Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation ( <i>ISO Guide 73:2009 Risk Management</i> )
<b>Residual Risk</b>	Risk with controls in place
<b>Risk Source</b>	<u>Element which alone or in combination has the potential to give rise to risk</u>
<b>Stakeholder</b>	<u>Person or organization that can affect, be affected by, or perceive themselves to be affected by a decision or activity</u>
<b>Strategic Risk</b>	<u>Risks associated with the achievement of the Council and community strategic objectives</u>

## Risk Management Framework– 20214-

# PRINCIPLES

The ISO 31000:2018 standard has been organised around eight risk management principles. These principles are fundamental ideas, rules or truths relating to the practice of risk management. The standard does not specify how these principles are to be used but are designed to serve as a guide to help create a tailored, logical, and functional risk management program.

For risk management to be effective, it needs to create and protect value. The City ensures risk management contributes to the demonstrable achievement of our objectives and aids in improving performance, efficiency in operations and the promotion of good governance, trust and credibility.

The City commits to the following principles which support Value Creation and Protection:

### Integrated

Risk management is not considered a stand-alone activity, separate to other processes and activities. The City ~~should~~ integrates strong risk management processes into all business services and activities.

### Structured and Comprehensive

A structured and comprehensive risk management program ~~will help~~s the City attain consistent and appropriate risk outcomes. It delivers consistent, comparable and reliable results which can be monitored and managed.

### Customised

The risk management program has been tailored to meet the demands of the City's risk profile. It must bes fit for purpose and works to the needs of the City. It ensures the optimum amount of risk management work is undertaken to support risk-based decision making.

### Inclusive

Risks are discussed regularly across all levels of the City's Administration and Council. They are either accepted as a necessary part of conducting business or actively managed to prevent or reduce the severity of disruptions or impacts to objective. The City's risk management program should appropriately accommodate all stakeholders, in order to ensure that risk management remains relevant and contemporary, allowing stakeholders to be properly represented and have their views considered.-

### Dynamic

The City's risk management program must be able to adapt to change and help the City anticipate, identify, acknowledge, and respond to this change. As internal and external events occur, the context and knowledge change, monitoring and review of risks take place, new risks emerge, some change and other disappear. Risk management at the City has been structured to deal with this in a proactive, iterative and responsive manner.

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### Best available information

The City's risk management program must consider a range of qualitative and quantitative information. The City ensures inputs into the management of risks are based on information sources such as experience, stakeholder feedback, observation, horizon scanning and expert judgement. The City endeavours to ensure sources used for risk based decision making are received in a timely manner, information should be timely contemporary and comprehensive.

### Human and cultural factors

The City must acknowledge its risk management program will be influenced by a variety of human behaviours and cultures at each level. The City recognises the capabilities, perceptions and intentions of external stakeholders and internal personnel can facilitate or hinder the achievement of objectives and these are considered in the City's approach to risk management. The City's aim is always to use understandable and accessible language in the documentation and processes that are used.

### Continual improvement

The City must commit to a continual improvement strategy Risk management is used to continually help make more informed choices, better prioritise actions and distinguish when alternative courses of action are available. Incidents and learned lessons inform the strategies which are then employed to continually improve the Framework and City's risk management -maturity.

## CITY OF SOUTH PERTH RISK CULTURE

Strong risk management is not an isolated activity. Risk management needs to be a whole of organisation approach, driven by the requirement to respond quickly to risk as well as the evolving corporate and social expectations of good governance and stakeholder protection.

One of the most crucial elements of a successfully integrated risk management framework is having a culture that promotes and facilitates its proactive use. Alignment to the eight risk management principles and the City's core values support a successful risk culture within the City which supports the creation and protection of value for the City.

The City's values are:

- Respectful
- Supportive
- Unified and
- Accountable

The City fosters an environment in which risk management is embraced by Council and all officers. Risk management is a corporate priority and as such, all officers are required to actively participate in the risk management process. The Framework provides a practical guide for the implementation of risk management at the City and encourages all areas to communicate risk to those able to action and treat the risk.

## RISK APPETITE

Risk appetite is the amount of risk exposure, or potential adverse impact from an event, that the City is willing to accept in pursuit of its objectives. Once the risk appetite threshold has been breached, risk management controls and actions are required to bring the exposure level back within the accepted range, by considering:

- Emerging risks;
- Risks that might be outside the City's control (i.e. natural disaster or pandemic);
- Where best to allocate scarce resources; and
- Where the City might want to take on additional risk to pursue a strategic objective or expectation of above average returns.

Risk appetite should be set for each individual strategic risk and acceptance levels agreed, using relevant performance indicators which are monitored through regular reporting structures. For operational risks, the City's risk appetite will inform the annual risk process, controls and assurance activities as detailed in Risk Management Policy P695 (Schedule of Measures of Consequence against Impact).

# OPERATING MODEL

## The Three Lines Model

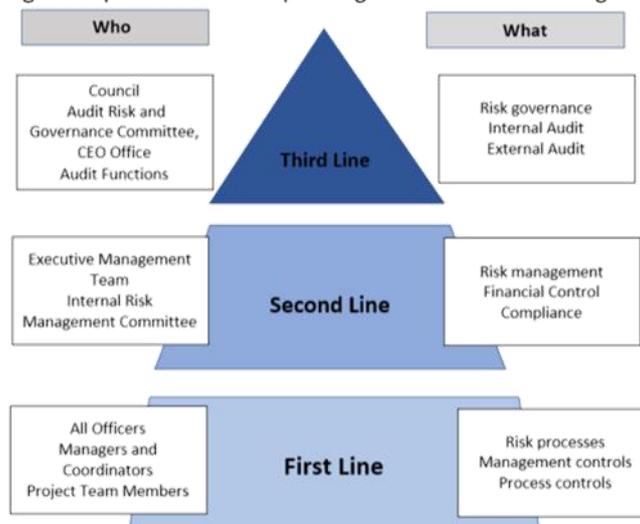
The City has adopted the *Three Lines* governance model.



The *Three Lines* governance model has been designed to:

- Effectively coordinate resources by aligning roles, responsibility, and accountability to the most appropriate level of authority and decision making,
- Ensure risk is appropriately covered and managed to the City’s risk appetite,
- Minimise the probability of missed opportunities,
- Promote continuous communication up and down the organisation,
- Enable matters of urgency to be delivered effectively when necessary, and
- Provide assurance that risk is being managed effectively

The following diagram depicts the current operating structure for risk management within the City:



## ROLES AND RESPONSIBILITIES

### Third Line

The city's Council, Audit Risk and Governance Committee and CEO are the **'3rd Line'** in the three lines model. Internal and External audit functions provide independent assurance on the effectiveness of business operations and oversight frameworks.

#### Council (Third line)

The Council is responsible for

- Setting risk appetite and defining and setting risk culture by way of approving the risk management policy, the framework and risk tolerance levels;
- Identifying and reviewing strategic risks on an annual basis;
- Reviewing Extreme operational risks on an annual basis;
- Considering risk management issues in reports to Council;
- Considering recommendations from the Audit, Risk and Governance Committee in relation to the adequacy of the City's systems and processes for managing risk; and
- Monitoring High and Extreme strategic risks on a quarterly basis.

#### Audit Risk and Governance Committee (Third line)

The Audit, Risk and Governance Committee (ARGC) is responsible for:

- Reviewing the risk policy, the framework and risk tolerance levels and making appropriate recommendations to Council;
- Ensuring the administration has a robust, structured process for identifying and managing organisational risks;
- Monitoring the risk exposure of the City by reviewing risk management processes and management information systems;
- Overseeing the strategic risk management process including the review of strategic risk ratings and treatment plans quarterly with biannual recommendations to Council;
- Reviewing High and Extreme operational risks and consider emerging strategic risks on a quarterly basis; and
- Critically analysing and following up on any internal or external audit report that raises significant issues relating to risk management and reviews the actions taken as a result of the issues raised.

#### CEO (Third line)

The CEO is responsible for:

- Development, implementation and review of the City's Risk Management Policy, framework, and management practice;
- Liaison with Council in relation to risk acceptance requirements.
- Ensuring reports to Council include appropriate information in relation to risk to enable informed decision making;

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### Second Line

The CEO, Executive Management Team, and Internal Risk Management Committee act as the '2<sup>nd</sup> Line' in the three lines model. The Chair of the Internal Risk Management Committee is responsible for managing the framework for risk management. Responsibilities include:

#### Executive Management Team (Second line)

- Drive consistent embedding of a risk management culture throughout the City as an essential business principle, including the implementation of risk management processes and procedures;
- Overseeing the operational risk register and reporting High and Extreme risks to the Audit Risk and Governance Committee in accordance with the Risk Acceptance Criteria;
- Analyse and discuss emerging risks, issues, and trends. and taking responsibility for the management of High and Extreme risks; and
- Undertaking reviews of the City's systems and processes for managing risk and reporting the outcome of those reviews to the Audit, Risk and Governance Committee;

#### Internal Risk Management Committee (Second line)

The Internal Risk Management Committee consists of City Business Unit Managers, and where appropriate officers with specific skills, to enhance the risk management process.

Members of this committee are responsible for:

- Identification, evaluation, and documentation of potential operational risks;
- Identifying and documenting the appropriate measures which are in place to control identified risks;
- Assessing the effectiveness of risk control measures (for efficiency and effectiveness) using reliable sources of information regarding both the potential consequences and likelihood of an event occurring as per the AS/NZS ISO 31000:2018 methodology;
- Identifying priority risk treatment areas and making recommendations in relation to these to the Executive Management Team via the Chair's reporting mechanisms; and
- Reviewing all High and Extreme risks and making recommendations to the Executive Management Team via the Chair's reporting mechanisms.

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### First Line

All operational areas of the City are considered '1<sup>st</sup> Line', in the three lines model. They are responsible for ensuring that risks (within their scope of operations) are identified, assessed, managed, monitored, and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk.

Responsibilities include the ability to:

#### Operations/Business Units (First Line)

- Demonstrate competency across relevant policy and management practices;
- Consistently promote a strong risk management culture;
- Demonstrate strong and consistent risk management processes;
- Assist in the risk and control management process as required;
- Highlight any emerging risks or issues [and escalate in accordance with the City's Risk Acceptance Criteria](#) accordingly;
- Capture and manage identified risks within the accepted risk register template;
- Undertake adequate analysis to support the risk management process;
- Escalate all High and Extreme risks to the Internal Risk Management Committee in accordance with the City's Risk Acceptance Criteria; and
- Attend risk related training and workshops as required.

## CORPORATE GOVERNANCE

Every organisation is governed by a set of rules and principles, which enable its effective and transparent operation. Transparency in decision making, accuracy in reporting and adequacy in compliance are all essential elements of good governance. Three principles of good governance are:

- **Risk Management:** This identifies and assesses threats and opportunities' confronting the City's attempts to achieve its business objectives and defines effective response strategies.
- **Compliance:** Identifies regulatory and statutory obligations and defines organisational obligations.
- **Audit:** Ensures the critical response to strategies and processes are being implemented effectively and are delivering the benefits for which they are designed.

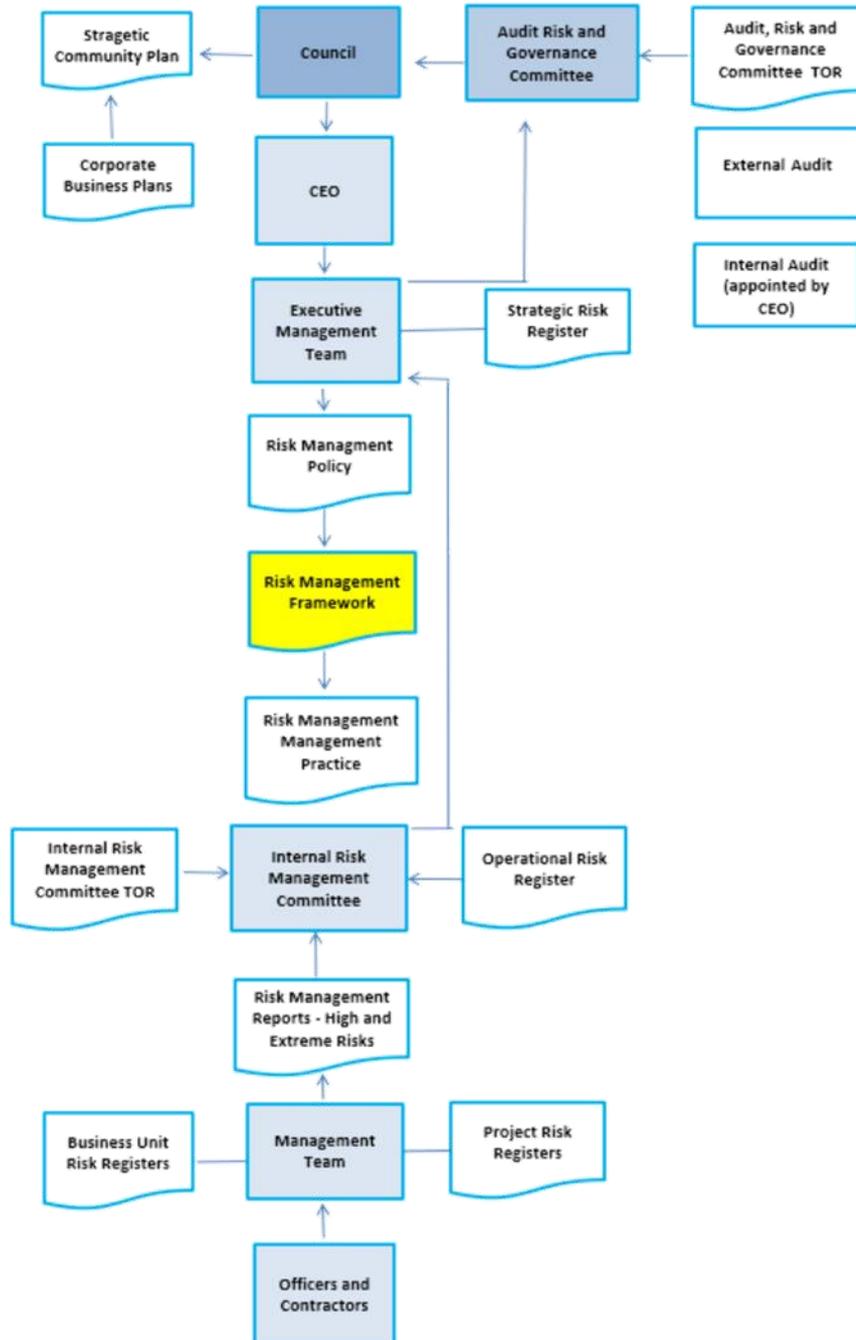
Sound risk management not only contributes to good governance, [itbut it](#) also provides protection in the event of adverse outcomes. Provided risks have been managed in accordance with the City's guidelines, protection occurs on two levels.

Firstly, the adverse outcome may not be as severe as it might otherwise have been and secondly, the City can demonstrate a proper level of due diligence.

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# RISK GOVERNANCE STRUCTURE

The following diagram depicts the current operating structure for risk management within the City.



## RISK MANAGEMENT PROCESS

The City follows the Australian Standard ISO 31000:2018 risk management process. The following diagram outlines the current risk management process:

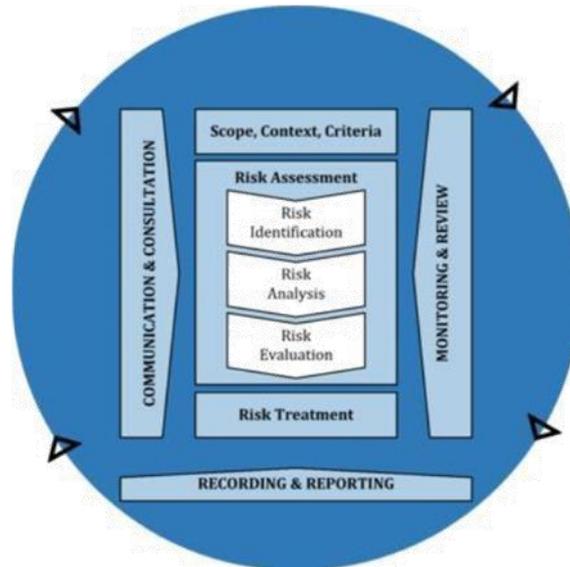


Figure 5. ISO 31000:2018 Process Clause 6

### 1. Scope, Context, Criteria

In order to establish context a comprehensive understanding of the City's internal (objectives, strategies, structures, culture etc.) and external environment (political, social etc.) is required.

Establishing the strategic and operational context in which the risk management process will take place is important. It is essential to define the parameters within which risks are to be managed, the criteria against which risks are to be evaluated and the structure of the analysis.

## Risk Management Framework– 20214-

### Risk Context

When establishing the context of risk, consideration must be given to both the internal and external factors which may influence Council’s risk tolerance and ability to mitigate risk.



## 2. Risk Identification

The aim of risk identification is to develop a comprehensive list of sources of risk and events that may have an impact on the achievement of the City’s objectives.

Risks need to be identified at all levels of the City’s operations. Business Unit Managers, Coordinators and Project Teams are the key drivers in the identification of operational risks and the Executive Management Team in conjunction with the Audit, Risk and Governance Committee and Council, are the drivers in the identification of strategic risks.

The City maintains both operational and strategic risk registers which are detailed below:

Type of Risk	Register Title
Strategic	Strategic Risk Register
Operational Risk	Operational Risk Register Business Unit Risk Register
Project Risk	Project Risk Register

**Risk Management Framework– 20214-**

The identification of risks is a structured process that includes risk sources, events, their causes, and any potential consequences.

The identification process may include the following:

- Direct observation of work conducted;
- Findings of health, safety, and quality management, compliance, and process audits;
- Health, safety and quality reports and management plans;
- Legislation, guidelines, policies, and information from regulatory authorities;
- Contracts, leases and licences;
- Other studies and risk assessments (peer agencies risk assessments and reports);
- Hazards identified from City Officers, contractors, and clients; and
- Incident and corrective action reports.

Potential risks are identified and documented in the appropriate risk register (strategic, operational, business unit or project) at which time they are assigned to a responsible officer. The registers will contain details relating to each identified risk. Information that is used in compiling risk registers includes the following items:

<b>Risk Reference</b>	Unique Identifier
<b>Risk Description</b>	Brief description of the risk
<b>Control Measures</b>	Details of the in-place controls
<b>Control Effectiveness</b>	Assessment of how effective the controls are
<b>Risk Event Outcome</b>	Potential outcome if a risk incident occurs
<b>Level of Inherent / Residual Risk</b>	Assessment of the severity of consequences versus likelihood of occurrence in relation to the risk
<b>Responsible Officer</b>	Accountable officer for managing that risk item

It is recognised that any individual risk can have more than one event outcome and that each event outcome can generate a different level of risk. For any individual risk, each event outcome must be assessed separately. The City uses a classification system that involves nine categories of Risk Event Outcomes.

- **Health/Injury**  
 This refers to injurious effect to a person as a consequence of a risk event occurring ranging from a minor incident requiring no first aid treatment through to potential loss of life at the most extreme.
- **Financial Loss**  
 This relates to an adverse monetary impact on the City as a consequence of a risk event occurring. A rating is assigned to different levels of potential loss relative to the anticipated impact on the City’s ongoing operations or service delivery.

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- **Service Interruption**  
This incorporates the impact of risk events that impinge upon the City’s capacity to deliver expected services to the community. These interruptions may range from minor inconvenience requiring an alternative method of service delivery being implemented through to forced loss of ability to provide multiple services to all or some of the community. Knowledge loss, technological failure and property damage will also contribute to this outcome.
- **Legislative Breach**  
This refers to a failure to comply with statutory obligations in the manner in which the City, its officers or Elected Members conduct its business or make decisions and determinations. This embraces a broad spectrum of legal, ethical, and social obligations and responsibilities across all service areas and decision making bodies representing the collective organisation.
- **Reputation**  
This relates to adverse impact on the professional reputation and integrity of the City and its representatives whether those persons be appointed or elected to represent the City. This may range from a letter of complaint through to sustained and coordinated representation against the City or sustained adverse reflection on the City in the media.
- **Property Damage**  
This relates to damage or destruction of City assets. Causes include but are not limited to theft, vandalism, fire or water damage and failure to adequately insure buildings property and assets.
- **Environmental Impact**  
This relates to any detrimental impact on the natural environment within the City. Impacts may include pollutant spillages and leakages or a failure to effectively maintain or enhance the natural environment within the City (or its connections with its natural or municipal neighbours).
- **Project Time**  
This relates to any project exceeding the project timeline. Ranging from exceeding the deadline by up to 10% to 30% and over.
- **Project Cost**  
This relates to any project exceeding the project budget. Ranging from exceeding the budget by up to 10% to 30% and over.

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### 3. Risk analysis

Risk analysis is the process undertaken to understand the nature of the risk and to determine the level of risk.

It involves the analysis of the likelihood of an event occurring and the potential consequences of that event. This assists with determining appropriate controls to reduce or mitigate the risk, and the level of oversight the risk requires.

Risks are rated in terms of their consequence (rating from “insignificant” to “catastrophic” and the likelihood of occurrence (ranging from “almost certain” to “rare” as detailed in Policy P695 Risk Management – Risk Matrix).

To analyse identified risks the City’s Risk Assessment and Acceptance Criteria is applied as detailed in Risk Management Policy P695 and the steps detailed in Management Practice M695 Risk Management.

### 4. Risk evaluation

Risk evaluation is the approval of risk ratings and whether treatments are required.

The **inherent risk** rating is defined as the level of risk without any controls in place and the **residual risk** rating is the level of risk with controls in place. Determination of the inherent risk rating assist in understanding the value of implementing controls or actions to monitor the risk. For example, a risk may not necessarily be treated if it is rated as **Low**, if the cost of treatment outweighs the benefit or if the opportunities exceed the threat of the risk.

Risks are managed (or treated) through controls, mitigation strategies and procedures to reduce the risk rating to an acceptable level. Risk evaluation takes the residual risk rating and applies it to the City’s risk acceptance criteria as detailed in Risk Management Policy P695, to determine whether the risk is within acceptable levels to the City. The outcome of this evaluation will determine whether the risk is low; moderate; high or extreme. All risks will have an assigned City officer who will be accountable for the management and day to day monitoring of the risk in accordance with the City’s Risk Acceptance Criteria as detailed in Risk Management Policy P695.

Note: Individual **Risks-risks** or **Issues-issues** may need to be escalated due to its urgency, level of risk or systemic nature.

### 5. Risk Treatment

It is acknowledged that risk management is not about eliminating all risks, but rather mitigating the risk exposures down to a level that the City considers to be acceptable. In treating risks, the City may choose to adopt measures to achieve any of the following:

- Reduce the likelihood of the risk event occurring;
- Reduce the severity of the potential consequences;
- Transfer all/part of the risk (e.g.: through insurance);
- Avoid the risk altogether; and
- Retaining the risk by informed decision.

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In selecting risk treatments to action these strategies, it is important to consider the feasibility of the proposed treatment and the level of cost and resourcing necessary to implement it, relative to the benefit derived. Once treatment(s) are selected and implemented, the risk should be re-assessed to see if it is at an acceptable level and then be monitored to ensure that the desired outcome is being achieved.

### 6. Monitoring & Review

It is essential to monitor and review the management of risks as changing circumstances may result in some risks increasing or decreasing in significance. By regularly reviewing the effectiveness and efficiency of controls and the appropriateness of treatment/action options selected, the City can determine if its resources are being put to the best use possible.

During the quarterly reporting process, the Management Team, Executive Management Team and where appropriate the Audit Risk and Governance Committee are required to review any risks within their area of responsibility and follow up on controls and treatments/action that are mitigating those risks. Monitoring and the reviewing of risks, controls and treatments also applies to any actions/treatments to come out of an internal audit. The audit report will provide recommendations that effectively are treatments for controls and risks that have been tested during an internal review.

### 7. Recording & Reporting

Risk reporting will be in accordance with the requirements of risk acceptance criteria as detailed in Risk Management Policy P695 and the responsibilities detailed in the Risk Management Framework.

The Executive Management Team are responsible for ensuring:

- The Management Team continually provide updates in relation to new, emerging risks and control effectiveness via the Internal Risk Management Committee.
- The Management Team, work through assigned actions and provide relevant updates to the Internal Risk Management Committee.
- Risks/Issues reported to the Executive Management Team are reflective of the current risk and control environment.

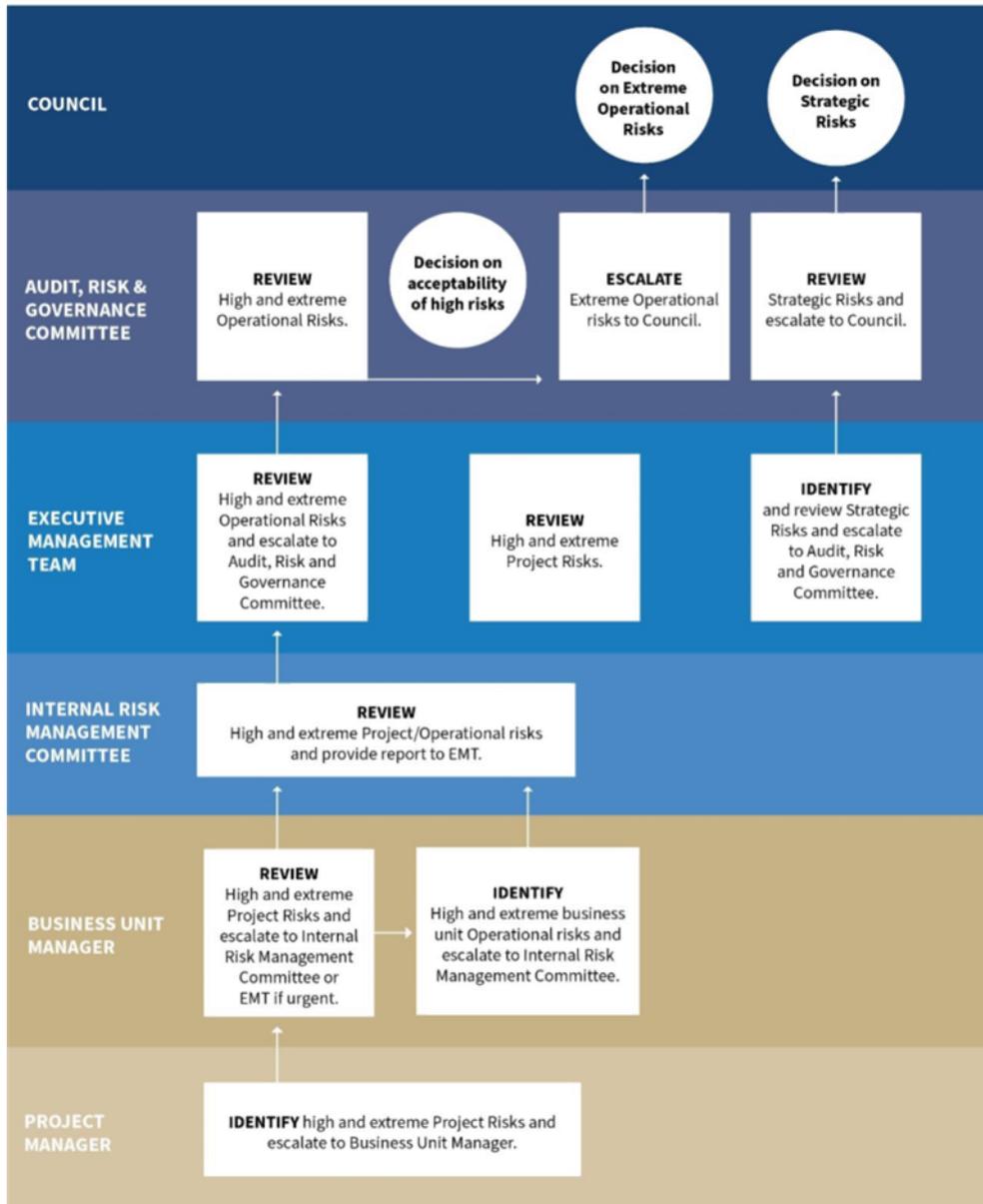
The Internal Risk Management Committee is responsible for:

- Ensuring Risk Profiles are formally reviewed and updated, at least on a six monthly basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Quarterly Reporting for the Executive Management Team – contains an overview of the Risk Summary for the City.
- Annual Reporting to the Audit, Risk and Governance Committee following endorsement from the Executive Management Team.

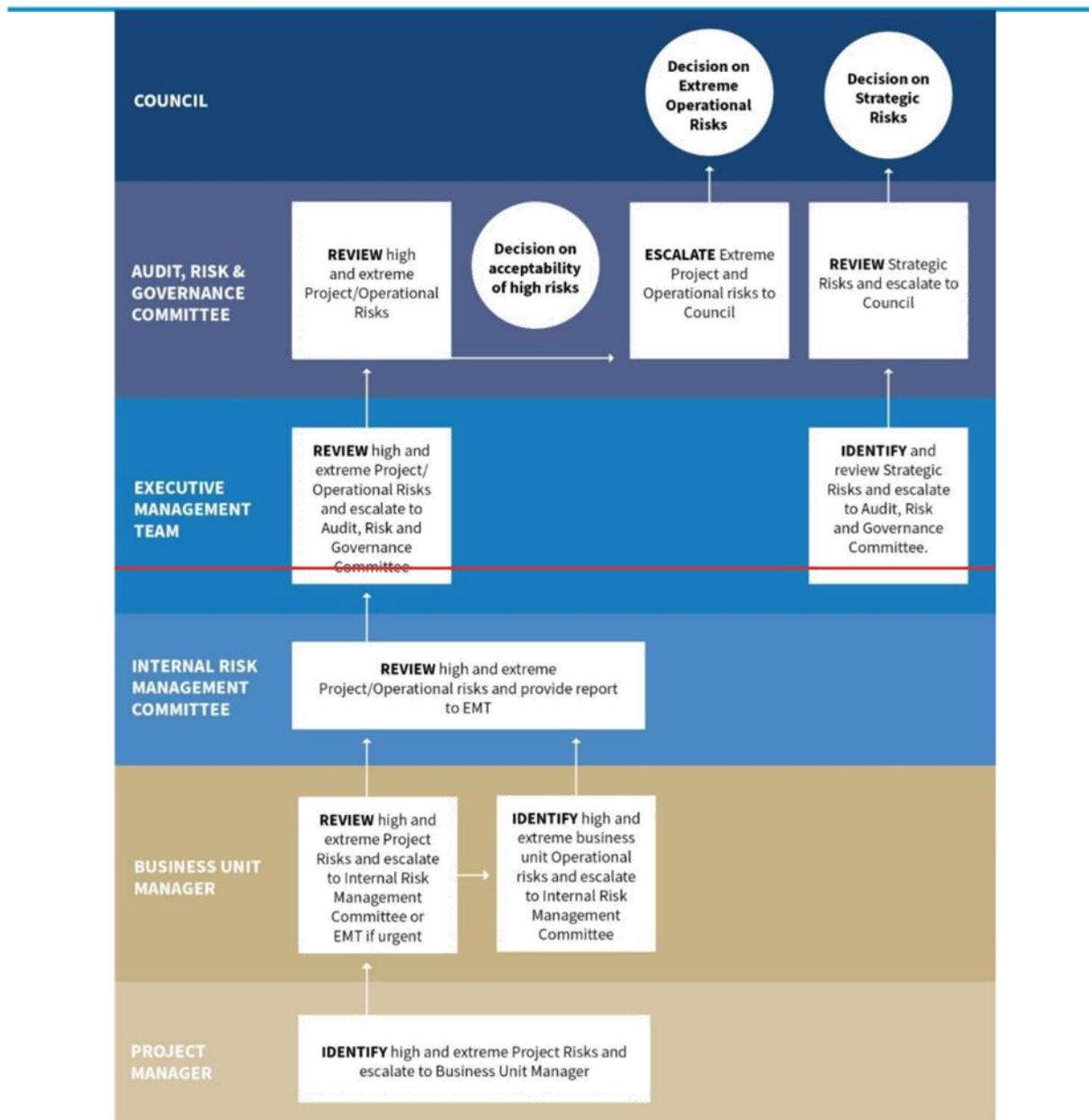
Notwithstanding the above, the City will respond in a timely and responsible manner in the event of a new or emerging risk being identified or the profile of a risk changing. The City may also periodically engage specialist external consultants to review and audit certain non-financial systems or processes to ensure compliance with approved corporate processes and to mitigate risk exposures.

Risk Management Framework– 20214-

The following diagram provides a high-level view of the ongoing reporting process for Risk Management:



Risk Management Framework– 20214-



8. Communication and Consultation

Effective communication, consultation and education in risk management are essential to integrate risk processes into functional activities. Communication and consultation should take place throughout the risk management process. Identifying risks will involve all stakeholders including City executive and officers to ensure an understanding of the basis on which decisions are made and the rationale for the risk rating.

## Strategic Direction *Leadership*

### Policy P703 Live Streaming and Recording of Council Meetings

Responsible Business Unit/s	Governance, Information Systems
Responsible Officer	Manager Governance, Chief Executive Officer
Affected Business Unit/s	Governance, Information Systems

#### Policy Objectives

The purpose of this policy is to guide the implementation of the recording and live streaming of Council meetings. It will establish how audio and video recordings will be used and made available.

#### Policy Scope

This policy will apply to all Ordinary and Special Meetings of Council, Agenda Briefing Forums and meetings of electors. The Policy does not extend to meetings, or any part of the meeting which is closed to the public in accordance with section 5.23 of the *Local Government Act 1995*.

#### Policy Statement

All Ordinary and Special Meetings of Council, Agenda Briefing Forums and meetings of electors will be live streamed and digitally recorded, consistent with the objectives of the *Local Government Act 1995*, section 1.3 (2)(c), which promotes greater accountability of local governments to their communities. This policy does not apply to any part of the meeting which is closed to the public in accordance with Section 5.23 of the *Local Government Act 1995*.

#### Access

Live streaming will be made publicly available for viewing via the City's website on YouTube. It is to be noted that should any unforeseen technical difficulties arise, the live stream may not be available or may be delayed.

The recording must be made publicly available on the City's website within 14 days after the meeting in accordance with Section 14I (1)(b) of the Local Government (Administration) Regulations 1996,

Members of the public are not entitled to receive a copy of that part of the meeting that was declared *confidential* and closed to the public.

### *Privacy*

Elected members, relevant City officers and members of the public who ask questions or make statements during the meeting will be broadcast and recorded. By participating in a public Council meeting, those members of the public agree to being recorded.

While it is not the intention to livestream the image of members of the public who attend the meeting but do not participate through asking questions or making statements during public question time or deputations, it is acknowledged that this may occur.

### *Storage*

Recordings must be stored in accordance with the *State Records Act 2000*.

### *Signage*

Clear signage must be placed in a prominent location at the Council meeting advising members of the public that the meeting will be publicly broadcast and recorded.

### *Public notice*

At the commencement of each council meeting, the Presiding Member will publicly announce that the meeting will be publicly broadcast and recorded.

### *Defamation*

Under section 9.57A of the *Local Government Act 1995*, the City is not liable for an action for defamation in relation to a matter published on its official website as part of a broadcast, audio recording, or video recording, of council proceedings.

### *Committee Meetings*

The City's Committee Meetings will not be live streamed but will be audio recorded to aid in preparing minutes and ensuring that there is an audio record of the meeting.

### *Licence and Use of Live Streams and Recordings*

Access to live streams and recordings of Council meetings is provided on the City's website via YouTube, for personal and non-commercial use. Video, images and audio contained in a live stream or recording must not be altered, reproduced or republished without the permission of the City. Copyright remains with the City.

## **Legislation / Local Law Requirements**

### *Local Government Act 1995*

Local Government (Administration) Regulations 1996

### *State Records Act 2000*

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

General Disposal Authority for Local Government Records

City of South Perth Strategic Community Plan 2021-2031

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Policy Number: P

Council Adoption:

Reviewed/Modified:

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

## Strategic Direction *Community*

### Policy P103 Stakeholder Engagement

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

#### Policy Objectives

The objectives of this policy are:

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

#### Definitions

##### Stakeholder engagement

A planned and purposeful ~~process that approach at encompasses a variety of techniques and methods. It is aimed at~~ approach that which enables stakeholders to be involved in and contribute to decisions that affect their lives. ~~provides opportunities for stakeholders to be involved in and contribute to decisions that affect their lives. This process may encompass a diverse range of techniques and methods.~~

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

##### Stakeholders and community

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

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

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



## Policy Scope

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

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

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

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

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

## Policy Statement

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

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

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

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

## Engaging over school holidays and/or Christmas

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

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Policy Number: P103

Council Adoption: 22/07/03

Reviewed/Modified: 03/06, 02/11, 03/12, 03/13, 03/14, 01/15, 06/16, 08/16, 08/17, 10/18, 03/20, 03/21, 09/22

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: M103 Communication & Consultation

## Stakeholder engagement principles

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

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

We will champion engagement at the City. We are committed to integrating engagement into the organisation's processes and practices by providing the necessary resources and support to [staff/employees](#).

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

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

**3. We know who to engage**

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

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

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

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

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

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

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

## [International Association of Public Participation \(IAP2\)](#)

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

### [IAP2 definition of engagement](#)

[Engagement is an intentional process with the specific purpose of working across organisations, stakeholders and communities to shape the decision or actions of members of the community, stakeholders, or organisations in relation to a problem, opportunity or outcome.](#)

## [IAP 2 Core Values](#)

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision making process.
2. Public participation includes the promise that the public's contribution will influence the decision.

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Policy Number: P103

Council Adoption: 22/07/03

Reviewed/Modified: 03/06, 02/11, 03/12, 03/13, 03/14, 01/15, 06/16, 08/16, 08/17, 10/18, 03/20, 03/21, 09/22

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: M103 Communication & Consultation

3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

### IPA2 Public Participation Spectrum of Public Participation

IPA2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process.

The City refers to the IPA2 Public Participation Spectrum is a tool to define the role of stakeholders in any engagement process. It outlines the goal of each level of the spectrum engagement and includes the 'promise to stakeholders' made when an organisation chooses to engage with them in a particular way.

		INCREASING IMPACT ON THE DECISION				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC		We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Policy Number: P103

Council Adoption: 22/07/03

Reviewed/Modified: 03/06, 02/11, 03/12, 03/13, 03/14, 01/15, 06/16, 08/16, 08/17, 10/18, 03/20, 03/21, 09/22

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: M103 Communication & Consultation



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

### Legislation / Local Law Requirements

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

### Other Relevant Policies / Key Documents

~~P301: Local Planning Policy~~ - Advertising of Planning Proposals

~~P112: Community Advisory Groups~~

M103: Stakeholder Engagement

City of South Perth Strategic Community Plan 2021-2031

## Strategic Direction Community

### Policy P112 Community Advisory Groups

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Chief Executive Officer, Governance; <a href="#">Community, Culture and Recreation</a>

#### Policy Objectives

To provide a policy framework to guide Council and City [employees/officers](#) in the establishment and operation of Community Advisory Groups. Council recognises that these groups may provide valuable advice to the City and the object of this policy is to provide the opportunity for interested members of the community to contribute to the decision-making processes of the City.

#### Policy Scope

This Policy applies to members of the community and City employees that are currently involved or would like to become part of a Community Advisory Group.

#### Policy Statement

The purpose of a Community Advisory Group is to provide advice to Council and City staff in regard to particular areas of interest as determined by Council.

**Establishment** - Council may resolve to establish a Community Advisory Group for a particular purpose as described in the resolution. The resolution must include terms of reference and may include details of representation but shall not nominate individual members, except where representatives from Council are required for membership of the group.

Upon a Council resolution to establish a Community Advisory Group, the Chief Executive Officer shall initiate a process of appointment and appoint the members in accordance with Management Practice M112.

Community Advisory Groups established pursuant to this policy are not, and are not intended to be, committees established under section 5.8 of the *Local Government Act 1995*.

**Use of Advice** - ~~Advice from a Community Advisory Group shall be provided to Council through a report prepared by the relevant City officer. Meeting agendas and minutes/notes from Community Advisory Groups are uploaded to the Hub on an ongoing basis for viewing by Councillors. Recommendations from Community Advisory Groups that require Council decisions will be presented to Council through a report provided by the relevant City employee.~~ Advice may also be considered by the relevant City officer where decision-making authority has been delegated to that officer.

**Code of Conduct** - Community Advisory Group members will be requested to act in accordance with the City of South Perth Code of Conduct and Management Practice M112.

**Review** - The CEO will review the membership of each Community Advisory Group every two years in accordance with Management Practice M112. [A report detailing the Terms of Reference, activities and achievements for each Community Advisory Group is included in the City's Annual Report.](#)



The CEO will provide Council with an annual report reviewing the terms of reference, activities and the achievements for each Community Advisory Group.

### Legislation / Local Law Requirements

Not Applicable

### Other Relevant Policies / Key Documents

City of South Perth Code of Conduct

City of South Perth Strategic Community Plan 2021-2031

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Policy Number: P112  
Council Adoption: 22/10/02  
Reviewed/Modified: 03/06, 03/08, 02/11, 03/12, 03/13, 03/14,  
01/15, 03/16, 06/16, 08/16, 06/18, 03/20,  
09/22

Relevant Council Delegation: N/A  
Relevant Delegation: N/A  
Relevant Management Practice: M112

## Strategic Direction Leadership

### Policy P607 Tenders and Expressions of Interest

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

#### Policy Objectives

This Policy provides a framework by which the City can invite, evaluate, and accept Tenders and Expressions of Interest. Openness and accountability are critical elements of the [tendering](#) process and hence it is essential to have a framework that adequately addresses matters of probity in the acquisition of goods and services.

#### Policy Scope

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

#### Policy Statement

##### General Principles

The City uses Tendering and Expression of Interest processes based on [the Western Australian Local Government Association \(WALGA\) Purchasing and Tendering Guide](#), the *Local Government Act 1995* and Part 4, [Division 2, Local Government \(Functions and General\) Regulations 1996](#). [Tenders are governed by Regs. 11 to 21A and Expressions of Interest are governed by Regs. 21 to 24.](#)

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

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

##### Regulatory Compliance

In the following instances, public [tenders-requests](#) are not required (regardless of the value of expenditure):

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



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

#### Anti-Avoidance

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

#### Tender Evaluation Criteria

The City shall, before ~~inviting pPublic rRequests tenders are publicly invited~~, determine in writing the criteria that will be used for evaluating which tender ~~should be accepted~~ or EOI respondent/s selected to submit a tender formal quotation.

#### Evaluation Panel

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

#### Advertising ~~Notice~~ Tenders

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

~~Public Requests The tender~~ must remain open for at least 14 days after the date ~~the tender is~~ advertised. Care must be taken to ensure that 14 ~~business~~ days (from the date of notification) are provided as a minimum.

The Notice ~~of Tender~~ must include:

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

#### Issuing ~~Tender~~ Documentation

~~Tenders Public rRequest~~ documentation will be made available via the e-Procurement portal.

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

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

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Policy Number: P607

Council Adoption: 26/11/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 11/16, 03/17, 06/18, 04/20, 03/21, 09/22, 05/29

Relevant Council Delegation: DC607 DC685

Relevant Delegation: DM607

Relevant Management Practice: M607

#### Addendum to Tender

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

#### Response Tender Deadline

A [tender response to a pPublic rRequest](#) is required to be rejected unless it is submitted at a place and within a time specified in the [rRequest invitation for tenders documentation](#).

#### Submitting a Tender Response

[Tender Response](#) documentation [from rRespondents](#) must be submitted electronically via the City's e-Procurement portal no later than the [deadline closing times](#). [All response documents Completed tenders](#) must be submitted in accordance with the [rRequest process conditions stated in the rRequest for Tender documents](#).

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

#### Opening of response documents Tenders Tenders

No [submissions or response to any tenders pPublic rRequest](#) are to be opened, examined or assessed until after the [tender rRequester](#) deadline. [Tenders Public rRequests](#) are to be opened in the presence of an officer authorised by the Chief Executive Officer and at least one other City Officer. Details of all tenders [or EOIs](#) received/opened shall be recorded in the Tender Register.

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

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

#### If nNo Tenders rResponses rReceived

Where the City has invited tenders [\(or EOI\)](#), and no [tender or EOI response](#) was submitted that met the [rRequest tender](#) specifications, direct purchases can be arranged based on the following:

- This fact is clearly and adequately documented; [and](#)
- The specification for goods [and/or services](#) and/or [services works](#) remains unchanged; [and](#)
- Purchasing is arranged within six months of the closing date of the lapsed [request tender](#).

#### Tender Evaluation

The City shall assess [responses received tenders](#) that have not been rejected as non-conforming by means of a written evaluation of the extent to which each [tender response](#) satisfies the specified criteria for deciding which [tender response](#) to accept. The [tender](#) evaluation panel determines which tender [or EOI response](#) would be most advantageous to the City.

#### Minor Variations

If after the [tender rRequest](#) has been publicly advertised and a successful [tenderer respondent](#) has been chosen, but before the City and [tenderer successful respondent](#) have entered into a contract, the City may make a minor variation in the goods or services [or works](#) required. A minor variation will not alter the nature

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Policy Number: P607

Council Adoption: 26/11/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 11/16, 03/17, 06/18, 04/20, 03/21, 09/22, 05/29

Relevant Council Delegation: DC607 DC685

Relevant Delegation: DM607

Relevant Management Practice: M607

of the goods or services [or works](#) required, nor will it materially alter the specification or structure requested by the initial ~~tender~~[Request](#).

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Policy Number: P607

Council Adoption: 26/11/02

Reviewed/Modified: 10/05, 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 11/16, 03/17, 06/18, 04/20, 03/21, 09/22, [05/29](#)

Relevant Council Delegation: DC607 DC685

Relevant Delegation: DM607

Relevant Management Practice: M607

### Notification of Outcome

Each [tenderer respondent](#) shall be notified of the [Request tender](#) outcome following its determination. The notification shall include the name of the successful [tenderer respondent](#). The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the [tender](#) process.

### Records Management

All documentation associated with the [tender Request](#) process must be recorded and retained. This includes:

- [Tender Request](#) specification and supporting documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

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

### Legislation / Local Law Requirements

*Local Government Act 1995*

Local Government (Functions and General) Regulations 1996

### Other Relevant Policies / Key Documents

P605: Purchasing

P611: Pre-Qualified Supplier Panels

P674: Management of Corporate Records

P695: Risk Management Policy

City of South Perth Strategic Community Plan 2021 - 2031

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

DC607B: Non-Acceptance of Tenders

DC685: Inviting Tenders or Expressions of Interest

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Policy Number: P607

Council Adoption: 26/11/02

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Relevant Council Delegation: DC607 DC685

Relevant Delegation: DM607

Relevant Management Practice: M607

## Strategic Direction *Leadership*

### Policy P611 Pre-Qualified Supplier Panels

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

#### Policy Objectives

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

Part of the consideration of establishing a panel includes:

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

#### Policy Scope

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

#### Policy Statement

##### Establishing and Managing a Panel

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

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

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

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

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



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

### Distributing Work Amongst Panel Members

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

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

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

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

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

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Policy Number: P611

Council Adoption: 15/10/2019

Reviewed/Modified: 03/21, 09/22, 05/24

Relevant Council Delegation:

Relevant Delegation:

Relevant Management Practice:

### **Purchasing from the Panel**

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

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

### **Record Keeping**

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

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

*Local Government Act 1995*

Local Government (Functions & General) Regulations 1996

*State Records Act 2000*

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

P605: Purchasing

P607: Tendering & Expressions of Interest

P674: Management of Corporate Records

P695: Risk Management Policy

City of South Perth Strategic Community Plan 2021 - 2031

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Policy Number: P611

Council Adoption: 15/10/2019

Reviewed/Modified: 03/21, 09/22, 05/24

Relevant Council Delegation:

Relevant Delegation:

Relevant Management Practice:

## Strategic Direction *Leadership*

### Policy P613 Capitalisation & Valuation of Fixed Assets

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

#### Policy Objectives

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

#### Policy Scope

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

#### Policy Statement

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

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

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

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

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

### **Classification & Capitalisation Thresholds**

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

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

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

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

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

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

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

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Policy Number: P613  
Council Adoption: 25/10/2005  
Reviewed/Modified: 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16,  
03/17, 06/18, 05/19, 06/20, 03/21, 09/22

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

### Asset Components:

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

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

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

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

### Valuation

Valuation and revaluation of City assets are in accordance with the LGFMR specifically Regulation 17A.

The City revalues its assets, subject to revaluation in accordance with the LGFMR:

- ~~whenever it is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and~~
- ~~in any event, within a period of no more than 5 years after the day on which the asset was last valued or revalued.~~
- If the asset is an investment property –
  - whenever required under the AAS known as AASB 140; and
  - in any event, on the day after the period of 5 years beginning on the asset's last valuation date;
- otherwise – on the day after the period of 5 years beginning on the asset's last valuation date.
- The City may revalue its assets subject to revaluation in accordance with the LGFMR earlier than required if it chooses to do so.
- The City is not required to comply with the AAS known as AASB 136 to determine the recoverable amounts of its assets subject to revaluation for an impairment indicator of a general decrease in asset values.

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

Technology Equipment (Computers, peripherals and communications equipment)

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Policy Number: P613  
Council Adoption: 25/10/2005  
Reviewed/Modified: 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 06/18, 05/19, 06/20, 03/21, 09/22

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

Furniture & Fittings  
Plant & Equipment  
Mobile Plant  
Right-of-Use Assets (as defined by the LGFMR)

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

Land and Buildings, Artworks  
Road Network  
Path Network  
Drainage Network

Parks Assets  
Street Furniture & Other Assets  
Foreshore Assets  
Car Parking  
Vested Improvements controlled by the City (as defined by the LGFMR)

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

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

### Useful Lives & Depreciation Rates

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

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

### Legislation / Local Law Requirements

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

AASB 13 Fair Value Measurement  
AASB 116 Property, Plant and Equipment AASB 136 Impairment  
AASB 5 Assets Held for Sale AASB 40 Investment Properties  
Local Government (Financial Management) Regulations 1996

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Policy Number: P613  
Council Adoption: 25/10/2005  
Reviewed/Modified: 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16,  
03/17, 06/18, 05/19, 06/20, 03/21, 09/22

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

### Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2021 - 2031  
City of South Perth Long Term Financial Plan  
City of South Perth Asset Management Plans  
International Asset Management Manual

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Policy Number: P613  
Council Adoption: 25/10/2005  
Reviewed/Modified: 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 02/15, 03/16,  
03/17, 06/18, 05/19, 06/20, 03/21, 09/22

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

## Strategic Direction *Leadership*

### Policy P624 Media Communications

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

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

#### Policy Objectives

The objective of this policy is to:

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

#### Policy Scope

This policy applies to Council, City employees and consultants.

#### Policy Statement

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

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

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



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

### Speaking to the media

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

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

### Media liaison

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

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

### City employees

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

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

### Mayor and Councillors

~~If~~ When making statements to the media about a Council decision or policy, the Mayor and ~~l~~ or Councillors should clearly indicate that they are expressing their personal views and that they are not speaking on behalf of the City. In making a statement or comment, they should clearly

Page 2 of 3

Policy Number: P624  
Council Adoption: 26/03/2019  
Reviewed/Modified: 06/23

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

communicate the decision of Council, the process taken to arrive at the decision and the reasons for it before they indicate their personal views.

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

### Media Statements/Releases

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

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

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

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

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

~~City M~~media ~~statements~~ will not include information of an electioneering or personal promotional nature.

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

### Media Events

Where an event is scheduled that is likely to be attended by the media, Council Members will be informed and if practicable (as determined by the CEO) invited to attend.

### Legislation / Local Law Requirements

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

### Other Relevant Policies / Key Documents

~~Marketing and Communications Strategy~~

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Policy Number: P624  
Council Adoption: 26/03/2019  
Reviewed/Modified: 06/23

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

## Strategic Direction *Leadership*

### Policy P610 Collier Park Village - Financial Arrangements

Responsible Business Unit/s	Collier Park Village, Financial Services
Responsible Officer	Director Corporate Services, Manager Collier Park Village
Affected Business Unit/s	Collier Park Village, Financial Services

#### Policy Objectives

The City provides independent living units for the purpose of aged care at the Collier Park Village. Residents of the retirement village individually enter lease agreements to take the premises in return for payment of a nominated sum upon entry and ongoing maintenance on a monthly basis. It is considered appropriate for information relating to these financial arrangements and the method of their determination to be freely available to present and prospective residents.

#### Policy Scope

This Policy affects the Financial Services Department and Collier Park Village.

#### Policy Statement

The Capital Contribution to be paid upon taking lease of a unit within the Collier Park Village is to be composed of 3 components:

- Initial Refurbishment Levy (5% of Market Price of the Unit)
- Ingoing Contribution / Lease Premium (Reviewed annually by the City)
- Refundable Portion (Repaid to the resident upon leaving Village)

The amount of the Ingoing Contribution (to be paid **once only** upon entry) is to be reviewed administratively on an annual basis in the context of the long term financial sustainability of the village and current market conditions.

All prospective residents are to be advised of the monetary amount of the Ingoing Contribution prior to entering into a lease to take a unit within the Collier Park Village.

The Refundable Portion of the Capital Contribution is to be quarantined in the cash-backed CPV Residents Loan Offset Reserve until such time as the funds are repaid to the departing resident..

An Additional Refurbishment Levy equal to 1% of the Refundable Portion as determined upon entry to the village is payable annually for residents in years 6 -10 inclusive of their term of residence in the village. This condition applies only to residents subject to the Initial Refurbishment Levy.



In accordance with the Retirement Villages Regulations 1992 regulation 7F, Financial matters are dealt with in the Lease Agreement with a resident or prospective resident.

The Refundable Portion is managed in accordance with Retirement Villages Act 1992. Sections 18 and 19 and invested in accordance with P603 Investment of Surplus Funds.

The Monthly Maintenance Fee to be applied to the units within the village is to be determined annually by the City following annual budget consultation meeting with the Collier Park Village Residents Committee. In determining the amount of the Monthly Maintenance Fee, due consideration is to be given to factors including but not necessarily limited to:

- Level of service provided
- Financial viability and sustainability of operations
- Fee levels at comparable facilities
- Movement in the Consumer Price Index (CPI)

Residents of the village may, by completing a Deed of Variation to their existing lease, opt to pay a lesser amount of monthly maintenance as determined by the City annually – and have the remainder of the agreed maintenance fee deducted from the Refundable Portion of their ingoing monies.

The Collier Park Village Residents Committee is to be provided with an opportunity to consult with the City at the draft budget stage of the budget development process.

The City will provide quarterly financial statements in the approved format to the CPV Residents Committee in a timely manner having regard to close off of accounts and availability of relevant financial information needed to prepare the statements.

A summary of the financial performance of the Collier Park Village accompanied by a copy of the Audit Opinion on the City's Annual Financial Statement is to be made available to the Collier Park Village Residents Committee within 30 days of presentation of the Audit Opinion to Council.

### Legislation / Local Law Requirements

Retirement Village Code of Practice

Retirement Villages Act 1992, Sections 18 and 19

Retirement Villages Regulations 1992, regulation 7F

### Other Relevant Policies / Key Documents

P603: Investment of Surplus Funds

City of South Perth Strategic Community Plan 2021 - 2031

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Policy Number:	P610	Relevant Council Delegation:	N/A
Council Adoption:	22/10/02	Relevant Delegation:	N/A
Reviewed/Modified:	10/10, 03/07, 09/08, 03/10, 02/11, 03/12, 03/13, 02/15, 03/16, 03/17, 06/18, 03/21, 09/22, 06/23	Relevant Management Practice:	N/A

## Strategic Direction *Leadership*

### Policy P673 Audio Recording of Council Meetings

<b>Responsible Business Unit/s</b>	<b>Governance, Information Systems</b>
<b>Responsible Officer</b>	<b>Manager Governance, Chief Executive Officer</b>
<b>Affected Business Unit/s</b>	<b>Governance, Information Systems</b>

#### Policy Objectives

The City has resolved to record Council Meetings to assist in the preparation of the minutes of the meeting and to ensure that an audio-recorded account of meetings is available. The purpose of this policy is to guide the implementation of that decision and to describe how the recordings will be used and made available.

#### Policy Scope

This Policy applies to all officers involved with Council Meetings and the Information Systems Officers.

#### Policy Statement

All Ordinary and Special Meetings of Council shall be digitally recorded, consistent with the objectives of the *Local Government Act 1995*, section 1.3 (2)(c), which promotes greater accountability of local governments to their communities. This includes where Council has resolved to close the meeting to members of the public in accordance with section 5.23 of the *Local Government Act 1995*.

##### *Purpose*

The primary purpose of recording is to ensure that a true and accurate account of debate and discussions at all meetings is available and to assist in the preparation of the Minutes of Council meetings. The Minutes will continue to be prepared in accordance with the requirements of the *Local Government Act 1995* and the Local Government (Administration) Regulations 1996.

##### *Access*

Governance Officers shall have access to the recordings to assist in the preparation of the minutes.

Audio recordings will be made available on the City's website.

Members of the public are not entitled to receive a digital copy of that part of the meeting that was declared *confidential* and closed to the public.

### *Transcription*

Recordings will not be transcribed unless the CEO or Council by resolution determines otherwise. Where transcription of Council Minutes is provided, it is conditional upon the full cost being met by the applicant. External resourcing may be utilised to prepare the transcription. Where transcription is approved members of the public are not entitled to a transcription of that part of the meeting declared *confidential* and closed to the public.

### *Storage*

Recordings must be stored in accordance with the *State Records Act 2000*.

### *Signage*

Clear signage must be placed in the Council chamber advising members of the public that the meeting is being recorded.

### *Public notice*

At the commencement of each council meeting, the Presiding Member will publicly announce that the meeting will be audio recorded.

## **Legislation / Local Law Requirements**

*Local Government Act 1995*

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

General Disposal Authority for Local Government Records  
City of South Perth Strategic Community Plan 2021-2031

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Policy Number:	P673	Relevant Council Delegation:	N/A
Council Adoption:	26/06/07	Relevant Delegation:	N/A
Reviewed/Modified:	02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 03/17, 03/18, 06/19, 09/20, 09/22	Relevant Management Practice:	N/A

Delegation from Council DC401  
Graffiti Vandalism Act – Local Government Functions

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

Head of Power:	<i>Graffiti Vandalism Act 2016</i>
Express Power to Delegate:	Section 16
Delegation No.:	DC401
Delegation Title:	Graffiti Vandalism Act – Local Government Functions
Legislative Reference of Power:	Section 16
Power or Duty being Delegated:	Perform any power or duty of the ‘local government’ under the <i>Graffiti Vandalism Act 2016</i> .
Conditions of Delegation:	Not Applicable
Delegated To	Chief Executive Officer

Delegation Number:	DC401	Relevant Management Practice:	N/A
Council Adoption:	26/03/2019	Relevant Policy:	N/A
Reviewed/Modified:	08/21, 03/22, 03/23	Relevant Delegation:	N/A

## Delegation from Council DC664 Dogs – Local Government Functions

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

Head of Power:	<i>Dog Act 1976</i>
Express Power to Delegate:	Section 10AA
Delegation No.:	DC664
Delegation Title:	Dogs – Local Government Functions
Legislative Reference of Power	Section 10AA
Power or Duty being Delegated:	The authority to form any power or duty of the ‘local government’ under the <i>Dog Act 1976</i> .
Conditions of Delegation:	Not applicable
Delegated To	Chief Executive Officer

Delegation Number: DC664

Relevant Management Practice: N/A

Council Adoption: 26/03/2019

Relevant Policy: N/A

Reviewed/Modified: 08/21, 03/22, 03/23

Relevant Delegation: N/A

Strategic Direction  
Leadership

Delegation from Council DC665  
Cats – Local Government Functions

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

Head of Power:	<i>Cat Act 2011</i>
Express Power to Delegate:	Section 44
Delegation No.:	DC665
Delegation Title:	Cats – Local Government Functions
Legislative Reference of Power:	Section 44
Power or Duty being Delegated:	The authority to form any power or duty of the 'local government' under the <i>Cat Act 2011</i> .
Conditions of Delegation:	Not applicable
Delegated To	Chief Executive Officer

Delegation Number: DC665

Relevant Management Practice: N/A

Council Adoption: 26/03/2019

Relevant Policy: N/A

Reviewed/Modified: 08/21, 03/22, 03/23

Relevant Delegation: N/A

## Strategic Direction Leadership

### Delegation from Council DC678 Appointment of Authorised Officers

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

<b>Head of Power:</b>	<i>Local Government Act 1995</i>
<b>Express Power to Delegate:</b>	Section 5.42
<b>Delegation No.:</b>	DC678
<b>Delegation Title:</b>	Appointment of Authorised Officers
<b>Legislative Reference of Power:</b>	Section 9.10
<b>Power or Duty being Delegated:</b>	Authority to appoint persons or classes of persons to be authorised for the purpose of performing particular functions.
<b>Conditions of Delegation:</b>	Not Applicable
<b>Delegated To</b>	Chief Executive Officer

Delegation Number: DC678

Relevant Management Practice: N/A

Council Adoption: 26/03/08

Relevant Policy: N/A

Reviewed/Modified: 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 08/21, 03/22, 03/23

Relevant Delegation: N/A

## Strategic Direction Leadership

### Delegation from Council DC684 Sealed Documents

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC684
Delegation Title:	Sealed Documents
Legislative Reference of Power:	Sections 9.49A (2)
Power or Duty being Delegated:	Authorise the affixing of the Common Seal of the City to any document that needs the City's Common Seal to be legally effective.
Conditions of Delegation:	Not Applicable
Delegated To	Chief Executive Officer

Delegation Number: DC684

Relevant Management Practice: N/A

Council Adoption: 26/03/2019

Relevant Policy: N/A

Reviewed/Modified: 08/21, 03/22, 03/23

Relevant Delegation: N/A

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

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

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

<b>Head of Power:</b>	<i>Local Government Act 1995</i>
<b>Express Power to Delegate:</b>	Section 5.42(1)(b)
<b>Delegation No.:</b>	DC692
<b>Delegation Title:</b>	Enforcement and Legal Proceedings – Illegal Development
<b>Legislative Reference of Power:</b>	<i>Planning and Development Act 2005</i> Section 214(2), (3) and (5)
<b>Power or Duty being Delegated:</b>	To issue a direction to a person contravening section 214 of the <i>Planning and Development Act 2005</i> .
<b>Conditions of Delegation:</b>	<p>(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.</p> <p>(2) Give a written direction to the owner or any other person who undertook an unauthorised development:</p> <ol style="list-style-type: none"> <li>a) to remove, pull down, take up or alter the development; and</li> <li>b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> <p>(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.</p>
<b>Delegated To</b>	<p>Officers occupying the following positions as determined by the delegation from Chief Executive Officer to Officers.</p> <ul style="list-style-type: none"> <li>• Director Development and Community Services</li> <li>• Manager Development Services</li> </ul>

Delegation Number: DC692

Relevant Management Practice: N/A

Council Adoption: 26/03/24

Relevant Policy: N/A

Reviewed/Modified:

Relevant Delegation: N/A

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

Responsible Business Unit/s	<a href="#">Programs Delivery Engineering Services</a>
Responsible Officer	Manager <a href="#">Programs Delivery Engineering Services</a>
Affected Business Unit/s	Infrastructure Services

Head of Power:	<a href="#">Local Government Act 1995</a>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC511
Delegation Title:	Partial Closure of a Thoroughfare for Repair or Maintenance
Legislative Reference of Power:	<a href="#">Section 3.50, 3.50A and 3.51</a>
Power or Duty being Delegated:	The authority to allow for the partial and temporary closure of a thoroughfare for the purpose of carrying out repairs or maintenance <del>under section 3.50 and 3.50A of the Local Government Act 1995.</del>
Conditions of Delegation:	(a) The closure is unlikely to have a significant adverse impact on users of the thoroughfare; and (b) Written notice of the partial closure will be given to the occupier of any property who gains access to the property from that part of the thoroughfare which is to be closed.
Delegated To	Chief Executive Officer

Delegation Number: DC511

Council Adoption: 26/03/08

Reviewed/Modified: 03/10, 02/11, 03/13, 03/14, 03/15, 03/16, 11/16, 12/17, 03/19, 08/21, 03/22, 03/23

Relevant Management Practice: N/A

Relevant Policy: N/A

Relevant Delegation: N/A

## Delegation from Council DC603 Investment of Surplus Funds

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

Head of Power:	<a href="#">Local Government Act 1995</a>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC603
Delegation Title:	Investment of Surplus Funds
Legislative Reference of Power:	<a href="#">Section 6.10 and 6.14 (1)</a> Regulation 19 of the Local Government (Financial Management) Regulations 1996)
Power or Duty being Delegated:	The authority to invest money held in the Municipal Fund or the Trust Fund that is not for the time being required for any other purpose, <del>in accordance with section 6.14 of the Local Government Act 1995 and regulation 19 of the Local Government (Financial Management) Regulations 1996.</del>
Conditions of Delegation:	(a) the funds may be invested in any of the Australian Prudential Regulation Authority regulated and listed, Authorised Deposit-taking Institutions (ADIs) being corporations as authorised under the Banking Act 1959. ADIs include the following institutions: <ul style="list-style-type: none"> <li>• Banks,</li> <li>• Building Societies, and</li> <li>• Credit Unions.</li> </ul> (b) the funds may only be invested in those authorised financial instruments which are set out in Policy P603 - Investment of Surplus Funds.
Delegated To	Chief Executive Officer

Delegation Number: DC603

Council Adoption: 27/03/07

Reviewed/Modified: 08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 06/18, 03/19, 08/21, 03/22, 03/23

Relevant Management Practice: M603 Investment Procedures

Relevant Policy: P603 Investment of Surplus Funds

Relevant Delegation: N/A

## Strategic Direction Leadership

### Delegation from Council DC679 Administer the City's Local Laws

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC679
Delegation Title:	Administer the City's Local Laws
Legislative Reference of Power:	<a href="#">Section 3.18 (1)</a>
Power or Duty being Delegated:	The authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for or in connection with performing the functions of the City <a href="#">under section 3.18 of the <i>Local Government Act 1995</i></a> .
Conditions of Delegation:	Not Applicable
Delegated To	Chief Executive Officer

Delegation Number:	DC679	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 08/21, 03/22, 03/23	Relevant Delegation:	N/A

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

**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

Head of Power:	<a href="#">Planning and Development (Local Planning Schemes) Regulations 2015</a>
Express Power to Delegate:	Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 (Deemed Provisions) <a href="#">Cl 82 &amp; 83</a>
Delegation No.:	DC690
Delegation Title:	Local Planning Scheme No. 7
Legislative Reference of Power:	<a href="#">Planning and Development (Local Planning Schemes) Regulations 2015 - Clause 83(1)-(3)</a>
Power or Duty being Delegated:	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 of Delegation:	The exercise of these powers and duties is subject to the conditions outlined in <b>Schedule 1</b> which is attached to this instrument of delegation.
Delegated To	Officers occupying the following positions as determined by the delegation from Chief Executive Officer to Officers. <ul style="list-style-type: none"> <li>• Director Development and Community Services</li> <li>• Manager Development Services</li> <li>• Coordinator Urban Planning</li> <li>• Senior Urban Planner</li> </ul>

Delegation Number: DC690

Relevant Management Practice: N/A

Council Adoption: 26/03/24

Relevant Policy: N/A

Reviewed/Modified:

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 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.
- (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.

#### 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 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 or involving 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.

#### 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.

#### 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

Delegation from Council DC703  
Minor Amendments to Delegations Register and Policies

<b>Responsible Business Unit/s</b>	Chief Executive Officer
<b>Responsible Officer</b>	Chief Executive Officer
<b>Affected Business Unit/s</b>	Governance
<b>Head of Power:</b>	<a href="#">Local Government Act 1995</a>
<b>Express Power to Delegate:</b>	Section 5.42 and 5.44 of the <a href="#">Local Government Act 1995</a>
<b>Delegation No.:</b>	DC703
<b>Delegation Title:</b>	Minor Amendments to Delegations Register and Policies
<b>Legislative Reference of Power:</b>	<a href="#">Section 5.42</a>
<b>Power or Duty being Delegated:</b>	The delegate is authorised to make amendments to format, spelling, grammar, titling, responsible/affected business units/officers and minor errors within the text of Delegations and Policies that have already been endorsed by Council.
<b>Conditions of Delegation:</b>	Such changes must not alter the intent of the documents
<b>Delegated To</b>	Chief Executive Officer

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

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

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services, <del>Principal Senior</del> Building Surveyor
Affected Business Unit/s	Development Services

Head of Power:	<u><a href="#">Building Act 2011</a></u>
Express Power to Delegate:	Section 127(1) <del>and 127(3)</del>
Delegation No.:	DC370
Delegation Title:	Approve or Refuse Grant of a Building Permit
Legislative Reference of Power:	<u><a href="#">Building Act 2011 Section-18, 20 22, 23 and 27</a></u> <u><a href="#">Building Regulations 2012 Regulation 23, 24 and 26</a></u>
Power or Duty being Delegated:	The authority to grant or refuse to grant building permits <del>under section 20 &amp; 22 of the Building Act 2011.</del>
Conditions of Delegation:	<ul style="list-style-type: none"> <li>• Keep a register in the approved form of all building permits granted by the <del>Local Authority.</del> <u>local government.</u></li> <li>• Make the register available for inspection by members of the public during normal office hours.</li> <li>• Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure.</li> <li>• <del>Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <i>Financial Management Act</i> 2006 Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the <i>Building Services (Complaint Resolution and Administration) Act</i> 2011 section 3.</del></li> <li>• <u>A delegation of a special permit authority's powers or duties may be only to:</u> <ul style="list-style-type: none"> <li>○ <u>An employee of the special permit authority (s127(2)); or</u></li> <li>○ <u>a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>.</u></li> </ul> </li> <li>• Allow interested persons to inspect a building record <del>and provide to the interested person a copy of the building record.</del></li> </ul>
Delegated To	<del>Principal Senior Building Surveyor</del> Chief Executive Officer Director Development and Community Services Manager Development Services <del>Senior Building Surveyor</del> <del>Manager Governance</del> Assistant Building Surveyor

Delegation Number:	DC370	Relevant Management Practice:	N/A
Council Adoption:	27/11/2012	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 07/12, 11/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23	Relevant Delegation:	N/A

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

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

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services, <del>Senior Principal</del> Building Surveyor
Affected Business Unit/s	Development Services

Head of Power:	<u><a href="#">Building Act 2011</a></u>
Express Power to Delegate:	Section 127 (1)
Delegation No.:	DC371
Delegation Title:	Approve or Refuse Granting of a Demolition Permit
Legislative Reference of Power:	<u><a href="#">Building Act 2011 Section 18, 21, 22, 27(1) and 27(3)</a></u> <u><a href="#">Building Regulations 2012 Regulation 23, 24 and 26</a></u>
Power or Duty being Delegated:	The authority to grant or refuse to grant building permits <del>under section 21 &amp; 22 of the Building Act 2011.</del>
Conditions of Delegation:	<ul style="list-style-type: none"> <li>• Keep a register in the approved form of all demolition permits made by Local Authority.</li> <li>• Make the register available for inspection by members of the public during normal office hours.</li> <li>• Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure</li> <li>• Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the Financial Management Act 2006 Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the Building Services (Complaint Resolution and Administration) Act 2011 section 3.</li> <li>• <del>Allow interested persons to inspect a building record and provide to the interested person a copy of a building record.</del></li> <li>• <u><a href="#">A delegation of a special permit authority's powers or duties may be only to:</a></u> <ul style="list-style-type: none"> <li>○ <u><a href="#">An employee of the special permit authority (s127(2)); or</a></u></li> <li>○ <u><a href="#">a person employed by the local government under s5.36 of the Local Government Act 1995.</a></u></li> </ul> </li> </ul>
Delegated To	<del>Principal Senior Building Surveyor</del> Chief Executive Officer Director Development and Community Services Manager Development Services <del>Senior Building Surveyor</del> <del>Manager Governance</del> Assistant Building Surveyor

Delegation Number:	DC371	Relevant Management Practice:	N/A
Council Adoption:	27/11/2012	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 07/12, 11/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23	Relevant Delegation:	N/A

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

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

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services, <del>Principal Senior</del> Building Surveyor
Affected Business Unit/s	Development Services

Head of Power:	<u><i>Building Act 2011</i></u>
Express Power to Delegate:	Section 127 (1) <u>and 127(3)</u>
Delegation No.:	DC372
Delegation Title:	Grant, or Refuse to Grant Occupancy Permits or Building Approval Certificates
Legislative Reference of Power:	<u>Section 55, 58, 62(1); 62(3)</u>
Power or Duty being Delegated:	The authority to grant, modify or refuse to grant occupancy permits or building approval certificates <del>under section 58 of the</del> <u><i>Building Act 2011</i></u> .
Conditions of Delegation:	<ul style="list-style-type: none"> <li>• Keep a register in the approved form of all occupancy permits and building approval certificates made by the Local Authority.</li> <li>• Make the register available for inspection by members of the public during normal office hours.</li> <li>• Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure.</li> <li>• <u>Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <i>Financial Management Act 2006</i> -Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the <i>Building Services (Complaint Resolution and Administration) Act 2011</i> section 3.</u></li> <li>• <u>A delegation of a special permit authority's powers or duties may be only to:</u> <ul style="list-style-type: none"> <li>○ <u>An employee of the special permit authority (s127(2)); or</u></li> <li>○ <u>a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>.</u></li> </ul> </li> <li>• Allow interested persons to inspect a building record <del>and provide to the interested person a copy of a building record.</del></li> </ul>
Delegated To	<del>Principal Senior Building Surveyor</del> Chief Executive Officer Director Development and Community Services Manager Development Services <del>Senior Building Surveyor</del> <del>Manager Governance</del> Assistant Building Surveyor

Delegation Number:	DC372	Relevant Management Practice:	N/A
Council Adoption:	27/11/2012	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 07/12, 11/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23	Relevant Delegation:	N/A

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

### Delegation from Council DC373

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

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services, <del>Principal Senior</del> Building Surveyor
Affected Business Unit/s	Development Services

Head of Power:	<u><a href="#">Building Act 2011</a></u>
Express Power to Delegate:	Section 127 (1)
Delegation No.:	DC373
Delegation Title:	Approve or refuse an Extension of the Duration for Occupancy Permits or Building Approval Certificates
Legislative Reference of Power:	<u><a href="#">Building Act 2011 Section 65(4)</a></u> <u><a href="#">and Building Regulations 2012 Regulation 40</a></u>
Power or Duty being Delegated:	The authority to grant, modify or refuse to grant occupancy permits or building approval certificates <del>under section 58 of the Building Act 2011.</del>
Conditions of Delegation:	<ul style="list-style-type: none"> <li>• Keep a register in the approved form of all occupancy permits and building approval certificates made by the Local Authority.</li> <li>• Make the register available for inspection by members of the public during normal office hours.</li> <li>• Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure.</li> <li>• <u><a href="#">Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the Financial Management Act 2006 Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the Building Services (Complaint Resolution and Administration) Act 2011 section 3.</a></u></li> <li>• <u><a href="#">A delegation of a special permit authority's powers or duties may be only to:</a></u> <ul style="list-style-type: none"> <li>○ <u><a href="#">An employee of the special permit authority (s127(2)); or</a></u></li> <li>○ <u><a href="#">a person employed by the local government under s5.36 of the Local Government Act 1995.</a></u></li> </ul> </li> <li>• <del>Allow interested persons to inspect a building record, and provide to the interested person a copy of a building record.</del></li> </ul>
Delegated To	<del>Principal Senior Building Surveyor</del> <del>Chief Executive Officer</del> <del>Director Development and Community Services</del> Manager Development Services <del>A Senior Building Surveyor</del> <del>Assistant Building Surveyor</del>

<b>Delegation Number:</b>	DC353	<b>Relevant Management Practice:</b>	N/A
<b>Council Adoption:</b>	26/03/2008	<b>Relevant Policy:</b>	N/A
<b>Reviewed/Modified:</b>	03/10, 02/11, 03/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23	<b>Relevant Delegation:</b>	N/A

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

### Delegation from Council DC374

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

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

Head of Power:	<u><a href="#">Local Government Act 1995</a></u> <u><a href="#">Building Act 2011</a></u>
Express Power to Delegate:	<u><a href="#">Local Government Act 1995</a></u> Section 5.42 <u><a href="#">1(b)</a></u> <u><a href="#">Building Act 2011 – Section 127 (1) and (3)</a></u>
Delegation No.:	DC374
Delegation Title:	Appoint Authorised Officers for the purposes of the Building Act 2011
Legislative Reference of Power:	<u><a href="#">Building Act 2011 Section 96(3) and 99(3)</a></u> <del><u><a href="#">Building Act 2011 – Section 127</a></u></del> <u><a href="#">Building Regulations 2012 – 70(1) and (2)</a></u>
Power or Duty being Delegated:	The authority to grant, modify or refuse to grant occupancy permits or building approval certificates <del>under section 58 of the <i>Building Act 2011</i>.</del>
Conditions of Delegation:	<u><a href="#">1) Each person designated as an authorised person must have an identity card.</a></u> <del><u><a href="#">2) Delegations exercised are to be recorded in the City’s record management system.</a></u></del> <b>Not Applicable</b>
Delegated To	Chief Executive Officer

Delegation Number:	DC374	Relevant Management Practice:	N/A
Council Adoption:	26/03/2008	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23	Relevant Delegation:	N/A

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

### Delegation from Council DC375 Issue or Revoke Building Orders

Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services, <del>Principal Senior</del> Building Surveyor
Affected Business Unit/s	Development Services
Head of Power:	<u><i>Building Act 2011</i></u>
Express Power to Delegate:	Section 127(1)
Delegation No.:	DC375
Delegation Title:	Issue or Revoke Building Orders
Legislative Reference of Power:	<u>Section 110 (1), 111(1), 117 (1), 117(2), 118(2),-118(3) and 133(1).</u>
Power or Duty being Delegated:	<p>The authority to issue or revoke building orders <del>under section 110 and 117 of the Building Act 2011.</del></p> <p><u>Authority to give notice of a proposed building order and consider submissions received in response and determine actions.</u></p> <p><u>If there is non-compliance with a building order, authority to cause an authorised person to:</u></p> <p><u>(a) take any action specified in the order; or</u></p> <p><u>(b) commence or complete any work specified in the order; or</u></p> <p><u>(c) if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease.</u></p> <p><u>Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order.</u></p> <p><u>Authority to specify a way in which an outward facing side of a particular close/boundary wall must be finished off.</u></p> <p><u>Authority to initiate a prosecution for non-compliance with a building order.</u></p>
Conditions of Delegation:	<p>Keep a register in the approved form of all building orders issued by the Local Authority.</p> <p><u>A delegation of a special permit authority's powers or duties may be only to:</u></p> <ul style="list-style-type: none"> <li><u>o An employee of the special permit authority (s127(2)); or</u></li> <li><u>o a person employed by the local government under s5.36 of the Local Government Act 1995.</u></li> </ul>
Delegated To	<p><del>Principal Senior Building Surveyor</del></p> <p>Chief Executive Officer</p> <p>Director Development &amp; <del>and</del> Community Services</p> <p>Manager Development Services</p> <p><del>Senior Building Surveyor</del> <del>Manager Governance</del></p> <p>Assistant Building Surveyor</p>

<b>Delegation Number:</b>	DC375	<b>Relevant Management Practice:</b>	N/A
<b>Council Adoption:</b>	26/03/2008	<b>Relevant Policy:</b>	N/A
<b>Reviewed/Modified:</b>	03/10, 02/11, 03/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23	<b>Relevant Delegation:</b>	N/A

## Strategic Direction

*Environment (Built and Natural)*

### Delegation from Council DC376 Infringement Notices under the Building Regulations 2012

Responsible Business Unit/s	Development Services
Responsible Officer	Director Development Services
Affected Business Unit/s	Development Services
Head of Power:	<a href="#">Local Government Act 1995</a>
Express Power to Delegate:	<a href="#">Section 5.42</a>
Delegation No.:	DC376
Delegation Title:	Infringement Notices under the Building Regulations 2012
Legislative Reference of Power:	<a href="#">Local Government Act 1995 – Section 9.10, 9.16, 9.19 and 9.20</a> <a href="#">Building Regulations 2012 – Regulation 70 (1) and (2)</a>
Power or Duty being Delegated:	<a href="#">The authority to appoint 'authorised officers' for the purposes of issuing Building Act 2011 infringement notices in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6 (b) of the Criminal Procedures Act 2004.</a> The authority <a href="#">to</a> extend the time to pay or withdraw infringement notices.
Conditions of Delegation:	Not Applicable
Delegated To	<a href="#">Chief Executive Officer</a> Director Development and Community Services Manager Development Services

Delegation Number: DC376

Relevant Management Practice: N/A

Council Adoption: 15/10/2019

Relevant Policy: N/A

Reviewed/Modified: 08/21, 03/22, 03/23

Relevant Delegation: N/A

:

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

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

Head of Power:	<u>Local Government Act 1995</u>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC602
Delegation Title:	Authority to Make Payments from the Municipal and Trust Funds
Legislative Reference of Power:	<u>Section 6.7.(2), and 6.9(2),(3)(a),(4), and 6.10(d) of the Local Government Act 1995</u> <u>Regulation 12 (1)(a) of the Local Government (Financial Management) Regulations 1996</u>
Power or Duty being Delegated:	The authority to make payments on behalf of the City from the Municipal Fund and the Trust Fund, <del>pursuant to Sections 6.7 and 6.9 of the Act and Regulation 12 of the Local Government (Financial Management) Regulations 1996.</del>
Conditions of Delegation:	Before a payment is made, the following procedure must be followed: <del>(a) (a) —————</del> Expenditure must be previously approved by Council and be included in the annual budget; <del>(b) Regulation 5(1)(e), 11,12, 13 and 13A of the Local Government (Financial Management) Regulations 1996 must be complied with.</del> <del>(c) Monthly reporting to Council is to be in accordance with Regulation 13.</del> <del>(d) The CEO’s authority to make payments is unlimited, subject to annual budget limitations.</del> <del>(e) This authority pertains to payments for EFT transactions, including Creditors and Payroll, utility providers,</del> <del>(f) Investments and transfers between trust and municipal funds.</del> <del>(a)(g) This authority includes the lodgement of Employees' Superannuation payments.</del> <del>(b) — Each expenditure item must have correct authorisation in accordance with the parameters of the DM605 Attachment 2— Purchasing Authority Limits Matrix; and</del> <del>(b)(h)(c) —————</del> Expenditure due for payment must be accompanied by sufficient documentation as to allow the signatories to confirm correct procedures have been followed.
Delegated To	Chief Executive Officer

Delegation Number: DC602

Relevant Management Practice: N/A

Council Adoption: 27/03/07

Relevant Policy:

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15,  
03/16, 03/17, 06/18, 03/19, 08/21, 03/22, 03/23

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

Delegation from Council DC607

**Acceptance of Tenders /E-Quotes/Common Use Agreements**

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

Head of Power:	<u><a href="#">Local Government Act 1995</a></u>
Express Power to Delegate:	<u><a href="#">Section 5.42</a></u>
Delegation No.:	DC607
Delegation Title:	<b>Acceptance of Tenders /E-Quotes/Common Use Agreements</b>
Legislative Reference of Power:	<u><a href="#">Section 3.57 Local Government Act 1995 and Local Government (Functions and General) Regulations 1996 Part 4 r. 11-, r.13, r.14, r.18, r.20, r.21Ar. 18 (4) of the Local Government (Functions and General) Regulations 1996</a></u>
Power or Duty being Delegated:	<p>a) <u><a href="#">Authority to call tenders [F&amp;G r.11(1)].</a></u></p> <p>b) <u><a href="#">Authority to determine not to call a public tender as required under r11(1), if an exemption exists under r11(2). [F&amp;G r.11(2)].</a></u></p> <p>c) <u><a href="#">Authority to invite tenders although not required to do so [F&amp;G r.13].</a></u></p> <p>d) <u><a href="#">Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14(2a)].</a></u></p> <p>e) <u><a href="#">Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r.14(4)(a)].</a></u></p> <p>f) <u><a href="#">Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14(5)].</a></u></p> <p>g) <u><a href="#">Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&amp;G r.18(4)].</a></u></p> <p>h) <u><a href="#">Authority to accept tenders, only within the \$value detailed as a condition on this Delegation, or reject tenders as per the conditions on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&amp;G r.18(2) and (4)].</a></u></p>

	<p><u>enter into minor variations with the successful tenderer before entering into a contract [F&amp;G r.20(1) and (3)].</u></p> <p><u>j) Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</u></p> <p><u>k) Authority to decline any tender [F&amp;G r.18(5)].</u></p> <p><u>l) If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&amp;G r.20(2)]</u></p> <p><u>m) Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&amp;G r.18(6) &amp; (7)]</u></p> <p>In accordance with sections 3.57 of the <i>Local Government Act 1995</i>, and Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> <u>The authority to accept:</u></p> <p>All tenders to a maximum value of \$250,000.00 (exclusive of GST); and</p> <p>Undertake purchases of goods and services which are, or expected to be up to the value of up to \$500,000 (exclusive of GST) where the supply of products or services is procured through the Western Australian Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or arrangements.</p>
<p><b>Conditions of Delegation:</b></p>	<p><u>The authority to accept:</u></p> <p><u>a) All tenders to a maximum value of \$250,000.00\$500,000 (exclusive of GST); and</u></p> <p><u>b) Undertake purchases of goods and services which are, or expected to be up to the value of up to \$700,000\$500,000 (exclusive of GST) where the supply of products or services is procured through the Western Australian Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or arrangements.</u></p> <p>Acceptance of tender is conditional upon the Chief Executive Officer being satisfied that -</p> <p>a) The tender process has been conducted in accordance with the Act, Regulations, the City's Policies and Management Practices;</p> <p>b) The specifications set out in the tender match the specifications of the Request for Tender;</p> <p>c) The tender represents the best overall value for the City; and</p> <p><u>d) The tender is within budget.</u></p>

Delegation Number: DC607

Relevant Management Practice: M607 Tenders and Expressions of Interest

Council Adoption: 27/03/07

Relevant Policy: P607 Tenders and Expressions of Interest

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 04/18, 03/19, 08/21, 03/22, 03/23

Relevant Delegation: DM607 Acceptance of Tenders

	<p>a) <u>If in the opinion of the delegate the number of tenders received is insufficient as to provide for a reasonable assessment of the merits of the tenders received.</u></p> <p>b) <u>If the delegate decides that it would be disadvantageous to the Local Government to accept any tender.</u></p> <p>c) <u>If on assessment of the tenders received the contract value would exceed the budget provision for the invited service.</u></p> <p>d) <u>If in the opinion of the delegate no person is capable of satisfactorily supplying the requested goods or services</u></p> <p><u>The delegate must ensure that:</u></p> <p>a) <u>The tender process has been carried out in accordance with the Act, the Regulations and the City’s Policies and Management Practices.</u></p> <p>a)b) <u>The tenders register records that no Tender was accepted.</u></p>
<b>Delegated To</b>	Chief Executive Officer

Delegation Number: DC607

Relevant Management Practice: M607 Tenders and Expressions of Interest

Council Adoption: 27/03/07

Relevant Policy: P607 Tenders and Expressions of Interest

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 04/18, 03/19, 08/21, 03/22, 03/23

Relevant Delegation: DM607 Acceptance of Tenders

Delegation from Council DC609  
Leases

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC609
Delegation Title:	Leases
Legislative Reference of Power:	Section 3.58 (3)
Power or Duty being Delegated:	<del>In accordance with section 3.58(3) of the Local Government Act 1995,</del> Authority is given to the CEO to enter into agreements to lease property that the City owns or that it controls under a management order which confers the power to lease.
Conditions of Delegation:	The CEO may exercise this power in relation to a lease subject to: <ul style="list-style-type: none"> <li><del>a)</del> Meeting the requirements of section 3.58 of the <i>Local Government Act 1995</i>;</li> <li><del>b)</del> Meeting the requirements of the <i>Commercial Tenancy (Retail Shops) Agreements Act 1985</i> where applicable;</li> <li><del>a)c)</del> Obtaining Minister for Lands consent pursuant to section 18 of the <i>Land Administration Act 1997</i>, should the property be subject to a management order where applicable;</li> <li><del>b)d)</del> Leases being for a maximum term of <del>five years with a five year option twenty-one years</del> for: -Not for Profit Sporting Organisations, Not for Profit Organisations, Community Associations, Government Bodies, Committees and Associations, <del>and educational and educational</del> institutions; <del>and -and residential homes.</del></li> <li><del>e)</del> Renewal of an existing <del>lease commercial lease organisations</del> being for a maximum term of five years.  <ul style="list-style-type: none"> <li><del>Note: -All new commercial organisations leases will be brought to Council for consideration.</del></li> </ul> </li> <li><del>c)</del> All new leases for commercial organisations being brought to Council for consideration.</li> <li><del>d)f)</del> Collier Park Village Rental Agreements of less than two years, including changes to the terms, conditions and fees.</li> </ul>
Delegated To	Chief Executive Officer

Delegation Number:	DC609	Relevant Management Practice:	M609 Leases and Licences
Council Adoption:	03/05	Relevant Policy:	P609 Leases and Licences
Reviewed/Modified:	06/06, 09/08, 03/10, 02/11, 06/12, 03/13, 03/14, 03/15, 06/16, 03/17, 03/18, 03/19, 03/20, 08/21, 03/22, 03/23	Relevant Delegation:	DM609 Leases and Licences

## Delegation from Council DC612 Disposal of Surplus Property

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

Head of Power:	<u><a href="#">Local Government Act 1995</a></u>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC612
Delegation Title:	Disposal of Surplus Property
Legislative Reference of Power:	<u><a href="#">Section 3.58 (2) &amp; (3), Regulation 30 (3) (a) and (b) of the Local Government (Functions &amp; General)</a></u>
Power or Duty being Delegated:	<p><u><a href="#">1. Authority to dispose of property to:</a></u></p> <p><u><a href="#">(a) to the highest bidder at public auction [s.3.58(2)(a)].</a></u></p> <p><u><a href="#">(b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]</a></u></p> <p><u><a href="#">2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. The authority to dispose of property other than land, pursuant to section 3.58 of the Local Government Act 1995, which is considered to be no longer required for the performance of the City's functions and the exercise of its powers:</a></u></p>
Conditions of Delegation:	<p><u><a href="#">In accordance with Regulation 30 (3) of the Local Government (Functions &amp; General) Regulations – this delegation only applies to property;</a></u></p> <p><u><a href="#">a) — which has a market value of less than \$20,000; or</a></u></p> <p><u><a href="#">b) — the entire consideration received by the Local Government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75,000.</a></u></p> <p><u><a href="#">1. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</a></u></p> <p><u><a href="#">2. For the purposes of the of leases in accordance with Policy P609 and DC609</a></u></p> <p><u><a href="#">3. Exempt Dispositions (as prescribed by Functions and General Regulation 30) are to be undertaken to ensure that the best value return is achieved. Where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal.</a></u></p>

	<u>4. For the purposes of s5.43(d) disposal of property identified in 1 and 2 above is limited to a maximum value of \$350,000.</u>
<b>Delegated To</b>	Chief Executive Officer

Delegation Number: DC612

Relevant Management Practice: N/A

Council Adoption: 27/03/07

Relevant Policy:

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 06/18, 03/19, 08/21, 03/22, 03/23

Relevant Delegation: DM612 Disposal of Surplus Property

## Strategic Direction Leadership

### Delegation from Council DC642 Appointment of Acting CEO

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

Head of Power:	<u><a href="#">Local Government Act 1995</a></u>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC642
Delegation Title:	Appointment of Acting CEO
Legislative Reference of Power:	S5.39(1a) (a)
Power or Duty being Delegated:	Authority to appoint <u><a href="#">an employee a City Director</a></u> as Acting CEO <u><a href="#">when the CEO is absent on annual leave, under section 5.39(1a) (a) of the Local Government Act 1995.</a></u>
Conditions of Delegation:	(1) <del>The CEO may appoint an Acting CEO of up to four weeks and must be satisfied that the Acting CEO is capable of performing the functions of the CEO for the period of absence; and</del> (2) <del>The Council shall appoint an Acting CEO in any instance where the CEO is to be absent for a period longer than four weeks. Nil.</del>
Delegated To	Chief Executive Officer

Delegation Number:	DC642	Relevant Management Practice:	N/A
Council Adoption:	26/03/08	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 08/21, 03/22, 03/23	Relevant Delegation:	N/A

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

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

Head of Power:	<i>Bush Fires Act 1954</i>
Express Power to Delegate:	Section 48
Delegation No.:	DC677
Delegation Title:	<i>Bush Fires Act 1954</i> – Local Government Functions
Legislative Reference of Power:	<a href="#">Section 38 (1)</a>
Power or Duty being Delegated:	The authority to form any power or duty of the ‘local government’ under the <i>Bush Fires Act 1954</i> . <a href="#">The authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>.</a>
Conditions of Delegation:	Not applicable
Delegated To	Chief Executive Officer

Delegation Number:	DC677	Relevant Management Practice:	N/A
Council Adoption:	26/03/2019	Relevant Policy:	N/A
Reviewed/Modified:	08/21, 03/22, 03/23	Relevant Delegation:	N/A

## Delegation from Council DC685 Inviting ~~Tenders~~ or Expressions of Interest

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

Head of Power:	<u><a href="#">Local Government Act 1995</a></u>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC685
Delegation Title:	Inviting Tenders or Expression of Interests
Legislative Reference of Power:	Sections <del>3.57 and 3.58</del> Local Government (Functions and General) Regulations 1996 <del>Part 4</del> – Regulation <u><a href="#">21, 22 and 23</a></u>
Power or Duty being Delegated:	<del>In accordance with section 3.57 and 3.58 of the Local Government Act 1995 and Part 4 of the Local Government (Functions &amp; General) Regulations 1996, Authority is conferred on the delegate to invite tenders or to seek expressions of interest for the provision of goods and services to the City and for the disposal of property.</del> <u><a href="#">1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&amp;G r.21].</a></u> <u><a href="#">2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G r.23].</a></u>
Conditions of Delegation:	<del>Not Applicable</del> <u><a href="#">Compliance with Regulation 21.</a></u> <u><a href="#">Compliance with City Policy P607.</a></u> <u><a href="#">The tenders register records the required details regarding Expressions of Interest with reference to the Local Government (Functions and General) Regulations 1996, Regulation 17(2).</a></u>
Delegated To	Chief Executive Officer

Delegation Number: DC685

Council Adoption: 27/03/07

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15,  
03/16, 03/17, 03/18, 06/18, 03/19, 08/21, 03/22,  
03/23

Relevant Management Practice: M607 Tenders and Expressions of Interest

Relevant Policy: P607 Tenders and Expression of Interest

Relevant Delegation: DM685 Inviting Tenders & Expressions of Interest

# Strategic Direction 1

## Community

### Delegation from Council DC102 Community Funding Program

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC102
Delegation Title:	Community Funding Program
Legislative Reference of Power	Section 5.42
Power or Duty being Delegated:	To approve funding requests submitted under the Community Funding Program in accordance with Policy 102: Community Funding Program and Management Practice 102: Community Funding Program.
Conditions of Delegation:	<p>The types of funding available are:</p> <ul style="list-style-type: none"> <li>Level 1: Community Partnerships – The City may enter into partnerships with organisations that intend to deliver programs and services that will contribute and assist in meeting the objectives of the City’s Strategic Community Plan.</li> <li>Level 2: Community Grants – These grants provide assistance for minor non-recurrent projects that contribute to community development in the City of South Perth. The City will assess these opportunities as they arise.</li> <li>Level 3: Individual Development Grants – These grants are open to residents of the City of South Perth who have been selected to represent the state or nation in interstate or international championships, competitions or significant cultural, academic or community service programs. The grant is for travel and/or accommodation costs only and is set at a maximum of \$200 for interstate travel and \$300 for international travel.</li> </ul>
Delegated To	Chief Executive Officer

Delegation Number: DC102

Relevant Management Practice:

M102 Community Funding Program

Council Adoption: 26/06/2018

Relevant Policy:

P102 Community Funding Program

Reviewed/Modified: 03/19, 08/21, 03/22, 03/23

Relevant Delegation:

N/A

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

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC115
Delegation Title:	Granting Fee Waiver – City Reserves and Facilities
Legislative Reference of Power:	Section 6.12 - (1)(b), (1)(c) and 3
Power or Duty being Delegated:	The delegate is authorised under section 6.12(1)(b), 6.12(1)(c) and 6.12(3) of the <i>Local Government Act 1995</i> to grant full or partial concessions of fees outlined in the Schedule of Fees and Charges, in relation to the use and hire of City reserves and facilities by community groups and others; with particular reference to assessing requests for hire fee waivers or reductions.
Conditions of Delegation:	<p><b>The organisation must be:</b></p> <ul style="list-style-type: none"> <li>• A non-incorporated community group or</li> <li>• An incorporated not-for-profit or</li> <li>• Educational institution;</li> <li>• Operate within the City of South Perth; and</li> <li>• The majority of its services should provide a benefit to the community in the City of South Perth.</li> </ul> <p><b>Exclusions:</b></p> <ul style="list-style-type: none"> <li>• An organisation that has a negotiated partnership or monetary agreement in place with the City</li> <li>• An organisation that has a negotiated lease or management licence with the City of South Perth</li> <li>• Applications for a waiver after the event or activity has occurred</li> <li>• Commercial projects or events</li> <li>• Reimbursement for utility charges such as water and electricity</li> <li>• Fees associated with any statutory obligations or bonds levied by the City</li> </ul>
Delegated To	Chief Executive Officer

Delegation Number: DC115

Council Adoption: 28/06/2016

Reviewed/Modified: 08/16, 08/17, 03/19, 08/21, 03/22, 03/23

Relevant Management Practice:

Relevant Policy:

Relevant Delegation:

M115 Granting Fee Waiver – City Reserves and Facilities

N/A

N/A

Delegation from Council DC601  
Preparation of Long Term Financial Plan, Annual Budget & Annual Financial Report

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

Head of Power:	Local Government Act 1995
Express Power to Delegate:	Section 5.42
Delegation No.:	DC601
Delegation Title:	Preparation of Long Term Financial Plan, Annual Budget and Annual Financial Report
Legislative Reference of Power or Duty being Delegated:	Section 6.2 and Section 6.4 of Local Government Act 1995  Local Government (Functions and General) Regulations 1995 Part 3  Local Government (Financial Management) Regulations Part 4
Power or Duty being Delegated:	The authority to: (a) review the City's Long Term Financial Plan in accordance with section 5.56 of the Act and regulations 19C & 19D of the Local Government (Administration) Regulations; (b) prepare the City's Annual Budget in accordance with section 6.2 of the Act and Part 3 of the Local Government (Financial Management) Regulations; and (c) prepare the Annual Financial Report for the preceding financial year in accordance with section 6.4 of the Act and Part 4 of the Local Government (Financial Management) Regulations.
Conditions of Delegation:	The Long Term Financial Plan and Annual Budget are to be consistent with the City's: <ul style="list-style-type: none"> <li>• Strategic Community Plan</li> <li>• Corporate Business Plan</li> <li>• Departmental Business Plans</li> <li>• Approved Financial Parameters</li> <li>• Relevant Management Plans</li> <li>• Relevant Policies and Management Practices</li> </ul>
Delegated To	Chief Executive Officer

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

## Delegation from Council DC607B Non Acceptance of Tenders

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC607B
Delegation Title:	Non Acceptance of Tenders
Legislative Reference of Power or Duty being Delegated:	3.57 Local Government Act 1995 and Part 4 r. 11, r. 18 (2) and (4) of the Local Government (Functions and General) Regulations 1996
Power or Duty being Delegated:	<p>The authority to not accept any expressions of interest received, under section 3.57 of the <i>Local Government Act 1995</i> and Part 4 of the Local Government (Functions and General) Regulations 1996.</p> <p>The delegate is authorised to not accept any tender received, having previously exercised the delegation to invite public tenders;</p> <ol style="list-style-type: none"> <li>1. If in the opinion of the delegate the number of tenders received is insufficient as to provide for a reasonable assessment of the merits of the tenders received.</li> <li>2. If the delegate decides that it would be disadvantageous to the Local Government to accept any tender.</li> <li>3. If on assessment of the tenders received the contract value would exceed the budget provision for the invited service.</li> <li>4. If in the opinion of the delegate no person is capable of satisfactorily supplying the requested goods or services.</li> </ol>
Conditions of Delegation:	<p>The delegate must ensure that:</p> <ol style="list-style-type: none"> <li>i. The tender process has been carried out in accordance with the Act, the Regulations and the City’s Policies and Management Practices.</li> <li>ii. The tenders register records that no Tender or Expression of Interest received was accepted.</li> <li>iii. The Council is informed whenever the delegation has been exercised.</li> </ol>
Delegated To	Chief Executive Officer

Delegation Number:	DC607	Relevant Management Practice:	M607 Tenders and Expressions of Interest
Council Adoption:	27/03/07	Relevant Policy:	P607 Tenders and Expressions of Interest
Reviewed/Modified:	09/08, 03/10, 02/11, 03/12, 03/13, 03/15, 03/16, 03/17, 06/18, 03/19, 08/21, 03/22, 03/23	Relevant Delegation:	DM607 Acceptance of Tenders

## Strategic Direction Leadership

### Delegation from Council DC608 Acceptance of Contract Variations Relating to Tenders Approved by Council

<b>Responsible Business Unit/s</b>	Chief Executive Officer
<b>Responsible Officer</b>	Chief Executive Officer
<b>Affected Business Unit/s</b>	All Business Units
<b>Head of Power:</b>	<i>Local Government Act 1995</i>
<b>Express Power to Delegate:</b>	Section 5.42
<b>Delegation No.:</b>	DC608
<b>Delegation Title:</b>	Acceptance of Contract Variations Relating to Tenders Approved by Council
<b>Legislative Reference of Power:</b>	Section 3.57 <i>Local Government Act 1995</i> and Part 4 r. 21A of the Local Government (Functions and General) Regulations 1996
<b>Power or Duty being Delegated:</b>	In accordance with Part 4 of the Local Government (Functions and General) Regulations 1996 authority is conferred on the delegate to accept: <ul style="list-style-type: none"> <li>a) Aggregate total of contract variations relating to tenders approved by Council to a maximum value of 15% of the contract value or \$100,000, whichever is lesser (exclusive of GST).</li> </ul>
<b>Conditions of Delegation:</b>	Acceptance of the contract variation is conditional upon the Chief Executive Officer being satisfied that; <ul style="list-style-type: none"> <li>a) The contract enables the contract to be varied, and the variation is in accordance with variation provisions of the contract;</li> <li>b) Additional goods or services that were not, or could not have been, foreseen at the time the contract was executed;</li> <li>c) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; and</li> <li>d) Sufficient funds are available in the appropriate capital or operating budget to meet the additional cost.</li> </ul>
<b>Delegated To</b>	Chief Executive Officer

Delegation Number:	DC608	Relevant Management Practice:	M607 Tenders and Expressions of Interest
Council Adoption:	27/11/2018	Relevant Policy:	P607 Tenders and Expressions of Interest
Reviewed/Modified:	03/19, 08/21, 03/22, 03/23	Relevant Delegation:	DM607 Acceptance of Tenders

Delegation from Council DC616  
Write-off Debts

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC616
Delegation Title:	Write-off debt
Legislative Reference of Power:	6.12, 6.12 (1) (c)
Power or Duty being Delegated:	<p>Authority is conferred on the delegate under section 6.12 of the <i>Local Government Act 1995</i> to write-off any single amount of money owing to the City less than \$2,000 (GST exclusive) where:</p> <ul style="list-style-type: none"> <li>a) The amount is too small to warrant collection;</li> <li>b) It is considered that the cost of collection is likely to be disproportionate to the amount which is owed: and</li> <li>c) The amount has not been previously identified and provided for in the Provision for Doubtful Debts.</li> </ul> <p>Authority is conferred on the delegate to write-off any amount of money previously specifically identified and provided for in the Provision for Doubtful Debts where:</p> <ul style="list-style-type: none"> <li>d) The amount is found to be uncollectable; and</li> <li>e) Compliance with applicable Australian Accounting Standards or other professional pronouncements require the debt to be removed from the City's accounts.</li> </ul>
Conditions of Delegation:	A record of any amounts written-off under this delegation is required to be kept and made available for external audit purposes.
Delegated To	Chief Executive Officer

Delegation Number: DC616

Relevant Management Practice: N/A

Council Adoption: 27/03/07

Relevant Policy: N/A

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 08/15, 03/16, 03/17, 06/18, 03/19, 08/21, 03/22, 03/23

Relevant Delegation: DM616 Write off Debts

## Delegation from Council DC686 Granting Fee Concessions – Development Applications

<b>Responsible Business Unit/s</b>	Chief Executive Officer
<b>Responsible Officer</b>	Chief Executive Officer
<b>Affected Business Unit/s</b>	Chief Executive Officer
<b>Head of Power:</b>	<i>Local Government Act 1995</i>
<b>Express Power to Delegate:</b>	Section 5.42
<b>Delegation No.:</b>	DC686
<b>Delegation Title:</b>	Granting Fee Concessions – Development Applications
<b>Legislative Reference of Power:</b>	<i>Local Government Act 1995</i> Section 6.12(1)(b) Planning and Development Regulations 2009 52
<b>Power or Duty being Delegated:</b>	<p>The delegate, under section 6.12 of the <i>Local Government Act 1995</i>, is authorised to waive or grant concessions in relation to any amount of money which is owed to the City in relation to a development application, where it is considered inappropriate to charge the full amount.</p> <p>For example, a person may have previously paid a fee for the approval of a development application; it may be inappropriate to charge the full fee if the applicant submits a new proposal that is substantially similar to the earlier application.</p> <p>This delegation does not apply to an amount of money owing in respect of rates or service charges.</p>
<b>Conditions of Delegation:</b>	<ol style="list-style-type: none"> <li>1. The delegate may only grant a concession in proportion to the reduction in the assessment workload; that is, the concession must reflect the proportion of the fee that relates to the assessment work that the City would not have to perform because of the work previously done on the first assessment.</li> <li>2. The delegate must not exercise this delegation with respect to development applications for projects where the estimated value of the project exceeds \$10 million.</li> <li>3. Council shall be informed of the details whenever this delegation is exercised.</li> </ol>
<b>Delegated To</b>	Chief Executive Officer

Delegation Number: DC686

Relevant Management Practice: N/A

Council Adoption: 27/03/07

Relevant Policy: N/A

Reviewed/Modified: 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 06/16, 03/17, 03/18, 03/19, 08/21, 03/22, 03/23

Relevant Delegation: N/A

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

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC702
Delegation Title:	Granting Fee Waiver – Collier Park Golf Course
Legislative Reference of Power or Duty being Delegated:	Section 6.12 1 (b)
Power or Duty being Delegated:	The delegate is authorised under section 6.12 of the <i>Local Government Act 1995</i> to vary the Schedule of Fees and Charges for the Collier Park Golf Course to undertake promotional offers, charity events and other concessional rates.
Conditions of Delegation:	Not Applicable
Delegated To	Chief Executive Officer

Delegation Number:	DC702	Relevant Management Practice:	N/A
Council Adoption:	23/08/2022	Relevant Policy:	N/A
Reviewed/Modified:	03/23	Relevant Delegation:	N/A

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

**Delegation from Council DC377**  
**Referrals and Issuing Certificates**

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

<b>Head of Power:</b>	<i>Building Act 2011</i>
<b>Express Power to Delegate:</b>	Section 127(1) & (3)
<b>Delegation No.:</b>	DC377
<b>Delegation Title:</b>	Referrals and Issuing Certificates
<b>Legislative Reference of Power:</b>	Section 145A
<b>Power or Duty being Delegated:</b>	Authority to refer uncertified applications under s 17(1) to a building surveyor who is not employed by the local government.
<b>Conditions of Delegation:</b>	A delegation of a special permit authority's powers or duties may be only to: <ul style="list-style-type: none"> <li>○ An employee of the special permit authority (s127(2)); or</li> <li>○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>.</li> </ul>
<b>Delegated To</b>	Chief Executive Officer Director Development and Community Services Manager Development Services Senior Building Surveyor Assistant Building Surveyor

Delegation Number: DC377

Relevant Management Practice: N/A

Council Adoption:

Relevant Policy: N/A

Reviewed/Modified:

Relevant Delegation: N/A

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

**Delegation from Council DC378**  
**Inspection and Copies of Building Records**

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

<b>Head of Power:</b>	<i>Building Act 2011</i>
<b>Express Power to Delegate:</b>	Section 127(1) & (3)
<b>Delegation No.:</b>	DC378
<b>Delegation Title:</b>	Inspection and Copies of Building Records
<b>Legislative Reference of Power:</b>	Section 131 (2)
<b>Power or Duty being Delegated:</b>	Authority to determine an application from an interested person to inspect and copy a building record.
<b>Conditions of Delegation:</b>	A delegation of a special permit authority's powers or duties may be only to: <ul style="list-style-type: none"> <li>○ An employee of the special permit authority (s127(2)); or</li> <li>○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>.</li> </ul>
<b>Delegated To</b>	Chief Executive Officer Director Development and Community Services Manager Development Services Senior Building Surveyor Assistant Building Surveyor

Delegation Number: DC378

Relevant Management Practice: N/A

Council Adoption:

Relevant Policy: N/A

Reviewed/Modified:

Relevant Delegation: N/A

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

**Delegation from Council DC379**  
**Private Pool Barrier – Alternative and Performance Solutions**

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

<b>Head of Power:</b>	<i>Building Act 2011</i>
<b>Express Power to Delegate:</b>	Section 127(1) and (3)
<b>Delegation No.:</b>	DC379
<b>Delegation Title:</b>	Private Pool Barrier – Alternative and Performance Solutions
<b>Legislative Reference of Power:</b>	Building Regulations 2012 Regulation 50(4), 51(2), 51(3) and 51(5)
<b>Power or Duty being Delegated:</b>	<p>Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1.</p> <p>Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner or occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability.</p> <p>Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement.</p> <p>Authority to use alternative requirements for a barrier to a pre-May 2016 private swimming pool.</p> <p>Authority to arrange for an authorised person to inspect.</p>
<b>Conditions of Delegation:</b>	<p>A delegation of a special permit authority’s powers or duties may be only to:</p> <ul style="list-style-type: none"> <li>○ An employee of the special permit authority (s127(2)); or</li> <li>○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>.</li> </ul> <p>The proposed method of enclosure must not provide a lesser standard of protection than would otherwise have been provided through adherence to the provisions of Australian Standard 1926.1.</p>
<b>Delegated To</b>	<p>Senior Building Surveyor Chief Executive Officer Director Development and Community Services Manager Development Services Assistant Building Surveyor Development Services Compliance Officer</p>

Delegation Number: DC379

Council Adoption:

Reviewed/Modified:

Relevant Management Practice: N/A

Relevant Policy: N/A

Relevant Delegation: N/A

Delegation from Council DC617  
Granting Discounts, Concessions, Fee Waiver and Debt Write Off

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC617
Delegation Title:	Grant Discounts, Concessions, Fee Waiver and Debt Write-Off
Legislative Reference of Power or Duty being Delegated:	Section 6.12(1)(b)(c) Section 6.12 (3)
Power or Duty being Delegated:	<ol style="list-style-type: none"> <li>1. Grant concessions in relation to fees, levies or charges by the Council for the use of its facilities and services.</li> <li>2. To write-off any single amount of money owing to the City less than \$2,000 (GST exclusive) subject to conditions as stipulated.</li> <li>3. To write-off any amount of money previously specifically identified and provided for in the Provision for Doubtful Debts subject to conditions as stipulated</li> </ol>
Conditions of Delegation:	<p><u>Write-off any single amount of money owing to the City less than \$2,000 (GST exclusive) where:</u></p> <ol style="list-style-type: none"> <li>a) The amount is too small to warrant collection;</li> <li>b) It is considered that the cost of collection is likely to be disproportionate to the amount which is owed: and</li> <li>c) The amount has not been previously identified and provided for in the Provision for Doubtful Debts.</li> <li>d) A record of any amounts written-off under this delegation is required to be kept and made available for external audit purposes.</li> </ol> <p><u>Write-off any amount of money previously specifically identified and provided for in the Provision for Doubtful Debts where:</u></p> <ol style="list-style-type: none"> <li>a) The amount is found to be uncollectable; and</li> <li>b) Compliance with applicable Australian Accounting Standards or other professional pronouncements require the debt to be removed from the City's accounts.</li> <li>c) A record of any amounts written-off under this delegation is required to be kept and made available for external audit purposes.</li> </ol>
Delegated To	Chief Executive Officer

Delegation Number: DC617

Council Adoption:

Reviewed/Modified:

Relevant Management Practice: N/A

Relevant Policy: N/A

Relevant Delegation: N/A

## Delegation from Council DC618 Commence a Prosecution for an Offence

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

<b>Head of Power:</b>	<i>Local Government Act 1995</i>
<b>Express Power to Delegate:</b>	Section 5.42
<b>Delegation No.:</b>	DC618
<b>Delegation Title:</b>	Commence a Prosecution for an Offence
<b>Legislative Reference of Power:</b>	Section 9.24 (1) (c)
<b>Power or Duty being Delegated:</b>	<ol style="list-style-type: none"> <li>1. Authority to initiate prosecutions on behalf of the Local Government under the <i>Local Government Act 1995</i>, all Regulations made under the <i>Local Government Act 1995</i> and City of South Perth Local Laws made under the <i>Local Government Act 1995</i>.</li> <li>2. Authority to be registered on the eCourts Portal as persons authorised to commence prosecutions and lodge prosecution notices on behalf of the City.</li> </ol>
<b>Conditions of Delegation:</b>	Nil.
<b>Delegated To</b>	Chief Executive Officer

Delegation Number: DC618

Relevant Management Practice: N/A

Council Adoption:

Relevant Policy: N/A

Reviewed/Modified:

Relevant Delegation: N/A