

# NOTES

## Council Agenda Briefing

**Meeting Date & Time:** 6.00pm, Tuesday 19 March 2024  
**Meeting Location** Council Chamber

### 1. DECLARATION OF OPENING

The Presiding Member opened the Briefing at 6.00pm and welcomed everyone in attendance.

### ITEMS FOR COUNCIL

The Presiding Member informed the meeting that Agenda Items 2, 3, 6, 7, 8.1, 8.2, 9, 11, 13 and 14 will be dealt with at the Ordinary Council Meeting to be held 26 March 2024.

### 4. ATTENDANCE

Presiding Member Mayor Greg Milner

#### Councillors

Como Ward	Councillor Glenn Cridland (Arrived at 6.35pm)
Como Ward	Councillor Bronwyn Waugh
Manning Ward	Councillor André Brender-A-Brandis
Manning Ward	Councillor Blake D'Souza
Mill Point Ward	Councillor Mary Choy
Mill Point Ward	Councillor Nic Coveney
Moresby Ward	Councillor Jennifer Nevard
Moresby Ward	Councillor Hayley Prendiville

#### Officers

Chief Executive Officer	Mr Mike Bradford
Director Corporate Services	Mr Garry Adams
Director Development and Community Services	Ms Donna Shaw
Director Infrastructure Services	Ms Anita Amprimo
Manager Development Services	Ms Fiona Mullen
Manager Finance	Mr Abrie Lacock
Manager Governance	Ms Toni Fry
Governance Coordinator	Mr Morgan Hindle
Governance Officer	Ms Jane Robinson

#### Gallery

There were 8 members of the public present.

#### 4.1 Apologies

Nil.

#### 4.2 Approved Leave of Absence

Nil.

### 5. DECLARATIONS OF INTEREST

Nil.

### 8. PRESENTATIONS

#### 8.3 Deputations

- |    |   |                        |
|----|---|------------------------|
| 1. | Ms Stephanie Buckland on behalf of Amana Living of Subiaco who spoke <b>FOR</b> the Officer's Recommendation. | <b>Item<br/>10.1.1</b> |
| 2. | Mr Bill Gleeson of South Perth who spoke <b>FOR</b> the Officer's Recommendation.                             | <b>Item<br/>10.4.3</b> |
| 3. | Ms Bronwyn David of South Perth who spoke <b>AGAINST</b> the Officer's Recommendation.                        | <b>Item<br/>10.4.3</b> |
| 4. | Ms Katherine Brady of Kensington who spoke <b>FOR</b> the Notice of Motion.                                   | <b>Item<br/>12.2</b>   |

### 10. DRAFT MARCH 2024 REPORTS

The Chief Executive Officer, Mr Mike Bradford gave a brief summary of the March 2024 Agenda Items to be considered by Council, as follows.

*Councillor Glenn Cridland arrived at 6.35pm during consideration of Item 10.1.1.*

#### 10.1.1 Collier Park Village Business Plan

*This Item was the subject of one Deputation.*

The purpose of this report is for Council to consider a business plan for the disposal of Collier Park Village pursuant to Section 3.59 of the *Local Government Act 1995*.

#### 10.1.2 RFT 10/2023 - Provision of Pump Track at George Burnett Park

This report considers submissions received from the advertising of Tender 10/2023 for the Provision of a Pump Track at George Burnett Park including the design and delivery of the Pump Track.

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

### **10.1.3 RFT 11/2023 - Provision of Lift Maintenance Services**

This report considers submissions received from the advertising of Tender 11/2023 for the Provision of Lift Maintenance Services.

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

### **10.1.4 RFT 13/2023 - Comer Public Toilet Upgrade**

This report considers submissions received from the advertising of Tender 13/2023 for the Comer Public Toilet Upgrade.

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

### **10.1.5 RFT 1/2024 - Provision of Graffiti Removal & High Pressure Cleaning**

This report considers submissions received from the advertising of Tender 1/2024 for the Provision of Graffiti Removal & High Pressure Cleaning.

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

### **10.3.1 Proposed Outbuilding - Lot 100, No. 20 Clydesdale Street (Neil McDougall Park), Como**

The purpose of this report is to consider an application for development approval for an Outbuilding at Neil McDougall Park, to be leased to the South Perth Society of Arts and Crafts.

This item is referred to Council as Neil McDougall Park is a Category B Heritage listed place and the proposal is for works by a private entity on City owned land and therefore falls outside of the delegation to officers.

Should Council resolve to approve the development application, the existing lease will be required to be amended to include the portion of the reserve where the Outbuilding is proposed to be located.

For reasons outlined in this report, it is recommended that the application be approved, and the lease be amended.

*Councillor Blake D'Souza left the meeting at 7.05pm and returned at 7.07pm during consideration of Item 10.3.2.*

### **10.3.2 Design Review Panel - Appointment of Panel Members**

The purpose of this report is for Council to consider appointing members to the City of South Perth Design Review Panel for a two-year period.

### **10.4.1 Listing of Payments February 2024**

This report presents to Council a list of accounts paid under delegated authority between 1 February 2024 to 29 February 2024 for information. It also includes purchase card transactions between 1 January 2024 to 31 January 2024 in line with new legislative requirements.

### **10.4.2 Monthly Financial Statements February 2024**

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

### **10.4.3 Electors' General Meeting 2022/23**

*This Item was the subject of two Deputations.*

This report allows Council to consider the outcome of the Electors' General Meeting held Tuesday 6 February 2024.

### **10.4.4 RFT 2/2024 - Provision of Catering Services**

This report considers submissions received from the advertising of Tender 2/2024 for the Provision of Catering Services.

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

### **10.4.5 Meeting Fees for Independent Committee Members**

This report seeks Council's approval for independent committee members to receive meeting fees in accordance with the Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2023.

### **10.5.1 Quarterly Activity Report**

This report outlines the activities undertaken by the City of South Perth relating to Risk Management, Business Continuity and Workplace, Health and Safety in the third quarter of the 2023/2024 Financial Year and an overview of the activities planned for the fourth quarter.

### **10.5.2 Council Policy P210 - Street Verges**

This report recommends amendments to Council Policy P210 – Street Verges to restrict the use of the verge for constructed residential and visitors car parking bays associated with development applications.

### **10.5.3 Council Policy P402 - Alfresco Dining**

This report recommends amendments to Council Policy P402 – Alfresco Dining to provide detailed requirements for the use and management of alfresco dining, as well as inclusion of criteria for parklets.

### **10.5.4 Delegation DC690 Town Planning Scheme 6**

This report presents new delegations in response to State Government planning reform and to support implantation of Local Planning Scheme No.7, which was granted final approval by the Minister for Planning. It also presents a proposed new delegation for matters pertaining to illegal development under the *Planning and Development Act 2005*.

### **10.5.5 Audit Register Progress Report - 2nd Quarter Update**

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

### 10.5.6 Internal Audit Report - 2023 Compliance Audit Return

This report tables the Internal Audit Report – 2023 Compliance Audit Return in accordance with the City’s Strategic Internal Audit Plan 2022/2023 to 2026/2027.

The report identified that the process followed by the City in compiling the 2023 Compliance Audit Return was appropriate and in line with the requirements set by regulations, therefore no audit findings were identified.

### 10.5.7 Compliance Audit Return

This report provides the City’s response to the Department of Local Government, Sport and Cultural Industries 2023 Compliance Audit Return.

### 10.5.8 Internal Audit Report- Procurement & Contract Management

This report tables the Internal Audit Report – Procurement & Contract Management in accordance with the City’s Strategic Internal Audit Plan 2022/2023 to 2026/2027.

The report contains three detailed audit findings, with a number of notations and observations. The audit includes strengths, weaknesses, rating, issues, risk ratings, recommendations and management comments.

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

### 12.1 Notice of Motion - Councillor Bronwyn Waugh - Advertising of Short Term Accommodation Local Planning Policy

### 12.2 Notice of Motion - Councillor Hayley Prendiville - Tree Protection and Urban Forest Advisory Group

*This item was the subject of one Deputation.*

## 15. MEETING CLOSED TO THE PUBLIC

*The meeting was closed to public at 8.12pm prior to questions asked in relation to Item 10.1.2 and Item 10.1.3.*

Questions were asked in relation to the **Confidential Attachment (a)** of Item 10.1.2 RFT 10/2023 - Provision of Pump Track at George Burnett Park and Item 10.1.3 RFT 11/2023 - Provision of Lift Maintenance Services.

*The meeting was reopened to the public at 8.19pm.*

## 16. CLOSURE

At 8.20pm the Presiding Member closed the Council Agenda Briefing and thanked everyone for their attendance.

# COUNCIL AGENDA BRIEFING

## Responses to questions taken on notice

**Meeting Date & Time:** 6.00pm, Tuesday 19 March 2024

**Meeting Location** Council Chamber

### REPORTS:

#### ITEM 10.5.1 Quarterly Activity Report

Councillor Jennifer Nevard had questions taken on notice at the Agenda Briefing as follows:

1. *The number of permanent and contract staff appointed in the six months starting from July 1 2023?*

**Response provided by Garry Adams – Director Corporate Services:**

38 permanent and/or temporary employees

2. *The number of these permanent and contract staff who have been retained as of the end of February 2024?*

**Response provided by Garry Adams – Director Corporate Services:**

32 of the 38 permanent and/or temporary employees have been retained.

3. *The number of positions that remain vacant as of the end of February 2024?*

**Response provided by Garry Adams – Director Corporate Services:**

We have calculated there were around 19 vacancies as at the end of February 2024. This does not include positions that have agency or casual staff actively working in them and where the business unit is also not actively recruiting for the position.