

ATTACHMENTS

Audit, Risk and Governance Committee Meeting

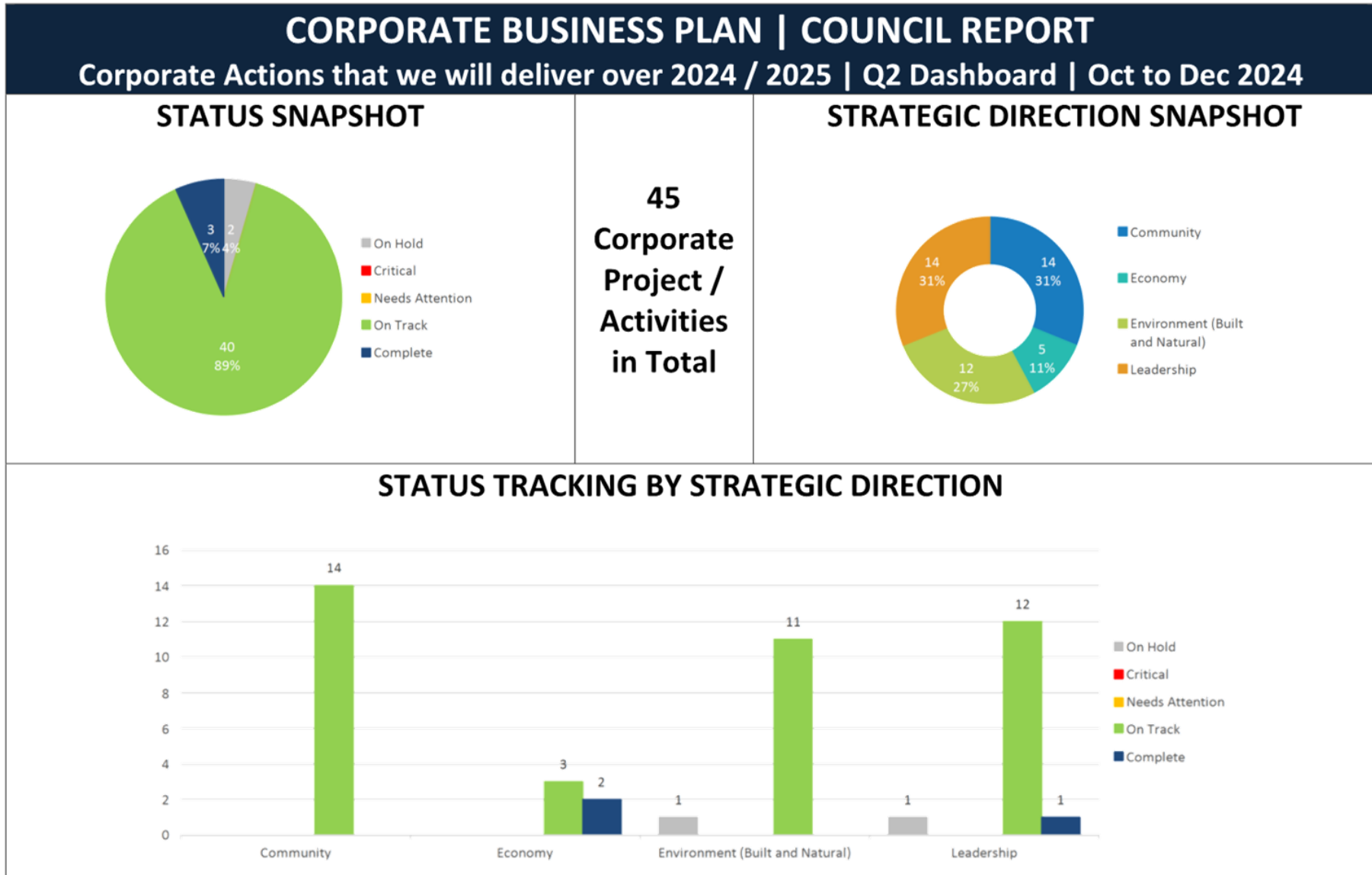
11 March 2025

ATTACHMENTS TO AGENDA ITEMS

Audit, Risk and Governance Committee Meeting - 11 March 2025

Contents

7.6	2024/25 CORPORATE BUSINESS PLAN - 2ND QUARTER UPDATE	
Attachment (a):	Q2 FY25 CBP Project Status Updates	3
Attachment (b):	Q2 FY25 CBP KPI Status Updates	18
7.8	ANNUAL REVIEW OF COUNCIL DELEGATIONS	
Attachment (a):	No Changes	25
Attachment (b):	Minor Changes	48
Attachment (c):	Major Changes	62
Attachment (d):	Revoke	64
Attachment (e):	New	65
7.9	POLICY REVIEW	
Attachment (a):	Amended Policies with Track Changes	74
Attachment (b):	Clean Copy of Amended Policies	82
7.10	COMPLIANCE AUDIT RETURN	
Attachment (a):	Compliance Audit Return 2024	89



CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
1	Community	1.1 Culture and community	1.1.2 Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City	Access and Inclusion Plan 2022 - 2027	Ongoing	On Track	50 %	Implement, monitor and evaluate the Access and Inclusion Plan	<p>QTR 2 Oct to Dec 2024</p> <p>Celebrated Seniors Week with an expo bringing awareness to "fall prevention". Facilitated a community event (quiz night) during Pride Week to provide leisure opportunities for our diverse community. Supported local community with International Day People with Disability events.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Completed installation of Hearing Assistance Systems in Community Halls. Brought awareness to Dementia Action Week. Started implementing plans for Seniors Week, International Day People with Disability and Pride Month.</p>	
2	Community	1.1 Culture and community	1.1.2 Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City	Cultural Plan 2023 - 2028	Ongoing	On Track	50 %	Implement, monitor and evaluate the Cultural Plan	<p>QTR 2 Oct to Dec 2024</p> <p>On track - notable achievements include: delivery of cultural arts and events programs (Emerging Artist Award, Carols at Sunset), and local cultural activations (Remembrance Day, Citizenship). 20 of 24 actions in the Cultural Plan 2023-2028 completed in the financial year to date.</p> <p>QTR 1 Jul to Sep 2024</p> <p>On track - notable achievements include: delivery of cultural arts and events programs (Evolve Winter Program), and local cultural activations (NAIDOC, Citizenship). 14 of 24 actions in the Cultural Plan 2023-2028 completed in the financial year to date.</p>	
3	Community	1.1 Culture and community	1.1.2 Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City	Youth Plan 2021 - 2025	Ongoing	On Track	50 %	Implement the actions as detailed in the City's Youth Plan	<p>QTR 2 Oct to Dec 2024</p> <p>SPYN held 5 meetings, delivered the Silent Disco After Dark event and planned for the Summer Splash event. Attended Como Secondary Colleges' Health Expo to promote Act Belong Commit and recruit new members for SPYN. 2 new SPYN members joined. SPYN volunteered at the City's Carols at Sunset event, and planning for the Neon Festival 2025 is underway.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Our implementation of these actions are on track. This quarter we completed the Paint my Village project with local young people assisting to paint a mural at Village Green shopping centre in Waterford. School holiday events (volunteer tree planting days and a puzzle quest event. SPYN meetings, welcoming 2 new members this quarter, and have begun planning our Neon Youth Festival taking place in April 2025.</p>	

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
4	Community	1.2 Community infrastructure	1.2.1 Maintain, plan, develop and facilitate community infrastructure to respond to community needs and priorities	Community Recreation Facilities Plan 2019 - 2033	Ongoing	On Track	90 %	Review the plan and implement, monitor and evaluate the Community Recreation Facilities Plan	<p>QTR 2 Oct to Dec 2024</p> <p>The City continued with implementation of recreation projects outlined in the Community Recreation Facilities Plan. The City also completed the development of a new Public Open Space Plan. The City also commenced planning for the development of a Community Infrastructure Plan (to replace the Community Recreation Facilities Plan). The Plan will sit under the proposed new Asset Management Strategy.</p> <p>QTR 1 Jul to Sep 2024</p> <p>The City developed a revised Community Recreation Facilities Plan and presented it to an Elected Members workshop.</p>	<input checked="" type="checkbox"/>
5	Community	1.2 Community infrastructure	1.2.1 Maintain, plan, develop and facilitate community infrastructure to respond to community needs and priorities	Play Space Plan 2022 - 2032	Ongoing	On Track	50 %	Implement the actions as detailed in the City's Play Space Plan	<p>QTR 2 Oct to Dec 2024</p> <p>Jan-Doo playground - planning for play space renewal project is continuing. Stakeholder engagement was undertaken in late 2024.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Jan-Doo playground - planning for renewal project is underway. Stakeholder engagement scoping completed and estimated engagement to take place in latter part of 2024. Kilkenny playground - proposed renewal has been deferred until Public Open Space Strategy (POS) is presented to Council for review/feedback, as the POS will be making an alternate recommendation about this playground.</p>	
6	Community	1.2 Community infrastructure	1.2.1 Maintain, plan, develop and facilitate community infrastructure to respond to community needs and priorities	Public Toilet Plan 2020 - 2035	Ongoing	On Track	50 %	Implement the actions as detailed in the City's Public Toilet Plan	<p>QTR 2 Oct to Dec 2024</p> <p>Sir James Mitchell Park (Coode Street End) Public Toilet - construction for new public toilet is planned for 2025. Neil McDougall Park Public Toilet - planning has commenced for provision of new toilet.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Coode St Public Toilet - at pre tender estimate stage with the final cost review by a quantity surveyor due the end of September. Comer Reserve - quotations sought for replacement of structurally failed roof structure</p>	
7	Community	1.2 Community infrastructure	1.2.1 Maintain, plan, develop and facilitate community infrastructure to respond to community needs and priorities	Underground Power Program	01/06/2023 12:00:00 AM	On Track	1 %	Implementation of Underground Power Program for Kensington.	<p>QTR 2 Oct to Dec 2024</p> <p>South Perth and Hurlingham Projects The construction timeline for South Perth and Hurlingham remains on track, with the completion date still set for June 25, 2025. Kensington and Waterford Projects • Western Power has committed to providing us with a detailed pricing estimate by April 4, 2025. • Their expectation is that we will have completed our internal calculations and secured council endorsement by May 20, 2025.</p> <p>QTR 1 Jul to Sep 2024</p> <p>South Perth & Hurlingham construction completion on track for 6th December 2024. Western Power are currently finalising the detailed design for Kensington and the Waterford triangle.</p>	

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
8	Community	1.2 Community infrastructure	1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities	Capital Projects Delivery - Engineering		On Track	55 %	Deliver the Capital Works Program in relation to the renewal and upgrade of City assets including roads, footpaths	<p>QTR 2 Oct to Dec 2024</p> <p>The 2024/25 Capital Works Program is on track. About 55% of the projects are completed. We expect to finish the remaining 45% by the end of May 2025.</p> <p>QTR 1 Jul to Sep 2024</p> <p>The 2024/25 Capital Works Program is on track. We anticipate completing 12 out of 20 projects by December 2024. The remaining 8 projects are scheduled for the second half of this financial year.</p>	
9	Community	1.2 Community infrastructure	1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities	Capital Projects Delivery - Facilities		On Track	50 %	Deliver the Capital Works Program in relation to the renewal and upgrade of City facilities	<p>QTR 2 Oct to Dec 2024</p> <p>All capital projects have progressed to procurement & construction stage</p> <p>QTR 1 Jul to Sep 2024</p> <p>All capital projects in design & procurement stage.</p>	
10	Community	1.2 Community infrastructure	1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities	Capital Projects Delivery - Fleet		On Track	50 %	Deliver the Capital Works Program in relation to the renewal and upgrade of City fleet assets	<p>QTR 2 Oct to Dec 2024</p> <p>Fleet replacement as identified in 10 year replacement program for 2024/25 underway.</p> <p>2 x utility vehicles received and commissioned. Quickspray spray unit ordered and received. 1 x EV mower (3rd) received and commissioned. New Forklift on order revised ETA April 2025. Collier Park Golf Course Greens Mower and Sand Spreader delivered and commissioned. Large Contour Mower eQuote released. Heavy vehicle refurbishment continues.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Fleet replacement as identified in 10 year replacement program for 2024/25 underway. 2 x Managers vehicles received and commissioned, Mayoral vehicle replaced, 2 x EV light vehicles on order (Civic Pool 1 & Pool Inspector/Buildings pool vehicle), 1 x EV mower (3rd) on order, 2 x utility vehicles under pre-procurement. New Forklift on order ETA June 2025. Collier Park Golf Course Greens Mower waiting delivery and sand spreader from back order. Heavy vehicle refurbishment continues.</p>	

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
11	Community	1.2 Community infrastructure	1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities	Capital Projects Delivery - Parks		On Track	50 %	Deliver the Capital Works Program in relation to the renewal and upgrade of parks infrastructure	QTR 2 Oct to Dec 2024	
									The Parks and Environment Unit capital works are progressing well with most projects either under construction or commencing soon.	
12	Community	1.2 Community infrastructure	1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities	Capital Projects Delivery - Waste		On Track	60 %	Deliver the Capital Works Program in relation to the renewal and upgrade of City waste assets	QTR 1 Jul to Sep 2024	
									The initial stages of project development for the Parks Capital programme has commenced. Items include detailed design completion, stakeholder engagement process initiation, procurement documentation development.	
13	Community	1.3 Community safety and health	1.3.1 Enhance community safety in conjunction with other agencies	Community Safety and Crime Prevention Plan 2022 - 2027	Ongoing	On Track	50 %	Implement, monitor and evaluate the Community Safety and Crime Prevention Plan	QTR 2 Oct to Dec 2024	
									Recycle Centre redevelopment continues, civil construction works complete. Recycling Centre Modular Building under construction, expected delivery Feb 2025. Reuse Shop infrastructure containers and dome structure under construction. Fencing and line marking and signage to be completed Feb 2025.	
									QTR 1 Jul to Sep 2024	
									Recycle Centre redevelopment underway - civil contractor engaged - expected commencement November. Reuse Shop infrastructure in pre-procurement phase. Operator to be selected by RFQ/EOI (NFP or Charity organisation). Container Deposit Scheme drop-off point operator (NFP or Charity organisation) Registered through Containers for Change as a Refund Point Operator) RFQ/EOI under development. 1 x 30m Waste bin procured and delivered	
									The City continued implementing actions from the Community Safety and Crime Prevention Plan with the payment of 54 home safety and security equipment rebates this quarter, installing additional Crime stoppers pavement stickers and the deployment of the mobile CCTV trailer to address hooning issues on the South Perth Esplanade.	
									QTR 1 Jul to Sep 2024	
									Continuing to implement actions from the Community Safety and Crime Prevention Plan 2022-2027. This quarter 63 rebates have been paid.	

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
14	Community	1.3 Community safety and health	1.3.2 Facilitate and foster a healthy and connected community	Public Health Plan 2020 - 2025		On Track	50 %	Implement the actions as detailed in the City's Public Health Plan, review and develop revised plan in 2025	<p>QTR 2 Oct to Dec 2024</p> <p>Public Health - 3 aerial helicopter mosquito larvicide treatments have been undertaken this season (usually only one would have taken place at this point). Routine inspections, processing event applications, noise management plans, aquatic facility water testing and various compliance activities have all been undertaken.</p> <p>Supporting Healthy Lifestyles for residents - KidSport vouchers have been provided to 55 participants with over \$16,000 in funding provided. Community Bootcamp continues each Saturday morning. Collier Primary School held their inaugural Ride to School Breakfast with over 70 students riding / scooting to school (up from usual 10) and enjoyed breakfast together. Stay Active, Stay Safe Seniors event held on 14th November with guest speakers and stall holders. Junior Kitchen workshop sold out with 20 participants learning health cooking skills in December.</p> <p>Mental Health - Refresh & Reconnect 6 week yoga course held for second time. Sold out with 16 participants attending full course with positive feedback. Attended Como SHS Mental Health Expo with whole school attending (600 students) and had excellent interactions with a large number of students.</p> <p>Youth Alcohol Action Plan - Community Connections meetings continue to be convened by CoSP in partnership with Town of Vic Park and City of Belmont.</p> <p>Public Health Plan - Review has started.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Public Health Protection - Environmental Health projects continuing with a focus on mosquito management including chemical control on Canning and Swan Rivers.</p> <p>Chronic Disease Prevention - Dementia Awareness Week activities offered at Libraries including brain training games, resources from Alzheimers WA and Dementia Australia, and specific library resources on display. Junior Chef Healthy Nutrition workshops run for 30 children across two sessions during school holidays. Seniors Exercise program continuing as a low-cost fee-paying session as sustainable outcome from Move Your Body grant earlier in year.</p> <p>Mental Health - Socially inclusive events include National Tree Planting Day in July and Paint My Village (youth mural) in September. Increasing community connectedness through ongoing yoga class as sustainable outcome from Refresh & Reconnect pilot project. Second Refresh & Reconnect low-cost introduction to yoga and mindfulness commencing October. Act Belong Commit resources packed and distributed to all government primary schools within CoSP for students in need / as prize packs for events.</p>	

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
15	Economy	2.1 Local business and activated places	2.1.1 Ensure that the City is an attractive place for commercial activity	Economic Development Plan 2021 - 2025	Ongoing	Complete	100 %	Implement and monitor the Plan. Prepare annual report that documents progress of actions.	<p>QTR 2 Oct to Dec 2024</p> <p>Partnered with Fringe World to deliver events and activations at Mindeerup. Initiated project working group for local centres activations. Commissioned public art piece for installation on South Perth foreshore. Attended Technology Park precinct structure plan meetings with DevelopmentWA</p> <p>QTR 1 Jul to Sep 2024</p> <p>Design Review Panel review and Elected Member workshop on progression of the Precinct Plan for Technology Park.</p>	
16	Economy	2.1 Local business and activated places	2.1.3 Support local business and local employment opportunities	Dome Cafe Development		Complete	100 %	Establish the lease and licence and obtain approval from WAPC. Monitor to ensure compliance with tenure conditions and conditions of development approval	<p>QTR 2 Oct to Dec 2024</p> <p>The Cafe has been completed and commenced operations in November 2024.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Development works are progressing and the City continues to attend periodical site visits to ensure any issues can be addressed as Dome carries out their construction program.</p> <p>The City has finalised the landscape design plan and has scheduled landscape works to commence 21 October 2024.</p>	
17	Economy	2.1 Local business and activated places	2.1.3 Support local business and local employment opportunities	Millers Pool Café Development	Ongoing	On Track	50 %	Oversee the development of the Millers Pool Café South Perth site.	<p>QTR 2 Oct to Dec 2024</p> <p>Another meeting was held with the proponents. Sublease negotiations have progressed further with a final draft sublease agreement being issued to the proponents for their review.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Sublease negotiations with the proponents are still progressing. The City has held meetings with the proponents, their builder and architect as well as Department of Biodiversity, Conservation and Attractions (DBCA) to progress the development.</p>	
18	Economy	2.1 Local business and activated places	2.1.4 Ensure planning frameworks provide for a range of uses in commercial centres	Precinct Structure Plans	Ongoing	On Track	100 %	Implement, monitor all precinct structure plans.	<p>QTR 2 Oct to Dec 2024</p> <p>Implementation of Precinct Structure Plans ongoing.</p> <p>QTR 1 Jul to Sep 2024</p> <p>1) City has been advised of a March 2025 lodgement date for a Precinct Structure Plan for the Bentley Curtin Specialised Activity Centre Plan. 2) City of Melville are progressing an amendment to the Canning Bridge Structure Plan under their local planning scheme. No changes are proposed to those parts of the structure plan within the City of South Perth.</p>	

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
19	Economy	2.1 Local business and activated places	2.1.5 Promote City attractions and destinations	South Perth Foreshore Strategy and Management Plan 2015		On Track	50 %	Delivery stage 1 of the Hurlingham Living Stream project.	<p>QTR 2 Oct to Dec 2024</p> <p>The Hurlingham Living Stream project is in the final design and procurement for Stage 1 of 2. Work is expected to commence in late February to early March 2025.</p> <p>QTR 1 Jul to Sep 2024</p> <p>The stakeholder information session at Hurlingham is planned for October 5. The letter drop of information to residents adjacent to the open drain has been completed.</p>	
20	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport	Joint Bike Plan 2018	Ongoing	On Track	15 %	Implement recommendations identified in the Pathways and Bike Plans	<p>QTR 2 Oct to Dec 2024</p> <p>Currently there are no grant funding opportunities available for projects proposed in the Joint Bike Plan. We continue to await funding options to advance the proposed projects. We applied for \$800k for Douglas Ave this year and awaiting the outcome of the 50/50 funding application.</p> <p>QTR 1 Jul to Sep 2024</p> <p>There is currently no WA Bicycle Network Grants available to implement projects that are not linked to METRONET stations. Subsequently, the implementation of the Foreshore to Curtin University Bike Link is on hold until the funding authority changes its position.</p>	
21	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.2 Develop and implement integrated transport and infrastructure plans that consider improved parking management systems and encourage alternative forms of transport	Integrated Transport Plan 2021 - 2031	Ongoing	On Track	50 %	Implement and monitor the Plan.	<p>QTR 2 Oct to Dec 2024</p> <p>We continue reviewing project suggestions in the Integrated Transport Plan for potential inclusion in the Capital Works Program for the 2025/26 financial year.</p> <p>QTR 1 Jul to Sep 2024</p> <p>The Integrated Transport Plan has over 100 Actions many of which are generalised processes.</p> <p>Each year with the preparation of the Capital Works Program process, many of these actions are considered. The works do not necessarily get closed out, as funding is not supported by Council, however the proposed actions are considered, and will be reconsidered each subsequent financial year. One significant action, implementation of a City of South Perth-wide 40 Km/h zone is currently in progress.</p>	

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
22	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.2 Develop and implement integrated transport and infrastructure plans that consider improved parking management systems and encourage alternative forms of transport	Parking Strategy		On Track	10 %	Updates and additions will be made to the Parking Strategy to address current issues and opportunities	<p>QTR 2 Oct to Dec 2024</p> <p>A review of the City's current Parking Strategy has been conducted and compared with Parking Strategies from other local governments such as Town of Victoria Park, City of Melville, City of Vincent, City of Subiaco and City of Armadale. In addition to reviewing parking strategies from WA, strategies from Victoria and New South Wales have also been considered to identify possible actions/deliverables that may be suitable for implementation. Additional supporting information like the study conducted on parking in 2023/24 by Curtin University students has been reviewed and documents from state agencies.</p> <p>A site visit to the seven (7) precinct areas and schools within the district has been completed to gain practical insight to what may or may not work in each area.</p> <p>At this stage data collection has not commenced as we are unable to capture data that reflects the general functionality of the parking precincts. This will be commenced once the school year commences.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Project brief approved by EMT. EOI for cross organisational project opportunity in progress.</p>	
23	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Local Heritage Survey & Heritage List	Ongoing	On Hold	50 %	Implement and monitor the local heritage survey and heritage list and relevant policies	<p>QTR 2 Oct to Dec 2024</p> <p>Council endorsed draft Local Heritage Survey (LHS) for advertising at its December 2024 OCM. LHS to be advertised 21 January - 18 February 2025. Following consultation, changes may be made to the LHS before it is presented to Council for adoption.</p> <p>QTR 1 Jul to Sep 2024</p> <p>At its August meeting, Council deferred consideration of the Local Heritage Review to the December Ordinary Meeting of Council.</p>	
24	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Local Planning Policy review and development	Ongoing	On Track	75 %	Maintain the local planning policy suite by reviewing and amending policies.	<p>QTR 2 Oct to Dec 2024</p> <p>Six (6) Local Planning Policies are identified for amendment, revocation and development in 2025.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Draft 'Local Planning Policy - Waste Management' will be advertised for 21 days 2-23 October 2024. The draft LPP may require referral to the Western Australian Planning Commission for endorsement prior to final adoption by the Council.</p> <p>Phase 6 Local Planning Policy review of 'Local Planning Policy Streetscape Compatibility - Precinct 5 Arlington and Precinct 6 Kensington' to commence in 2025 following finalisation of both the Local Heritage Survey Review and the Heritage List Review.</p>	

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
25	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Local Planning Strategy	Ongoing	On Track	80 %	Implement and monitor the Local Planning Strategy	QTR 2 Oct to Dec 2024	
									Strategic Planning continues to monitor and implement LPS.	
26	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.2 Enhance the City's urban forest on public and private land	Urban Forest Strategy 2018 - 2023	Ongoing	On Track	50 %	Finalise the review of the Urban Forest Strategy.	QTR 2 Oct to Dec 2024	
									The Urban Greening Strategy (UGS) Stakeholder Engagement Stage One was held between 10 September and 14 October 2024. It included a community survey (346 responses) and two pop-up events (171 community participants).	
27	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.3 Improve the amenity value and sustainable uses of our streetscapes, public open spaces and foreshores	Collier Park Golf Course	01/06/2023 12:00:00 AM	On Track	75 %	Develop a long term operating arrangement for Collier Park Golf Course and in collaboration with the operator develop a plan for the future of the golf course.	QTR 1 Jul to Sep 2024	
									Stakeholder engagement has commenced as part of the development of the Urban Greening Strategy.	
28	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.4 Enhancement of the environment, maintaining open space and effective management of the Swan and Canning River foreshores	Kwinana Freeway Foreshore Management Plan	Ongoing	On Track	50 %	Implement scheduled management plan actions	QTR 2 Oct to Dec 2024	
									The City continues to work with Mainroads and Department of Biosecurity, Conservation and Attractions (DBCA).	

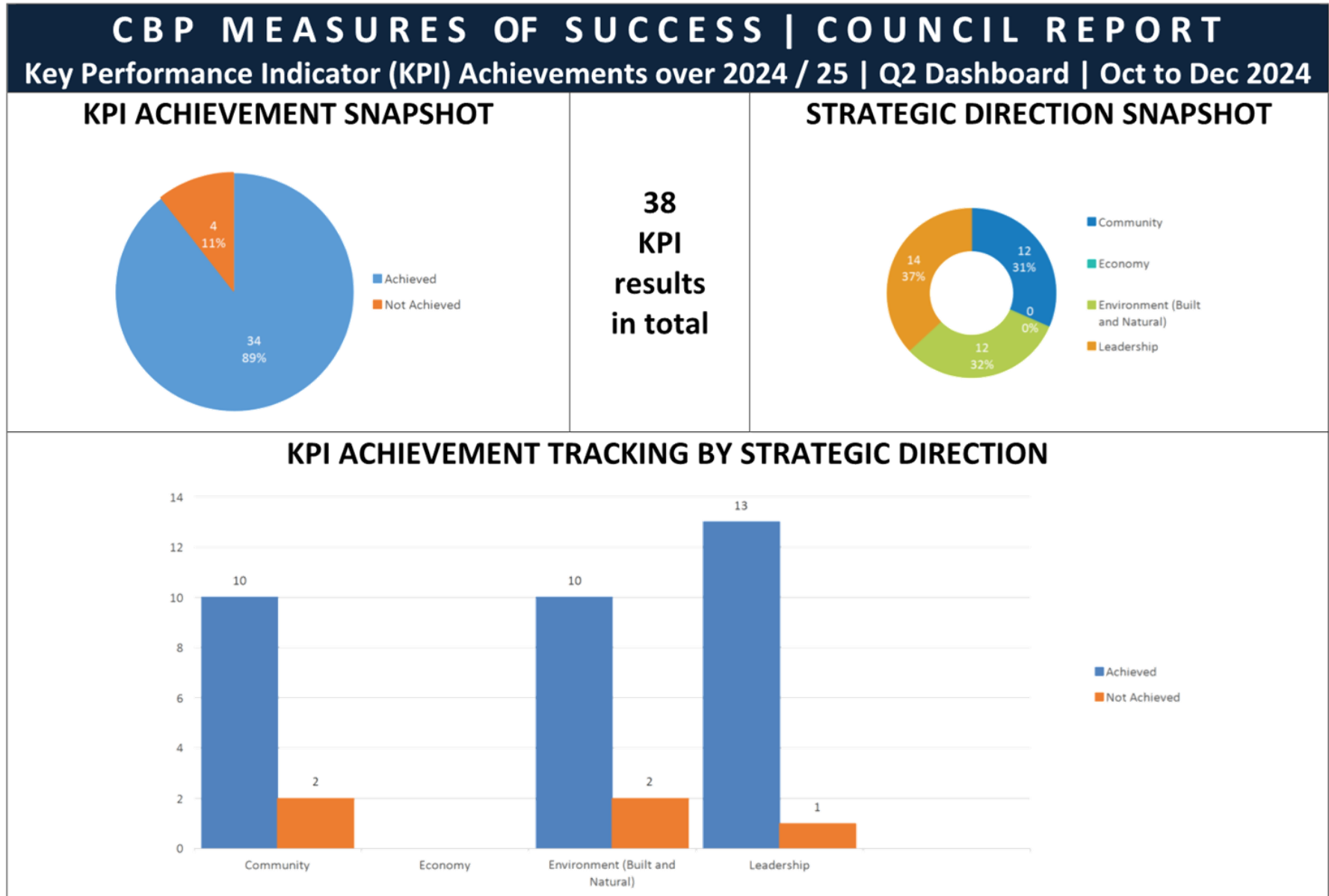
CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
29	Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Manage and promote sustainable water, waste, land and energy practices	Clontarf Waterford Salterpoint Foreshore Masterplan 2019	Ongoing	On Track	50 %	Implement actions in Clontarf Waterford Salter Point Foreshore Masterplan	<p>QTR 2 Oct to Dec 2024</p> <p>Undertook quarterly surface water quality monitoring, testing and reporting for waterways and storm water open drains. Assessed completed bushfire risk mitigation works at Canning River foreshore reserves and prescribed follow up mechanical and chemical treatments to protect residential properties rated at Extreme, Very High and High bushfire risk.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Undertook quarterly surface water quality monitoring, testing and reporting for waterways and storm water open drains. Completed bushfire risk mitigation works at Canning River foreshore reserves to protect residential properties rated at Extreme, Very High and High bushfire risk.</p>	<input checked="" type="checkbox"/>
30	Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Manage and promote sustainable water, waste, land and energy practices	Integrated Drainage Catchment Management Plan 2004		On Track	25 %	Review the Integrated Drainage Catchment Management Plan and develop a new plan	<p>QTR 2 Oct to Dec 2024</p> <p>Tender Contract was awarded in the third week of December. The consultant has now begun reviewing the City's drainage plans and data. The Storm Water Management Plan is on track, with completion expected by late May or early June 2025.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Tender advertising closed. Tender evaluation in progress.</p>	
31	Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Manage and promote sustainable water, waste, land and energy practices	State Waste Plan	Ongoing	On Track	75 %	Review and implement the actions associated with the State Waste Plan and report on progress annually to the State Government.	<p>QTR 2 Oct to Dec 2024</p> <p>Awaiting feedback from DWER on submitted Waste Plan for any further actions. Continuing with key actions.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Relevant actions and milestones updated. Relevant actions surrounding FOGO implementation deferred. The City continues to explore options to meet the State Waste Strategy requirements and also to meet its existing contractual obligations to the Kwinana Energy Recovery Facility. Annual report submitted to Department of Water and Environmental Regulation(DWER) within deadline of 1 October. Awaiting any feedback from DWER</p>	
32	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities	Reconciliation Action Plan 2021 - 2023	Ongoing	On Track	50 %	Develop a new Reconciliation Plan	<p>QTR 2 Oct to Dec 2024</p> <p>The City has completed a review of its Reconciliation Plan. The revised Reconciliation Plan is planned to be graphically designed in early 2025 and will then be communicated to the public via the City's normal communication channels (website etc).</p> <p>QTR 1 Jul to Sep 2024</p> <p>Renewed Reconciliation Plan is underway, with a comprehensive week of NAIDOC events delivered in July.</p>	

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
33	Leadership	4.2 Advocacy	4.2.1 Advocate for State and Federal Government investment to improve public infrastructure and to address community issues	Advocacy Strategy		On Track	60 %	Develop an Advocacy Strategy. Advocate to State and Federal Government election candidates to secure election funding commitments	QTR 2 Oct to Dec 2024 First draft completed and going through review process. QTR 1 Jul to Sep 2024 Some research conducted on policy - most of the work will occur in 2nd quarter. Advocacy document for current state and federal candidates prepared and presented.	
34	Leadership	4.2 Advocacy	4.2.1 Advocate for State and Federal Government investment to improve public infrastructure and to address community issues	Integrated Transport Strategy - Advocacy		On Track	75 %	Work with State Government and public transport providers to improve public transport frequency and connectivity to and within the City	QTR 2 Oct to Dec 2024 City advertised the draft Pedestrian and Cycle Access Plan for Karawara which is an action of the Integrated Transport Plan in October 2024. Plan will be considered by Council in 2025 before being sent to DPLH for final endorsement. QTR 1 Jul to Sep 2024 City is advertising draft Pedestrian and Cycle Access Plan for Karawara which is an action of the Integrated Transport Plan	
35	Leadership	4.2 Advocacy	4.2.1 Advocate for State and Federal Government investment to improve public infrastructure and to address community issues	Karawara Pedestrian and Cycle Access Plan - Advocacy		On Hold	0 %	Advocate for funding to support the implementation of the Karawara Pedestrian and Cycle Access Plan	QTR 2 Oct to Dec 2024 Consultation has been completed and the draft plan will be presented to Council in February for adoption. QTR 1 Jul to Sep 2024 Draft plan is currently out for public consultation. Advocacy for funding will commence when plan is adopted.	
36	Leadership	4.2 Advocacy	4.2.1 Advocate for State and Federal Government investment to improve public infrastructure and to address community issues	South Perth Foreshore River Wall	Ongoing	Complete	100 %	Advocate for external (public and private) funding for river wall replacement on the South Perth foreshore.	QTR 2 Oct to Dec 2024 Grant funding has been secured from Federal and State Governments for the section of riverbank from the beaches to Djirda Miya over a three year period. QTR 1 Jul to Sep 2024 Application to Urban Rivers and Catchments Grant Program has been made for the section of the foreshore from "the Beaches" to Djirda Miya (which includes node 2). A concept design was provided as part of this submission. The successful applicants have yet to be announced.	<input checked="" type="checkbox"/>
37	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Annual Budget	Ongoing	On Track	30 %	Review and amend 2024/25 budget mid-year. Prepare and finalise 2025/26 budget for endorsement	QTR 2 Oct to Dec 2024 The budget review packs for the 2024/25 budget review were issued early December 2024 the review is currently underway and on track. Planning for the 2025/26 budget will commence in early February 2025. QTR 1 Jul to Sep 2024 The Capital Budget carry forwards from 2023/24 were adopted by Council at the OCM of 24 September 2024. Budget adjustments have been done.	

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
38	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Annual Financial Report	Ongoing	On Track	75 %	Prepare and finalise 2023/24 financial report for endorsement	<p>QTR 2 Oct to Dec 2024</p> <p>The Annual Financial Report received an unqualified audit opinion and was adopted by Council at the December 2024 OCM. It is included in the Annual Report and will be presented to the Annual Meeting of Electors in February 2025.</p> <p>QTR 1 Jul to Sep 2024</p> <p>A draft of the Annual Financial Report has been prepared and is currently being audited by the Office of the Auditor General. The draft was submitted before the 30 September 2024, in line with legislation.</p>	
39	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Asset Management Strategy	Ongoing	On Track	20 %	Develop an Asset Management Strategy to specify how the City's organisational objectives are converted into asset management objectives and to outline the City's approach for sustainable management of its asset portfolio.	<p>QTR 2 Oct to Dec 2024</p> <p>The draft Asset Management Strategy is in development. A table of contents has been created and work has started to understand the data gaps and plan for upcoming workshops and consultation.</p> <p>QTR 1 Jul to Sep 2024</p> <p>The RFQ for a consultant to facilitate the Asset Management workshop went out to equotes this quarter.</p>	
40	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Corporate Business Plan	Ongoing	On Track	30 %	Review and update the CBP annually according to the IPRF guidelines. Report quarterly on progress to the ARGC and Council. Use progress for input to the Annual Report.	<p>QTR 2 Oct to Dec 2024</p> <p>Planning for the development of the Corporate Business Plan (CBP) is complete. Development of Business Unit Plans commences in February. This will provide the content for the development of the CBP planned for April/May.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Since adoption by Council in June 2024, the 2024/25 Corporate Business Plan (CBP) has been graphically designed and published on the City's website. Amendments to the revised CBP have been uploaded into 1System, in preparation for quarter 1 reporting. Planning for the 2025/26 CBP will commence in quarter 2.</p>	<input checked="" type="checkbox"/>

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT										
Corporate actions that we will deliver over the financial year										
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI
41	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Strategic Community Plan 2021 - 2031		On Track	25 %	Monitor the Strategic Community Plan and associated changes in legislation	QTR 2 Oct to Dec 2024 Proposed changes to the Local Government Act and regulations relating to the "planning for the future" have been delayed with no current indication of when new requirements will be in place. The City is proceeding with planning for the major review of the Strategic Community Plan. An update will be provided in quarter 3.	<input checked="" type="checkbox"/>
									QTR 1 Jul to Sep 2024 Monitoring of relevant legislative reform has been undertaken, with results indicating that amendments to the regulations are unlikely to occur prior to the State Government election. The City will proceed with planning for the major review of the Strategic Community Plan in accordance with current legislation. Planning for the major review will commence in quarter 2, with the aim to discuss with Council in quarter 3 ahead of final project plans being endorsed in quarter 4.	
42	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Workforce Plan 2022/23 to 2025/26	Ongoing	On Track	50 %	Implement the Workforce Plan's year 3 actions.	QTR 2 Oct to Dec 2024 Workforce Plan Year 3 action items continue progressing. During the quarter, the following items were undertaken: City LinkedIn account access was provided to share current vacancies and other ad-hoc updates from the P&P team, internships completed in IT and Libraries and Traineeships in Nursery and Golf Course initiated to commence Feb 2025, priority training highlighted during performance reviews organised for employees, Discrimination EEO module rolled out to all employees, new Thank You recognition cards rolled out, Employee Engagement Survey completed with 73% response rate and the City received an award for high engagement (81%) compared to other LG, a review of female part-time employee survey was completed, annual training calendar finalised for 2025, Business Process Management project launched.	<input checked="" type="checkbox"/>
									QTR 1 Jul to Sep 2024 Quarter 1 of the Workforce Plan year 3 action items have commenced. During the quarter, the following items were undertaken: eLearning modules for all employees was deployed including Employee Code of Conduct refresher and EEO Discrimination training, the annual performance review cycle concluded with a completion rate of 87%, Accreditations module within 1System moved to production and work on the Probations module is to commence. The annual training calendar is being reviewed to develop a clear outline of training initiatives for the year. A New Starter Values session was held on 5 September 2024 with one other session scheduled before the end of 2024. Audiometric testing will be included in pre-employment medicals for new starters at risk, and ongoing testing for existing employees to occur following new legislation.	

CORPORATE BUSINESS PLAN 2024 / 2025 QUARTER TWO REPORT											
Corporate actions that we will deliver over the financial year											
No.	Strategic Direction	Outcome	Strategy	Project / Activity	Timeframe	Status	% Complete	Action 24/25	Quarterly Updates	CEO KPI	
43	Leadership	4.3 Good governance	4.3.2 Diversify and optimise non-rate income	Land Utilisation Plan 2024		On Track	50 %	Implementation of the initiatives with the Land Utilisation Plan	<p>QTR 2 Oct to Dec 2024</p> <p>The City's assessment for the Collins Street Hall site was updated by undertaking a more detailed building utilisation analysis. The assessment has been completed and the project team are progressing a report to Council for four road closures to formalise existing use and improve future development potential for the site. Land tenure investigations for the Right of Way in the Angelo Street Precinct have commenced.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Collins Street Hall and Angelo Street Precinct are currently being progressed. Land and Property is working collaboratively with Strategic Planning to facilitate a scheme amendment for this site. A site assessment has been undertaken and a report is being prepared for Council to consider four road closures and their subsequent amalgamation into adjacent City freehold land to improve the development potential for the site. For Angelo St Precinct a site assessment is being undertaken.</p>	<input checked="" type="checkbox"/>	
44	Leadership	4.3 Good governance	4.3.3 Maintain a culture of fiscal efficiency	Long Term Financial Plan (LTFP)	Ongoing	On Track	20 %	Review and update the Long-Term Financial Plan, ensuring integration and alignment with the Annual Budget, the Strategic Community Plan and Corporate Business Plan.	<p>QTR 2 Oct to Dec 2024</p> <p>Council adopted the 2024/25 - 2033/34 Long Term Financial Plan along with the 2024/25 Budget at the Ordinary Council Meeting of 25 June 2024. The plan will be reviewed as part of the 2025/26 budget process, work has commenced with reference to the 2025/26 budget and business unit planning.</p> <p>QTR 1 Jul to Sep 2024</p> <p>Council adopted the 2024/25 - 2033/34 Long Term Financial Plan along with the 2024/25 Budget at the Ordinary Council Meeting of 25 June 2024. The plan will be reviewed as part of the 2025/26 budget process, background work is in progress.</p>	<input checked="" type="checkbox"/>	
45	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Internal audit program	Ongoing	On Track	50 %	Manage and ensure completion of annual Internal Audit Program. Complete internal audits in accordance with the Strategic Internal Audit Plan (SIAP). Report quarterly to ARGC on audit register progress. Complete induction process for new ARGC Committee Members.	<p>QTR 2 Oct to Dec 2024</p> <p>The Internal Audit report related to Project and Program management is progressing. Expressions of interest were invited in relation to Internal Auditor and William Buck Consulting (WA) Pty Ltd have been appointed for a period of three years. A new internal audit plan has been prepared. The Reg 5 and Reg 17 audit has been undertaken</p> <p>QTR 1 Jul to Sep 2024</p> <p>The Internal Audit - Review of Internal Audit Log and External Audit Interim Report were both considered by Council at its meeting held 24 September 2024. The audit for the Project and Program Management is still progressing.</p>		



CBP MEASURES OF SUCCESS 2024 / 2025 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2024 / 25 Target	Result	Result Outcome	Result Comment
1	Community	1.1 Culture and community	1.1.1 Develop, facilitate and/or support events, services and programs to respond to community needs and priorities	Event Attendee Satisfaction	Event Attendee Satisfaction - The amount of people who respond that they are satisfied with the events held by the City	Maintain satisfaction rate above 80%	80.00	90.83	Achieved	
2	Community	1.1 Culture and community	1.1.1 Develop, facilitate and/or support events, services and programs to respond to community needs and priorities	Event Attendee Targets	Event Attendee Targets - The number of people attending the City's community events and partnership events	Obtain the targeted number of 15,000 people per annum at community events delivered by the City and partnering organisations	7500.00	4145.00	Not Achieved	Smaller scale events were held in quarter 2 (Art Award, Sept Citizenship and Carols at Sunset). Larger scale events that generally attract more attendees are scheduled later in the financial year.
3	Community	1.1 Culture and community	1.1.1 Develop, facilitate and/or support events, services and programs to respond to community needs and priorities	Library Attendee Targets	Library Attendee Targets - The number of people visiting or attending the City's two Library branches (Manning and South Perth)	Obtain the targeted number of visitors at the City's two Library branches of 176,392 persons per annum	88196.00	92984.00	Achieved	
4	Community	1.1 Culture and community	1.1.2 Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City	Club Development Program	Club Development Program - The number of local clubs engaged by the City each year.	Maintain with a minimum of 80% local club participation per annum	40.00	50.00	Achieved	
5	Community	1.1 Culture and community	1.1.2 Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City	Club Development Program Satisfaction	Club Development Program Satisfaction - The number of local clubs who respond that they are satisfied with the Club Development programs and events offered by the City	Maintain satisfaction rate above 80%	80.00	75.40	Not Achieved	Club Development Survey Undertaken in December 2024. The City received a Club Development Satisfaction rating of 3.64 out of 5.00, which translates to 'satisfied' or 'very satisfied' from majority.
6	Community	1.1 Culture and community	1.1.2 Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City	KidSport Funding	KidSport Funding - The number of funding vouchers and the amount of funding (\$) provided to eligible Western Australian children for club fees	Maintain funding provision of 100 KidSport vouchers, providing \$18,000 in funding per annum	50.00	120.00	Achieved	
7	Community	1.1 Culture and community	1.1.4 Encourage volunteering that benefits our community	Community Volunteering	Community Volunteering - The number of City volunteers that provide assistance on Community, Culture and Recreation projects, services and programs	Maintain a minimum of 100 Community, Culture and Recreation volunteers	50.00	75.00	Achieved	

CBP MEASURES OF SUCCESS 2024 / 2025 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2024 / 25 Target	Result	Result Outcome	Result Comment
8	Community	1.2 Community infrastructure	1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities	Asset Management Condition Audit	Asset Management Condition Survey & Assessment - Conduct condition survey for public open space and review asset condition assessment needs for remainder of major asset classes	Complete a minimum of 1 condition survey for major asset classes annually	0.50	50.00	Achieved	
9	Community	1.2 Community infrastructure	1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities	Property / Building Maintenance	Property Maintenance - The number of maintenance requests that are assessed and/or actioned within 10 days of notification	Complete 90% of assessments and/or actions within 5 days (urgent) or within 10 days (remainder)	90.00	97.00	Achieved	
10	Community	1.3 Community safety and health	1.3.2 Facilitate and foster a healthy and connected community	Completion of Public Health Plan (Environmental Health Priority Areas)	Public Health Plan – Completion of relevant key actions as identified in the City's Public Health Plan	100% completion of key actions/outcomes as they relate to Environmental Health	50.00	50.00	Achieved	
11	Community	1.3 Community safety and health	1.3.2 Facilitate and foster a healthy and connected community	Dog Attacks Investigated	Dog Attacks Investigated - Number of dog attack investigations completed within 14 days	Maintain an above 80% completion rate of dog attacks investigated within 14 days	80.00	91.00	Achieved	
12	Community	1.3 Community safety and health	1.3.2 Facilitate and foster a healthy and connected community	System Capture of Animals Presented at the Animal Care Facility	System capture of animals presented at the Animal Care Facility	100% of animals are entered into the City's system within 4 hours	100.00	100.00	Achieved	
14	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport	Footpath Maintenance Response	Footpath Maintenance Response	Complete 90% of assessments and actions in accordance with the Customer Service Charter	90.00	99.00	Achieved	
15	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport	Jetty and Boardwalk Maintenance Response	Jetty and Boardwalk Maintenance Response - The percentage of Jetty and Boardwalk maintenance requests that are responded to in line with Customer Service Charter	Complete 90% of assessments and actions in accordance with the Customer Service Charter	90.00	90.00	Achieved	
16	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport	Parking Management - Abandoned Vehicles	Parking Management - Abandoned Vehicles - The percentage of abandoned vehicle requests that are responded to in line with the Customer Service Charter	Complete 90% of assessments and actions in accordance with the Customer Service Charter	90.00	99.00	Achieved	

CBP MEASURES OF SUCCESS | 2024 / 2025 | QUARTER TWO REPORT

No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2024 / 25 Target	Result	Result Outcome	Result Comment
17	Environment (Built and Natural)	3.1 Connected and accessible City	3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport	Traffic Management - Response Rate	Traffic Management - Response Rate - The percentage of transport network community requests that are responded to within 48 hours of reporting	Maintain response rate at 100%	100.00	100.00	Achieved	
18	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Building Permit Determination	Building Permit Determination - The number of building permits determined within 10 days for certified permits and 25 days for uncertified permits	Maintain ratio of 100% of building permits determined within statutory timeframes	100.00	100.00	Achieved	
19	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Development Application Determination	Development Application Determination - The number of development (planning) applications determined within 60 days where no consultation is required and 90 days where consultation is required	Maintain a minimum of 85% of development applications determined within statutory timeframes	85.00	86.00	Achieved	
20	Environment (Built and Natural)	3.2 Sustainable built form	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs	Scheme Amendment Compliance	Scheme Amendment Compliance - The amount of scheme amendments submitted to the City that are processed in accordance with Town Planning Regulations	Achieve 100% compliance with the Town Planning Regulations	100.00	100.00	Achieved	
21	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.1 Maintain and improve biodiversity in the City	Weed Coverage Management - Public Open Space	Weed Coverage Management - The amount of weed coverage in public open space planted areas within site boundary	Manage weed coverage in planted areas at or below 10% within site boundary	10.00	5.00	Achieved	
22	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.2 Enhance the City's urban forest on public and private land	Canopy Cover	Canopy Cover - Maintaining and improving canopy cover in accordance with budget allocation	Achieve 20% canopy cover across the City	20.00	16.82	Not Achieved	Latest data received in June 2024 shows an increase of 0.52%. The measured canopy cover has increased from 16.3% to 16.82%.
23	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.3 Improve the amenity value and sustainable uses of our streetscapes, public open spaces and foreshores	Public Open Space Community Requests	Public Open Space Community Requests - The percentage of public open space community requests that are responded to in line with the Customer Service Charter	Complete 90% of assessments and actions in accordance with the Customer Service Charter	90.00	90.00	Achieved	

CBP MEASURES OF SUCCESS 2024 / 2025 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2024 / 25 Target	Result	Result Outcome	Result Comment
24	Environment (Built and Natural)	3.3 Enhanced environment and open spaces	3.3.4 Enhancement of the environment, maintaining open space and effective management of the Swan and Canning River foreshores	Weed Coverage Management - Natural Areas	Weed Coverage management - Natural Areas	Manage weed coverage in planted areas at or below 10% within site boundary	10.00	4.00	Achieved	
25	Environment (Built and Natural)	3.4 Resource management and climate change	3.4.1 Manage and promote sustainable water, waste, land and energy practices	Graffiti Removal Response	Graffiti Removal Response - The percentage of graffiti incidents that are responded to in line with the Customer Service Charter	Complete 90% of assessments and actions in accordance with the Customer Service Charter	90.00	100.00	Achieved	
26	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities	Accessible Digital Services	Accessible Digital Services - The amount of time that the City has a fully operational and accessible customer contact centre, telephony services and online environment	Maintain uptime rate above 99.95%	99.95	99.95	Achieved	
27	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities	Communications & Marketing Plans	Communications & Marketing Plans	12 Communications and/or Marketing Plans are developed in relation to projects in the CBP each year	6.00	6.00	Achieved	
28	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities	Customer Service (VoC) Improvement Actions	Customer Service (VoC) Improvement Actions - The number of improvement actions agreed in response to the Voice of the Customer (VoC) surveys	12 improvement actions are agreed with business units in response to the results of the VoC surveys each year	6.00	28.00	Achieved	
29	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities	Customer Service Request Satisfaction	Customer Service Request Satisfaction - The percentage of people who respond that they are satisfied with the City's request lodgement experience	Maintain customer satisfaction rate above 80% with the City's request lodgement experience	80.00	98.00	Achieved	
30	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities	Partnership Agreements - Ratio of Implemented Actions	Partnership Agreements - The ratio of the number of actions successfully completed relative to the number of actions planned within the City's Partnership Agreements (Completed/Planned)	Maintain ratio of 80% annual planned action items	40.00	70.00	Achieved	

CBP MEASURES OF SUCCESS 2024 / 2025 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2024 / 25 Target	Result	Result Outcome	Result Comment
31	Leadership	4.1 Engaged community and leadership	4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities	Stakeholder Engagement Scoping Plans	Stakeholder Engagement Scoping Plans - The number of Stakeholder Engagement Scoping Plans developed in relation to projects in the CBP	10 Stakeholder Engagement Scoping Plans are developed in relation to projects in the CBP each year	5.00	13.00	Achieved	
32	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Corporate Business Plan Quarterly Reporting	Corporate Business Plan Quarterly Reporting	CBP quarterly reporting is completed each quarter - 100% compliance	100.00	100.00	Achieved	
33	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Council Meeting Minutes Availability	Council Meeting Minutes Availability	Achieve 100% compliance with Council meeting minute availability	100.00	100.00	Achieved	
34	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Meeting Agenda Availability	Meeting Agenda Availability	Achieve 100% compliance with meeting agenda availability	100.00	100.00	Achieved	
35	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Risk Management Committee Meetings	Risk Management Committee Meetings - Quarterly Risk Meetings held	Hold a minimum of four meetings annually	2.00	2.00	Achieved	
36	Leadership	4.3 Good governance	4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities	Strategic Risks Reviewed	Strategic Risks Reviewed - All Strategic Risks are reviewed twice annually	Maintain 100% compliance with review process	100.00	100.00	Achieved	
37	Leadership	4.3 Good governance	4.3.2 Diversify and optimise non-rate income	Revenue other than Rates	Revenue other than Rates - The amount of revenue obtained from grants, fees charges and other revenue relative to the amount of revenue generated from Rates (Revenue other than rates/Total Revenue)	Maintain annual revenue other than rates greater than 25% of total annual revenue	25.00	29.50	Achieved	

CBP MEASURES OF SUCCESS 2024 / 2025 QUARTER TWO REPORT										
No.	Strategic Direction	Outcome	Strategy	Operational Key Performance Indicator	KPI Description	Performance Measure	2024 / 25 Target	Result	Result Outcome	Result Comment
38	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Annual Employee Performance Review Completion	Annual Employee Performance Review Completion - The number of employees who have completed their annual performance review	Maintain completion rate of above 75%	75.00	87.00	Achieved	
39	Leadership	4.3 Good governance	4.3.4 Maintain a culture of continuous improvement	Internal Audit Completion	Internal Audit Completion - The number of internal audits completed relative to the number of audits planned in the strategic internal audit plan (SIAP). (Complete/Planned)	Maintain completion rate above 75%	75.00	50.00	Not Achieved	William Buck Consulting (WA) Pty Ltd have been appointed for a period of three years and have commenced work on two audits with another six to be completed by the end of the financial year 26/27.

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, Coordinator Building Services
Affected Business Unit/s	Development Services

Head of Power:	<i>Building Act 2011</i>
Express Power to Delegate:	Section 127(1) and 127(3)
Delegation No.:	DC370
Delegation Title:	Approve or Refuse Grant of a Building Permit
Legislative Reference of Power:	<i>Building Act 2011</i> Section 18, 20, 22, 23 and 27 Building Regulations 2012 Regulation 23, 24 and 26
Power or Duty being Delegated:	The authority to grant or refuse to grant building permits
Conditions of Delegation:	<ul style="list-style-type: none"> • Keep a register in the approved form of all building permits granted by the local government. • Make the register available for inspection by members of the public during normal office hours. • Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure. • Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <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. • A delegation of a special permit authority's powers or duties may be only to: <ul style="list-style-type: none"> ○ An employee of the special permit authority (s127(2)); or ○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>. • Allow interested persons to inspect a building record.
Delegated To	Chief Executive Officer Director Development and Community Services Manager Development Services Coordinator Building Services 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, 06/24	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, Coordinator Building Services
Affected Business Unit/s	Development Services

Head of Power:	<i>Building Act 2011</i>
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:	<i>Building Act 2011</i> Section 65(4) Building Regulations 2012 Regulation 40
Power or Duty being Delegated:	The authority to grant, modify or refuse to grant occupancy permits or building approval certificates.
Conditions of Delegation:	<ul style="list-style-type: none"> • Keep a register in the approved form of all occupancy permits and building approval certificates made by the Local Authority. • Make the register available for inspection by members of the public during normal office hours. • Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure. • Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <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. • A delegation of a special permit authority's powers or duties may be only to: <ul style="list-style-type: none"> ○ An employee of the special permit authority (s127(2)); or ○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>. • Allow interested persons to inspect a building record.
Delegated To	Chief Executive Officer Director Development and Community Services Manager Development Services Coordinator Building Services Assistant Building Surveyor

Delegation Number:	DC373	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, 06/24	Relevant Delegation:	N/A

Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC374

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

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

Head of Power:	<i>Local Government Act 1995</i> <i>Building Act 2011</i>
Express Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 1(b) <i>Building Act 2011</i> – Section 127 (1) and (3)
Delegation No.:	DC374
Delegation Title:	Appoint Authorised Officers for the purposes of the Building Act 2011
Legislative Reference of Power:	<i>Building Act 2011</i> Section 96(3) and 99(3) Building Regulations 2012 – 70(1) and (2)
Power or Duty being Delegated:	The authority to grant, modify or refuse to grant occupancy permits or building approval certificates.
Conditions of Delegation:	<ol style="list-style-type: none"> 1) Each person designated as an authorised person must have an identity card. 2) Delegations exercised are to be recorded in the City's record management system.
Delegated To	Chief Executive Officer

Delegation Number: DC374

Council Adoption: 26/03/2008

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, 06/24

Relevant Management Practice: N/A

Relevant Policy: N/A

Relevant Delegation: N/A



Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC376 Infringement Notices under the Building Regulations 2012

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC376
Delegation Title:	Infringement Notices under the Building Regulations 2012
Legislative Reference of Power:	<i>Local Government Act 1995</i> – Section 9.10, 9.16, 9.19 and 9.20 Building Regulations 2012 – Regulation 70 (1) and (2)
Power or Duty being Delegated:	The authority to appoint 'authorised officers' for the purposes of issuing <i>Building Act 2011</i> infringement notices in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6 (b) of the <i>Criminal Procedures Act 2004</i> . The authority to extend the time to pay or withdraw infringement notices.
Conditions of Delegation:	Not Applicable
Delegated To	Chief Executive Officer 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, 06/24	Relevant Delegation:	N/A



Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC377 Referrals and Issuing Certificates

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

Delegation Number: DC377
Council Adoption: 25/6/24
Reviewed/Modified:

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



Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC378 Inspection and Copies of Building Records

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

Delegation Number: DC378
Council Adoption: 25/06/24
Reviewed/Modified:

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



Strategic Direction Leadership

Delegation from Council DC607 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:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC607
Delegation Title:	Tenders /E-Quotes/Common Use Agreements
Legislative Reference of Power:	Section 3.57 <i>Local Government Act 1995</i> and Local Government (Functions and General) Regulations 1996 r. 11, r.13, r.14, r.18, r.20, r.21A
Power or Duty being Delegated:	<ul style="list-style-type: none"> a) Authority to call tenders [F&G r.11(1)]. b) Authority to determine not to call a public tender as required under r11(1), if an exemption exists under r11(2). [F&G r.11(2)]. c) Authority to invite tenders although not required to do so [F&G r.13]. d) Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. e) Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. f) 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&G r.14(5)]. g) Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. h) 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&G r.18(2) and (4)]. i) Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender and to then

	<p>enter into minor variations with the successful tenderer before entering into a contract [F&G r.20(1) and (3)].</p> <p>j) Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>k) Authority to decline any tender [F&G r.18(5)].</p> <p>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&G r.20(2)]</p> <p>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&G r.18(6) & (7)]</p>
<p>Conditions of Delegation:</p>	<p>The authority to accept:</p> <p>a) All tenders to a maximum value of \$500,000 (exclusive of GST); and</p> <p>b) Undertake purchases of goods and services which are, or expected to be up to the value of up to \$700,000 (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>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>d) The tender is within budget.</p> <p>The delegate is authorised to not accept any tender received, having previously exercised the delegation to invite public tenders;</p> <p>a) 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.</p> <p>b) If the delegate decides that it would be disadvantageous to the Local Government to accept any tender.</p> <p>c) If on assessment of the tenders received the contract value would exceed the budget provision for the invited service.</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, 06/24

Relevant Delegation: DM607 Acceptance of Tenders

	<p>d) If in the opinion of the delegate no person is capable of satisfactorily supplying the requested goods or services</p> <p>The delegate must ensure that:</p> <p>a) The tender process has been carried out in accordance with the Act, the Regulations and the City’s Policies and Management Practices.</p> <p>b) The tenders register records that no Tender was accepted.</p>
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, 03/14, 03/15, 03/16, 03/17, 04/18, 03/19, 08/21, 03/22, 03/23, 06/24

Relevant Delegation: DM607 Acceptance of Tenders

Strategic Direction Leadership

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:	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:	<p>The CEO may exercise this power in relation to a lease subject to:</p> <ul style="list-style-type: none"> a) Meeting the requirements of section 3.58 of the <i>Local Government Act 1995</i>; b) Meeting the requirements of the <i>Commercial Tenancy (Retail Shops) Agreements Act 1985</i> where applicable; c) 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; d) Leases being for a maximum term of five years with a five year option for: Not for Profit Sporting Organisations, Not for Profit Organisations, Community Associations, Government Bodies, Committees and Associations, and educational institutions; and e) Renewal of an existing commercial lease being for a maximum term of five years. <p>Note: All new commercial leases will be brought to Council for consideration.</p>
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, 06/24

Relevant Delegation: DM609 Leases and Licences



Strategic Direction Leadership

Delegation from Council DC612 Disposal of Surplus Property

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC612
Delegation Title:	Disposal of Surplus Property
Legislative Reference of Power:	Section 3.58 (2) & (3), Regulation 30 the <i>Local Government (Functions & General)</i>
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) to the highest bidder at public auction [s.3.58(2)(a)]. (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)] 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)].
Conditions of Delegation:	<ol style="list-style-type: none"> 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. 2. For the purposes of the of leases in accordance with Policy P609 and DC609. 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. 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.
Delegated To	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, 06/24

Relevant Delegation: DM612 Disposal of Surplus Property



Strategic Direction Leadership

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"> 1. Grant concessions in relation to fees, levies or charges by the Council for the use of its facilities and services. 2. To write-off any single amount of money owing to the City less than \$2,000 (GST exclusive) subject to conditions as stipulated. 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
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"> a) The amount is too small to warrant collection; b) It is considered that the cost of collection is likely to be disproportionate to the amount which is owed: and c) The amount has not been previously identified and provided for in the Provision for Doubtful Debts. d) A record of any amounts written-off under this delegation is required to be kept and made available for external audit purposes. <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"> a) The amount is found to be uncollectable; and b) Compliance with applicable Australian Accounting Standards or other professional pronouncements require the debt to be removed from the City's accounts. c) 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:	DC617	Relevant Management Practice:	N/A
Council Adoption:	25/06/24	Relevant Policy:	N/A
Reviewed/Modified:		Relevant Delegation:	N/A

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:	<i>Local Government Act 1995</i>
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 a City Director as Acting CEO when the CEO is absent on annual leave.
Conditions of Delegation:	Nil.
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, 06/24	Relevant Delegation:	N/A



Strategic Direction Leadership

Delegation from Council DC664 Dogs – Local Government Functions

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

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, 06/24	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, 06/24	Relevant Delegation:	N/A



Strategic Direction Leadership

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

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

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:	Section 38 (1)
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> . The authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i> .
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, 06/24	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:	Section 3.18 (1)
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.
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, 06/24	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, 06/24	Relevant Delegation:	N/A



Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC692 Enforcement and Legal Proceedings – Illegal Development

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42(1)(b)
Delegation No.:	DC692
Delegation Title:	Enforcement and Legal Proceedings – Illegal Development
Legislative Reference of Power:	<i>Planning and Development Act 2005</i> Section 214(2), (3) and (5)
Power or Duty being Delegated:	To issue a direction to a person contravening section 214 of the <i>Planning and Development Act 2005</i> .
Conditions of Delegation:	<ol style="list-style-type: none"> (1) Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements. (2) Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> a) to remove, pull down, take up or alter the development; and b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. (3) Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegated To	<p>Officers occupying the following positions as determined by the delegation from Chief Executive Officer to Officers.</p> <ul style="list-style-type: none"> • Director Development and Community Services • Manager Development Services

Delegation Number: DC692
Council Adoption: 26/03/24
Reviewed/Modified: 06/24

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



Strategic Direction Leadership

Delegation from Council DC703 Minor Amendments to Delegations Register and Policies

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance
Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC703
Delegation Title:	Minor Amendments to Delegations Register and Policies
Legislative Reference of Power:	Section 5.42
Power or Duty being Delegated:	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.
Conditions of Delegation:	Such changes must not alter the intent of the documents
Delegated To	Chief Executive Officer

Delegation Number: DC703
Council Adoption: 13/12/2022
Reviewed/Modified: 03/23, 06/24

Relevant Management Practice: N/A
Relevant Policy: N/A
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, Coordinator Building Services
Affected Business Unit/s	Development Services

Head of Power:	<i>Building Act 2011</i>
Express Power to Delegate:	Section 127 (1)
Delegation No.:	DC371
Delegation Title:	Approve or Refuse Granting of a Demolition Permit
Legislative Reference of Power:	<i>Building Act 2011</i> Section 18, 21, 22, 27(1) and 27(3) Building Regulations 2012 Regulation 23, 24 and 26
Power or Duty being Delegated:	The authority to grant or refuse to grant building-demolition permits.
Conditions of Delegation:	<ul style="list-style-type: none"> • Keep a register in the approved form of all demolition permits made by Local Authority. • Make the register available for inspection by members of the public during normal office hours. • Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure. • Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the Financial Management Act 2006 Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the Building Services (Complaint Resolution and Administration) Act 2011 section 3. • Allow interested persons to inspect a building record. • A delegation of a special permit authority's powers or duties may be only to: <ul style="list-style-type: none"> ○ An employee of the special permit authority (s127(2)); or ○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>.
Delegated To	Chief Executive Officer Director Development and Community Services Manager Development Services Coordinator Building Services 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, 06/24	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, Coordinator Building Services
Affected Business Unit/s	Development Services

Head of Power:	<i>Building Act 2011</i>
Express Power to Delegate:	Section 127 (1) and 127(3)
Delegation No.:	DC372
Delegation Title:	Grant, or Refuse to Grant Occupancy Permits or Building Approval Certificates
Legislative Reference of Power:	Section 55, 58, 62(1); 62(3)
Power or Duty being Delegated:	The authority to grant, modify or refuse to grant occupancy permits or building approval certificates.
Conditions of Delegation:	<ul style="list-style-type: none"> • Keep a register in the approved form of all occupancy permits and building approval certificates made by the Local Authority. • Make the register available for inspection by members of the public during normal office hours. • Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure. • Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <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. • A delegation of a special permit authority's powers or duties may be only to: <ul style="list-style-type: none"> ○ An employee of the special permit authority (s127(2)); or ○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>. • Allow interested persons to inspect a building record.
Delegated To	Chief Executive Officer Director Development and Community Services Manager Development Services Coordinator Building Services 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, 06/24	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, Coordinator Building Services
Affected Business Unit/s	Development Services

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

Delegation Number:	DC375	Relevant Management Practice:	N/A
Council Adoption:	26/03/2008	Relevant Policy:	N/A
Reviewed/Modified:	03/10, 02/11, 03/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23, 06/24	Relevant Delegation:	N/A

Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC379

Private Pool Barrier – Alternative and Performance Solutions

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:	<i>Building Act 2011</i>
Express Power to Delegate:	Section 127(1) and (3)
Delegation No.:	DC379
Delegation Title:	Private Pool Barrier – Alternative and Performance Solutions
Legislative Reference of Power:	Building Regulations 2012 Regulation 50A(4), 51(2), 51(3) and 51(5)
Power or Duty being Delegated:	<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>
Conditions of Delegation:	<p>A delegation of a special permit authority's powers or duties may be only to:</p> <ul style="list-style-type: none"> ○ An employee of the special permit authority (s127(2)); or ○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>. <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>
Delegated To	<p>Coordinator Building Services Chief Executive Officer Director Development and Community Services Manager Development Services Assistant Building Surveyor Development Services Compliance Officer</p>

Delegation Number:	DC379	Relevant Management Practice:	N/A
Council Adoption:	25/06/24	Relevant Policy:	N/A
Reviewed/Modified:		Relevant Delegation:	N/A

Strategic Direction *Leadership*

Delegation from Council DC401 Graffiti Vandalism Act – Local Government Functions

Responsible Business Unit/s	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	Governance and Ranger Services Waste, Fleet and Facilities

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, 06/24	Relevant Delegation:	N/A



Strategic Direction *Leadership*

Delegation from Council DC511

Partial Closure of a Thoroughfare ~~for Repair or Maintenance~~

Responsible Business Unit/s	Engineering Services
Responsible Officer	Manager Engineering Services
Affected Business Unit/s	Infrastructure Services
Head of Power:	<i>Local Government Act 1995</i>
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:	Section 3.50, 3.50A and 3.51
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.
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

Relevant Management Practice: N/A

Council Adoption: 26/03/08

Relevant Policy: N/A

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, 06/24

Relevant Delegation: N/A



Strategic Direction
Leadership

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

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

Head of Power:	Local Government Act 1995
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:	Section 6.7.(2), 6.9(2),(3)(a),(4), and 6.10(d) of the <i>Local Government Act 1995</i> Regulation 12 (1)(a) of the Local Government (Financial Management) Regulations 1996
Power or Duty being Delegated:	The authority to make payments on behalf of the City from the Municipal Fund and the Trust Fund.
Conditions of Delegation:	<p>Before a payment is made, the following procedure must be followed:</p> <p>(a) Expenditure must be previously approved by Council and be included in the annual budget.</p> <p>(b)(a) Regulation 5(1)(e), 11,12, 13 and 13A of the Local Government (Financial Management) Regulations 1996 must be complied with.</p> <p>(e)(b) Monthly reporting to Council is to be in accordance with Regulation 13.</p> <p>(d)(c) The CEO's authority to make payments is unlimited, subject to annual budget limitations.</p> <p>(e)(d) This authority pertains to all payments for EFT and cheque transactions, including Creditors and Payroll, utility providers,</p> <p>(f)(e) Investments and transfers between trust and municipal funds.</p> <p>(g)(f) This authority includes the lodgement of Employees' Superannuation payments.</p> <p>(h)(g) Expenditure due for payment must be accompanied by sufficient documentation as to allow the signatories to confirm correct procedures have been followed.</p>
Delegated To	Chief Executive Officer

Commented [AL1]: Duplication see new (c)

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, 06/24	Relevant Delegation:	DM602 Authority to make payments from the Municipal and Trust Funds



Strategic Direction Leadership

Delegation from Council DC603 Investment of Surplus Funds

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

Head of Power:	Local Government Act 1995
Express Power to Delegate:	Section 5.42
Delegation No.:	DC603
Delegation Title:	Investment of Surplus Funds
Legislative Reference of Power:	Section 6.10 and 6.14 (1) Regulation 19 of the Local Government (Financial Management) Regulations 1996)
Power or Duty being Delegated:	<p>(a) 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 <u>(S 6.14 (1))</u>:-</p> <p>(b) <u>Authority to establish and document internal control procedures to be followed in the investment and management of investments (FM r.19)</u></p>
Conditions of Delegation:	<p>(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:</p> <ul style="list-style-type: none"> • Banks, • Building Societies, and • Credit Unions. <p>(b) the funds may only be invested in those authorised financial instruments which are set out in Policy P603 - Investment of Surplus Funds.</p>
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, 06/24

Relevant Management Practice: M603 Investment Procedures

Relevant Policy: P603 Investment of Surplus Funds

Relevant Delegation: N/A



Strategic Direction Leadership

Delegation from Council DC618 Commence a Prosecution for an Offence

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.:	DC618
Delegation Title:	Commence a Prosecution for an Offence
Legislative Reference of Power:	Sections 9.24 (1) (c) <u>and (2) (b)</u>
Power or Duty being Delegated:	<ol style="list-style-type: none"> 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>. Authority to be registered on the eCourts Portal as persons authorised to commence prosecutions and lodge prosecution notices on behalf of the City.
Conditions of Delegation:	Nil.
Delegated To	Chief Executive Officer

Delegation Number: DC618
Council Adoption: 25/06/24
Reviewed/Modified:

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



Strategic Direction Leadership

Delegation from Council DC685 Inviting 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:	Local Government Act 1995
Express Power to Delegate:	Section 5.42
Delegation No.:	DC685
Delegation Title:	Inviting Tenders or Expressions of Interest
Legislative Reference of Power:	Section 3.57 Local Government (Functions and General) Regulations 1996– Regulation 21, 22, and 23 <u>and 24</u>
Power or Duty being Delegated:	<ol style="list-style-type: none"> Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 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&G r.23].
Conditions of Delegation:	<p>Compliance with Regulations <u>21, 22, 23 and 24</u>.</p> <p>Compliance with City Policy P607.</p> <p>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).</p>
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, 06/24

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 *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:	Planning and Development (Local Planning Schemes) Regulations 2015
Express Power to Delegate:	Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 (Deemed Provisions) Cl 82 & 83
Delegation No.:	DC690
Delegation Title:	Local Planning Scheme No. 7
Legislative Reference of Power:	Planning and Development (Local Planning Schemes) Regulations 2015 - Clause 83(1)-(3)
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 Schedule 1 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"> • Director Development and Community Services • Manager Development Services • Coordinator Urban Planning • Senior Urban Planner

Delegation Number: DC690
Council Adoption: 26/03/24
Reviewed/Modified: 06/24

Relevant Management Practice: N/A
Relevant Policy: N/A
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 comprising~~ 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 significant doubt exists, the application shall be referred to Council for determination.

Strategic Direction Leadership

Delegation from Council DC678 Appointment of Authorised Officers

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42
Delegation No.:	DC678
Delegation Title:	Appointment of Authorised Officers
Legislative Reference of Power:	Section 9.10
Power or Duty being Delegated:	Authority to appoint persons or classes of persons to be authorised for the purpose of performing particular functions.
Conditions of Delegation:	Not Applicable
Delegated To	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, 06/24

Relevant Delegation: N/A



Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC704 *Food Act 2008 - Determine Compensation*

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:	<i>Food Act 2008</i>
Express Power to Delegate:	Section 118 (2)(b), (3), (4)
Delegation No.:	DC704
Delegation Title:	<i>Food Act 2008 - Determine Compensation</i>
Legislative Reference of Power:	<i>Food Act 2008 - Sections 56 (2), and 70(2) and (3)</i>
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. The authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s. 56(2)]. 2. The authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s. 70(2) and (3)].
Conditions of Delegation:	<ol style="list-style-type: none"> a. In accordance with s. 118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$5,000. Compensation requests above this value are to be reported to Council.
Delegated To	Chief Executive Officer Director Development and Community Services Manager Development Services <i>Note: Food regulations 2009 do not provide for sub delegation.</i>

Delegation Number: DC704

Relevant Management Practice:

Council Adoption:

Relevant Policy:

Reviewed/Modified:

Relevant Delegation:



Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC705 Food Act 2008 - Debt Recovery and Prosecutions

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:	<i>Food Act 2008</i>
Express Power to Delegate:	Section 118, 118(2)(b), 118(3),118(4)
Delegation No.:	DC705
Delegation Title:	<i>Food Act 2008 - Debt Recovery and Prosecutions</i>
Legislative Reference of Power:	<i>Food Act 2008</i> Sections 54, 125
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. The authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. The authority to institute proceedings for an offence under the Food Act 2008 [s 125].
Conditions of Delegation:	<p>Exercise of the power under s.54 is confined to the Chief Executive Officer, Director Development and Community Services, and Manager Development Services.</p> <p>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time.</p>
Delegated To	<p>Chief Executive Officer Director Development and Community Services Manager Development Services</p> <p><i>Note: Food regulations 2009 do not provide for sub delegation.</i></p>

Delegation Number: DC705

Relevant Management Practice:

Council Adoption:

Relevant Policy:

Reviewed/Modified:

Relevant Delegation:



Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC706 Food Business Registrations

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:	<i>Food Act 2008</i>
Express Power to Delegate:	Section 118, 118(2)(b), 118(3),118(4)
Delegation No.:	DC706
Delegation Title:	Food Business Registration
Legislative Reference of Power:	<i>Food Act 2008</i> Sections 110(1), 110(5), 112
Power or Duty being Delegated:	<p>a. The authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s 110(1) and s 110(5)].</p> <p>b. The authority to vary the conditions or cancel the registration of a food business [s 112].</p>
Conditions of Delegation:	In accordance with s. 118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time.
Delegated To	<p>Chief Executive Officer Director Development and Community Services Manager Development Services Coordinator Environmental Health</p> <p><i>Note: Food regulations 2009 do not provide for sub delegation.</i></p>

Delegation Number: DC706

Relevant Management Practice:

Council Adoption:

Relevant Policy:

Reviewed/Modified:

Relevant Delegation:



Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC707 Food Businesses List – Public access

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:	<i>Food Act 2008</i>
Express Power to Delegate:	Section 118, 118(2)(b), 118(3),118(4)
Delegation No.:	DC707
Delegation Title:	Food Businesses List – Public Access
Legislative Reference of Power:	<i>Food Regulations 2009</i> Regulation 51
Power or Duty being Delegated:	The authority to decide to make a list of food businesses maintained under s 115(a) or s 115(b) publicly available [reg 51].
Conditions of Delegation:	In accordance with s 118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time
Delegated To	Chief Executive Officer Director Development and Community Services Manager Development Services <i>Note: Food regulations 2009 do not provide for sub delegation.</i>

Delegation Number: DC707

Relevant Management Practice:

Council Adoption:

Relevant Policy:

Reviewed/Modified:

Relevant Delegation:



Strategic Direction *Environment (Built and Natural)*

Delegation from Council DC708 *Food Act 2008 - Prohibition Orders and Certificates of Clearance*

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:	<i>Food Act 2008</i>
Express Power to Delegate:	Section 118, (2)(b), (3), (4)
Delegation No.:	DC708
Delegation Title:	Food Act 2008 - Prohibition Orders and Certificates of Clearance
Legislative Reference of Power:	<i>Food Act 2008</i> - Sections 65(1), 66, 67(4).
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. The authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s. 65(1)]. 2. The authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s. 66]. 3. The authority to give written notice to the proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s. 67(4)].
Conditions of Delegation:	In accordance with s 118(3)(b) this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time.
Delegated To	Chief Executive Officer Director Development and Community Services Manager Development Services <i>Note: Food regulations 2009 do not provide for sub delegation.</i>

Delegation Number: DC708

Relevant Management Practice:

Council Adoption:

Relevant Policy:

Reviewed/Modified:

Relevant Delegation:



Strategic Direction Leadership

Delegation from Council DC709

Authorised Persons to Perform Specified Functions Under the *Local Government Act 1995* and *Local Government (Miscellaneous Provisions) Act 1960*

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.:	DC709
Delegation Title:	Authorised Persons to Perform Specified Functions Under <i>the Local Government Act 1995</i> and <i>Local Government (Miscellaneous Provisions) Act 1960</i>
Legislative Reference of Power:	<i>Local Government Act 1995</i> - Sections 3.24, 3.31(2), 3.39(1), 3.40A. <i>Local Government (Miscellaneous Provisions) Act 1960</i> – Section 449.
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to authorise persons for the purposes of <i>Part 3, Division 3, Subdivision 2 – Certain provisions about land</i>- to exercise the Local Government’s powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24]. 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)]. 3. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 4. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)]. 5. Authority to appoint fit and proper persons as poundkeepers or rangers [Misc.Prov.s.449].
Conditions of Delegation:	Not Applicable
Delegated To	Chief Executive Officer

Delegation Number: DC709

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 DC710 Appoint Authorised Officers and Designated Officers - *Food Act 2008*

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:	<i>Food Act 2008</i>
Express Power to Delegate:	Section 118 (2)(b), (3), (4)
Delegation No.:	DC710
Delegation Title:	<i>Food Act 2008</i> - Appoint Authorised Officers and Designated Officers
Legislative Reference of Power:	<i>Food Act 2008</i> Sections 122(1), 126 (6), (7) and (13).
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. The authority to appoint a person to be an 'authorised officer' for the purposes of the <i>Food Act 2008</i> [s.122(2)]. 2. The authority to appoint an 'authorised officer' appointed under s 122(2) of this Act or s 24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s. 126(13)] 3. The authority to appoint an 'authorised officer' to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s. 126(6)] and determining withdrawal of an infringement notice [s. 126(7)]. <p><i>Note: Food Regulations 2009 do not provide for sub delegation.</i></p>
Conditions of Delegation:	<ol style="list-style-type: none"> 1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ol style="list-style-type: none"> i. Appointment of Authorised Officers as Meat Inspectors ii. Appointment of Authorised Officers iii. Appointment of Authorised Officers – Designated Officers only iv. Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Delegated To	Chief Executive Officer

Delegation Number: DC710

Relevant Management Practice:

Council Adoption:

Relevant Policy:

Reviewed/Modified:

Relevant Delegation:



Strategic Direction

Environment (Built and Natural)

Delegation from Council DC711

Appointment of Authorised Officers and Designated Officers under the Food Act 2008 – list of designated officers – issuing infringements under the Food Act 2008

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:	<i>Food Act 2008</i>
Express Power to Delegate:	Section 126 (2)
Delegation No.:	DC711
Delegation Title:	<i>Food Act 2008</i> - Appoint Authorised Officers and Designated Officers
Legislative Reference of Power:	<i>Food Act 2008</i> Sections 126(2).
Power or Duty being Delegated:	1. The authority to appoint a person to be an 'authorised officer' for the purposes of the <i>Food Act 2008</i> [s.126(2)] Issuing infringement notices. .
Conditions of Delegation:	The Food Act requires a separation between officers who may be authorised to issue infringements from those who can withdraw an infringement or extend the period within which a modified penalty may be paid.
Delegated To	Manager Development Services, Environmental Health Coordinator, Senior Environmental Health Officer, Environmental Health Officer.

Delegation Number: DC711

Relevant Management Practice:

Council Adoption:

Relevant Policy:

Reviewed/Modified:

Relevant Delegation:



Strategic Direction

Environment (Built and Natural)

Delegation from Council DC712

Appointment of Authorised Officers and Designated Officers under the Food Act 2008 – list of designated officers – administration of infringements under the Food Act 2008

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:	<i>Food Act 2008</i>
Express Power to Delegate:	Section 126 (6) and (7)
Delegation No.:	DC712
Delegation Title:	<i>Food Act 2008 - Appoint Authorised Officers and Designated Officers</i>
Legislative Reference of Power:	<i>Food Act 2008</i> Sections 126(6) and (7).
Power or Duty being Delegated:	1. The authority to extend the time for payment of modified penalties and determine withdrawal of an infringement notice.
Conditions of Delegation:	<ul style="list-style-type: none"> a. Prohibited by Section 126 (13) from also being a Designated Officer for the purpose of issuing infringements. b. The Food Act requires a separation between officers who may be authorised to issue infringements from those who can withdraw an infringement or extend the period within which a modified penalty may be paid.
Delegated To	Director Development Services

Delegation Number: DC712

Relevant Management Practice:

Council Adoption:

Relevant Policy:

Reviewed/Modified:

Relevant Delegation:



Strategic Direction *Environment (Built and Natural)*

Policy P210 Street Verges ~~and~~ Vegetation

Responsible Business Unit/s	Parks and Environment
Responsible Officer	Manager Parks and Environment
Affected Business Unit/s	Engineering Services, Development Services

Policy Objectives

The City of South Perth is committed to the retention and development of green and leafy streetscapes. The objective of this Policy is to provide a consistent approach to the control and management of trees ~~and verge treatments~~ on land vested or managed by the City.

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

Policy Scope

This Policy applies to:

- ~~trees located on land vested or managed by the City, including road reserves, parks and public spaces, and~~
- ~~Verge treatments within the road reserve.~~

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

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

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

Policy Statement

Verge Treatments

The City’s preference is for verge treatments to be predominantly planted with ~~sustainable native, low growing waterwise~~ verge gardens and/or lawn; however, other treatments, such as brick and concrete paving, may be approved in certain circumstances (refer to the Street Verge Landscape Guidelines).

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

Residents may establish and maintain a verge garden and/or lawn on the street verge without prior permission from the City where the garden is consistent with the City's Street Verge Landscape Guidelines. The maximum vegetation height (excluding trees) is 0.7m.

Prior permission approval from the City is required for the installation of verge treatments such as brick and concrete paving. Synthetic turf is explicitly excluded-prohibited as a verge treatment. Unapproved treatments are liable to compliance and will result in the request for removal: a direction to remove the unauthorised verge treatment.

The City will not be responsible for public utility service providers reinstatement of verge gardens, lawn or paving affected by routine maintenance or construction projects.

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

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

Street Trees

General

The following activities are prohibited without the prior written approval of the City:

- The killing or destruction of a street tree; and/or
- The removal of a street tree; and/or
- The severing of branches, limbs, stems or trunk of a street tree; and/or
- The ringbarking, topping or lopping of a street tree; and/or
- Any other substantial damage to a street tree.

Criteria for Street Removal

Removal of a street tree will only be considered where it can be demonstrated that the street tree is:

- Dead or Dying: The street tree is dead or dying with no potential to recover.
- Diseased: The street tree is diseased and unlikely to respond to treatment.
- Public Safety and/or Liability Risk: The street tree poses a significant, demonstrable risk to public safety or property, and the risk cannot be mitigated through pruning or other management strategies.
- Declared Noxious Weed: The street tree is a species declared as a noxious weed by the Department of Primary Industries and Regional Development or required to be removed under a Quarantine Area Notice.
- Value: The street tree has been assessed by the City to be of no ecological, amenity or community value.
- Strategy Removal: The street tree is being removed as part of a broader strategic plan to enhance the urban canopy or align with landscape design objectives.
- Development Compliance: The applicant has demonstrated compliance with the relevant design principles of the Residential Design Codes or planning framework and obtained development approval, where all other design options have been exhausted.

Page 2 of 4

Policy Number: P210
Council Adoption: 25/03/08
Reviewed/Modified: 10/05, 03/08, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 11/16, 12/17, 03/19, 03/20, 09/22, 12/24

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

It is noted that street trees may be removed by public authorities as part of works within the road reserve in accordance with the *Public Works Act 1902* or where authorised by another Act.

The City does not support relocation of street trees to accommodate development/ crossovers.

The City may require additional information in support of a request to remove a street tree, including but not limited to:

- A Quantitative Tree Risk Assessment and/or Arborist Report prepared by a suitably qualified consultant at the expense of the applicant.
- Development plans.
- Justification against the relevant design principles of the Residential Design Codes (where applicable).
- Photographic documentation.
- Other technical expert opinions as determined by the City.

Street Tree Removal and Replacement and Maintenance Costs

Where removal of a street tree has been approved by the City, the City may require payment of fees prior to removal of the street tree associated with removal, replacement and maintenance costs, including:

- Administration: Assessment of application and management of contractors.
- Tree Removal: Physical removal of tree, stump grinding and log disposal.
- Replacement: Cost of the new tree, contractors cost to install the tree and supporting infrastructure such as stakes, rubber ties, tree well and fertiliser.
- Maintenance: Weekly watering (September – May) for two (2) years, fertilising, re-staking, formative pruning and removal of supporting infrastructure at the end of the maintenance period. The frequency and start/ end of the maintenance period are subject to annual rainfall experienced in the City.
- Traffic Management: costs associated with traffic management and any required road closures where required.

Amenity Valuations

Where removal of a street tree has been approved by the City, the City will require payment of the amenity valuation fee of the tree prior to removal of the street tree in accordance with the Amenity Valuation of Trees and Woodlands (Helliwell) Method:

TREE VALUE (\$) = TREE SIZE x LIFE EXPECTANCY x IMPORTANCE IN THE LANDSCAPE x PRESENCE OF OTHER TREES x RELATION TO SETTING x FORM x SPECIAL FACTORS x \$ ASSIGNED MONETARY VALUE PER POINT.

This fee is in addition to the costs associated with Street Tree Removal and Replacement and Maintenance Costs.

The City shall establish and maintain a Reserve Account under the provisions of the *Local Government Act 1995*, Section 6.11 for money collected, with the reserve account being operated in accordance with the requirements of the Local Government (Financial Management) Regulations 1996. Money collected will be used for street tree and vegetation planting and maintenance throughout the district.

Page 3 of 4

Policy Number: P210
Council Adoption: 25/03/08
Reviewed/Modified: 10/05, 03/08, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 11/16, 12/17, 03/19, 03/20, 09/22, 12/24

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

Legislation / Local Law Requirements

Local Government Act 1995

Planning and Development Act 2005

Public Places and Local Government Property Local Law 2011

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2021-2031

P206 Urban Forest

Urban Forest Strategy 2018-2023

City of South Perth Green Plan

Street Verge Landscape Guidelines

Road Reserve Access Bonds

Page 4 of 4

Policy Number: P210
Council Adoption: 25/03/08
Reviewed/Modified: 10/05, 03/08, 02/11, 03/12, 03/13, 03/14, 03/15,
03/16, 11/16, 12/17, 03/19, 03/20, 09/22, 12/24

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

Strategic Direction *Leadership*

Policy P672 Agenda Briefings, Concept Forums and Workshops

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

Policy Objectives

There is a need for Council to meet and discuss matters relating to the strategic directions, operations and affairs of the City outside the formal council meeting framework prescribed by the *Local Government Act 1995* which sets out the formal procedures that apply to such meetings. Council may from time to time wish to conduct Agenda Briefings, Concept Forums or Workshops to which the provisions of the *Local Government Act 1995* do not apply.

This policy sets out the procedure which is intended to apply to the conduct of these informal (i.e. non-statutory) meetings of Council.

Policy Scope

This Policy applies to the Mayor, Councillors and all officers involved in Agenda Briefings, Concept Forums and Workshops.

Policy Statement

Procedural Guidelines

The following Procedural Guidelines shall apply to the conduct of Agenda Briefings, Concept Forums and Workshops.

Calling Agenda Briefings, Concept Forums and Workshops

The Mayor or Chief Executive Officer may call an Agenda Briefing, Concept Forum or Workshop.

Presentations

In consultation with the Mayor, the CEO may approve a request for a presentation to an Agenda Briefing, Concept Forum or Workshop on issues considered of special significance to the City.

Agenda

The CEO shall prepare an agenda for each Agenda Briefing, Concept Forum or Workshop.

Notices of Motion

In the interests of transparency and accountability a notice of motion should be considered at an Agenda Briefing accompanied by a full officer's report. This will allow members of the public to make a deputation and allow Council Members the opportunity to ask questions and be fully informed.

In order for a notice of motion to be incorporated into the published Agenda for an Agenda Briefing, sufficient time is to be provided to allow the inclusion of an appropriately considered full officers report. The agenda for Council Agenda Briefings are published prior to 5pm six (6) days prior to the briefing.

While Council Agenda Briefings are not subject to City of South Perth Standing Orders Local Law 2007 (Standing Orders), the principles of Clause 5.3(2) of the Standing Orders will apply at Council Agenda Briefings. Therefore, notices of motion for Council Agenda Briefings should be submitted at least 7 nine (9) clear working days before the Agenda Briefing meeting at which the motion is moved/presented.

Council Members are encouraged to comply with this policy and submit their notices of motion at least nine (7-9) clear working days before an Agenda Briefing.

Any Notices of Motion not received in accordance with this policy will not appear on the Agenda Briefing agenda.

Notice

The CEO shall give Council Members at least one week written notice of an Agenda Briefing, Concept Forum or Workshop unless the CEO in consultation with the Mayor agrees to provide a lesser period of notice in urgent or exceptional circumstances. Notice may be given to Council Members by phone or in writing.

Public notice of the dates on which Agenda Briefings are to be held shall be given by the CEO on the City's website.

Presiding Person

The Mayor shall preside at Agenda Briefings, Concept Forums or Workshops. The Mayor may nominate another person to be the presiding person.

Disclosure of Interests

Those provisions in the Code of Conduct dealing with Conflict of Interests shall apply to Agenda Briefings, Concept Forums and Workshops.

Notes of Meetings

The CEO will cause notes to be kept of each Agenda Briefing, Concept Forum and Workshop. These notes will include the date, attendance and title of the subjects addressed. These notes will be included on the agenda of the next council meeting.

Page 2 of 4

Policy Number:	P672	Relevant Council Delegation:	N/A
Council Adoption:	28/03/06, 26/06/2012	Relevant Delegation:	N/A
Reviewed/Modified:	03/08, 02/11, 03/12, 06/12, 03/13, 03/14, 01/15, 03/16, 03/17, 03/18, 06/19, 06/23	Relevant Management Practice:	N/A

Decisions

As these meetings are outside the statutory framework of the *Local Government Act 1995* and are not intended to replace ordinary council meetings, Council cannot make decisions at Agenda Briefings, Concept Forums or Workshops.

Voting Intentions

Council Members must not indicate their voting intentions at an Agenda Briefing, Concept Forum or Workshop.

Agenda Briefings - General

Agenda Briefings provide an opportunity for Council to be briefed on items that are on the agenda of the immediately following Ordinary Council Meeting. They provide information to Council on agenda items and provide the opportunity for questions to be asked of relevant officers.

Agenda Briefings - Procedure

Council Members may ask questions of relevant officers concerning items on the agenda. Council Members must address their questions through the presiding person and must not express an opinion or enter into debate on an agenda item.

Agenda Briefings - Public Attendance and Deputations

Agenda briefings are generally open to the public unless an item is one to which section 5.23 of the *Local Government Act 1995* may apply.

Deputations are permitted to be heard, only in relation to items on the Agenda for that Briefing. Deputations may be heard prior to the commencement of an item or at the commencement of an Agenda Briefing session. If an item is of interest to a significant portion of members of the public present, the presiding member may bring it forward for earlier discussion than otherwise listed on the agenda.

Any person or group who completes and submits, with at least 24 hours' notice, a 'Request for Deputation' application form (available on the City's website) may be received as a deputation at an Agenda Briefing session.

Deputations shall not exceed 10 minutes without the approval of the Presiding Member. Group deputations are encouraged (no more than five persons, where speaking to the same agenda item). The Presiding Member reserves the right to reduce the time for each deputation in the case where deputations are covering similar points.

Debate is not permitted during deputations.

Electronic presentations are required to be submitted to the City prior to 12.00pm on the day of the Council Agenda Briefing.

Concept Forums

Concept Forums provide an opportunity for Council Members to discuss ideas, strategies and concepts for the development of the City or projects that are in the early planning stage and are some time away from being presented to Council for decision. They provide an opportunity for relevant officers or outside consultants to present information to Council on the concept or project. They allow Council Members to ask questions of relevant officers or consultants and enable Council to discuss aspects of the concept or project.

Page 3 of 4

Policy Number:	P672	Relevant Council Delegation:	N/A
Council Adoption:	28/03/06, 26/06/2012	Relevant Delegation:	N/A
Reviewed/Modified:	03/08, 02/11, 03/12, 06/12, 03/13, 03/14, 01/15, 03/16, 03/17, 03/18, 06/19, 06/23	Relevant Management Practice:	N/A

Procedure

Council Members may ask questions of relevant officers or consultants and must address their questions and all discussion through the presiding person.

Council Members must limit their discussion about issues arising in the Concept Forum to brief statements on relevant matters and must not enter into debate.

Public Attendance

Concept Forums are generally closed to the public.

Workshops

Workshops provide an opportunity for Council to have input into the development of a concept. They allow Council to explore different options with relevant officers and to participate more fully in the development of a concept.

Procedure

Council Members may ask questions of relevant officers and may address their questions through the presiding person or directly to the person concerned.

Council Members must not debate their voting intentions at a Workshop.

Public Attendance

Workshops are generally closed to the public.

Legislation / Local Law Requirements

City of South Perth Standing Orders Local Law 2007

Local Government Act 1995

Other Relevant Policies / Key Documents

City of South Perth Code of Conduct

City of South Perth Strategic Plan 2021-2031

Strategic Direction *Environment (Built and Natural)*

Policy P210 Street Verges and Vegetation

Responsible Business Unit/s	Parks and Environment
Responsible Officer	Manager Parks and Environment
Affected Business Unit/s	Engineering Services, Development Services

Policy Objectives

The City of South Perth is committed to the retention and development of green and leafy streetscapes. The objective of this Policy is to provide a consistent approach to the control and management of trees and verge treatments on land vested or managed by the City.

Policy Scope

This Policy applies to:

- trees located on land vested or managed by the City, including road reserves, parks and public spaces, and
- Verge treatments within the road reserve .

Policy Statement

Verge Treatments

The City's preference is for verge treatments to be predominantly planted with native, low growing waterwise verge gardens and/or lawn.

Residents may establish and maintain a verge garden and/or lawn on the street verge without prior permission from the City where the garden is consistent with the City's Street Verge Landscape Guidelines. The maximum vegetation height (excluding trees) is 0.7m.

Prior approval from the City is required for the installation of verge treatments such as brick and concrete paving. Synthetic turf is explicitly prohibited as a verge treatment. Unapproved treatments are liable to compliance and will result in a direction to remove the unauthorised verge treatment.

The City will not be responsible for public utility service providers reinstatement of verge gardens, lawn or paving affected by routine maintenance or construction projects.

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

Street Trees

General

The following activities are prohibited without the prior written approval of the City:

- The killing or destruction of a street tree; and/or
- The removal of a street tree; and/or
- The severing of branches, limbs, stems or trunk of a street tree; and/or
- The ringbarking, topping or lopping of a street tree; and/or
- Any other substantial damage to a street tree.

Criteria for Street Removal

Removal of a street tree will only be considered where it can be demonstrated that the street tree is:

- **Dead or Dying:** The street tree is dead or dying with no potential to recover.
- **Diseased:** The street tree is diseased and unlikely to respond to treatment.
- **Public Safety and/or Liability Risk:** The street tree poses a significant, demonstrable risk to public safety or property, and the risk cannot be mitigated through pruning or other management strategies.
- **Declared Noxious Weed:** The street tree is a species declared as a noxious weed by the Department of Primary Industries and Regional Development or required to be removed under a Quarantine Area Notice.
- **Value:** The street tree has been assessed by the City to be of no ecological, amenity or community value.
- **Strategy Removal:** The street tree is being removed as part of a broader strategic plan to enhance the urban canopy or align with landscape design objectives.
- **Development Compliance:** The applicant has demonstrated compliance with the relevant design principles of the Residential Design Codes or planning framework and obtained development approval, where all other design options have been exhausted.

It is noted that street trees may be removed by public authorities as part of works within the road reserve in accordance with the *Public Works Act 1902* or where authorised by another Act.

The City does not support relocation of street trees to accommodate development/ crossovers.

The City may require additional information in support of a request to remove a street tree, including but not limited to:

- A Quantitative Tree Risk Assessment and/or Arborist Report prepared by a suitably qualified consultant at the expense of the applicant.
- Development plans.
- Justification against the relevant design principles of the Residential Design Codes (where applicable).
- Photographic documentation.
- Other technical expert opinions as determined by the City.

Street Tree Removal and Replacement and Maintenance Costs

Where removal of a street tree has been approved by the City, the City may require payment of fees prior to removal of the street tree associated with removal, replacement and maintenance costs, including:

Page 2 of 3

Policy Number:	P210	Relevant Council Delegation:	N/A
Council Adoption:	25/03/08	Relevant Delegation:	N/A
Reviewed/Modified:	10/05, 03/08, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 11/16, 12/17, 03/19, 03/20, 09/22, 12/24	Relevant Management Practice:	N/A

- Administration: Assessment of application and management of contractors.
- Tree Removal: Physical removal of tree, stump grinding and log disposal.
- Replacement: Cost of the new tree, contractors cost to install the tree and supporting infrastructure such as stakes, rubber ties, tree well and fertiliser.
- Maintenance: Weekly watering (September – May) for two (2) years, fertilising, re-staking, formative pruning and removal of supporting infrastructure at the end of the maintenance period. The frequency and start/ end of the maintenance period are subject to annual rainfall experienced in the City.
- Traffic Management: costs associated with traffic management and any required road closures where required.

Amenity Valuations

Where removal of a street tree has been approved by the City, the City will require payment of the amenity valuation fee of the tree prior to removal of the street tree in accordance with the Amenity Valuation of Trees and Woodlands (Helliwell) Method:

TREE VALUE (\$) = TREE SIZE x LIFE EXPECTANCY x IMPORTANCE IN THE LANDSCAPE x PRESENCE OF OTHER TREES x RELATION TO SETTING x FORM x SPECIAL FACTORS x \$ ASSIGNED MONETARY VALUE PER POINT.

This fee is in addition to the costs associated with Street Tree Removal and Replacement and Maintenance Costs.

The City shall establish and maintain a Reserve Account under the provisions of the *Local Government Act 1995*, Section 6.11 for money collected, with the reserve account being operated in accordance with the requirements of the Local Government (Financial Management) Regulations 1996. Money collected will be used for street tree and vegetation planting and maintenance throughout the district.

Legislation / Local Law Requirements

Local Government Act 1995

Planning and Development Act 2005

Public Places and Local Government Property Local Law 2011

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2021-2031

P206 Urban Forest

Urban Forest Strategy 2018-2023

City of South Perth Green Plan

Street Verge Landscape Guidelines

Road Reserve Access Bonds

Page 3 of 3

Policy Number:	P210	Relevant Council Delegation:	N/A
Council Adoption:	25/03/08	Relevant Delegation:	N/A
Reviewed/Modified:	10/05, 03/08, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 11/16, 12/17, 03/19, 03/20, 09/22, 12/24	Relevant Management Practice:	N/A

Strategic Direction *Leadership*

Policy P672 Agenda Briefings, Concept Forums and Workshops

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

Policy Objectives

There is a need for Council to meet and discuss matters relating to the strategic directions, operations and affairs of the City outside the formal council meeting framework prescribed by the *Local Government Act 1995* which sets out the formal procedures that apply to such meetings. Council may from time to time wish to conduct Agenda Briefings, Concept Forums or Workshops to which the provisions of the *Local Government Act 1995* do not apply.

This policy sets out the procedure which is intended to apply to the conduct of these informal (i.e. non-statutory) meetings of Council.

Policy Scope

This Policy applies to the Mayor, Councillors and all officers involved in Agenda Briefings, Concept Forums and Workshops.

Policy Statement

Procedural Guidelines

The following Procedural Guidelines shall apply to the conduct of Agenda Briefings, Concept Forums and Workshops.

Calling Agenda Briefings, Concept Forums and Workshops

The Mayor or Chief Executive Officer may call an Agenda Briefing, Concept Forum or Workshop.

Presentations

In consultation with the Mayor, the CEO may approve a request for a presentation to an Agenda Briefing, Concept Forum or Workshop on issues considered of special significance to the City.

Agenda

The CEO shall prepare an agenda for each Agenda Briefing, Concept Forum or Workshop.

Notices of Motion

In the interests of transparency and accountability a notice of motion should be considered at an Agenda Briefing accompanied by a full officer’s report. This will allow members of the public to make a deputation and allow Council Members the opportunity to ask questions and be fully informed.

In order for a notice of motion to be incorporated into the published Agenda for an Agenda Briefing, sufficient time is to be provided to allow the inclusion of an appropriately considered full officers report. The agenda for Council Agenda Briefings are published prior to 5pm six (6) days prior to the briefing. Therefore, notices of motion for Council Agenda Briefings should be submitted at least nine (9) clear working days before the Agenda Briefing at which the motion is presented.

Council Members are encouraged to comply with this policy and submit their notices of motion at least nine (9) clear working days before an Agenda Briefing. Any Notices of Motion not received in accordance with this policy will not appear on the Agenda Briefing agenda.

Notice

The CEO shall give Council Members at least one week written notice of an Agenda Briefing, Concept Forum or Workshop unless the CEO in consultation with the Mayor agrees to provide a lesser period of notice in urgent or exceptional circumstances. Notice may be given to Council Members by phone or in writing.

Public notice of the dates on which Agenda Briefings are to be held shall be given by the CEO on the City’s website.

Presiding Person

The Mayor shall preside at Agenda Briefings, Concept Forums or Workshops. The Mayor may nominate another person to be the presiding person.

Disclosure of Interests

Those provisions in the Code of Conduct dealing with Conflict of Interests shall apply to Agenda Briefings, Concept Forums and Workshops.

Notes of Meetings

The CEO will cause notes to be kept of each Agenda Briefing, Concept Forum and Workshop. These notes will include the date, attendance and title of the subjects addressed. These notes will be included on the agenda of the next council meeting.

Page 2 of 4

Policy Number:	P672	Relevant Council Delegation:	N/A
Council Adoption:	28/03/06, 26/06/2012	Relevant Delegation:	N/A
Reviewed/Modified:	03/08, 02/11,03/12, 06/12, 03/13, 03/14, 01/15, 03/16, 03/17, 03/18, 06/19, 06/23	Relevant Management Practice:	N/A

Decisions

As these meetings are outside the statutory framework of the *Local Government Act 1995* and are not intended to replace ordinary council meetings, Council cannot make decisions at Agenda Briefings, Concept Forums or Workshops.

Voting Intentions

Council Members must not indicate their voting intentions at an Agenda Briefing, Concept Forum or Workshop.

Agenda Briefings - General

Agenda Briefings provide an opportunity for Council to be briefed on items that are on the agenda of the immediately following Ordinary Council Meeting. They provide information to Council on agenda items and provide the opportunity for questions to be asked of relevant officers.

Agenda Briefings - Procedure

Council Members may ask questions of relevant officers concerning items on the agenda. Council Members must address their questions through the presiding person and must not express an opinion or enter into debate on an agenda item.

Agenda Briefings - Public Attendance and Deputations

Agenda briefings are generally open to the public unless an item is one to which section 5.23 of the *Local Government Act 1995* may apply.

Deputations are permitted to be heard, only in relation to items on the Agenda for that Briefing. Deputations may be heard prior to the commencement of an item or at the commencement of an Agenda Briefing session. If an item is of interest to a significant portion of members of the public present, the presiding member may bring it forward for earlier discussion than otherwise listed on the agenda.

Any person or group who completes and submits, with at least 24 hours' notice, a 'Request for Deputation' application form (available on the City's website) may be received as a deputation at an Agenda Briefing session.

Deputations shall not exceed 10 minutes without the approval of the Presiding Member. Group deputations are encouraged (no more than five persons, where speaking to the same agenda item). The Presiding Member reserves the right to reduce the time for each deputation in the case where deputations are covering similar points.

Debate is not permitted during deputations.

Electronic presentations are required to be submitted to the City prior to 12.00pm on the day of the Council Agenda Briefing.

Concept Forums

Concept Forums provide an opportunity for Council Members to discuss ideas, strategies and concepts for the development of the City or projects that are in the early planning stage and are some time away from being presented to Council for decision. They provide an opportunity for relevant officers or outside consultants to present information to Council on the concept or project. They allow Council Members to ask questions of relevant officers or consultants and enable Council to discuss aspects of the concept or project.

Page 3 of 4

Policy Number:	P672	Relevant Council Delegation:	N/A
Council Adoption:	28/03/06, 26/06/2012	Relevant Delegation:	N/A
Reviewed/Modified:	03/08, 02/11, 03/12, 06/12, 03/13, 03/14, 01/15, 03/16, 03/17, 03/18, 06/19, 06/23	Relevant Management Practice:	N/A

Procedure

Council Members may ask questions of relevant officers or consultants and must address their questions and all discussion through the presiding person.

Council Members must limit their discussion about issues arising in the Concept Forum to brief statements on relevant matters and must not enter into debate.

Public Attendance

Concept Forums are generally closed to the public.

Workshops

Workshops provide an opportunity for Council to have input into the development of a concept. They allow Council to explore different options with relevant officers and to participate more fully in the development of a concept.

Procedure

Council Members may ask questions of relevant officers and may address their questions through the presiding person or directly to the person concerned.

Council Members must not debate their voting intentions at a Workshop.

Public Attendance

Workshops are generally closed to the public.

Legislation / Local Law Requirements

City of South Perth Standing Orders Local Law 2007

Local Government Act 1995

Other Relevant Policies / Key Documents

City of South Perth Code of Conduct

City of South Perth Strategic Plan 2021-2031

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



South Perth – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	Yes	Major land transaction plans prepared for Collier Park Village divestment and for Collier Park Golf Course development.
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	Yes	State-wide public notice given for both Collier Park Village and Collier Park Golf Course.
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest

No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	No	At the Ordinary Council Meeting held 22 October 2024, Councillor [REDACTED] withdrew their proximity interest and participated in Item 10.5.1 - Policy Review and stated the following: 'I wish to withdraw my declaration because I consider the proximity is trivial and insignificant, because we are talking about the South Perth Foreshore.'
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	Code of Conduct was adopted 27 April 2021
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	
---	----------	--	-----	--

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

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	No delegation given.
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	No matters were raised.
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	No matters were raised.
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	There were no CEO/senior employee vacancies during period
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	There were no CEO/senior employee vacancies during period
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	There were no CEO/senior employee vacancies during period

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	There were no employment or dismissals of senior employees during the period
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	There were no employment or dismissals of senior employees during the period

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

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	No EOI's sought for the period.
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No EOI's sought for the period.

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	Yes	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	
----	--------------------	--	-----	--

Integrated Planning and Reporting

No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	14/12/2021 Strategic Community Plan adopted on 14 December 2021
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	25/06/2024
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions

No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	25/03/2025 Review completed in December 2024, report to be presented to Audit Risk and Governance Committee on 12 March 2025 and Council 25 March 2025
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial	Yes	25/03/2025 Review completed in December 2024, report to be presented to Audit Risk and Governance Committee on 12 March 2025 and Council 25 March 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



		years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.		
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - South Perth



Mayor/President

Date