

ATTACHMENTS

Ordinary Council Meeting

24 June 2025

**Part 2 – 7.2.2, 10.3.2, 10.3.3, 10.3.4, 10.5.2
and 10.5.3**

ATTACHMENTS TO AGENDA ITEMS

Ordinary Council Meeting - 24 June 2025

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NOTES

Council Agenda Briefing

Meeting Date & Time: 6.00pm, Tuesday 17 June 2025
Meeting Location: Council Chamber

1. DECLARATION OF OPENING

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

ITEMS FOR COUNCIL

The Presiding Member informed the meeting that Agenda Items 2, 3, 6, 7, 8.1, 8.2, 9, 11, 13 and 14 will be dealt with at the Ordinary Council Meeting to be held 24 June 2025.

4. ATTENDANCE

Presiding Member

Mayor Greg Milner

Councillors

Como Ward
Manning Ward
Manning Ward
Moresby Ward
Moresby Ward

Councillor Glenn Cridland (Arrived at 6.25pm)
Councillor André Brender-A-Brandis
Councillor Blake D'Souza
Councillor Jennifer Nevard
Councillor Hayley Prendiville

Officers

A/Chief Executive Officer
A/Director Corporate Services
Director Development and Community Services
Director Infrastructure Services
Manager Development Services
Manager Finance
Manager Governance
Manager People and Performance
Governance Coordinator
Governance Officer
Governance Administration Officer

Mr Garry Adams
Ms Danielle Cattalini
Ms Donna Shaw
Ms Anita Amprimo
Ms Fiona Mullen
Mr Abrie Lacock
Ms Toni Fry
Ms Pele McDonald
Ms Christine Lovett
Ms Jane Robinson
Ms Kira Digwood

Gallery

There were approximately 11 members of the public present.

4.1 Apologies

- Councillor Bronwyn Waugh

4.2 Approved Leave of Absence

- Councillor Glenn Cridland for the period 15 June 2025 to 17 June 2025, inclusive.

4.3 Parental Leave

- Councillor Nic Coveney for the period 4 June 2025 to 4 December 2025, inclusive.

5. DECLARATIONS OF INTEREST

- Councillor Jennifer Nevard – Impartiality Interest in Item 10.1.1 as ‘I live within sight and sound of the proposed location for this event. I share this interest with many hundreds of residents who also live in the vicinity of the proposed venue site (flagpole area) on Sir James Mitchell Park.’
- Mayor Greg Milner – Financial and Proximity Interest in Item 10.3.1 as ‘some of the proposed listings either include, or are adjacent to, or are across the road from, properties that are owned or indirectly owned by persons who contributed to my re-election campaign in 2023.’
- Councillor André Brender-A-Brandis – Impartiality Interest in Item 10.3.1 as ‘I know of someone who is not a closely associated person to me, and their property is on the Draft Local Heritage Survey for adoption. I have had a conversation with Ms Logue last week, an owner of 2 Parker Street, South Perth with a proposed category 2 in the Draft Local Heritage Survey (for adoption. The impartiality interests will not impair my decision making, which will be based on merit.’
- Councillor Jennifer Nevard – Impartiality Interest in Item 10.3.1 as ‘I had an extended conversation with concerned residents, regarding their property which is recommended for inclusion on the Heritage Survey which is being considered for Adoption at Council this month. The conversation will not directly influence my decision in Council.’
- Councillor Hayley Prendiville – Impartiality Interest in Item 10.3.1 as ‘some of the homeowners on the survey are known to me through the community.’
- Mayor Greg Milner – Impartiality Interest in Item 10.4.1 as ‘this item potentially affects a number of community organisations that I:
 - currently serve as patron;
 - have previously served on the board of;
 - am a member of;
 - am an honorary member of; and/or
 - have otherwise developed relationships with during my time on Council.’

8. PRESENTATIONS

Councillor Glenn Cridland arrived at 6.25pm during consideration of Item 8.3.

8.3 Deputations

1. Mr Brendan Glynn of South Perth who spoke **AGAINST** the Officer Recommendation at Item 10.3.1. **10.3.1**
2. Mr Graham Gallop and Ms Helen Logue of South Perth who spoke **AGAINST** the Officer Recommendation at Item 10.3.1. **10.3.1**
3. Mr Aaron Pearce of Kensington who spoke **AGAINST** the Officer Recommendation at Item 10.3.1. **10.3.1**
4. Mr David Leigh of Kensington who spoke **AGAINST** the Officer Recommendation at Item 10.3.1. **10.3.1**

10. DRAFT JUNE 2025 REPORTS

The A/Chief Executive Officer, Mr Garry Adams gave a brief summary of the June 2025 Agenda Items to be considered by Council, as follows.

Councillor Jennifer Nevard declared an Impartiality Interest in Item 10.1.1.

10.1.1 Large Scale Commercial Event Proposal on Sir James Mitchell Park - Nokturnl Food and Beverage Village in November 2025

The City has received an Expression of Interest from a commercial organisation (Nokturnl Events Pty Ltd) to hire a portion of Sir James Mitchell Park in South Perth to facilitate a three-day 'Food and Beverage Village Festival' from 28-30 November 2025.

This item is referred to Council as City of South Perth Policy (P106) 'Use of City Reserves and Facilities' requires large scale events and activations facilitated by commercial organisations to be referred to Council for approval.

For the reasons outlined in this report, it is recommended that the Expression of Interest for the Food and Beverage Village Festival be approved subject to Nokturnl Events Pty Ltd complying with the stated event terms and conditions.

10.1.2 RFT 6/2025 - Operation and Management of Re-use Shop and Recycling Centre Customer Interface

This report considers the submission received from the advertising of Tender 6/2025 for the Operation and Management of Re-use Shop and Recycling Centre Customer Interface.

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

Mayor Greg Milner declared a Financial and Proximity Interest in Item 10.3.1 and accordingly left the meeting at 6.53pm. Councillor Glenn Cridland assumed the Chair.

Councillors André Brender-A-Brandis, Jennifer Nevard and Hayley Prendiville declared an Impartiality Interest in Item 10.3.1.

10.3.1 Draft Local Heritage Survey (Adoption)

This Item was the subject of four Deputations.

The purpose of this report is for Council to consider adopting the draft Local Heritage Survey following advertising.

Mayor Greg Milner returned to the meeting at 7.20pm prior to consideration of Item 10.3.2 and resumed the Chair

10.3.2 Amendments to Local Planning Policies

The purpose of this report is for Council to consider adopting amendments to Local Planning Policy 6.3 - Developer Contributions for Public Art and Public Art Spaces, Local Planning Policy 2.4 - Child Care Premises and Local Planning Policy 1.1 - Residential Development for the purpose of advertising.

10.3.3 Revocation of Local Planning Policies

The purpose of this report is for Council to consider revoking two Local Planning Policies which are now no longer required following gazettal of Local Planning Scheme No.7 and amendments to the National Construction Code.

10.3.4 Draft Local Planning Policy 7.2 - Significant Views (Advertising)

The purpose of this report is for Council to consider adopting draft Local Planning Policy 7.2 -Significant Views for the purpose of advertising.

10.3.5 Response to Notice of Motion - Community Consultation For Tree Planting/Tree Removals

This report provides information in response to the Notice of Motion passed at the Ordinary Council Meeting held 23 July 2024 titled 'Community Consultation for Tree Planting/Tree Removals' and presents for Council's consideration a report as required on completion of the Urban Greening Grant.

10.4.1 Adoption of the Annual Budget 2025/26 and Long Term Financial Plan

This report presents the Draft Annual Budget 2025/26, as attached, for adoption by Council. It also requests Council to adopt a 10-year long-term financial plan, which will be updated on an annual basis in line with each budget cycle.

Global trade tensions, protectionism and increasing tariffs along with wars in Ukraine and Israel are creating uncertainty for businesses and households, potentially impacting global growth. These factors fuel significant uncertainty surrounding inflation, interest rates and supply chains worldwide including Australia. As an open economy, Australia, particularly Western Australia's export sector, may be significantly affected by a slowing global economy. There is considerable uncertainty caused by the United States' approach to tariffs, targeting particular sectors and commodities, and this acts as a disincentive for business to invest. The impact of ongoing trade tensions on global economic growth could result in commodity prices falling faster than forecast, impacting State and Federal budget bottom-lines.



Despite these challenges, the City is continuing to prudently manage its finances through challenging times whilst remaining conscious of the need to provide quality services to its community and keep cost increases to a minimum.

To fund the services provided to the community, the City is recommending a Rate increase of 2.8% for the 2025/26 Draft Budget, which is in line with the Perth CPI for March 2025. Last year Council adopted a rates revenue increase of 3.4% which was also in line with the March CPI figure. This is the seventh consecutive year, where the City has kept rate rises at or below the Perth CPI figure without impacting significantly on the level of service being provided to its ratepayers.

Over the past three months, Council has had three budget workshops with City officers to discuss and understand the financial position of the City and develop a budget that achieves a break-even financial position (i.e. no significant operating loss or surplus). This budget has been aligned to the principles developed and maintained in the past three budgets which aimed at enabling the City to return to a sustainable operating surplus position over the short to medium term.

In the short to medium term, returning the City to a sustainable net operating surplus position is essential for the long-term financial sustainability of the City. It enables funds to be directed into renewing ageing community infrastructure such as roads, recreation facilities, playgrounds, drainage and other infrastructure that allow for the provision of services and amenities to residents. Continued operating deficits would see the City unable to undertake all the required asset renewals and upgrades in the future, which in turn inhibits the City's ability to deliver services to its community.

This year's budget has total operating revenue at \$86.15m with total operating expenditure of \$86.15m thus forecasting a net operating breakeven position. The operating budget includes just over \$10m revenue and expenditure for the Kensington Project Area Underground Power scheme, the final project to see substantially the whole of the City undergrounded, a significant milestone. This also includes a significant capital works plan with expenditure of \$31.62m being earmarked for projects. The majority, 83% of these funds are directed towards renewal and replacement of ageing assets, however some new assets are also planned.

This budget proposes to increase the City's waste charge by \$35 to \$430 to cover the costs of transitioning from set-dates bulk verge collections to a pre-booked, year-round verge collection service and its waste charge remains reasonably low compared to others in the metropolitan area.

10.4.2 Listing of Payments May 2025

This report presents to Council a list of accounts paid under delegated authority between 1 May 2025 to 31 May 2025 for information. It also includes purchase card transactions between 1 April 2025 to 30 April 2025 in line with new legislative requirements.

10.4.3 Monthly Financial Statements May 2025

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

10.5.1 Audit Register Progress Report - 3rd Quarter Update

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



10.5.2 Corporate Business Plan 2025/26 to 2028/29

This report presents the draft Corporate Business Plan 2025/26 – 2028/29 for consideration by Council.

10.5.3 Policy Review

The Terms of Reference of the Audit, Risk and Governance Committee include responsibility for reviewing the City's policies. A number of policies are now presented for the consideration of the Committee and referral to Council for adoption.

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. MEETING CLOSED TO THE PUBLIC

Nil.

16. CLOSURE

At 7.38pm the Presiding Member closed the Council Agenda Briefing and thanked everyone for their attendance.

Local Planning Policy 6.3 - ~~Developer Contributions for Public Art and Public Art Spaces~~

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy ~~— 6.3 Developer Contributions for Public Art and Public Art Spaces.~~

2. Purpose

To facilitate the development of public art in the City of South Perth (the City) in accordance with the City of South Perth Public Art Masterplan.

3. Application

This policy applies to applications for development approval:

- (a) Within the South Perth Activity Centre Plan ~~—where the estimated cost of the development is \$4 million or greater, contribute at least 1% of the construction value towards public art with contributions capped at \$1 million.~~
- (b) Within the Canning Bridge Activity Centre Plan where the estimated cost of the development is \$1 million or greater, ~~contribute at least 1% of the construction value towards public art with contributions capped at \$500,000.~~
- (c) All other locations within the City where the estimated cost of the development is \$2 million or greater, ~~contribute at least 1% of the construction value towards public art with contributions capped at \$500,000.~~
- (d) This Policy does not apply to single houses and grouped dwellings outside of designated Activity Centre Plan areas.

4. Objectives

- 4.1 ~~To p~~Provide the basis of the imposition of conditions on development approvals requiring contributions towards the provision of public art.
- 4.2 To promote the delivery of public art as a means of celebrating the City's identity, character and history.

- 4.3 To enhance the visual amenity of the environment and contribute to a sense of place.
- 4.4 To support local artists and community by providing a framework for developer investment to improve the vibrancy of the City's public spaces.

5. Contributions

- 5.1 Public art contributions are to be of a value equating to at least one percent (1%) of the total construction value estimated at the Development Application stage.
- 5.2 For the purposes of the contribution amount, GST is applied where public art is provided by the developer in accordance with options to satisfy public art contribution requirement Options A and B.

6. Options to Satisfy Public Art Contribution Requirement

Where a condition is imposed on a development approval requiring provision of public art, the condition can be fulfilled in the following manner:

65.1 Option A – Provide Public Art on the Development Site

- 65.1.1 Provide one or more artworks on the development site itself in accordance with Clause 5 to a maximum value of \$500,000 of the required contribution, with any remaining contribution monies to be delivered as artwork on City land (Option B) or provided as a cash-in-lieu contribution to the City (Option C).
- 65.1.2 Where provided onsite, the artwork is to be installed prior to the commencement of use/ or occupation of the development site and the artwork is to be maintained by the landowner(s) for the life of the development to the satisfaction of the City.

6.1.3 Contributions are capped to a maximum of \$500,000 in the Canning Bridge Activity Centre Plan area.

65.2 Option B – Provide Public Art on Land Owned by the City

- 65.2.1 Provide one or more artworks within the City in accordance with Clause 5 to a maximum value of \$500,000, of the required contribution, with any remaining contribution monies to be provided as a cash-in-lieu contribution to the City (Option C).

6.2.2 Contributions are capped to a maximum of \$500,000 in the Canning Bridge Activity Centre Plan area.

65.3 Option C – Provide a Cash-In-Lieu Contribution of Public Art

- 65.3.1 Provide the entire contribution requirement as a cash-in-lieu contribution toward the City's Public Art Fund.

65.3.2 Cash-in-lieu contributions ~~are may be~~ eligible for a 15% discount to the contribution obligation amount, based on the 1% equivalent total construction value, ~~subject to City requirements.~~

65.3.3. Where cash-in-lieu contributions are made ~~for Options A, B or Call~~, contributions shall be paid prior to the commencement of use and/or occupancy of the site.

76. Approval, Installation and Maintenance

76.1 No additional development approval will be required for the installation of the approved public art located on a development site, unless otherwise prescribed in the relevant development approval.

76.2 Only artists or persons supervised by an artist, are permitted to carry out public art commissions, unless otherwise approved by the City.

87. Eligible Expenditure Against Required Contribution

87.1 The following expenses are eligible project expenses for the contribution to public art:

- (a) Artists Fees;
- (b) Costs for Realising the Artwork;
- (c) Eligible Costs for Realising Integrated Artworks;
- (d) Art Consultancy Fees;
- (e) Concept Design Fees;
- (f) Consultation and Engagement Expenses;
- (g) Photography and Project Documentation; and
- (h) Attribution Plaque.

87.2 The following are not eligible expenses forming part of the contribution to public art:

- (a) The maintenance and conservation of the artwork;
- (b) Any further administration relating to the artwork once it has been installed;
- (c) Decommissioning, relocation or removal of the work; or
- (d) Any ongoing remuneration to the artist.

98. Definitions

Construction value: *means the estimated cost of the equipment, financing, services and utilities that are required to carry out a development but does not include the cost of land acquisition, ~~architectural, design or consultant fees.~~ The City will generally accept this to be the same as the estimated cost of ~~proposed~~ development stated by the applicant on the ~~building development permit~~ application ~~form.~~*

Professional artist *means an individual or team responsible for producing the artwork in accordance with the public art requirements of this local planning policy.*

The characteristics and criteria used by the City to further define a Professional Artist are contained in the City's Public Art Toolkit - A Guide for Developers Percent for Art Handbook.

- Public Art: *means a work that is created by an artist that must be clearly seen from and/or located in the public realm and can include (but is not limited to) the following:*
- (a) The artistic treatment of functional equipment and street furniture such as bike racks, benches or fountains;*
 - (b) Playground equipment, light posts or shade structures which are unique;*
 - (c) Landscape art enhancements such as walkways, bridges or art features within a garden;*
 - (d) Murals, tiles and mosaics covering walls, floors and walkways;*
 - (e) Sculptures, free-standing or incorporated as an integral element of a building design;*
 - (f) 2D and 3D projection, multi-sensory artworks, temporary and ephemeral works;*
 - ~~(g) Public art space to host artworks (e.g. art boxes); and~~*
 - ~~(hg) Interactive works, urban art, street art.~~*

Public art does not include the following:

- (a) Business logos, advertising and/or signage;*
- (b) Art that is mass produced or off-the-shelf reproductions;*
- (c) Architectural building cladding, unless of a high quality uniquely artistic nature that significantly enhances the public realm and fulfils the objectives and requirements outlined in this policy, to the satisfaction of the City; or*
- (d) Landscaping or hardscaping which would normally be associated with the development.*

Public Realm: *comprises the streets, squares, parks, green spaces and other outdoor places that are freely accessible for everyone to use.*

109. Relevant Legislation, Policies, Documents

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
City of South Perth Local Planning Scheme [No. 7](#)
City of South Perth Public Art Masterplan 2022-2025
City of South Perth Policy P101: Public Art and Art Collections
[City of South Perth](#) Public Art Toolkit - A Guide for Developers

110. Document Control

Adoption date	22 July 2014
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Date Modified	26 April 2017, 31 October 2023
Strategic Community Plan Reference	Economy Environment (Built and Natural)

DRAFT

Local Planning Policy ~~2.4~~ Child Care Premises

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). This Policy may be cited as Local Planning Policy – ~~2.4~~ Child Care Premises.

2. Purpose

To guide the location, design and operation of child care premises to ensure development is compatible with the amenity of the surrounding area.

3. Application

This policy applies to applications for development approval for child care premises ~~or child-day care-centres~~ within the City of South Perth (the City).

Where this policy is inconsistent with a local development plan, structure plan or other local planning policy that applies to a specific site or area, the provisions of that specific planning instrument shall prevail.

4. Objectives

- 4.1 To identify appropriate locational and site characteristics for child care premises with respect to activity centres and educational facilities.
- 4.2 To specify design and landscaping requirements for child care premises to complement the desired streetscape character of the locality.
- 4.3 To minimise the impact of child care premises on the surrounding locality, in particular the amenity of existing residential areas.

5. Development requirements

5.1 Location and site characteristics

5.1.1 Child care premises are to be located ~~where they:~~

- (a) On level sites, regular in shape and of sufficient size to accommodate all buildings, landscaping and site planning requirements; and

(b) On corner sites to maximise accessibility and reduce impact on adjoining sites; and

- (cb) Within an 800m walkable catchment of an educational establishment; and/or
- (de) Within an 800m walkable catchment of a 'Centre', 'Neighbourhood Centre' or 'Local Centre' zone as identified in the local planning scheme; and/or
- (ed) Within an 800m walkable catchment of a high frequency public transport route; and/or
- (fe) Where they provide a strategic distribution of centres for the community it serves.

5.1.2 To reduce impact on traffic and residential amenity, child care premises shall not be located on lots with sole access provided from a cul-de-sac, right-of-way, private street or battle-axe access way.

5.2 Building design

5.2.1 Child care premises shall be designed to:

- (a) Address and orientate toward the primary street and were located on a corner site, address both streets; and
- (b) Provide a clearly defined building entry point that is visible and accessible from the primary street.

5.2.2 Utilities and plant equipment including air conditioners, mechanical plant, piped and wired services, fire booster cabinets and service meters, shall be located away from or screened from any public street and/or adjacent property.

5.2.3 Outdoor play areas shall be located away from any adjoining noise sensitive premises such as dwellings and residential aged care facilities unless supported by an acoustic report from a suitably qualified professional.

5.2.4 Visual appearance of developments shall reflect the character of the area, enhance its amenity and ideally be purpose built or adapted to be suitable/appropriate for regular use of children.

5.2.5 Child care premises shall achieve the building height, plot ratio and minimum setbacks from lot boundaries in accordance with local planning scheme requirements.

5.3 Traffic, vehicle access and car parking design

5.3.1 A Transport Impact Statement (TIS) or Transport Impact Assessment (TIA) to address traffic management is required for all child care premises proposals in accordance with the Western Australian Planning Commission's Transport Impact Assessment Guidelines (Volume 4) to the satisfaction of the City.

5.3.2 All carparking associated with the child care premises shall be provided on site.

5.3.3 Vehicle access shall achieve the following:

- (a) Clearly defined entry point visible and accessible from the street;
- (b) Vehicles capable of entering and exiting the site in a forward gear;
- (c) Provide no more than one crossover with a maximum width of 6.0m;
- (d) Located to avoid existing street trees; and
- (e) All drop off and pick-up parking areas to provide safe and direct access from the car parking area to the entry point to the child care premises.

5.4 Fencing and Landscaping

5.4.1 Front fences shall not exceed a maximum height of 1.8m above natural ground level and be visually permeable above 1.2m to optimise passive surveillance of the street, subject to the need for noise mitigation and onsite security considerations.

5.4.2 Boundary fencing is required to be of masonry construction to the satisfaction of the City.

5.4.3 A landscaping plan is required to be submitted with the development application addressing the following to the satisfaction of the City:

- (a) Landscaping of the front setback area to contribute positively to the streetscape;
- (b) A minimum of 10 percent of the total site area, excluding outdoor play areas, is to be landscaped; and
- (c) A minimum of one (1) tree per four (4) uncovered bays is provided within at grade car parking areas including:-
 - (i) Minimum tree well dimensions of 2.12m, including 1.62m square surrounded by a 0.25m semi mountable kerb; and
 - (ii) Minimum 200L pot size at time of planting.

5.5 Waste Management and Servicing

5.5.1 A waste management plan is required to be submitted with the development application to address the following requirements of the City's Local Planning Policy 3.1 - Waste Management to the satisfaction of the City:

- (a) Waste storage areas shall:
 - (i) Be located behind the primary building setback line and screened from view from the street, public spaces and adjacent properties; and
 - (ii) Not be located abutting a shared residential property boundary.
- (b) Waste trucks must enter and exit the site in a forward gear, with all manoeuvring carried out on site.

5.6 Operation

5.6.1 Child care premises shall operate between 7.00am to 7.00pm on weekdays and Saturdays, and not at all on Sundays and Public Holidays except where the following is demonstrated to the satisfaction of the City:

- (a) Proposed hours meeting local demand for out of ordinary hours workforce; and
- (b) No adverse impacts from extended hours to the amenity of the adjoining land uses.

5.6.2 Where located in mixed use zones, the hours of operation may be extended to accommodate provision of child care services outside normal business hours.

5.6.3 All servicing and deliveries to the site are to take place during operational hours and not during peak morning drop-off or peak afternoon pick-up periods of operation.

5.7 Noise

5.7.1 An acoustic report and noise management plan prepared by a suitably qualified person is required to be submitted with the development application to limit the impact of the centre on adjoining noise sensitive premises to the satisfaction of the City.

Where measures are recommended in the acoustic report, such measures are to be depicted on the development plans and thereafter implemented to the satisfaction of the City.

5.8 Service Levels

5.8.1 In order to assess the impact to the local community that a proposed ~~C~~child ~~C~~care ~~P~~premises may have ~~has~~ on the level of service of similar or approved facilities, development applications are to include the following:

- (a) Information on the level of existing (or proposed) services in the locality; and
- (b) Information relating to the ~~p~~Proximity to other centres, population catchments for the proposed child care premises~~centre~~ and the number of primary schools and kindergartens in the locality, together with the number of students at these facilities.

6. Definitions

Child care premises:

has the same meaning as under the Regulations, where:

- (a) an education and care service as defined in the Education and Care Services National Law (Western Australia) section 5(1), other than a family day care service as defined in that section, is provided; or*

(b) a child care service as defined in the Child Care Services Act 2007 section 4 is provided.

The Child Care Services Act 2007 defines a child care service as: For the purposes of this Act, a child care service is a service providing or intended to provide education and care on a regular basis to children under 13 years of age (or such other age as may be prescribed for the purposes of this section) that –

(a) is not an education and care service under the national child care law; and

(b) is prescribed for the purposes of this Act as a type of service to which this Act applies.

High frequency public transport:

means a public transport route with timed stops that runs a service at least every 15 minutes during week day peak periods (7:00am to 9:00am and 5:00pm to 7:00pm).

Primary street:

is the sole or principal public road that provides access to the major entry (front door) to the dwelling or building.

Sensitive land use:

land uses that are residential or institutional in nature, where people live or regularly spend extended periods of time.

7. Relevant legislation, policies, documents

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Department of Planning, Lands and Heritage – Revised Draft Position Statement ‘Child Care Premises’

Education and Care Services National Law (WA) 2012

Education and Care Services National Regulations (WA) 2012

Environmental Protection (Noise) Regulations 1997

Food Act 2008

Food Regulations 2009

City of South Perth Local Planning Scheme No. 7

City of South Perth Local Planning Policies

8. Document Control

Adoption date	OCM 23 March 2004
Date Modified	22 March 2005; 15 February 2011; 27 March 2012; 26 March 2013; 24 March 2015; 22 March 2016, 21 November 2023
Strategic Community Plan Reference	Economy Environment (Built and Natural)

Local Planning Policy 1.1 Residential Development

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 1.1 - Residential Development.

2. Purpose

The purpose of this policy is to amend the deemed-to-comply provisions within the Residential Design Codes Volume 1 (R-Codes), to guide low and medium density residential development.

3. Application

- 3.1 This policy applies to all dwellings subject to the R-Codes Volume 1. The R-Codes Volume 1 is separated into two parts, Part B and Part C. Part B applies to all single houses R40 and below and grouped dwellings R25 and below. Part C applies to all single houses R50 and above, grouped dwellings R30 and above, and multiple dwellings R30 to R60.
- 3.2 When considering development which does not meet the provisions of this policy, the proposal is to be assessed against the relevant objectives of this policy and the corresponding design principles and objectives of the R-Codes.

4. Policy Objectives

- 4.1 To vary the R-Codes to provide amended or alternative 'deemed-to-comply' provisions.
- 4.2 To provide for high quality residential development which is compatible with the character, form and scale of existing residential development in the locality.
- 4.3 To ensure garage and carports are designed to complement streetscape continuity and are not dominant streetscape features.
- 4.4 To ensure street fencing positively contributes to the safety, security and visual amenity of the streetscape.

This policy is set out in two columns. Column 1 details the existing R-Codes provisions subject to this policy. Column 2 details the changes to the corresponding R-Codes provisions in Column 1. Where a provision in Column 1 is struck out, Column 2 replaces the respective provision. Where Column 1 is not struck out, Column 2 provides additional provisions.

5. Development Requirements - Part B of the R-Codes

The following provisions apply to all single and grouped dwelling development that is subject to Part B of the R-Codes.

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
5.1.2 – Street setbacks	
<p>C2.1 Buildings, excluding carports, porches, balconies, verandahs, or equivalent, set back from the primary street boundary:</p> <ul style="list-style-type: none">i. in accordance with Table B;ii. corresponding to the average of the setback of existing dwellings on each adjacent property fronting the same street;iii. reduced by up to 50 per cent provided that the area of any building, including a garage encroaching into the setback area, is compensated for by at least an equal area of open space that is located between the street setback line and a line drawn parallel to it at twice the setback distance (refer Figure 2a and 2c);iv. in the case of areas coded R15 or higher, the street setback may be reduced to 2.5m, or 1.5m to a porch, balcony, verandah or the equivalent (refer Figure 2e), where:<ul style="list-style-type: none">• a grouped dwelling has its main frontage to a secondary street; or• a single house results from subdivision of an original corner lot and has its frontage to the original secondary street; or• a single house or grouped dwelling (where that grouped dwelling is not adjacent to the primary street), has its main frontage to a communal street, right-of-way or shared	<p>Clause 5.1.2 of the R-Codes is modified to include the following additional deemed-to-comply requirement:</p> <p>C2.5 Subject to Clause 5.2.5 of the R-Codes (as amended by this policy), gatehouses are permitted within the primary street setback area, provided they meet the following requirements:</p> <ul style="list-style-type: none">i. a maximum height of 3.5m,ii. a maximum width of 2.0m,iii. a maximum post dimension of 0.3m, andiv. a total area not exceeding 4.0m², measured from the outer edges of the posts (refer to Figure 1).

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
<p>pedestrian or vehicle access way (Figure 2d); and</p> <p>v. to provide for registered easements for essential services.</p> <p>C2.2 Buildings set back from the secondary street boundary in accordance with Table B.</p> <p>C2.3 Buildings set back from the corner truncation boundary in accordance with the secondary street setback in Table B.</p> <p>C2.4 A porch, verandah, unenclosed balcony or the equivalent may (subject to the NCC) project forward of the primary street setback line to a maximum of half the required primary street setback without applying the compensating area of clause 5.2.1 C2.1(iii) (Refer Figure 2e).</p>	
5.1.3 – Lot boundary setbacks	
<p>C3.1 Buildings which are set back in accordance with the following provisions, subject to any additional measures in other elements of the R-Codes:</p> <p>i. buildings set back from lot boundaries in accordance with Table B and Tables 2a and 2b (refer to Figure Series 3 and 4);</p> <p>ii. for carports, patios, verandahs or equivalent structures, the lot boundary setbacks in Table B and Tables 2a and 2b may be reduced to nil to the posts where the structure*:</p> <ul style="list-style-type: none"> • is not more than 10m in length and 2.7m in height; • is located behind the primary street setback; and • has eaves, gutters and roofs set back at least 450mm from the lot boundary. <p><i>Note: Pillars and posts with a horizontal dimension of 450mm by 450mm, or less, do not constitute a boundary wall.</i></p> <p><i>Note: *There are separate building code requirements which may also apply.</i></p>	<p>Clause 5.1.3 of the R-Codes is modified to include the following additional deemed-to-comply requirement:</p> <p>C3.5 Boundary walls shall be finished to match the remainder of the development to the satisfaction of the City.</p>

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
<p>iii. unenclosed areas accessible for use as outdoor living areas, elevated 0.5m or more above natural ground level, set back in accordance with Table 2b as though they have a wall height of 2.4m above the floor level;</p> <p>iv. separate single house, grouped or multiple dwelling buildings on the same lot, or facing portions of the same multiple dwelling building, set back from each other as though there were a lot boundary between them;</p> <p>v. minor projections such as a chimney, eaves overhang, or other architectural feature, not projecting more than 0.75m into a setback area; and</p> <p>vi. the stated setback distances may be reduced by half the width of an adjoining right-of-way, pedestrian access way, communal street or battleaxe lot access leg, to a maximum reduction of 2m (refer to Figure 4f).</p> <p>C3.2 Boundary walls may be built behind the street setback (specified in Table B and in accordance with clauses 5.1.2 and 5.2.1), within the following limits and subject to the overshadowing provisions of clause 5.4.2 and Figure Series 11:</p> <p>i. where the wall abuts an existing or simultaneously constructed boundary wall of equal or greater dimension; or</p> <p>ii. in areas coded R20 and R25, walls not higher than 3.5m, up to a maximum length of the greater of 9m or one-third the length of the balance of the site boundary behind the front setback, to up to two site boundaries; or</p> <p>iii. in areas coded R30 to R40, walls not higher than 3.5m for two-thirds the length of the balance of the site boundary behind the front setback, to up to two site boundaries; or</p>	

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
<p>iv. where both the subject site and the affected adjoining site are created in a plan of subdivision submitted concurrently for the proposed development, and the boundary walls are interfacing and of equal dimension.</p> <p>(Refer Figure Series 5)</p> <p>C3.3 Where the subject site and an affected adjoining site are subject to a different density code, in accordance with clause 5.1.3 C3.2, the length and height of the boundary wall on the boundary between them is determined by reference to the lower density code.</p> <p>C3.4 Where boundary walls and retaining walls are proposed concurrently and the boundary wall is located immediately above the retaining wall:</p> <p>i. clause 5.3.7 does not apply; and</p> <p>ii. the boundary wall height is to include the height of the retaining wall for the purpose of clause 5.1.3 C3.2, with the exception of a retaining wall approved through a plan of subdivision.</p> <p><i>Note: Retaining walls do not constitute boundary walls for the purpose of this clause. Setbacks for retaining walls are to be calculated in accordance with clause 5.3.7.</i></p>	
5.2.1 Setback of carports and garages	
<p>C.1.1 Garages set back 4.5m from the primary street except that the setback may be reduced:</p> <p>i. in accordance with Figure 8b where the garage adjoins a dwelling provided the garage is at least 0.5m behind the dwelling alignment (excluding any porch, verandah or balcony); or</p> <p>ii. to 3m where the garage allows vehicles to be parked parallel to the street. The</p>	<p>Clause 5.2.1 C1.1 and C1.2 of the R-Codes are replaced with the following deemed-to-comply requirements:</p> <p>C.1.1 Garages set back 5.0m from the primary street except that the setback may be reduced:</p> <p>i. in accordance with Figure 8b of the R-Codes, where the garage adjoins a dwelling provided the garage is set back a minimum 0.5m behind the dwelling alignment</p>

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
<p>wall parallel to the street must include openings.</p> <p>C.1.2 Carports set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1(i), except that the setback may be reduced by up to 50 per cent of the minimum setback stated in Table B where:</p> <ul style="list-style-type: none"> i. the width of the carport does not exceed 60 per cent of the frontage; ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; and iii. the carport roof pitch, colours and materials are compatible with the dwelling. <p>(Refer to Figure 8a)</p> <p>C.1.3 Garages and carports built up to the boundary abutting a communal street or right-of-way which is not the primary or secondary street boundary for the dwelling, with manoeuvring space of at least 6m, located immediately in front of the opening to the garage or carport and permanently available.</p> <p>C.1.4 Garages and carports set back 1.5m from a secondary street.</p>	<p>(excluding any porch, verandah or balcony); or</p> <ul style="list-style-type: none"> ii. to 3m where the garage allows vehicles to be parked parallel to the primary street. The garage wall facing the primary street includes a minimum of two openings that meet the following criteria: <ul style="list-style-type: none"> a. the openings are a minimum of 2.0m² in aggregate; and b. are transparent; and c. have a sill height less than 1.6m above finished floor level. <p>C.1.2 Carports are to be set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1(i), except that the setback may be reduced by up to 50 % of the minimum setback stated in Table B where:</p> <ul style="list-style-type: none"> i. the carport and all supporting structures are set back a minimum of 0.5m from side lot boundaries; ii. the width of the carport does not exceed 60% of the site frontage; iii. the carport is free of walls for all portions that project into the primary street setback area; iv. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; and the carport does not incorporate enclosed storerooms.
5.2.3 – Street surveillance	

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
<p>C3.1 The street elevation(s) of the dwelling to address the street with clearly definable entry points visible and accessed from the street.</p> <p>C3.2 At least one major opening from a habitable room of the dwelling faces the street and the pedestrian or vehicular approach to the dwelling.</p> <p>C3.3 For battleaxe lots or sites with internal driveway access, at least one major opening from a habitable room of the dwelling faces the approach to the dwelling.</p>	<p>Clause 5.2.3 C3.1 of the R-Codes are replaced with the following deemed-to-comply requirements:</p> <p>C3.1 Single houses and grouped dwellings are designed to address the primary street in accordance with the following:</p> <ul style="list-style-type: none"> i. The street elevation of the dwelling to address the street with clearly definable entry points visible and accessed from the public realm. ii. The pedestrian entry point (i.e. front door) must be clearly visible from the primary street. iii. At least one major opening from a habitable room on each level of the dwelling faces the pedestrian and vehicular approach to the dwelling. iv. For battleaxe lots or sites with internal driveway access, at least one major opening from a habitable room of the dwelling faces the approach to the dwelling.
5.2.4 – Street walls and fences	
<p>C.4.1 Front fences within the primary street setback area that are visually permeable above 1.2m of natural ground level, measured from the primary street side of the front fence (refer Figure 12).</p>	<p>Clause 5.2.4 C4.1 & C4.2 of the R-Codes are replaced with the following deemed-to-comply requirements:</p> <p>C.4.1 Front fences, including gates, within the primary street setback area:</p> <ul style="list-style-type: none"> i. are visually permeable above 1.2m from the verge level to a maximum height of 1.8m, measured from the street side of the fence (refer Figure 2a).

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
<p>C.4.2 Solid pillars that form part of front fences not more than 1.8m above natural ground level provided the horizontal dimension of the pillars is not greater than 400mm by 400mm and pillars are separated by visually permeable fencing in line with C4.1 (refer Figure 12).</p>	<ul style="list-style-type: none"> ii. For the permeable fencing above 1.2m, the depth of the infill material shall not be greater than the gap between the infill material (refer Figure 2b). iii. Solid pillars that form part of front fences not more than 2.1m above natural ground level as measured from the street side of the fence. iv. Pillars within the primary street setback area are restricted to a maximum width and depth of 0.5m. Pillars are to have a minimum separation distance of 1.5m. The pillar separation distance may be reduced to a minimum of 1.0m where two pillars directly adjoin a pedestrian gate. <p>C4.2 Fences within a secondary street setback area are restricted to a maximum height of 1.8m above natural ground level as measured from the street side of the fence.</p> <p>C4.3 Fencing which is parallel to the primary street or any truncation shall not be constructed of Colorbond, or any similar materials as determined by the City.</p> <p>C4.4 For the purposes of housing a utility/meter box, solid fencing within the primary setback area is permitted where it is:</p> <ul style="list-style-type: none"> i. a maximum 1.0m in width; ii. a maximum 1.8m in height; iii. aligned perpendicular to the street; and

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
	iv. setback at least 1.5m from where a vehicle access point intersects with a street, including on neighbouring properties.
5.2.5 – Sight lines	
<p>C5 Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, or other structures adjoin:</p> <ul style="list-style-type: none">i. a driveway that intersects a street, right-of-way or communal street;ii. a right-of-way or communal street that intersects a public street; andiii. two streets that intersect. (refer Figure 9a).	<p>Clause 5.2.5 C5 of the R-Codes is modified to include the following additional deemed-to-comply requirement:</p> <p>C5.1 Within the 1.5m truncation area stipulated under C5, the following structures are permissible:</p> <ul style="list-style-type: none">i. A single pier with a maximum height of 2.1m as measured from natural ground level on the street side of the fence and a maximum dimension of 0.3m; andii. 80% visually permeable fencing above 0.75m to a maximum height of 1.8m, as measured from natural ground level on the street side of the fence. <p>Note 1: The provisions of C5.1 also apply to vehicle access gate.</p> <p>Note 2: Refer Figures 3A & 3B.</p>
5.3.7 – Site works	
<p>C7.1 Retaining walls, fill and excavation between the street boundary and the street setback, not more than 0.5m above or below the natural ground level, except where necessary to provide for pedestrian, universal and/or vehicle access, drainage works or natural light to a dwelling.</p> <p>C7.2 Retaining walls, fill and excavation within the site and behind the required street setback to comply with Table 4.</p>	<p>Clause 5.3.7 C7.2 of the R-Codes is replaced with the following deemed-to-comply requirements:</p> <p>C7.2 Fill within the site and outside of street setback areas is to comply with Table 1 of this policy.</p>

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions														
<p>C7.3 Subject to subclause C7.2 above, all excavation or filling behind a street setback line and within 1m of a lot boundary, not more than 0.5m above the natural ground level at the lot boundary except where otherwise stated in the scheme, local planning policy, structure plan or local development plan.</p>	<p>Table 1 Setback of site works and retaining walls</p> <table border="1"> <thead> <tr> <th data-bbox="887 427 1158 584">Height of retaining walls and fill <i>As measured from natural ground level</i></th><th data-bbox="1158 427 1350 584">Setback Required</th></tr> </thead> <tbody> <tr> <td data-bbox="887 584 1158 640">0.5m or less</td><td data-bbox="1158 584 1350 640">0.0m</td></tr> <tr> <td data-bbox="887 640 1158 685">0.5m to 1.0m</td><td data-bbox="1158 640 1350 685">1.0m</td></tr> <tr> <td data-bbox="887 685 1158 730">1.0m to 1.5m</td><td data-bbox="1158 685 1350 730">1.5m</td></tr> <tr> <td data-bbox="887 730 1158 775">1.5m to 2.0m</td><td data-bbox="1158 730 1350 775">2.0m</td></tr> <tr> <td data-bbox="887 775 1158 819">2.0m to 2.5m</td><td data-bbox="1158 775 1350 819">2.5m</td></tr> <tr> <td data-bbox="887 819 1158 864">2.5m 3.0m+</td><td data-bbox="1158 819 1350 864">3.0m</td></tr> </tbody> </table> <p>i. Take the nearest higher value for all height and length calculations.</p> <p>ii. Measurement of the height of site works or retaining walls for the purpose of calculating Table 1 setback is to be taken from the natural ground level at the lot boundary adjacent to that point of the site works or retaining wall.</p> <p>iii. Visual privacy provisions under clause 5.4.1 and overshadowing provisions under clause 5.4.2 apply.</p> <p>iv. Where a boundary wall incorporates a retaining wall directly beneath the boundary wall, the retaining wall does not require assessment under clause 5.3.7 and is to be included in the wall height for the purpose of clause 5.1.3.</p> <p>Clause 5.3.7 of the R-Codes is modified to include the following additional deemed-to-comply requirement:</p> <p>C7.4 Excavation within the site is permitted behind the street</p>	Height of retaining walls and fill <i>As measured from natural ground level</i>	Setback Required	0.5m or less	0.0m	0.5m to 1.0m	1.0m	1.0m to 1.5m	1.5m	1.5m to 2.0m	2.0m	2.0m to 2.5m	2.5m	2.5m 3.0m+	3.0m
Height of retaining walls and fill <i>As measured from natural ground level</i>	Setback Required														
0.5m or less	0.0m														
0.5m to 1.0m	1.0m														
1.0m to 1.5m	1.5m														
1.5m to 2.0m	2.0m														
2.0m to 2.5m	2.5m														
2.5m 3.0m+	3.0m														

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
	<p>setback line and may be constructed up to the lot boundary provided it is appropriately retained wholly within the boundaries of the subject site.</p> <p><i>Note: National Construction Code and engineering requirements may apply.</i></p>

6. Development Requirements - Part C of the R-Codes

The following provisions apply to all single and grouped dwelling development that is subject to Part C of the R-Codes.

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions						
3.3 – Street setbacks							
<p>Setback of garages and carports</p> <p>C3.3.4 Garages are set back from the primary street boundary in accordance with Table 3.3b.</p> <p>Table 3.3b Setback of garages from the primary street</p> <table border="1"> <tr> <th>R-Coding</th><th>Primary street setback</th></tr> <tr> <td>R30-R35</td><td>Minimum 5.0m¹ (Refer Figure 3.3c)</td></tr> <tr> <td>R40 and above</td><td>In accordance with Table 3.3a</td></tr> </table> <p>¹ The garage setback from the primary street may be reduced to 4.5m where an existing or planned footpath, shared path or road alignment is located more than 1m from the street boundary.</p> <p>C3.3.5 Carports are set back from the primary street boundary in accordance with Table 3.3a. This setback may be reduced by up to 50 per cent where:</p>	R-Coding	Primary street setback	R30-R35	Minimum 5.0m ¹ (Refer Figure 3.3c)	R40 and above	In accordance with Table 3.3a	<p>Clause 3.3 C3.3.4 and C3.3.5 of the R-Codes are replaced with the following deemed-to-comply requirements:</p> <p>Setbacks of garage and carports</p> <p>C3.3.4 Garages are set back from the primary street boundary in accordance with Table 3.3b except that the setback may be reduced:</p> <ol style="list-style-type: none"> in accordance with Figure 8b of the R-Codes, where the garage adjoins a dwelling provided the garage is set back a minimum 0.5m behind the dwelling alignment (excluding any porch, verandah or balcony); or to 3m where the garage allows vehicles to be parked parallel to the primary street. The garage wall facing the primary street includes a minimum of two openings that meet the following criteria: <ol style="list-style-type: none"> the openings are a minimum of 2.0m² in aggregate; are not glazed in an obscure material; and have a sill height less than 1.6m above floor level. <p>C3.3.5 Carports are set back in accordance with the primary street setback requirements of Table 3.3a, except that the</p>
R-Coding	Primary street setback						
R30-R35	Minimum 5.0m ¹ (Refer Figure 3.3c)						
R40 and above	In accordance with Table 3.3a						

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
<p>i. the carport is set back from the lot boundary in accordance with C3.4.3;</p> <p>ii. the carport width does not exceed the requirement of C3.6.6;</p> <p>iii. the carport is free of walls (excluding pillar and posts with a horizontal dimension of 450mm by 450mm or less) for all portions that project forward of the primary street setback line; and</p> <p>iv. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent.</p> <p>C3.3.6 Garages and carports are set back from a secondary street, right-of way and communal street in accordance with Table 3.3a.</p>	<p>setback may be reduced by up to 50 % of the minimum setback stated in Table 3.3a where:</p> <p>i. the carport and all supporting structures are set back a minimum of 0.5m from side lot boundaries;</p> <p>ii. the width of the carport does not exceed 60% of the site frontage;</p> <p>iii. the carport is free of walls for all portions that project into the primary street setback area;</p> <p>iv. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; and</p> <p>v. the carport does not incorporate enclosed storerooms.</p> <p>Clause 3.3 of the R-Codes is modified to include the following additional deemed-to-comply requirement:</p> <p>C3.3.7 Subject to Clause 3.7 of the R-Codes (as amended by this policy), gatehouses are permitted within the primary street setback area, provided they meet the following requirements:</p> <p>i. a maximum height of 3.5m,</p> <p>ii. a maximum width of 2.0m,</p> <p>iii. a maximum post dimension of 0.3m, and</p> <p>iv. a total area not exceeding 4.0m², measured from the outer edges of the posts (refer to Figure 1).</p>
3.5 – Site works and retaining walls	

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions														
<p>C3.5.1 Retaining walls, fill and excavation forward of the street setback line, not more than 0.5m above or below the natural ground level, except where necessary to provide for pedestrian universal access and/or vehicle access, drainage works, or natural light to a dwelling.</p> <p>C3.5.2 Retaining walls and fill within the site and behind the street setback to comply with Table 3.5a.</p>	<p>Clause 3.5 C3.5.2 and C3.5.3 of the R-Codes are replaced with the following deemed-to-comply requirements:</p> <p>C3.5.2 Fill within the site and outside of street setback areas is to comply with Table 2 of this policy.</p> <p>Table 2 Setback of site works and retaining walls</p> <table> <tr> <th>Height of retaining walls and fill <i>As measured from natural ground level</i></th><th>Setback Required</th></tr> <tr> <td>0.5m or less</td><td>0.0m</td></tr> <tr> <td>0.5m to 1.0m</td><td>1.0m</td></tr> <tr> <td>1.0m to 1.5m</td><td>1.5m</td></tr> <tr> <td>1.5m to 2.0m</td><td>2.0m</td></tr> <tr> <td>2.0m to 2.5m</td><td>2.5m</td></tr> <tr> <td>2.5m 3.0m+</td><td>3.0m</td></tr> </table> <p> <i>i. Take the nearest higher value for all height and length calculations.</i> <i>ii. Measurement of the height of site works or retaining walls for the purpose of calculating Table 2 setback is to be taken from the natural ground level at the lot boundary adjacent to that point of the site works or retaining wall.</i> <i>iii. Visual privacy provisions under clause 3.10 and overshadowing provisions under clause 3.9 apply.</i> <i>iv. Where a boundary wall incorporates a retaining wall directly beneath the</i> </p>	Height of retaining walls and fill <i>As measured from natural ground level</i>	Setback Required	0.5m or less	0.0m	0.5m to 1.0m	1.0m	1.0m to 1.5m	1.5m	1.5m to 2.0m	2.0m	2.0m to 2.5m	2.5m	2.5m 3.0m+	3.0m
Height of retaining walls and fill <i>As measured from natural ground level</i>	Setback Required														
0.5m or less	0.0m														
0.5m to 1.0m	1.0m														
1.0m to 1.5m	1.5m														
1.5m to 2.0m	2.0m														
2.0m to 2.5m	2.5m														
2.5m 3.0m+	3.0m														

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
<p>C3.5.3 Excavation within the site is permitted behind the street setback line and may be constructed up to the lot boundary.</p> <p><i>Note: NCC and engineering requirements may apply.</i></p>	<p><i>boundary wall, the retaining wall does not require assessment under clause 3.5 and is to be included in the wall height for the purpose of clause 3.4.</i></p> <p>C3.5.3 Excavation within the site is permitted behind the street setback line and may be constructed up to the lot boundary provided it is appropriately retained wholly within the boundaries of the subject site.</p> <p>Note: National Construction Code and engineering requirements may apply.</p>
3.6 – Streetscape	
<p>Addressing the street</p> <p>C3.6.1 Single houses and grouped dwellings to address the street (including communal street or right of way where is the primary frontage) in accordance with the following:</p> <ul style="list-style-type: none"> i. the primary entrance to each dwelling must be readily identifiable from the street; and ii. provide at least one major opening on the dwelling frontage with an outlook to the street. 	<p>Clause 3.6 C3.6.1 and C3.6.7 – C3.6.9 of the R-Codes are replaced with the following deemed-to-comply requirements:</p> <p>Addressing the street</p> <p>C3.6.1 Single houses and grouped dwellings are designed to address the primary street in accordance with the following:</p> <ul style="list-style-type: none"> i. The street elevation of the dwelling to address the street with clearly definable entry points visible and accessed from the public realm. ii. The pedestrian entry point (i.e. front door) must be clearly visible from the primary street. iii. At least one major opening from a habitable room on each level of the dwelling faces the pedestrian and vehicular approach to the dwelling. iv. For battleaxe lots or sites with internal driveway

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
<p>Street walls and fences</p> <p>C3.6.7 When provided, fences or walls within the primary street setback area are to be:</p> <ul style="list-style-type: none"> i. a maximum height of 1.8m; and ii. visually permeable above 1.2m (refer iii. Figure 3.6c); iv. measured from natural ground level on the primary v. street side of the fence or wall <p>C3.6.8 Solid pillars that form part of front fences or walls are not more than 1.8m above natural ground level, provided the horizontal dimension of the pillars is not greater than 450mm by 450mm and pillars are separated</p>	<p>access, at least one major opening from a habitable room of the dwelling faces the approach to the dwelling.</p> <p>Street walls and fences</p> <p>C3.6.7 Front fences, including gates, within the primary street setback area:</p> <ul style="list-style-type: none"> i. are visually permeable above 1.2m from the verge level to a maximum height of 1.8m, measured from the street side of the fence (refer Figure 2a). ii. For the permeable fencing above 1.2m, the depth of the infill material shall not be greater than the gap between the infill material (refer Figure 2b). iii. Solid pillars that form part of front fences not more than 2.1m above natural ground level as measured from the street side of the fence. iv. Pillars within the primary street setback area are restricted to a maximum width and depth of 0.5m. v. Pillars are to have a minimum separation distance of 1.5m. The pillar separation distance may be reduced to a minimum of 1.0m where two pillars directly adjoin a pedestrian gate. <p>C3.6.8 Fences within a secondary street setback area are restricted to a maximum height of 1.8m above natural ground</p>

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
<p>by visually permeable fencing in line with C3.6.7 (Refer Figure 3.6c).</p> <p>C3.6.9 For sites on street corners, street fences or walls within the secondary street setback area are to be designed in accordance with C3.6.7 and C3.6.8 for a minimum 50 per cent of the street boundary behind the primary street setback (refer Figure 3.6d).</p>	<p>level as measured from the street side of the fence.</p> <p>C3.6.9 Fencing which is parallel to the primary street or any truncation shall not be constructed of Colorbond, or any similar materials as determined by the City.</p> <p>C3.6.10 For the purposes of housing a utility/meter box, solid fencing within the primary setback area is permitted where it is:</p> <ul style="list-style-type: none"> i. a maximum 1.0m in width ii. a maximum 1.8m in height; iii. aligned perpendicular to the street; and iv. setback at least 1.5m from where a vehicle access point intersects with a street, including on neighbouring properties.
3.7 – Access	
<p>Sightlines</p> <p>C3.7.7 Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, or other structures adjoin:</p> <ul style="list-style-type: none"> i. a driveway that intersects a street, right-of-way or communal street; ii. a right-of-way or communal street that intersects a public street; and iii. two streets that intersect (refer Figure 3.7e). 	<p>Clause 3.7 C3.7.7 (Sightlines) of the R-Codes is modified to include the following additional deemed-to-comply requirement:</p> <p>C3.7.14 Within the 1.5m truncation area stipulated under C3.7.7, the following structures are permissible:</p> <ul style="list-style-type: none"> i. A single pier with a maximum height of 2.1m as measured from natural ground level on the street side of the fence and a maximum dimension of 0.3m; and ii. 80% visually permeable fencing above 0.75m to a maximum height of 1.8m, as measured from natural ground level on the street side of the fence.

Column 1: Deemed-to-Comply Provisions	Column 2: Changes to Deemed-to-Comply Provisions
	<i>Note 1: The provisions of C3.7.14 also apply to vehicle access gates.</i> <i>Note 2: Refer Figures 3A & 3B.</i>

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7. Explanatory figures

Figure 1 – Gate houses

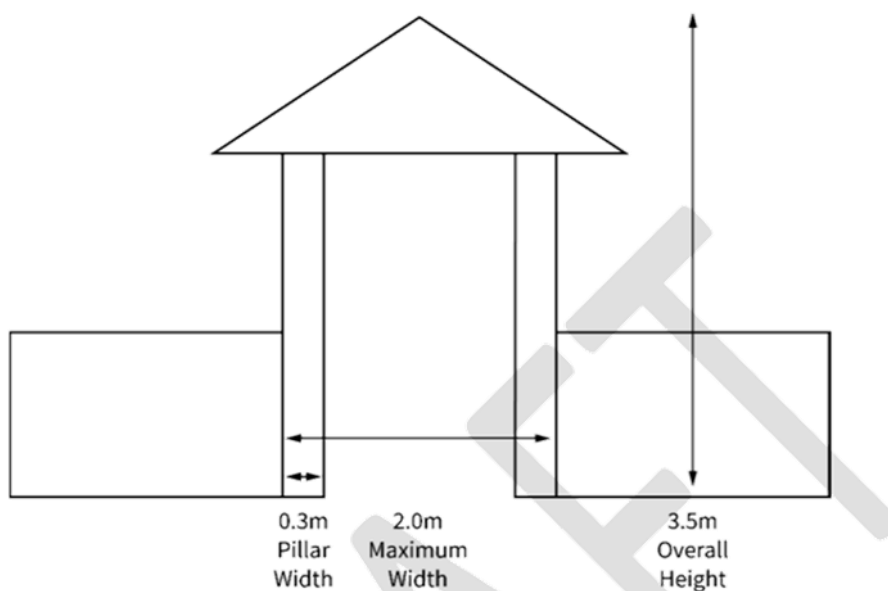


Figure 2a – Primary street fencing

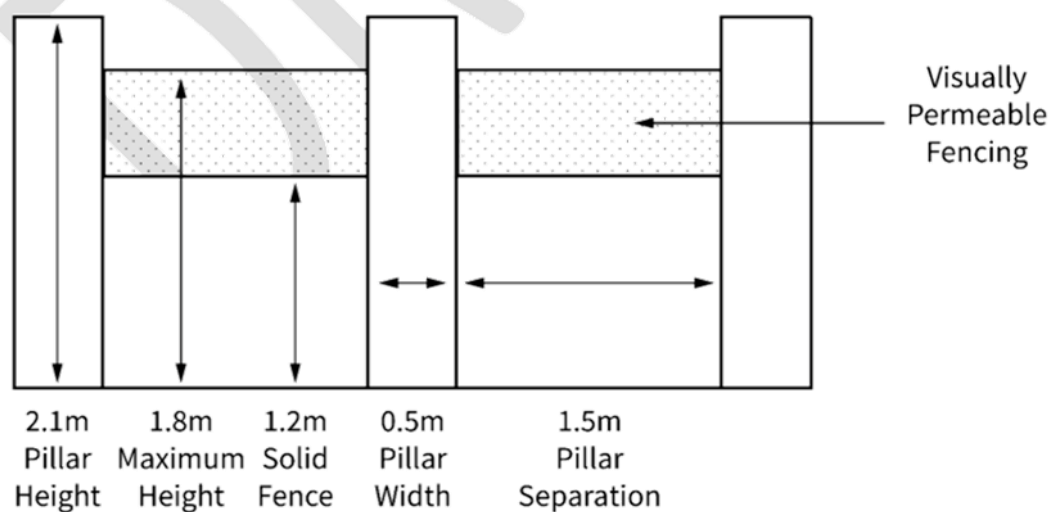


Figure 2b – Primary street fencing

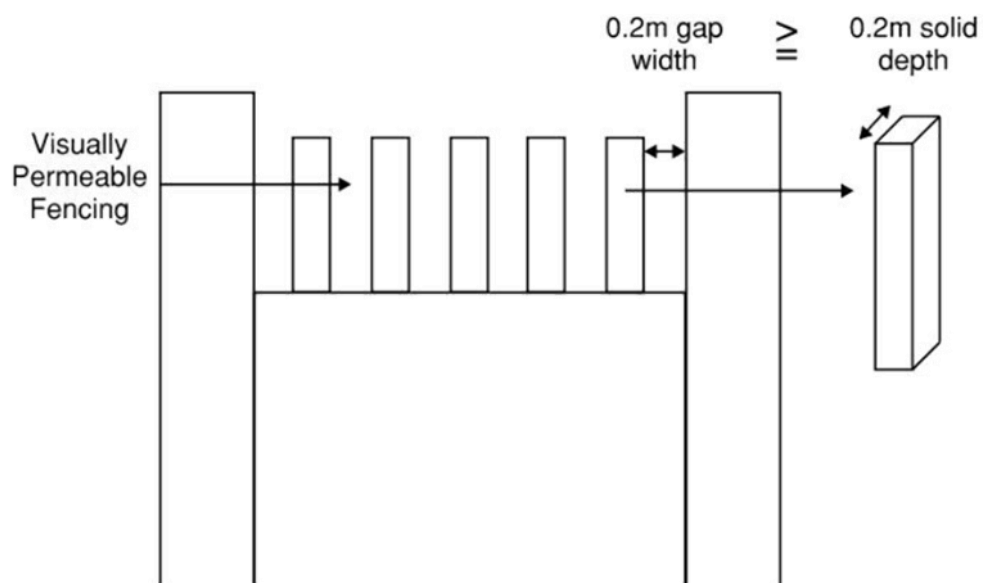


Figure 3A – Sight lines

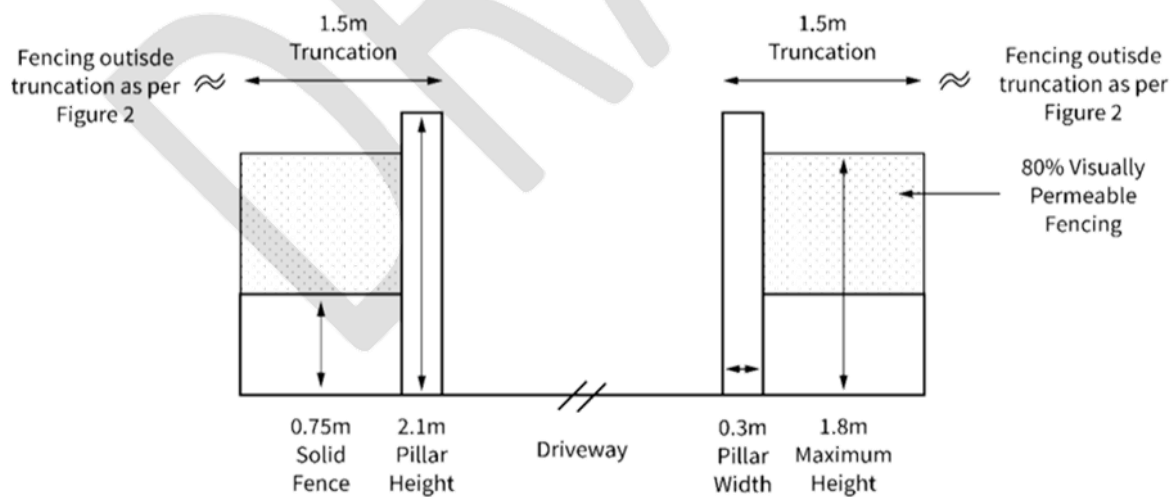
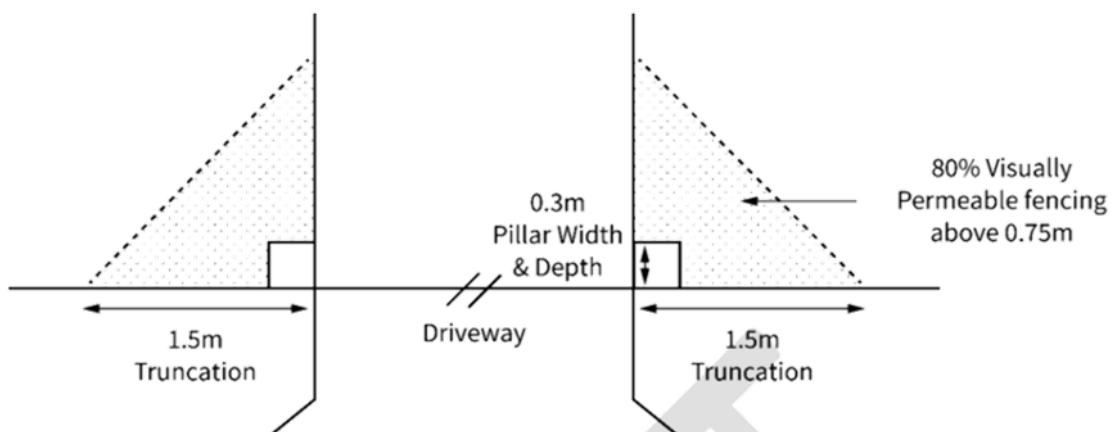


Figure 3B – Sight lines



8. Definitions

Gatehouse: *means a roofed open-sided entry feature which may or may not be incorporated into front fencing.*

9. Relevant legislation, policies, documents

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
City of South Perth Local Planning Scheme
City of South Perth Local Planning Policies
Residential Design Codes

10. Document Control

Adoption date	OCM 28 May 2024
Date Modified	
Strategic Community Plan Reference	Environment (Built and Natural)

Local Planning Policy 6.3 Developer Contributions for Public Art and Public Art Spaces

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy - Developer Contributions for Public Art and Public Art Spaces.

2. Purpose

To facilitate the development of public art in the City of South Perth (the City) in accordance with the City of South Perth Public Art Masterplan.

3. Application

This policy applies to applications for development approval:

- (a) Within the South Perth Activity Centre Plan - where the estimated cost of the development is \$4 million or greater, contribute at least 1% of the construction value towards public art with contributions capped at \$1 million.
- (b) Within the Canning Bridge Activity Centre Plan – where the estimated cost of the development is \$1 million or greater, contribute at least 1% of the construction value towards public art with contributions capped at \$500,000.
- (c) All other locations within the City - where the estimated cost of the development is \$2 million or greater, contribute at least 1% of the construction value towards public art with contributions capped at \$500,000.

4. Objectives

- 4.1 Provide the basis of the imposition of conditions on development approvals requiring contributions towards the provision of public art.
- 4.2 To promote the delivery of public art as a means of celebrating the City's identity, character and history.
- 4.3 To enhance the visual amenity of the environment and contribute to a sense of place.

- 4.4 To support local artists and community by providing a framework for developer investment to improve the vibrancy of the City's public spaces.

5. Options to Satisfy Public Art Contribution Requirement

Where a condition is imposed on a development approval requiring provision of public art, the condition can be fulfilled in the following manner:

5.1 Option A – Provide Public Art on the Development Site

- 5.1.1 Provide one or more artworks on the development site itself to a maximum value of \$500,000 of the required contribution, with any remaining contribution monies to be delivered as artwork on City land (Option B) or provided as a cash-in-lieu contribution to the City (Option C).
- 5.1.2 Where provided onsite, the artwork is to be installed prior to the commencement of use/ or occupation of the development site and the artwork is to be maintained by the landowner(s) for the life of the development to the satisfaction of the City.

5.2 Option B – Provide Public Art on Land Owned by the City

- 5.2.1 Provide one or more artworks within the City to a maximum value of \$500,000, of the required contribution, with any remaining contribution monies to be provided as a cash-in-lieu contribution to the City (Option C).

5.3 Option C – Provide a Cash-In-Lieu Contribution of Public Art

- 5.3.1 Provide the entire contribution requirement as a cash-in-lieu contribution toward the City's Public Art Fund.
- 5.3.2 Cash-in-lieu contributions may be eligible for a 15% discount to the contribution obligation amount, based on the 1% equivalent total construction value, subject to City requirements.
- 5.3.3. Where cash-in-lieu contributions are made for Options A, B or C, contributions shall be paid prior to the commencement of use and/or occupancy of the site.

6. Approval, Installation and Maintenance

- 6.1 No additional development approval will be required for the installation of the approved public art located on a development site, unless otherwise prescribed in the relevant development approval.
- 6.2 Only artists or persons supervised by an artist, are permitted to carry out public art commissions, unless otherwise approved by the City.

7. Eligible Expenditure Against Required Contribution

7.1 The following expenses are eligible project expenses for the contribution to public art:

- (a) Artists Fees;
- (b) Costs for Realising the Artwork;
- (c) Eligible Costs for Realising Integrated Artworks;
- (d) Art Consultancy Fees;
- (e) Concept Design Fees;
- (f) Consultation and Engagement Expenses;
- (g) Photography and Project Documentation; and
- (h) Attribution Plaque.

7.2 The following are not eligible expenses forming part of the contribution to public art:

- (a) The maintenance and conservation of the artwork;
- (b) Any further administration relating to the artwork once it has been installed;
- (c) Decommissioning, relocation or removal of the work; or
- (d) Any ongoing remuneration to the artist.

8. Definitions

Construction value: *means the estimated cost of the equipment, financing, services and utilities that are required to carry out a development but does not include the cost of land acquisition. The City will generally accept this to be the same as the estimated cost of development stated by the applicant on the building permit application.*

Public Art: *means a work that is created by an artist that must be clearly seen from and/or located in the public realm and can include (but is not limited to) the following:*

- (a) The artistic treatment of functional equipment and street furniture such as bike racks, benches or fountains;*
- (b) Playground equipment, light posts or shade structures which are unique;*
- (c) Landscape art enhancements such as walkways, bridges or art features within a garden;*
- (d) Murals, titles and mosaics covering walls, floors and walkways;*
- (e) Sculptures, free-standing or incorporated as an integral element of a building design;*
- (f) 2D and 3D projection, multi-sensory artworks, temporary and ephemeral works; and*
- (g) interactive works, urban art, street art.*

Public art does not include the following:

- (a) Business logos, advertising and/or signage;*

- (b) *Art that is mass produced or off-the-shelf reproductions;*
- (c) *Architectural building cladding, unless of a high quality uniquely artistic nature that significantly enhances the public realm and fulfils the objectives and requirements outlined in this policy, to the satisfaction of the City; or*
- (d) *Landscaping or hardscaping which would normally be associated with the development.*

Public Realm: *comprises the streets, squares, parks, green spaces and other outdoor places that are freely accessible for everyone to use.*

9. Relevant Legislation, Policies, Documents

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
City of South Perth Local Planning Scheme
City of South Perth Public Art Masterplan 2022-2025
City of South Perth Policy P101: Public Art and Art Collections
Public Art Toolkit - A Guide for Developers

10. Document Control

Adoption date	22 July 2014
Date Modified	26 April 2017, 31 October 2023
Strategic Community Plan Reference	Economy Environment (Built and Natural)



Local Planning Policy 2.4 Child Care Premises

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). This Policy may be cited as Local Planning Policy – Child Care Premises.

2. Purpose

To guide the location, design and operation of child care premises to ensure development is compatible with the amenity of the surrounding area.

3. Application

This policy applies to applications for development approval for child care premises or child day care centres within the City of South Perth (the City).

Where this policy is inconsistent with a local development plan, structure plan or other local planning policy that applies to a specific site or area, the provisions of that specific planning instrument shall prevail.

4. Objectives

- 4.1 To identify appropriate locational and site characteristics for child care premises with respect to activity centres and educational facilities.
- 4.2 To specify design and landscaping requirements for child care premises to complement the desired streetscape character of the locality.
- 4.3 To minimise the impact of child care premises on the surrounding locality, in particular the amenity of existing residential areas.

5. Development requirements

5.1 Location and site characteristics

5.1.1 Child care premises are to be located where they are:

- (a) On level sites, regular in shape and of sufficient size to accommodate all buildings, landscaping and site planning requirements; and/or
- (b) Within an 800m walkable catchment of an educational establishment;

- (c) Within an 800m walkable catchment of a 'Centre', 'Neighbourhood Centre' or 'Local Centre' zone as identified in the local planning scheme;
- (d) Within an 800m walkable catchment of a high frequency public transport route; and/or
- (e) Where they provide a strategic distribution of centres for the community it serves.

5.1.2 To reduce impact on traffic and residential amenity, child care premises shall not be located on lots with sole access provided from a cul-de-sac, right-of-way, private street or battle-axe access way.

5.2 Building design

5.2.1 Child care premises shall be designed to:

- (a) Address and orientate toward the primary street; and
- (b) Provide a clearly defined building entry point that is visible and accessible from the primary street.

5.2.2 Utilities and plant equipment including air conditioners, mechanical plant, piped and wired services, fire booster cabinets and service meters, shall be located away from or screened from any public street and/or adjacent property.

5.2.3 Outdoor play areas shall be located away from any adjoining noise sensitive premises such as dwellings and residential aged care facilities unless supported by an acoustic report from a suitably qualified professional.

5.2.4 Visual appearance of developments shall reflect the character of the area, enhance its amenity and ideally be purpose built or adapted to be suitable/appropriate for regular use of children.

5.2.5 Child care premises shall achieve the building height, plot ratio and minimum setbacks from lot boundaries in accordance with local planning scheme requirements.

5.3 Traffic, vehicle access and car parking design

5.3.1 A Transport Impact Statement (TIS) or Transport Impact Assessment (TIA) to address traffic management is required for all child care premises proposals in accordance with the Western Australian Planning Commission's Transport Impact Assessment Guidelines (Volume 4) to the satisfaction of the City.

5.3.2 All carparking associated with the child care premises shall be provided on site.

5.3.3 Vehicle access shall achieve the following:

- (a) Clearly defined entry point visible and accessible from the street;
- (b) Vehicles capable of entering and exiting the site in a forward gear;

- (c) Provide no more than one crossover with a maximum width of 6.0m;
- (d) Located to avoid existing street trees; and
- (e) All drop off and pick-up parking areas to provide safe and direct access from the car parking area to the entry point to the child care premises.

5.4 Fencing and Landscaping

- 5.4.1 Front fences shall not exceed a maximum height of 1.8m above natural ground level and be visually permeable above 1.2m to optimise passive surveillance of the street, subject to the need for noise mitigation and onsite security considerations.
- 5.4.2 Boundary fencing is required to be of masonry construction to the satisfaction of the City.
- 5.4.3 A landscaping plan is required to be submitted with the development application addressing the following to the satisfaction of the City:
 - (a) Landscaping of the front setback area to contribute positively to the streetscape;
 - (b) A minimum of 10 percent of the total site area, excluding outdoor play areas, is to be landscaped; and
 - (c) A minimum of one (1) tree per four (4) uncovered bays within at grade car parking areas.

5.5 Waste Management and Servicing

- 5.5.1 A waste management plan is required to be submitted with the development application to address the following to the satisfaction of the City:
 - (a) Waste storage areas shall:
 - (i) Be located behind the primary building setback line and screened from view from the street, public spaces and adjacent properties; and
 - (ii) Not be located abutting a shared residential property boundary.
 - (b) Waste trucks must enter and exit the site in a forward gear, with all manoeuvring carried out on site.

5.6 Operation

- 5.6.1 Child care premises shall operate between 7.00am to 7.00pm on weekdays and Saturdays, and not at all on Sundays and Public Holidays except where the following is demonstrated to the satisfaction of the City:
 - (a) Proposed hours meeting local demand for out of ordinary hours workforce; and

- (b) No adverse impacts from extended hours to the amenity of the adjoining land uses.

5.6.2 All servicing and deliveries to the site are to take place during operational hours and not during peak morning drop-off or peak afternoon pick-up periods of operation.

5.7 Noise

5.7.1 An acoustic report prepared by a suitably qualified person is required to be submitted with the development application to limit the impact of the centre on adjoining noise sensitive premises to the satisfaction of the City.

Where measures are recommended in the acoustic report, such measures are to be thereafter implemented to the satisfaction of the City.

5.8 Service Levels

5.8.1 In order to assess the impact to the local community that a proposed child care premises has on the level of service of similar or approved facilities, development applications are to include the following:

- (a) Information on the level of existing (or proposed) services in the locality; and
- (b) Proximity to other centres, population catchments for the proposed centre and the number of primary schools and kindergartens in the locality, together with the number of students at these facilities.

6. Definitions

Child care premises: *has the same meaning as under the Regulations, where:*

(a) an education and care service as defined in the Education and Care Services National Law (Western Australia) section 5(1), other than a family day care service as defined in that section, is provided; or

(b) a child care service as defined in the Child Care Services Act 2007 section 4 is provided.

The Child Care Services Act 2007 defines a child care service as: For the purposes of this Act, a child care service is a service providing or intended to provide education and care on a regular basis to children under 13 years of age (or such other age as may be prescribed for the purposes of this section) that —

(a) is not an education and care service under the national child care law; and

(b) is prescribed for the purposes of this Act as a type of service to which this Act applies.

High frequency public transport: *means a public transport route with timed stops that runs a service at least every 15 minutes during week day peak periods (7:00am to 9:00am and 5:00pm to 7:00pm).*

Primary street: *is the sole or principal public road that provides access to the major entry (front door) to the dwelling or building.*

Sensitive land use: *land uses that are residential or institutional in nature, where people live or regularly spend extended periods of time.*

7. Relevant legislation, policies, documents

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Department of Planning, Lands and Heritage – Draft Position Statement ‘Child care Premises’
Education and Care Services National Law (WA) 2012
Education and Care Services National Regulations (WA) 2012
Environmental Protection (Noise) Regulations 1997
Food Act 2008
Food Regulations 2009
City of South Perth Local Planning Scheme
City of South Perth Local Planning Policies

8. Document Control

Adoption date	OCM 23 March 2004
Date Modified	22 March 2005; 15 February 2011; 27 March 2012; 26 March 2013; 24 March 2015; 22 March 2016, 21 November 2023
Strategic Community Plan Reference	Economy Environment (Built and Natural)

Local Planning Policy 1.1 Residential Development

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy - Residential Development.

2. Purpose

The purpose of this policy is to provide amended deemed-to-comply provisions and local housing objectives to the Residential Design Codes Volume 1 (R-Codes) to guide low density residential development.

3. Application

- 3.1 This policy applies to all single houses, grouped dwellings and multiple dwellings subject to Part B of the R-Codes
- 3.2 When considering developments which do not meet the deemed-to-comply provisions of this policy, the proposal is to be assessed against the relevant objectives and local housing objectives of this policy and the design principles of the R-Codes.

4. Policy Objectives

- 4.1 To provide for high quality residential development which is compatible with the character, form and scale of existing residential development in the locality.
- 4.2 To ensure garage and carports are designed to complement streetscape continuity and are not dominant streetscape features.
- 4.3 To ensure street fencing positively contributes to the safety, security and visual amenity of the streetscape.

5. Development requirements

5.1. Street setback

- 5.1.1. Clause 5.1.2 of the R-Codes is modified to include the following deemed-to-comply requirement:

- C2.5 Subject to Clause 5.2.5 of the R-Codes (as amended by this policy), gate houses within the primary street setback area to a maximum building height of 3.5m,

maximum width of 2.0m, maximum post dimension of 300mm, and total area of 4.0m², as measured from the outside of the posts (refer Figure 1).

5.2. Lot boundary setback

- 5.2.1. Clause 5.1.3 of the R-Codes is modified to include the following additional deemed-to-comply requirement:

C3.5 Boundary walls shall be constructed to match the remainder of the development to the satisfaction of the City.

5.3. Setbacks of Garages and Carports

- 5.3.1. Clause 5.2.1 C1.2 of the R-Codes is replaced with the following deemed-to-comply requirement:

C.1.2 Carports set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1i, except that the setback may be reduced by up to 50 per cent of the minimum setback stated in Table 1 where:

- i. the width of the carport does not exceed 60 per cent of the frontage;
- ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent;
- iii. the carport roof pitch and posts, are to match the colours and materials of the dwelling; and
- iv. the carport does not incorporate enclosed storerooms.

5.4. Street Walls and Fences

- 5.4.1. Clause 5.2.4 of the R-Codes is replaced with the following deemed-to-comply requirements:

C4.1 Front fences within the primary street setback area that are visually permeable above 1.2m from natural ground level to a maximum height of 1.8m, measured from the primary street side of the front fence (refer Figure 2).

C4.2 Solid pillars that form part of front fences not more than 2.1m above natural ground level as measured from the primary street side of the fence, provided the dimensions of the pillars is not greater than 500mm. Pillars are to have a minimum separation distance of 1.5m.

C4.3 Fences within a secondary street setback area to a maximum height of 1.8m above natural ground level as measured from the street side of the fence, at the base of any retaining walls.

C4.4 Fencing within the primary street setback area shall be constructed of brick, stone, concrete, timber, wrought iron, tubular steel or glass.

- C4.5 For the purposes of housing a utility/meter box, solid fencing within the primary setback area is permitted where it is:
- i. a maximum 1.0m in width;
 - ii. a maximum 1.8m in height;
 - iii. aligned perpendicular to the street; and
 - iv. setback at least 1.5m from where a vehicle access point intersects with a street, including on neighbouring properties.

- 5.4.2. The following Local Housing Objective provides guidance for decision-making in considering a development application which does not meet the deemed-to-comply requirements of Clause 5.2.4:

- (a) On lots abutting primary distributor roads or district distributor roads/integrator arterial roads (i.e. Primary Regional Road Reserve, Other Regional Road Reserve or District Distributor Road Reserve), solid fencing above 1.2m in height within the street setback area may be considered for noise attenuation where fencing design and materials are proposed to provide visual interest such as metal screens, high quality timber or planting.

5.5. Sight Lines

- 5.5.1. Clause 5.2.5 of the R-Codes is modified to include the following additional deemed-to-comply requirement:

- C5.1 Within the 1.5m truncation area stipulated under C5, the following structures are permissible:
- i. A single pier with a maximum height of 2.1m as measured from natural ground level on the street side of the fence and a maximum dimension of 300mm; and
 - ii. Visually permeable fencing above 750mm to a maximum height of 1.8m, as measured from natural ground level on the street side of the fence.
 - iii. The level of visual permeability of fencing greater than 750mm in height within the visual truncation area is to be increased to a minimum of 80%.

Note: Refer Figures 3A & 3B.

5.6. Appearance of Retained Dwelling

- 5.6.1. Clause 5.2.5 of the R-Codes is modified to include the following additional deemed-to-comply requirement:

- C6.1 Where an existing dwelling is retained as part of a grouped dwelling development, the outdoor living area may be located in the street setback area where demarcated via the use of paving and fencing to the satisfaction of the City.

6. Explanatory figures/images

Figure 1 – Gate Houses

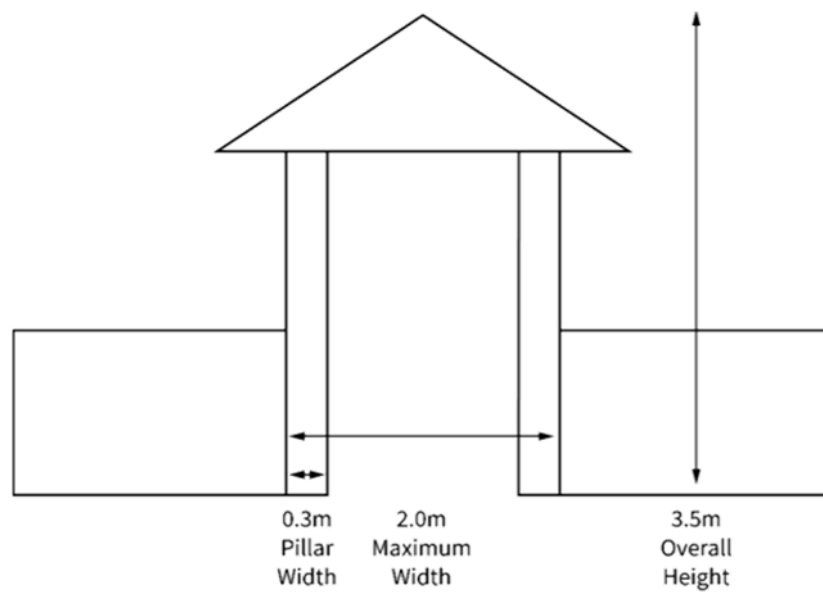


Figure 2 – Primary Street Fencing

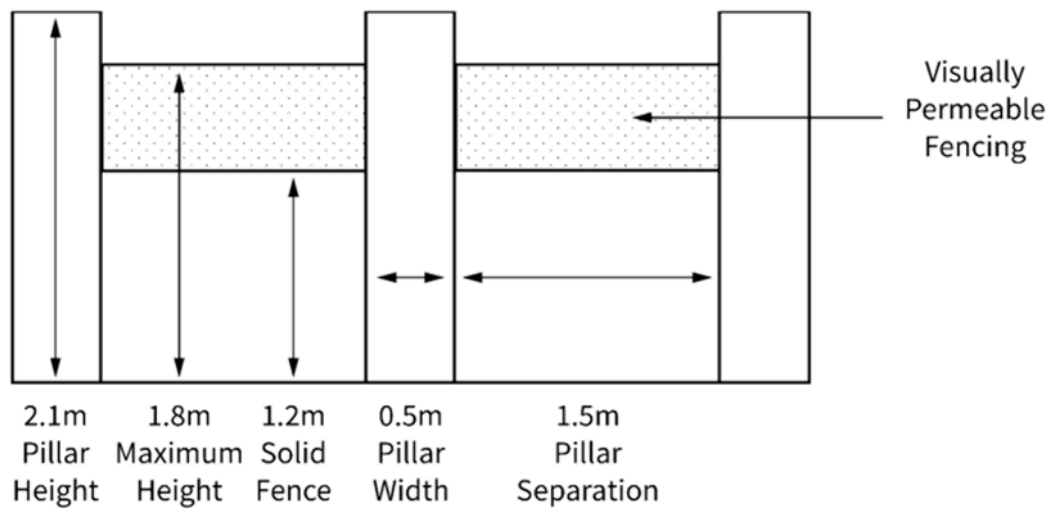


Figure 3A – Sight Lines

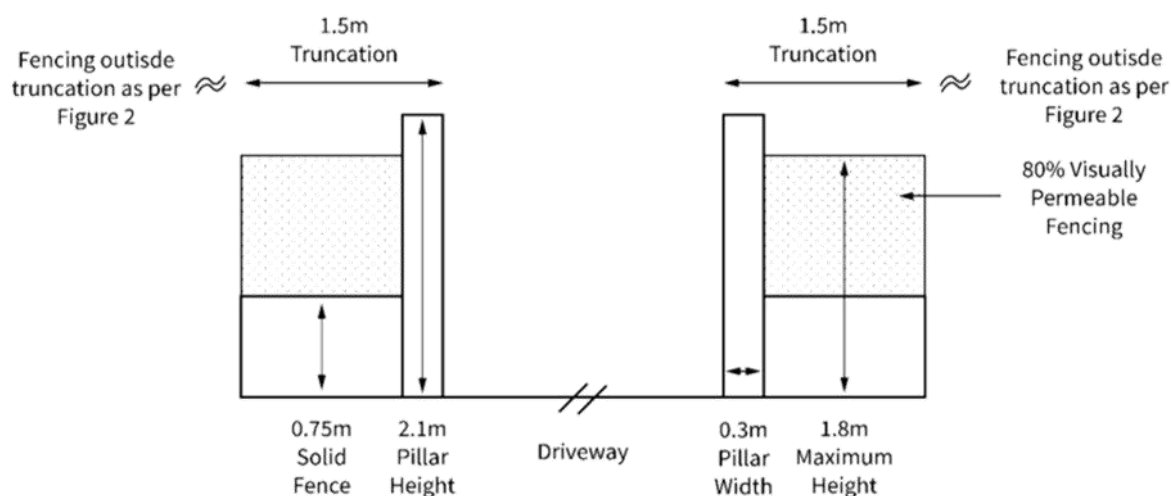
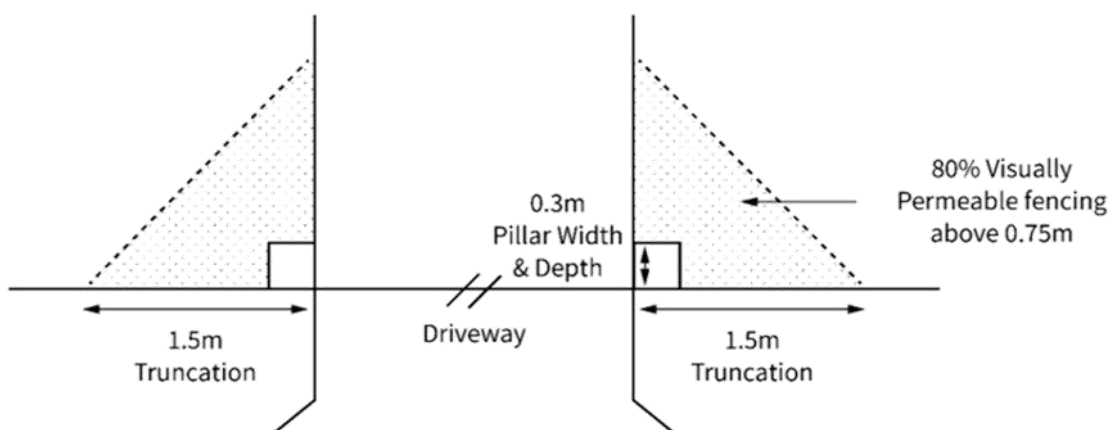


Figure 3B – Sight Lines



7. Definitions

Gatehouse: means a roofed open-sided entry feature which may or may not be incorporated into front fencing.

8. Relevant legislation, policies, documents

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
City of South Perth Local Planning Scheme No. 7
City of South Perth Local Planning Policies
Residential Design Codes Volume 1

9. Document Control

Adoption date	OCM 28 May 2024
Date Modified	None
Strategic Community Plan Reference	Environment (Built and Natural)

LPP 1.2 Building Height

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy – Building Height.

2. Purpose

Under the City's former Town Planning Scheme No. 6 (TPS 6), building height was measured using a specific methodology. The TPS 6 provisions resulted in greater height being permitted, particularly for buildings on sloping sites, compared to building height provided for under State Planning Policy 7.3 - Residential Design Codes Volume 1 (R-Codes). This has resulted in a unique form of development across the City of South Perth (the City).

To provide for consistency with the established built form of residential development in the City, this Policy provides supplementary Local Housing Objectives to be considered when determining applications for single houses and grouped dwellings which do not satisfy the deemed-to-comply requirements of design element 5.1.6 of the R-Codes. These objectives will ensure new development is in keeping with existing development approved under the former TPS 6 provisions.

3. Application

This local planning policy applies to all single house and grouped dwelling developments in the City.

Where this local planning policy is inconsistent with a local development plan, precinct structure plan or local planning policy that applies to a specific site or area, the provisions of that specific a local development plan, precinct structure plan or local planning policy shall prevail.

4. Policy Objectives

- 4.1 To ensure the height of buildings are consistent with the established scale of development in a given locality.
- 4.2 To ensure the height of buildings do not unduly impact the streetscape or neighbouring properties.

5. Policy Statement

The following Local Housing Objectives provide guidance for decision-making in considering a development application for development which does not satisfy the deemed-to-comply requirements of design element 5.1.6 – Building Height:

- 5.1 Building height considers and responds to the natural topography of the site.
- 5.2 Building height on sloping sites responds to any necessary site works and minimises cumulative building bulk impacts to neighbouring properties.
- 5.3 Building height is consistent with the predominant height of the buildings within the immediate surrounding area.
- 5.4 Building height contributes, and is consistent with, the established streetscape within the surrounding area.
- 5.5 Building height is located to reduce impacts of building bulk to the street.
- 5.6 Lot boundary setbacks that correspond to the height of a building and minimises the impact of bulk and scale on neighbouring properties.

6. Relevant legislation, policies, documents

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
City of South Perth Local Planning Scheme
State Planning Policy 7.3 - Residential Design Codes
Local Planning Policy – Salter Point Escarpment

7. Document Control

Adoption date	OCM 27 February 2024
Date Modified	None
Strategic Community Plan Reference	Environment (Built and Natural)

Strategic Direction *Environment (Built and Natural)*

Policy P350.01 Environmentally Sustainable Building Design

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

Buildings designed and built according to sustainable design principles can save energy, water and money while being comfortable to occupy. The City of South Perth is committed to sustainable practices that enhance the quality of life of the community.

Policy Objectives

To create environmentally sustainable building design requirements for new developments and substantial additions to existing buildings. While minimum standards are required for most buildings, the City encourages developments to achieve higher than required standards.

Policy Scope

This policy applies to all development in the City of South Perth, with the exception of:

- Single houses and grouped dwellings;
- Buildings used for any industrial use class in the zoning table of the City of South Perth's Town Planning Scheme;
- Any development with a Gross Floor Area (GFA) of less than 1,000 m²;
- Refurbishments of existing buildings over 1,000m² GFA not involving substantial structural or internal alteration and all refurbishments to buildings under 1,000m².

Policy Statement

- All development to which this policy applies is to achieve and provide certification of at least a four star rating under the relevant Green Star rating tool, or equivalent.
- Council may exercise discretion to waive or modify the requirements of the policy in the case of development where either of the following circumstances apply:
 - refurbishment of a building included on the Heritage List under clause 6.11 of the Scheme where, in the opinion of the Council, adherence to the requirements of Clause 1 would detrimentally impact on the heritage values of the building.
 - Where the applicant is able to demonstrate, to the satisfaction of the Council, that a more appropriate rating tool than Green Star exists and will be applied to achieve equivalent or greater performance standards than required by Green Star.
 - Where no suitable sustainability rating tool has yet been developed for assessment of the type of development proposed.
- Where an application for planning approval is made to commence or carry out development as referred to in Clause 1, unless the Council waives any particular requirement, the application shall be accompanied by a written statement signed by the applicant and/or owner stating:

- a) an assessor accredited by the Green Building Council of Australia formed part of the design team and contributed to the overall design of the proposal; and
 - b) acknowledging that the applicant and/or owner is aware of and on completion of the development will be able to meet the requirements of Clauses 1 and 4 of this policy.
4. Where a development meets the requirements of Clause 1 and is not exempt under 2 a condition shall be placed on the approval that states:

Prior to the issue of a building permit, the owner is to submit to the Council a copy of documentation from the Green Building Council of Australia certifying that the development achieves a Green Star rating of at least 4 Stars.

Legislation / Local Law Requirements

City of South Perth Town Planning Scheme No. 6

Other Relevant Policies / Key Documents

City of South Perth Sustainability Strategy
P202 Energy Conservation
P208 Ecologically Sustainable Building Design
P211 Water Sensitive Urban Design

Green Building Council of Australia www.gbca.org.au

Page 2 of 2

Policy Number: P350.01
Council Adoption: 26 August 2014
Reviewed/Modified: 03/16

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

Policy P350.09 Significant Views

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

POLICY OBJECTIVES

1. To give balanced consideration to the reasonable expectations of both existing residents and applicants proposing new development with respect to a significant view.

POLICY SCOPE

1. This Policy applies to all proposed residential development throughout the City which may affect existing significant views available from adjoining properties.
2. This Policy does not apply to any residential development in Precinct 13 - Salter Point assigned a building height limit of 3.0 metres, 3.5 metres or 6.5 metres.

POLICY STATEMENT

1. Definition of a Significant View

For the purpose of this Policy, the term 'significant view' means a panorama or a narrower vista seen from a given vantage point, not obtainable from the majority of residential properties within the City. Examples of a 'significant view' include views of the Perth City skyline, the Swan or Canning River, suburban townscape, parkland or treescape.

2. Design Considerations Relating to a Significant View

2.1 Information Requirements

Where a significant view from an adjoining property may be impacted by a proposed development, the applicant shall submit plans and/or photographs demonstrating the impact upon significant views.

2.2 Factors to Consider

The City will assess the proposal considering the objectives of this Policy. The City may require modifications to the design of the proposed building to enable the adjoining property to retain a significant view. Accordingly, the following elements of the proposed building may be required to be modified:

- (a) Setbacks from the street and lot boundaries;
- (b) Floor size;
- (c) Roof form; and
- (d) Any other design element that impacts upon views.

Advice Notes

Clause 1.1 expands the accompanying information requirements of the R-Codes clauses 3.2 and 3.3.

Definitions

Refer to next page.

2.3 Normal Development Entitlements Retained

The City will not require the following elements of the proposed development to be modified:

- (a) A reduction to permitted residential density; or
- (b) A reduction to building height in terms of the number of storeys that the building height limit would normally permit.

Definitions (from previous page)

Refer to TPS6
Schedule 1:
- Building Height Limit
- Development
- Residential
- Residential Development
- Precinct

LEGISLATION/ LOCAL LAW REQUIREMENTS

City of South Perth Town Planning Scheme No. 6
Residential Design Codes of Western Australia
Building Code of Australia

Refer to R-Codes
Appendix 1:
- Adjoining Property
- Building
- Lot boundary
- Setbacks
- Street Boundary

OTHER RELEVANT POLICIES/ KEY DOCUMENTS

City of South Perth Planning Policies

Local Planning Policy 7.2 Significant Views

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). This Policy may be cited as Local Planning Policy 7.2 – Significant Views.

2. Purpose

To guide the siting and design of residential development to support an appropriate balance between access to views of significance from existing residential development and the ability to develop land.

3. Application

- 3.1 This policy applies to applications for development approval that require a Design Principle assessment related to access to views of significance, where variations to the Deemed-to-Comply requirements of Building height (clause 5.1.6 in Part B and clause 3.2 in Part C) of the Residential Design Codes Volume 1 (R-Codes) are proposed.
- 3.3 Where this policy is inconsistent with a local development plan, structure plan or other local planning policy that applies to a specific site or area, the provisions of that specific planning instrument shall prevail.

4. Objectives

- 4.1 To achieve a balanced outcome between the ability to develop land and the impact of residential development on the surrounding locality, in particular access to views of significance from existing residential development.
- 4.2 To ensure that where building heights greater than those permitted under the R-Codes are proposed, the location and scale of these portions of development are designed appropriately to maintain reasonable access to views of significance.

5. Development Requirements

5.1 General

- 5.1.1 Access to views of significance shall be considered as part of the design process, to the extent that it is possible to design a dwelling to enjoy the view, but not to the exclusion of others.

5.1.2 Development which causes a significant discontinuity to an existing view of significance or interrupts the continuity of a panoramic view may be considered unacceptable.

5.1.3 In determining whether it is appropriate to maintain access to views of significance, the City will consider the relative impact of the proposed development having regard to other development which might reasonably be anticipated in the locality. Development that might reasonably be expected to occur in the locality or on the subject site would include a dwelling with a deemed-to-comply building height.

5.2 Applications for Development Approval – Accompanying Material

5.2.1 A Viewshed Analysis may be required for proposed development that may impact access to views of significance and shall include the following:

- (a) Identification for each depiction/model as to which location (e.g. affected property and specific room) the view is seen.
- (b) Depiction/modelling views from all material view sources (e.g. if a view is impacted from one part of a room but maintained from another part of a room).
- (c) Depiction/modelling that states whether it is from a standing or a seated position.

5.3 Building Height

5.3.1 Variations to building heights prescribed in the R-Codes may be considered appropriate where the proposed building height:

- (a) Is consistent with the building heights of existing and adjacent buildings in the locality.
- (b) Ensures access to views of significance are maintained where appropriate.

5.4 Access to Views of Significance

5.4.1 Access to views of significance applies to any affected property's views of significance.

5.4.2 The impact on amenity as a result of variations to building height is limited to adjoining properties.

5.4.3 In considering whether the impact of access to views of significance is acceptable, the City will consider the impact against the four key factors outlined below:

5.4.4 Affected view – Weight given based on the value of the view

- (a) River views are valued more highly than other significant views.
- (b) Whole views are valued more highly than partial views (e.g. a water view in which the interface between land and water is visible is more valuable than one in which it is obscured).

5.4.5 Viewing point – Weight given based on the reasonableness of protecting the view

- (a) Retention of access to views of significance across front and rear boundaries affords more weight than those over side boundaries.
- (b) Access to views of significance from a standing position will be afforded greater protection than views from a seated position.

5.4.6 View impact – Weight given based on the significance of impact on views

- (a) Impact on access to views of significance is to be considered across the whole property, not just a view which will be impacted by the development.
- (b) The impact on access to views of significance from regularly occupied areas such as living rooms and kitchens is more significant than impact on views from bedrooms or service areas.

5.4.7 Planning framework – Weight given based on the reasonableness of the proposal

- (a) Where an impact on access to views of significance arises as a direct result of an element of the design where discretion is sought, such as setbacks or building height, the City may consider moderate impacts unreasonable.
- (b) Where a design requiring discretion is necessitated to address functionality or site constraints, the City will consider whether the applicant has considered design alternatives that achieve the same development potential and amenity whilst reducing the impact on views.

6. Consultation

- 6.1 If in the opinion of the City, affected properties are likely to have access to views of significance impacted by the proposed development, the affected landowners and occupiers shall be notified in writing of the proposed development for 14 days.
- 6.2 Where no response is received within the time specified from the date of notification, the City may proceed to determine the proposal on its merits and issue a determination.

7. Definitions

Affected property: *means any lot:*

- *on which any dwelling for which provision is made in the R-Codes may be constructed under LPS 7; and*
- *which shares a boundary or portion of a boundary with a lot on which there is a proposed residential development site or is separated from that lot by a right-of-way, vehicle access way, pedestrian access way, access leg of a battleaxe lot or the equivalent not more than 6m in width.*

- Building height:** *means the distance between the point where the base of the wall meets the natural ground level and measured to the highest point of a wall or roof of a building vertically above that point, excluding minor projections.*
- Habitable room:** *means a room/space used for normal domestic activities that includes:*
- *a bedroom, living room, lounge room, music room, sitting room, television room, kitchen, scullery, dining room, sewing room, study, playroom, family room, sunroom, gymnasium, fully enclosed swimming pool or patio;*
- but excludes:*
- *a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, hallway, lobby, photographic darkroom, clothes drying room, verandah and unenclosed swimming pool or patio and other spaces of a specialised nature occupied neither frequently nor for extended periods.*
- Minor projection:** *means, in relation to the height of a building: a chimney, vent pipe, aerial or other appurtenance of like scale; in relation to a wall: a rainwater pipe, vent pipe, eaves overhang, cornice or other moulding or decorative feature, provided that the projection does not exceed 0.75m measured horizontally.*
- Natural ground level:** *means the levels on a site which precede the proposed development, excluding any site works unless approved by the decision-maker or established as part of subdivision of the land preceding development.*
- Outdoor living area:** *means the area external to a single house, grouped or multiple dwelling to be used in conjunction with that dwelling such that it is capable of active or passive use and is readily accessible from the dwelling.*
- Significant view:** *means a view to one or more of the following:*
- (a) *Derbarl Yerrigan (the Swan River)*
 - (b) *Djarlgarro Beelier (Canning River)*
 - (c) *Kaarta Gar-up (Kings Park)*
 - (d) *Boorloo (Perth City) skyline*

7. Relevant legislation, policies, documents

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Residential Design Codes Volume 1
City of South Perth Local Planning Scheme No.7

City of South Perth Local Planning Policies

8. Document Control

Adoption date	
Date Modified	
Strategic Community Plan Reference	Environment (Built and Natural)

CITY OF SOUTH PERTH

CORPORATE BUSINESS PLAN 2025/26–2028/29

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

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

MESSAGE FROM THE CEO

I am pleased to present the City of South Perth's Corporate Business Plan (CBP) 2025/26–2028/29.

This plan sets out the City's priorities over the next four years and provides a road map for delivering services and projects that reflect the aspirations of our community, as outlined in the Strategic Community Plan 2021–2031.

Looking ahead, we are preparing for changes in legislation that will see the introduction of a new 'Council Plan' to replace the existing Strategic Community Plan and Corporate Business Plan. We will begin this important strategic review during 2025/26.

In developing this CBP, we have carefully considered the risks, opportunities and external influences that impact our sector — from economic shifts and environmental challenges to evolving community needs and emerging technologies.

We remain committed to being flexible and responsive in delivering what matters most to our community, while maintaining strong financial sustainability.

The City's leadership team looks forward to working alongside our Elected Members and leading the City's dedicated employees as we continue to deliver high quality services and projects that support our community and bring our shared vision to life.

Garry Adams
Acting Chief Executive Officer

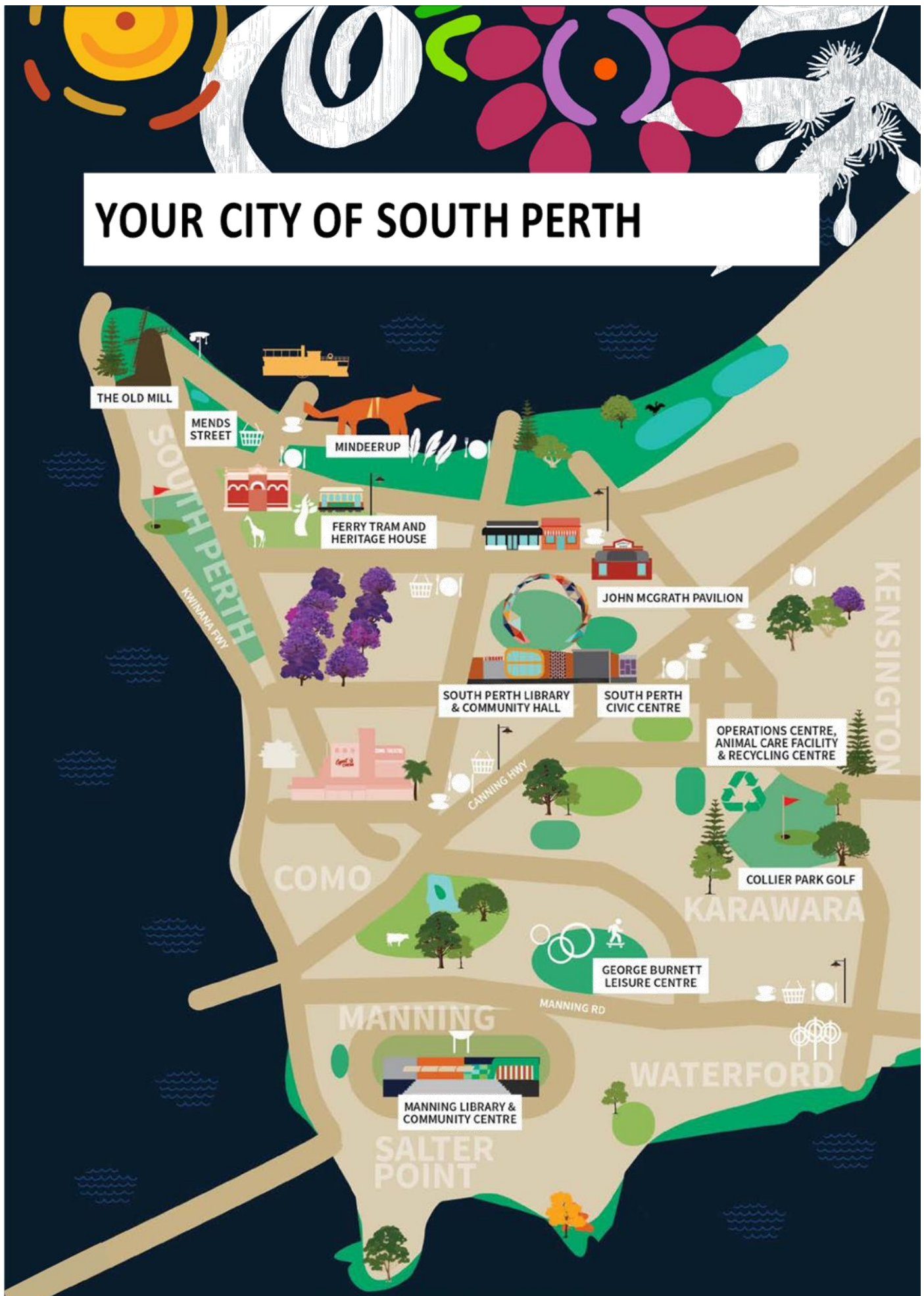
OUR CITY

The City of South Perth (the City) is a progressive and culturally diverse local government which prides itself on delivering exceptional services to the community.

The City is an inner city local authority, within almost 20km² of land bounded by the Swan and Canning rivers. With the current population forecast at over 47,000 residents, the City is predominantly residential, however features major community attractions such as Mindeerup, the South Perth Foreshore, Perth Zoo, Collier Park Golf Course, the Ferry Tram and the Old Mill.

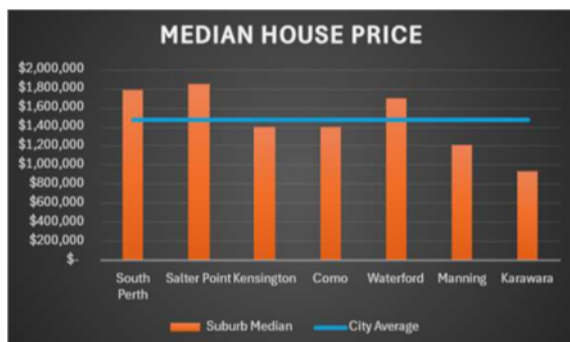
The City is preparing for significant and sustained growth, with our population and number of dwellings expected to increase significantly over the coming years. Given the substantial growth that is projected, we have committed to developing and implementing plans, strategies and projects to address the changing needs of our rapidly growing community.

We have a beautiful City, widely recognised for our aesthetic appeal, amenity and connection to heritage. We are committed to being a responsive and effective public service provider to our diverse and growing community.

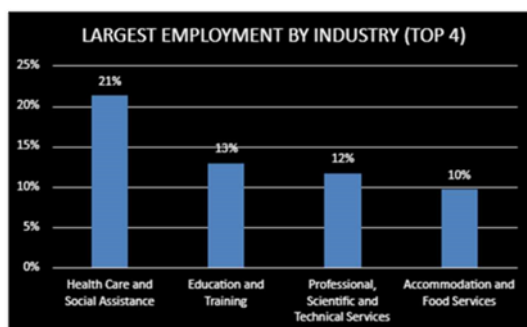


ABOUT OUR CITY

- 20.5% of people used a language other than English
- 39 Median Age
- 43% University Qualification
- 35% Born Overseas
- 1.5% Aboriginal and Torres Strait Islander Population
- 31% Lone Person Households
- \$1,994 Median weekly household income
- 31.4% Total Households with Children
- 20,885 Private Dwellings
- Median House Price (graph below)



- 5,262 Local Businesses
- 17,086 Local Jobs
- 14,107 Local Workers
- \$2.9 billion GRP / 0.65% of WA
- Largest Employment by Industry (Top 4) (graph below)



- 284km Pathways
- 200km Roads
- 391ha Reserves
- 11 Sports Spaces
- 53 Play Spaces
- 21,394 Street Trees

FOR AN IN-DEPTH OVERVIEW VISIT WWW.CITYOFKARAWARA.COM.AU

EXTERNAL TRENDS, OPPORTUNITIES AND CHALLENGES

To ensure effective planning and delivery of community objectives, we have considered the following current and emerging trends that present both opportunities and challenges.

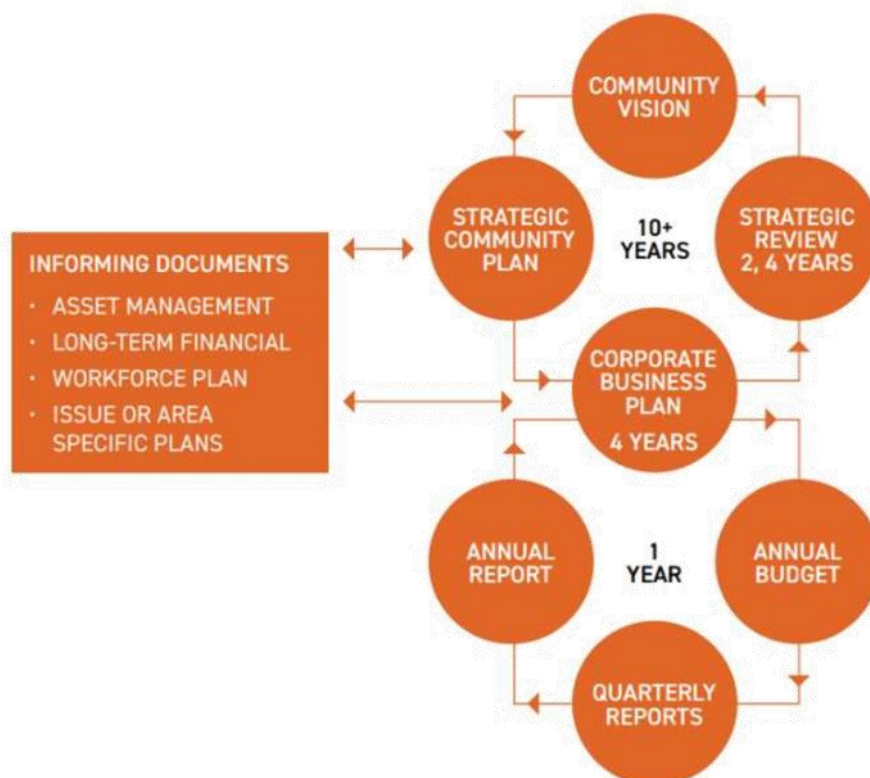
AREA	TRENDS/OPPORTUNITY/CHALLENGES
ROLE OF LOCAL GOVERNMENT	Local governments are going above and beyond the traditional 'roads, rates and rubbish' with increased pressure to provide additional services that meet the evolving needs and expectations of their communities. There is an opportunity to increase public participation in the proactive planning and strategic direction for the City to ensure services and infrastructure meet the needs of the community now and into the future.
ECONOMIC	<p>Local government collaborates with State and Federal Governments to facilitate sustainable economic development and has a direct impact on broader economic productivity.</p> <p>Strategic planning for employment areas, promotion of local business districts, urban infrastructure and placemaking and the circular economy are contributing to productivity of other sectors.</p> <p>Lack of competition and resulting increased costs, particularly in the construction industry, has an impact on economic growth through decreased development activity and access to housing.</p>
RESOURCING	Strong economic activity and a rising employment rate has created a growing demand for skilled workers and a competitive market for the retention of talented employees between both government and private organisations. Ongoing challenges exist for local governments in obtaining the people resources needed to operate effectively.
CLIMATE CHANGE	<p>Changes to the world's climate and the dependence on limited natural resources continues to impact local communities.</p> <p>Local governments must prioritise climate resilience through investments and initiatives including actively managing resource consumption, urban greening, reducing greenhouse gas emissions and promoting sustainable practices.</p>
TECHNOLOGY	Opportunities through the use of new technologies and artificial intelligence are continually emerging. With the State Government investing more in creative technology and innovation, there are opportunities to provide 'smarter and real time' service delivery. Addressing constantly shifting cyber security threats is an ongoing challenge critical in the protection of the City's digital assets. Online methods of communication and engagement with community members are being embraced, with an emphasis on public participation.
POPULATION GROWTH & DEMOGRAPHIC CHANGES	The City's population is expected to increase over the coming years. The City's ability to manage this increase including the changes to infrastructure, services, amenity and community programs requires a strategic partnership between all levels of government and closer collaboration with key industries and the community.
LEGISLATIVE REFORM	Reform of the <i>Local Government Act</i> and climate change legislation is expected to have a significant impact on the City's operations, changing established systems and processes.

INTEGRATED PLANNING AND REPORTING

The Integrated Planning and Reporting Framework (IPRF) provides the City with an integrated approach to strategic organisational planning and ensures the community's vision, priorities and aspirations are translated into operational objectives. This is prescribed through the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*. The IPRF is also a mechanism for monitoring the City's performance and delivery of these objectives to ensure the best outcomes for the community.

DEMOCRACY
25.5.20

INTEGRATED PLANNING AND REPORTING PROCESS



5. STRATEGIC COMMUNITY PLAN

ANNA 3.0.0
6/1/2025

INFORMING PLANS

Strategic Community Plan (SCP)

A 10-year plan capturing the community's aspirations and providing the strategic direction that is required for the organisation to deliver on community and stakeholder expectations.

Corporate Business Plan (CBP)

A 4-year plan that defines how the City will achieve the aspirations in the SCP by identifying four year priorities, services, projects and actions to be implemented. The CBP is supported by informing documents and resourcing plans to enable implementation.

Annual Budget

A 1-year plan based on the projected costing of year one of the CBP, with opportunity to review during the mid-year budget review process.

Long Term Financial Plan (LTFP)

A 10-year plan that guides the City's approach to delivering infrastructure and services to the community in a financially sustainable and affordable manner.

Workforce Plan (WP)

A 4-year plan that identifies the workforce requirements and strategies for current and future operations, outlining how the City will invest in its workforce to deliver high quality community outcomes.

Asset Management Plans (AMP)

Minimum 10-year plans, that outline the asset activities and programs for each service area and resources applied to provide a defined level of service in the most cost-effective way.

Business Unit Plans

Annual plans which inform the development of the CBP by identifying and integrating the services and projects to be delivered.

PERFORMANCE REPORTING

Quarterly progress reports are issued via the City's Audit, Risk and Governance Committee (ARGC) to update Council and the community about the implementation of the CBP. These reports summarise the progress of projects and measures of success as key deliverables for the year. Annual performance is also measured and reported in the City's Annual Report.

This process ensures we continue to work towards delivering initiatives and actions that are aligned with achieving the aspirations identified in the SCP and the priorities of Council.

OTHER CITY PLANS AND STRATEGIES

The following plans and strategies also form part of the CBP development and provide integration with the City's overall IPRF and the delivery of the SCP. The City has recently developed a framework to ensure the City effectively plans for issue or area specific needs.

Access and Inclusion Plan	Local Planning Scheme # 7
Asset Management Plan	Local Planning Strategy
Buildings Asset Management Plan	Long Term Financial Plan
Bushfire Risk Management Plan	Parking Strategy
Canning Bridge Precinct Structure Plan	Payment In Lieu of Parking Plan
Challenger Reserve Masterplan	Public Art Masterplan
Clontarf, Waterford, Salter Point Masterplan	Public Health Plan
Community Recreation Facilities Plan	Public Open Space Plan
Community Safety & Crime Prevention Plan	Reconciliation Plan
Cultural Plan	South Perth Precinct Structure Plan
Customer Service Plan	South Perth Foreshore Strategy and Management Plan
George Burnett Recreation Precinct Master Plan	Sports Oval Floodlight Plan
Green Plan	Strategic Internal Audit Plan
Greenhouse Gas Emissions Forecasting and Carbon Reduction Roadmap	Strategic Tree Management Plan
Integrated Catchment Management Plan	Urban Greening Strategy
Integrated Transport Plan	Waste and Resource Management Plan
Joint Bike Plan	Waste Plan
Karawara Pedestrian and Cycle Access Plan	Water Management Plan
Kwinana Freeway Foreshore Management Plan	Workforce Plan
Land Utilisation Plan	Youth Plan
Local Heritage Survey	



DELIVERY PLAN



DELIVERY PLAN SUMMARY

The delivery plan outlines the services and projects that the City will undertake in the next four years. These, along with the performance measures are outlined under each of the Strategic Community Plan outcome areas.

COMMUNITY A DIVERSE, CONNECTED, SAFE AND ENGAGED COMMUNITY	ECONOMY A THRIVING CITY ACTIVATED BY INNOVATION, ATTRACTIONS AND OPPORTUNITIES
Services <ul style="list-style-type: none"> • Animal Management • Arts and Culture • Asset Management • Collier Park Golf Course • Community Connection, Health and Wellbeing • Community Safety and Emergency Management • Environmental Health • Facilities Management • Libraries and Lifelong Learning • Local History • Recreation Services 	Services The following services contribute towards the achievement of the strategies within the Local Business and Activated Places outcome area but are listed in detail in other outcome areas of the CBP: <ul style="list-style-type: none"> • Arts and Culture • Strategic Planning • Communications and Marketing • Information Systems
Projects <ul style="list-style-type: none"> • Access and Inclusion Plan • Capital Projects Delivery • Challenger Reserve Masterplan • Community Recreation Facilities Plan • Community Safety and Crime Prevention Plan • Cultural Plan • Public Health Plan • Underground Power Program • Youth Plan 	Projects <ul style="list-style-type: none"> • South Perth and Canning Bridge Precinct Structure Plans • South Perth Foreshore Strategy and Management Plan

ENVIRONMENT (BUILT AND NATURAL) SUSTAINABLE URBAN NEIGHBOURHOODS	LEADERSHIP A VISIONARY AND INFLUENTIAL LOCAL GOVERNMENT
Services <ul style="list-style-type: none"> • Building Services • Environmental and Sustainability Management • Integrated Catchment Management • Open Space Management • Parking • Plant Nursery • Statutory Planning • Strategic Planning • Transport Network Management • Waste and Cleansing Services 	Services <ul style="list-style-type: none"> • Advocacy and Partnerships • Communications and Marketing • Contracts, Procurement and Purchasing • Customer Service • Elected Members • Financial Management • Fleet Management • Governance and Risk • Grant Funding Support • Human Resources • Information Systems • Infrastructure Financial Analysis and Reporting • Infrastructure Services Support • Land Asset Management • Project Management Support • Rating Services • Stakeholder Engagement • Strategy and Performance • Work Health and Safety
Projects <ul style="list-style-type: none"> • Clontarf Waterford Salter Point Foreshore Masterplan • Collier Park Golf Course • Integrated Drainage Catchment Management Plan • Integrated Transport Plan • Joint Bike Plan • Kwinana Freeway Foreshore Management Plan • Local Heritage List • Parking Plan • State Waste Plan • Urban Greening Strategy 	Projects <ul style="list-style-type: none"> • Annual Budget • Annual Financial Report • Asset Management Strategy • Corporate Business Plan • Internal Audit Program • Land Utilisation Plan • Long-Term Financial Plan • South Perth Foreshore River Wall • Strategic Community Plan (Council Plan) • Work Health and Safety Management System • Workforce Plan

COMMUNITY

ASPIRATION: OUR DIVERSE
COMMUNITY IS INCLUSIVE,
SAFE, CONNECTED AND
ENGAGED

1.1 CULTURE AND COMMUNITY

Strategies	
1.1.1	Develop, facilitate and/or support events, services and programs to respond to community needs and priorities
1.1.2	Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City
1.1.3	Celebrate, support and value heritage and culture within the City for present and future generations
1.1.4	Encourage volunteering that benefits our community
Services & Sub Services	
Arts and Culture	
Provides opportunities to access and participate in arts and culture through events, activations, installation of public art and community capacity building	
<ul style="list-style-type: none"> Cultural Development Events and Activation 	<ul style="list-style-type: none"> Public Art
Community Connection, Health and Wellbeing	
Encourages and supports community connection, health and wellbeing through the provision of social interaction opportunities and educational programs	
<ul style="list-style-type: none"> Access and Inclusion Community Development Community Funding Community Partnerships 	<ul style="list-style-type: none"> Families, Children and Youth Seniors Volunteer Governance
Local History	
Safeguards and celebrates the local history of the community. Manages the preservation of historical collections and provides educational opportunities to enhance knowledge of the history of the local area	
<ul style="list-style-type: none"> Education and support 	<ul style="list-style-type: none"> Preservation
Libraries and Lifelong Learning	
Fosters community engagement and supports lifelong learning and literacy through the provision of a robust library service and the development of various programs, events and opportunities with the aim of improving the knowledge, skills, literacy and competency of the community	
<ul style="list-style-type: none"> Adult Learning Digital Literacy Early Years, Children, Families and Young Adults 	<ul style="list-style-type: none"> Library Services Information Services
Recreation Services	
Plans, coordinates and delivers recreational programs and facilities to meet community needs and priorities	
<ul style="list-style-type: none"> Club Development Activations 	<ul style="list-style-type: none"> Recreation Programs

Projects	2025/26	2026/27	2027/28	2028/29
Access and Inclusion Plan 2022–2027				
Implement the actions as detailed in the City's Access and Inclusion Plan	•	•	•	•
Cultural Plan 2023–2028				
Implement the actions as detailed in the City's Cultural Plan and reference as part of the Cultural and Social Strategy	•	•	•	•
Youth Plan 2021–2025				
Implement the actions as detailed in the City's Youth Plan and reference as part of the Cultural and Social Strategy	•	•	•	•

Measures of Success			
Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
Event attendee satisfaction	The amount of people who respond that they are satisfied with the events held by the City	Maintain satisfaction rate above 70%	Arts and Culture
Event attendee targets	The number of people attending the City's community events and partnership events	Obtain the targeted number of 10,000 people per annum at community events delivered by the City and partnering organisations	Arts and Culture
Annual library visits (physical and digital) per capita	The number of people visiting or attending the City's two libraries / City of South Perth population	≥5 visits per capita annually (ALIA ¹ minimum benchmark)	Libraries and Lifelong Learning
Social impact of library-run educational and literacy programs	Percentage of participants reporting a positive impact, including increased confidence, skills, learning or social connection, based on post-program surveys	80% of participants report a positive impact	Libraries and Lifelong Learning
Attendance at library-run educational and literacy programs	Total number of participants in library programs annually (early years, digital literacy, creative workshops, etc.) / City of South Perth population	0.3 attendance per capita (ALIA minimum benchmark)	Libraries and Lifelong Learning
User satisfaction with library resources and collections	Percentage of users rating collection as 'good' or 'excellent' in biennial survey	≥80% satisfaction	Libraries and Lifelong Learning
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 70%	Recreation Services
Recreation Programs Satisfaction	The number of program users who respond that they are satisfied with the Recreation Programs offered by George Burnett Leisure Centre	Maintain satisfaction rate above 70%	Recreation Services

¹ Australian Library and Information Association

1.2 COMMUNITY INFRASTRUCTURE

Strategies	
1.2.1	Maintain, plan, develop and facilitate community infrastructure to respond to community needs and priorities
1.2.2	Develop, manage, maintain and optimise the use of the City's properties, assets and facilities
1.2.3	Plan for and promote the development of recreation facilities to service City of South Perth needs

Services & Sub Services	
Asset Management	
Provides asset management leadership to the City through a coordinated, holistic approach to achieve the City's asset management objectives and ensure compliance with local government reporting requirements	
<ul style="list-style-type: none"> Asset Information Management Asset Management Planning and Governance 	<ul style="list-style-type: none"> Asset Valuations and Capitalisation Asset Services and Performance Evaluation
Collier Park Golf Course	
The Collier Park Golf Course is a 27 hole public golf course with a mini golf course. It is managed by an outsourced golf course operator on land leased from the City. The City maintains the golf course, mini golf course and the surrounding wetlands and natural areas.	
<ul style="list-style-type: none"> Golf Course Maintenance 	
Facilities Management	
Ensures the City's facilities are developed, renewed, upgraded and/or maintained in accordance with the City's asset management requirements and standards	
<ul style="list-style-type: none"> Facility Construction 	<ul style="list-style-type: none"> Facility Maintenance and Renewal
Recreation Services	
Plans, coordinates and delivers recreational programs and facilities to meet community needs and priorities	
<ul style="list-style-type: none"> Recreation Planning 	<ul style="list-style-type: none"> Recreation Facility Management

Projects	2025/26	2026/27	2027/28	2028/29
Capital Projects Delivery – Engineering				
Deliver the Capital Works Program in relation to the renewal and upgrade of City assets including roads and footpaths, in accordance with the 10 Year Capital Works Plan	•	•	•	•
Capital Projects Delivery – Facilities				
Deliver the Capital Works Program in relation to the renewal and upgrade of City facilities, in accordance with the 10 Year Capital Works Plan	•	•	•	•
Capital Projects Delivery – Fleet				
Deliver the Capital Works Program in relation to the renewal and upgrade of City fleet assets in accordance with the 10 Year Fleet Replacement Plan	•	•	•	•
Capital Projects Delivery – Parks				
Deliver the Capital Works Program in relation to the renewal and upgrade of parks infrastructure, in accordance with the 10 Year Capital Works Plan	•	•	•	•

Projects	2025/26	2026/27	2027/28	2028/29
Capital Projects Delivery – Waste				
Deliver the Capital Works Program in relation to the renewal and upgrade of City waste assets, in accordance with the 10 Year Capital Works Plan	•	•	•	•
Challenger Reserve Masterplan				
Develop the detailed design, cost estimates and undertake stakeholder and community engagement to progress the Challenger Reserve Masterplan	•	•		
Community Recreation Facilities Plan – 2019–2033				
Review the plan and implement the actions within the City's Community Recreation Facilities Plan. The format of the plan will be amended to produce the Community Infrastructure Plan	•	•	•	•
Underground Power Program				
The State Underground Power Program is an initiative that replaces overhead power lines in established areas with underground power infrastructure	•	•		

Measures of Success			
Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
Facility Capital Projects delivered on time	The percentage of facility capital projects delivered on time (in accordance with projects scheduled for the financial year)	95%	Facilities Management
Facility Capital Projects delivered on budget	The percentage of facility capital projects delivered within budget + / - 10% (in accordance with budget approved for the financial year)	95%	Facilities Management
Recreation Facility Condition Satisfaction	The number of facility users who respond that they are satisfied with the condition of the facility they have booked in the City	Maintain satisfaction rate above 70%	Recreation Services
Recreation Facility Management Satisfaction	The number of facility users who respond that they are satisfied with the service they received from the City during the booking process	Maintain satisfaction rate above 70%	Recreation Services

1.3 COMMUNITY SAFETY AND HEALTH

Strategies					
1.3.1 Enhance community safety in conjunction with other agencies					
1.3.2 Facilitate and foster a healthy and connected community					
Services & Sub Services					
Animal Management					
Administers and maintains animal management within the City. Responsible for administering the <i>Cat Act 2011</i> and the <i>Dog Act 1976</i> and ensuring responsible ownership of animals within the district					
• Animal Care Facility		• Animal Management and Control			
Community Connection, Health and Wellbeing					
Encourages and supports community connection, health and wellbeing through the provision of social interaction opportunities and educational programs					
• Health Education and Promotion					
Community Safety & Emergency Management					
Plans, implements and supports programs to support the safety of the community through crime and fire prevention, community safety initiatives and emergency management arrangements					
• Community Safety		• Local Emergency Management Arrangements			
• Fire Prevention Compliance					
Environmental Health					
Protects public health through the control and assessment of environmental factors that can potentially affect health and creates health supportive environments to prevent disease.					
• Environmental Health Applications		• Environmental Health Monitoring			
• Environmental Health Compliance					
Projects		2025/26	2026/27	2027/28	2028/29
Community Safety and Crime Prevention Plan 2022–2027					
Implement the actions within City’s Community Safety and Crime Prevention Plan		•	•	•	•
Public Health Plan 2020–2025					
Implement actions as detailed in the City’s Public Health Plan, review and develop revised plan in 2025/26		•	•	•	•
Measures of Success					
Key Performance Indicator	Key Performance Indicator Description	Performance Measure		Service	
Dog attacks investigated	Number of dog attack reports responded to within 14 days	Maintain an above 80% rate		Animal Management	
CCTV Mobile Trailer Deployment	The number of times that the CCTV trailer is deployed within the local community	Minimum of 5 deployments per annum		Community Safety and Emergency Management	
Community Safety Home Equipment Rebate Program	Number of rebate applications that are approved per annum	Minimum of 50 rebates per annum		Community Safety and Emergency Management	
Responsible Pet Ownership Education Satisfaction	The percentage satisfaction of participants at education sessions delivered in relation to responsible pet ownership	80% overall satisfaction		Animal Management	

ECONOMY

ASPIRATION: A THRIVING CITY
ACTIVATED BY ATTRACTIONS AND
OPPORTUNITIES THAT ENCOURAGE
INVESTMENT AND ECONOMIC
DEVELOPMENT

2.1 LOCAL BUSINESS AND ACTIVATED PLACES

Strategies	
2.1.1	Ensure that the City is an attractive place for commercial activity
2.1.2	Use innovation and technology to benefit the community
2.1.3	Support local business and local employment opportunities
2.1.4	Ensure planning frameworks provide for a range of uses in commercial centres
2.1.5	Promote City attractions and destinations

Services & Sub Services	
<p>The following services contribute towards the achievement of the strategies within the Local Business and Activated Places outcome area, but are listed in detail in other outcome areas of the CBP:</p> <ul style="list-style-type: none"> Arts and Culture execute and promote localised activations and events that leverage placemaking and local talent to support local businesses, activate commercial centres and promote the City as a dynamic and engaging destination for residents and tourists alike Strategic Planning delivers integrated City-wide land use strategies and place specific frameworks that guide sustainable growth, enable diverse commercial opportunities and shape vibrant centres. Marketing and Communications deliver targeted campaigns, community engagement initiatives, and strategic messaging that promote local attractions, support business visibility, encourage investment, and strengthen the City's identity as a vibrant, well-connected destination for commercial activity and community experiences. Information Systems deliver secure, reliable digital infrastructure and data insights that support local businesses, streamline planning and approvals, and enable smart city technologies. 	

Projects	2025/26	2026/27	2027/28	2028/29
South Perth Foreshore Strategy and Management Plan 2015				
Development and management of regional reserves to enhance a functional healthy river and foreshore environment	•	•	•	•
South Perth Precinct Structure Plan				
Monitor, maintain and manage the South Perth Precinct Structure Plan, including the Community Benefit Contribution Framework of the South Perth Precinct Structure Plan	•	•	•	•
Canning Bridge Precinct Structure Plan				
Monitor, maintain and manage the Canning Bridge Precinct Structure Plan	•	•	•	•

ENVIRONMENT

ASPIRATION: SUSTAINABLE,
LIVEABLE, DIVERSE AND
WELCOMING NEIGHBOURHOODS
THAT RESPECT AND VALUE THE
NATURAL AND BUILT
ENVIRONMENT

3.1 CONNECTED AND ACCESSIBLE CITY

Strategies				
3.1.1	Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport and supportive infrastructure			
3.1.2	Develop and implement integrated transport and infrastructure plans that consider improved parking management systems and encourage alternative forms of transport			
Services & Sub Services				
Integrated Catchment Management				
Supports the effective management of urban stormwater in an ecologically sustainable manner				
• Drainage Network Management				
Parking				
Designates, constructs, maintains and manages compliance of areas delineated for parking of vehicles				
• Local Law Enforcement		• Parking Management and Compliance		
Transport Network Management				
Manages and maintains the City’s local transport network incorporating roads, pathways, lighting and verges				
• Lighting • Parking • Pathways		• Roads • Verges and Crossovers		
Projects	2025/26	2026/27	2027/28	2028/29
Integrated Transport Plan 2021–2031				
Implement the supporting plans associated with the Integrated Transport Plan (ITP). The ITP focuses on five key areas – active travel (walking and cycling), public transport, road transport, parking and public spaces	•	•	•	•
Joint Bike Plan 2018				
The Joint Bike Plan outlines a five-year action plan for improvements to the cycle network and environment for the City to further investigate and implement. Other recommendations in the plan include partnering with the RAC and Department of Transport on awareness campaigns, continuing to seek funding through the Perth Bicycle Network Grants Program and Federal Government, and improving the collection of bicycle and pedestrian count data on key routes	•	•	•	•
Parking Plan				
Updates and additions will be made to the Parking Plan to address current issues and opportunities	•	•		

Measures of Success			
Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
Parking Management	The percentage of parking management 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	Parking
Parking Management – Abandoned Vehicles	The percentage of abandoned vehicles requests that are responded to in line with Customer Service Charter	Complete 90% of assessments and actions in accordance with the Customer Service Charter	Parking
Parking Revenue	The percentage increase in parking revenue	Increase the City's revenue from parking by 10% each year	Parking
Footpath Maintenance Response	The percentage of footpath maintenance requests that are responded to within 3 days	90%	Transport Network Management
Jetty and Boardwalk Maintenance Response	The percentage of Jetty and Boardwalk maintenance requests that are responded to within 3 days	90%	Transport Network Management
Traffic Management – Response Rate	The percentage of transport network community requests that are responded to within 48 hours of reporting	90%	Transport Network Management

3.2 SUSTAINABLE BUILT FORM

Strategies	
3.2.1	Develop and implement a sustainable local planning framework to meet current and future community needs

Services & Sub Services	
Building Services	
Primarily a statutory service that provides quality, customer focused advice in relation to building approval and compliance to deliver quality development outcomes	
<ul style="list-style-type: none"> Building Applications Building Compliance 	<ul style="list-style-type: none"> Swimming Pool Barrier Inspections
Statutory Planning	
A statutory service that is responsible for administering, regulating and enforcing the <i>Planning and Development Act 2005</i> , in particular the City's Local Planning Scheme to achieve sustainable, liveable, diverse and welcoming neighbourhoods that respect and value the natural and built environment	
<ul style="list-style-type: none"> Design Review Panel Development Assessment Development Compliance (Planning) 	<ul style="list-style-type: none"> Development Application Referrals Street Addressing Subdivision Assessments and Clearance Planning Advice
Strategic Planning	
Delivers holistic, integrated City-wide strategies, plans and policies, that set the direction for the sustainable growth of the City; including land use, environmental sustainability, and economic and built-form heritage outcomes	
<ul style="list-style-type: none"> Local Heritage Planning Framework Local Planning Scheme and Amendments 	<ul style="list-style-type: none"> Strategic Land Use Planning Structure and Local Development Plans

Projects	2025/26	2026/27	2027/28	2028/29
Local Heritage List				
Prepare and implement a local heritage list in accordance with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	•	•		

Measures of Success			
Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
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	Building Services
Development Application Determination	The percentage 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%	Statutory Planning

3.3 ENHANCED ENVIRONMENT AND OPEN SPACES

Strategies
3.3.1 Maintain and improve biodiversity in the City
3.3.2 Enhance the City's urban forest on public and private land
3.3.3 Improve the amenity value and sustainable uses of our streetscapes, public open spaces and foreshores
3.3.4 Enhancement of the environment, maintaining open space and effective management of the Swan and Canning River foreshores

Services & Sub Services
Open Space Management
Maintains passive parklands, active sports fields, playgrounds, streetscapes and natural areas. Designs and implements improvements to open spaces in accordance with the City's plans and strategies
<ul style="list-style-type: none"> Active Open Space Natural Areas
<ul style="list-style-type: none"> Passive Open Space Streetscapes
Plant Nursery
Manages the City's accredited plant nursery to produce a range of quality plant products for use by the City and for sale to other local governments. Specialises in producing native species and large trees (Jarrah/Banksia) as well as small tube stock.
<ul style="list-style-type: none"> External Plant Sales Plant Supply - Internal Use

Projects	2025/26	2026/27	2027/28	2028/29
Collier Park Golf Course				
Develop a long term operating arrangement for the Collier Park Golf Course and in collaboration with the operator develop a plan for the future of the golf course	•	•		
Kwinana Freeway Foreshore Management Plan 2014				
Kwinana Freeway Foreshore Management Plan review	•	•	•	•
Urban Greening Strategy				
Finalise, seek endorsement of the Urban Greening Strategy and commence implementation	•	•	•	•

Measures of Success			
Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
Natural area rehabilitation	The amount of natural areas that are rehabilitated annually	Implement natural area revegetation at or above 0.5 hectares per annum	Open Space Management

3.4 RESOURCE MANAGEMENT AND CLIMATE CHANGE

Strategies				
3.4.1 Manage and promote sustainable water, waste, land and energy practices				
Services & Sub Services				
Environmental and Sustainability Management				
Promotes and implements sustainable water, waste, land and energy management practices. Sustainable environmental leadership ensures the sustainable consumption of natural resources. Maintains and improves the ecosystem and biodiversity in the City				
• Environment and Sustainability Planning and Initiatives		• Environmental and Sustainability Education		
Integrated Catchment Management				
Supports the effective management of urban stormwater in an ecologically sustainable manner				
• Water Quality Management				
Waste and Cleansing Services				
Provides waste collection and disposal services, manages the regulatory responsibilities and educates the community to support sustainable waste management. Provides environmental cleansing services to maintain the visual integrity of the City's infrastructure				
• Graffiti Management • Illegal Dumping • Recycling Centre		• Street Sweeping • Waste Collection / Disposal • Waste Education		
Projects	2025/26	2026/27	2027/28	2028/29
Clontarf Waterford Salter Point Foreshore Masterplan 2019				
Implement recommendations within the Clontarf Waterford Salter Point Foreshore Masterplan, coordinating investment and implementation of foreshore improvements, and ensuring alignment of City, community and stakeholder aspirations	•	•	•	•
Integrated Drainage Catchment Management Plan 2004				
The City's Integrated Drainage Catchment Management Plan (IDCMP) 2004 addresses stormwater management in the City. The IDCMP has been developed with the aim of identifying land use and water quality issues within the City's catchments and to determine strategies for monitoring and improving ecological value	•	•	•	•
State Waste Plan				
The State Waste Plan is the strategic document which guides delivery of the City's waste management services. The actions in the implementation plan are subject to ongoing review throughout the year and progress is reported annually to the State Government	•	•	•	•
Measures of Success				
Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service	
Sustainable Living Program Satisfaction Rate	The number of people who respond that they are satisfied with the City's Sustainable Living Program	Maintain satisfaction rate above 95%	Environmental & Sustainability Management	

LEADERSHIP

ASPIRATION: A LOCAL GOVERNMENT
THAT IS RECEPTIVE AND PROACTIVE
IN MEETING THE NEEDS OF
OUR COMMUNITY

4.1 ENGAGED COMMUNITY

Strategies

4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities

Services & Sub Services

Communication and Marketing

Oversees the coordination of various communications and marketing initiatives to ensure ratepayers, community members, stakeholders and businesses are informed and engaged on City activities, services, events and projects

- Communication, Media and Public Relations
- Graphic Design

- Marketing and Promotion

Customer Service

Manages inbound customer interactions via a variety of channels including phone, email, website and counter, and supports both internal and external stakeholders. This includes managing the City's request management, knowledge and call centre systems as well as service improvement programs

- Customer Interactions
- Customer Systems

- Customer Service Standards and Improvement

Infrastructure Services Support

Provides administrative support and customer service for all business units in Infrastructure Services

- Infrastructure Customer Services

- Infrastructure Administration Services

Stakeholder Engagement

Provides advice and assistance for projects and processes across the City to encourage stakeholder and community participation and contribute to the City's decision making; provide training and development to build internal stakeholder engagement skills and capability

- Stakeholder and Community Engagement Projects

- Engagement Education

Measures of Success

Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
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	Customer Service
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	Customer Service
Stakeholder Engagement Participation Opportunities	The number of projects in which stakeholders and the community have been provided with an opportunity to participate	14 projects per annum	Stakeholder Engagement

4.2 ADVOCACY

Strategies

- 4.2.1 Advocate for State and Federal Government investment to improve public infrastructure and to address community issues

Services & Sub Services

Advocacy and Partnerships

Provides key stakeholder and relationship management across all tiers of government and stakeholders through the development of advocacy platforms, engagement initiatives and stakeholder management activities which promote the City, and enhance social, cultural, leadership and economic outcomes. Proactively responds and manages expectations effectively, ensuring the City is well placed to create alignment across joint initiatives and capitalise on opportunities that provide financial sustainability

- Advocacy

- Partnership and Stakeholder Management

Projects	2025/26	2026/27	2027/28	2028/29
South Perth Foreshore River Wall				
Advocate for external (public and private) funding for river wall replacement on the South Perth Foreshore	•	•	•	•
Public Transport Services Advocacy				
Advocate for expanded transport services including the South Perth Train Station and ferry services	•	•	•	•

4.3 GOOD GOVERNANCE

Strategies	
4.3.1	Foster effective governance with honesty and integrity and quality decision making to deliver community priorities
4.3.2	Diversify and optimise non-rate income
4.3.3	Maintain a culture of fiscal efficiency
4.3.4	Maintain a culture of continuous improvement
Services & Sub Services	
Contracts, Procurement and Purchasing	
Provides a framework, processes and advisory support to drive compliant, best-value purchasing, procurement and contract management activities	
• Contract Development and Support	• Procurement and Purchasing
Elected Members	
Coordinates all processes related to Elected Members and their roles and responsibilities under the <i>Local Government Act 1995</i> . Facilitate the local government election cycle and associated requirements	
• Council Elections • Council Meeting Support	• Elected Member Support
Financial Management	
Provides timely, relevant, and accurate budgeting, management reporting and variance analysis information to support informed decision making and resource allocation decisions. Includes managing and executing transactional activities and ensuring integrity of financial information, databases and sufficient audit trails	
• Cashflow and Investments • Financial Planning and Budgeting • Financial Reporting	• Financial Transacting • Insurance Management
Fleet Management	
Ensures the City's Fleet is developed, renewed, upgraded and/or maintained in accordance with the City's asset management requirements and standards	
• Fleet Management	• Mechanical Services
Governance and Risk	
Supports good governance practices and quality decision making through sound risk, compliance, assurance and legal support	
• Internal Audit • Legal and Compliance	• Risk Management and Business Continuity
Grant Funding Support	
Supports the organisation to maximise the opportunities available for funding projects and programs through external grant funding. Comprehensive support is provided throughout the grant lifecycle from identification of opportunities to successful closeout of the grant funding compliance requirements	
• Grants Sourcing • Grants Support	• Grants Governance
Human Resources	
Manages the employee lifecycle being: Recruitment and Selection, On-boarding, Payroll, Learning and Development, Performance and Recognition, Employee Relations and Off-boarding	
• Employee and Industrial Relations • Learning and Development	• Payroll • Recruitment

Information Systems	
Provides information and communication services, and internal customer support to the City, including guidance on technology investment. This includes business systems, infrastructure, databases, records, cybersecurity, and ongoing system improvements	
<ul style="list-style-type: none"> • Building Security Access • Business Systems • Cyber Security • GIS 	<ul style="list-style-type: none"> • ICT Infrastructure Management • ICT User Support • Information Systems Project Management • Records Management
Infrastructure Financial Analysis and Reporting	
Provides financial accounting, reporting and systems support for Infrastructure Services Directorate	
<ul style="list-style-type: none"> • Infrastructure Financial Analysis and Reporting 	
Infrastructure Services Support	
Provides administrative support and customer service for all business units in Infrastructure Services	
<ul style="list-style-type: none"> • Infrastructure Administration Services 	
Land Asset Management	
Maximises the potential of the City's land holdings through the City's Land Utilisation Plan and effective management of the City's land tenure, leases and licences	
<ul style="list-style-type: none"> • Land Tenure • Land Utilisation 	<ul style="list-style-type: none"> • Leasing and Licensing
Project Management Support	
Provides guidance and direction on the City's approach to project management through the development and maintenance of a framework, processes and tools	
<ul style="list-style-type: none"> • Project Support Office 	<ul style="list-style-type: none"> • Project Management Governance
Rating Services	
Models, issues and collects rates and charges including underground power. Maintains property ownership database and manages pensioner and senior rebates and rates concessions	
<ul style="list-style-type: none"> • Land Owner Information Services • Pensioner Rebates and Rates Exemptions 	<ul style="list-style-type: none"> • Rating and Service Charges • Underground Power Charges
Strategy and Performance	
Facilitates strategic and corporate planning as well as performance reporting. Supports the organisation with business process knowledge management and continuous improvement	
<ul style="list-style-type: none"> • Business Improvement 	<ul style="list-style-type: none"> • Organisational Planning and Performance
Work Health and Safety	
Manages the systems and programs which support the provision of a safe workplace and improve the health and wellbeing of workers in line with the legislative requirements and ISO45001 standard	
<ul style="list-style-type: none"> • Workers Compensation • Safety Management System 	<ul style="list-style-type: none"> • Health and Wellbeing

Projects	2025/26	2026/27	2027/28	2028/29
Annual Budget				
Develop the annual budget in consultation with business units for Council endorsement	•	•	•	•
Annual Financial Report				
Prepare the annual financial report in consultation with business units for audit and Council endorsement	•	•	•	•
Asset Management Strategy				
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	•		•	
Corporate Business Plan				
Annual Corporate Business Plan review	•			
Internal Audit Program				
Internal audit aims to assist in reducing risk (where appropriate), improve the organisation, as well as provide assurance that appropriate governance, risk management and control mechanisms are in place and working effectively. Manage the City's Internal Audit Program	•	•	•	•
Land Utilisation Plan 2024				
Implementation of the initiatives within the Land Utilisation Plan	•	•	•	•
Long-Term Financial Plan				
Review and update the Long-Term Financial Plan, ensuring integration and alignment with the Annual Budget, the SCP and CBP	•	•	•	•
Strategic Community Plan 2021–2031 (Council Plan)				
Undertake major review of SCP(Council Plan)	•		•	
Work Health & Safety Management System				
Continue to develop, implement and embed the Work Health & Safety Management System	•	•	•	•
Workforce Plan 2022/23 to 2025/26				
Implement the actions in the City's Workforce Plan and review the plan in 2025/26	•	•	•	•

Measures of Success			
Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
Council meeting minutes availability	The percentage of time that Council meeting minutes that are published on the City's website within 3 days from the meeting date	Achieve 100% compliance with Council meeting minute availability	Elected Members
Meeting Agenda availability	The percentage of time that meeting agendas are available 72 hours prior to a meeting	Achieve 100% compliance with meeting agenda availability	Elected Members
Asset renewal funding ratio	The ratio of the net present value (NPV) of asset renewal funding in the LTFP relative to the NPV of projected renewal expenditure identified in asset management plans for the same period	Maintain benchmark standard of ratio between 75% and 95%	Financial Management
Asset sustainability ratio	The ratio of asset renewal expenditure relative to depreciation for the year	Maintain benchmark standard of ratio between 90% and 110%	Financial Management
Current ratio	The ratio of current assets minus restricted assets relative to current liabilities minus liabilities associated with restricted assets (Current Assets/Current Liabilities)	Maintain benchmark standard of ratio greater than 1.0	Financial Management
Financial health indicator annual result	The Financial Health Indicator (FHI) annual result is calculated from the seven financial ratios that were required by WA Local Government regulation	Maintain a FHI result of 70 or above per annum	Financial Management
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	Financial Management
Compliance Audit Return Responses	The percentage of time that the Compliance Audit Return is submitted in accordance with legislative requirements	Achieve 100% compliance with the Compliance Audit Return submission requirements	Governance and Risk
Internal Audit completion	The number of internal audits completed relative to the number of audits planned in the Strategic Internal Audit Plan (SIAP).	Maintain completion rate above 75%	Governance and Risk
Closure of Audit Recommendations	The percentage of medium to high rated audit recommendations that have been actioned and closed out each year	Achieve closure of at least 50% of recommendations	Governance and Risk
Strategic Risks Reviewed	All strategic risks are reviewed twice annually	Maintain 100% compliance with review process	Governance and Risk
Safety Management System	Percentage of non-conformances identified during review audit which are completed in accordance with the auditor's timeframe	100% completion	Work Health and Safety

FINANCIAL RESOURCING

The following extract from the Long Term Financial Plan (LTFP) shows that the services and projects contemplated by this CBP are fully funded.

City of South Perth				
Statement of Financial Activity				
	2025/26	2026/27	2027/28	2028/29
Revenue				
General rate revenue	47,742,872	49,590,923	51,535,972	53,668,183
Operating grants/subsidies/contributions	2,068,700	2,128,520	2,229,760	2,336,070
* Service Charges	10,027,989	0	0	0
Fees and Charges	21,445,010	21,565,449	22,703,234	23,735,332
Interest earnings	4,333,538	4,673,248	4,469,001	4,605,347
Other Revenue	539,000	624,090	639,650	655,600
Operating Revenue	86,157,109	78,582,230	81,577,617	85,000,532
Expenses				
Employee costs	(29,648,151)	(30,630,160)	(32,111,800)	(33,412,590)
* Material and Contracts	(37,846,043)	(27,550,860)	(28,228,760)	(28,952,510)
Utilities (gas elect water)	(2,096,000)	(2,140,310)	(2,194,180)	(2,249,410)
Depreciation	(14,296,224)	(14,515,150)	(14,780,234)	(15,052,954)
Insurance	(724,500)	(767,220)	(797,910)	(817,870)
Interest	(231,401)	(450,587)	(794,927)	(892,720)
Other expenses	(1,312,344)	(1,370,140)	(1,387,230)	(1,402,330)
Operating Expenses	(86,154,663)	(77,424,427)	(80,295,041)	(82,780,384)
Profit(Loss) - normal operations	2,446	1,157,803	1,282,576	2,220,148
Non Cash items				
Write back Depreciation	14,296,224	14,515,150	14,780,234	15,052,954
Changes in Non current Assets/Liabilities				
Underground power schemes	(7,551,542)	0	0	0
ADD Non Cash Assets/Liabilities	6,744,682	14,515,150	14,780,234	15,052,954
	6,747,128	15,672,953	16,062,810	17,273,102
Capital Transactions				
Non-operating grants/contributions	3,399,299	5,405,900	5,573,400	4,875,200
Proceeds from assets sales	399,720	586,908	484,129	493,663
Property, plant & equipment	(20,274,565)	(19,574,000)	(10,789,600)	(8,364,200)
Infrastructure	(11,349,510)	(18,844,900)	(12,406,400)	(13,816,300)
Net Capital	(27,825,056)	(32,426,092)	(17,138,471)	(16,811,637)
Reserve/Trust Transactions				
Transfers (to) Reserves	(12,758,910)	(11,681,093)	(11,460,714)	(10,663,154)
Transfers from Reserves	10,942,612	18,013,560	11,215,570	8,913,550
Net Transfers (to)/From Reserves	(1,816,298)	6,332,467	(245,144)	(1,749,604)
Debt Management				
Proceeds from New Debentures	12,500,000	8,200,000	0	0
Repayment of Advances	0	0	838,674	894,529
Underground power	6,215,299	3,949,449	2,506,997	2,506,997
Repayment of Debentures	(3,486,139)	(1,787,072)	(2,072,451)	(2,122,101)
Proceeds from Self Supporting Loans	55,919	58,295	47,585	8,714
Movement in Grant Obligations	0	0	0	0
Net Debt	15,285,079	10,420,672	1,320,805	1,288,139
1 July Surplus/(Deficit)	7,609,147	0	0	0
LESS 30 June Surplus/(Deficit)	0			
	7,609,147	0	0	0
Budget (Deficit)/Surplus				

* Underground power

WORKFORCE PLANNING






WORKFORCE PLAN

As a key informing plan to enable the delivery of the CBP, the Workforce Plan provides the necessary workforce management and resource strategies to deliver the objectives, outcomes and strategies of the City's SCP. Workforce priorities have been considered during the development of this CBP and the financial impacts of the Workforce Plan captured within the LTFP. A combination of workforce and financial priorities have influenced the actions within this Plan.

OUR WORKFORCE PROFILE

The City's workforce profile enables our capability to deliver services and support the achievement of the City's priorities now and into the future. We manage our resourcing levels to meet service delivery expectations and the organisation is committed to fostering diversity and promoting gender equality.

WORKFORCE FOCUS AREAS

	SHAPING OUR CULTURE Attracting and retaining a high quality workforce. Living by the City's values and making the City a great place to work.
	DEVELOPING A PROFESSIONAL AND CAPABLE WORKFORCE Ensuring the City's workforce has the capability to deliver on its present and future objectives.
	ENSURING OUR WORKPLACE IS HEALTHY, SAFE AND PRODUCTIVE Investing in the physical and mental health and wellbeing of our workforce to create a healthy and safe workplace.
	DRIVING HIGH PERFORMANCE Being accountable for our performance so that the City can adapt to changing operational requirements and meet community expectations and needs.
	EMBRACING DIVERSITY AND INCLUSION Valuing diversity and promoting an inclusive work environment.

ASSET MANAGEMENT

The City is committed to delivering services to the community at an agreed quality, at the lowest long-term cost, by effectively managing its infrastructure assets throughout their lifecycle. These assets, such as roads, stormwater drainage, public open spaces and buildings, require meticulous planning and financial forecasting. This planning ensures that the City can afford to maintain and replace these assets, which play a crucial role in providing beneficial services to the community over their long lifespans.

Meeting the demand for new and improved services is a challenge. This complexity increases when considering full lifecycle costs for assets, changing needs, environmental sustainability, and climate change resilience. The City is committed to delivering quality, sustainable services within its financial capacity and according to what the community is willing to pay. By effectively planning for its assets, the City balances performance, cost, and risk to optimise service delivery.

The City's Asset Management Framework aims to demonstrate how its assets will meet the service delivery needs of present and future generations through effective asset management. The Asset Management Policy, Asset Management Strategy and Asset Management Plans are integral components of the City's Asset Management Framework. They are developed in

line with the ISO 55000 International Standard for Asset Management and the Department of Local Government, Sport and Cultural Industries' Integrated Planning and Reporting Framework and Asset Management Guidelines.

The Asset Management Plans outline how the City intends to deliver its services cost-effectively to the community over the long term. The Asset Management Policy establishes the City's approach to asset management, providing the framework for the Asset Management Strategy and Asset Management Plans.

Currently under development, the Asset Management Strategy will illustrate how the asset management objectives align with organisational objectives. It will define how the City's asset portfolio will meet future community service needs and establish an improvement plan.

Regular reviews of the Asset Management Framework, including Asset Management Plans, against the City's strategic vision and objectives as outlined in the SCP and CBP are essential to ensure alignment across all plans. This review process also informs the Long Term Financial Plan, ensuring a comprehensive, coordinated and aligned approach to asset management.

RISK

RISK MANAGEMENT

Risk management is an integral part of business planning and corporate governance. Ultimately, effective risk management assists the City to minimise the impact of the risks it faces and capitalise on opportunities, thereby improving the City's ability to deliver on its strategic aspirations and improve community outcomes.

The City's Risk Management Policy and Framework guides the City's approach to risk management at all levels. The Framework has been developed in accordance with the ISO 31000:2018 risk management guidelines, and is an important tool to assist the City in making consistent decisions in a strategic, operational and project context. This approach also provides the City with opportunities to undertake analysis of potential and emerging risks that may impact on the delivery of the SCP, CBP or operational plans, whilst implementing a continuous review of this risk information to help inform the City's decision making process at operational and strategic levels.

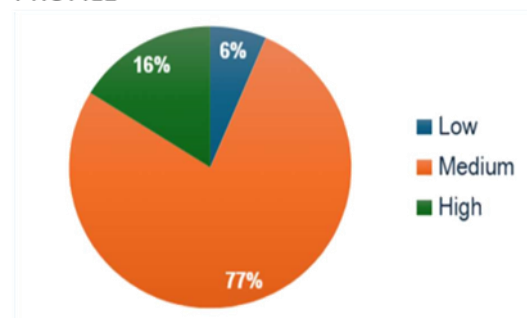
RISK PROFILE

As at 31 March 2025, the City had 31 risks within its corporate risk profile, made up of 8 strategic and 23 corporate operational risks registered.

The strategic risks are monitored and reported on by the Executive Management Team and Council through the Audit, Risk and Governance Committee. The corporate operational risks are monitored, treated and reported by Business Unit Managers to the internal Risk Management Committee. The summary of the City's Risk Profile is shown below:

- 5 Medium Strategic Risks
- 3 High Strategic Risks
- 2 High Corporate Operational Risks
- 19 Medium Corporate Operational Risks
- 2 Low Corporate Operational Risks

STRATEGIC & OPERATIONAL RISK PROFILE



USEFUL CONTACTS

Civic Centre

9474 0777

Cnr Sandgate St & South Tce,
South Perth WA 6151

Fax 9474 2425
southperth.wa.gov.au

Recycling Centre

9474 0970

Hayman Rd & Thelma St, Como
enquiries@southperth.wa.gov.au

Animal Care Facility

9474 0777

199 Thelma St, Como

Ferry Tram

9474 0777

Windsor Park, Cnr Mends St &
Mill Point Rd, South Perth

George Burnett Leisure Centre

9474 0855

Manning Rd, Karawara
leisurecentre@southperth.wa.gov.au

South Perth Library

9474 0800

Cnr Sandgate St & South Tce,
South Perth
southperthlib@southperth.wa.gov.au

Manning Library

9474 0822

2 Conochie Cres, Manning
manninglib@southperth.wa.gov.au

Old Mill

9367 5788

Melville Pl, South Perth
oldmill@southperth.wa.gov.au

South Perth Senior Citizens

9367 9880

53 Coode St, South Perth
spsc@bigpond.com

Manning Senior Citizens

9450 6273

3 Downey Dr (off Ley St),
Manning
manning seniors@bigpond.com

Graffiti Hotline

1800 007 774

Collier Park Golf Course

9484 1666

Hayman Rd, Como
collierparkgolf.com.au

9474 0777

[#discoversouthperth](https://www.southperth.wa.gov.au) | southperth.wa.gov.au



Strategic Direction *Leadership*

Policy P624 Media Communications

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

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

Policy Objectives

The objective of this policy is to:

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

Policy Scope

This policy applies to ~~Council~~Elected Members, City employees and consultants.

Policy Statement

Responding to media enquiries fosters open and transparent relations

The ~~media communications~~ policy sets out a clear and consistent protocol for media communications. It aims to:

- ~~Provide clear guidance on the role of the Mayor, Councillors, Chief Executive Officer and administration employees in communicating with the media.~~
- ~~Represent the City in media communications.~~
- Ensure ~~that the media communication with media is consistent, is in accordance with relevant statutory provisions, the City's Code of Conduct, this policy and other relevant City policies and strategies, communications with the media are to a professional standard, in line with the City's Marketing and Communications Strategy.~~



- ~~Ensure that communications with the media is to a professional standard.~~

- Ensure that media communication is in accordance with relevant statutory provisions, the City's Code of Conduct, this Policy and other relevant City policies.

Speaking to the media

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

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

Media liaison

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

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

City employees

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

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

Councillors ~~Mayor and Councillors~~

When making statements to the media about a Council decision or policy, Councillors ~~the Mayor and/or Councillors~~ should clearly indicate ~~that~~ they are expressing their personal views and that they are not speaking on behalf of the City. In making a statement or comment, they should clearly communicate the decision of Council, the process taken to arrive at the decision and the reasons for it before they indicate their personal views.

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

Media Releases

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

The Communications team will manage all media statements and releases.

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

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

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

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

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

Media Events

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

Legislation / Local Law Requirements

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

Other Relevant Policies / Key Documents

[City of South Perth Employee Code of Conduct](#)

[City of South Perth Councillor Code of Conduct](#)

Strategic Direction Leadership

Policy P625 Equal **Employment** Opportunity

Responsible Business Unit/s	People & Performance
Responsible Officer	Manager People & Performance
Affected Business Unit/s	All Business Units

Policy Objectives

The City of South Perth (the City), in compliance with relevant State and Federal Legislation, is committed to ensuring our workplace is free of discrimination and harassment and that all workers are treated fairly in all aspects of their employment. The City is dedicated to providing a pleasant working environment that encourages diversity and good working relationships and that all recruitment, selection and employment decisions will be based on the individual merit of applicants and workers.

Policy Scope

This pPolicy applies to all workers of the City.

Policy Statement

The objectives of the *Equal **Employment** Opportunity Act 1984* (EEO Act) are to:

- "to eliminate, so far as is possible, discrimination against persons on the grounds of sex, marital status, pregnancy, family responsibility or family status, race, religious or political conviction, impairment, age or gender history in the areas of work, accommodation, education, the provision of goods, facilities and services and the activities of clubs;
- to eliminate, so far as is possible, sexual harassment and racial harassment in the workplace, and in educational institutions and sexual harassment and racial harassment related to accommodation;
- to promote recognition and acceptance within the community of the equality of men and women; and
- to promote recognition and acceptance within the community of the equality of persons of all races, regardless of their religious or political convictions, their impairments or ages."
- eliminate and ensure the absence of discrimination in employment on the grounds of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age;
- eliminate and ensure the absence of discrimination in employment against gender reassigned persons on gender history grounds; and,
- promote equal employment opportunity for all persons.

The City recognises its legal obligations under the EEO Act and will actively promote equal **employment** opportunities (EEO) through:



- creating and reviewing policies, management practices and programs, and communicating these documents to employees;
- ensuring the philosophy and principles of EEO will apply at all levels of the organisation, including any persons visiting/working on City premises;
- employees with supervisory responsibilities at all levels will receive compulsory training and all employees will receive regular awareness training; and
- ensuring other reasonable steps are taken to promote and protect a non-discriminatory and harassment free work environment for all current and prospective workers, including the application of relevant ~~strategies and outcomes~~, goals and actions in the City's Reconciliation ~~Action~~ Plan (RAP) and Access and Inclusion Plan (AIP) as amended.

Legislation / Local Law Requirements

Local Government Act 1995
Equal Opportunity Act 1984 (WA)
Equal Opportunity for Women in the Workplace Act 1999 (Cth)
Age Discrimination Act 2004 (Cth)
Disability Discrimination Act 1975 (Cth)
Disability Services Act 1993 (WA)
Racial Discrimination Act 1975 (Cth)
Sex Discrimination Act 1984 (Cth)
Human Rights and Equal Opportunity Commission Act 1986
Work Health and Safety Act 2020

Other Relevant Policies / Key Documents

City of South Perth Employee Code of Conduct
~~City of South Perth Countering Bullying, Harassment and Violence~~M655 Managing Workplace Behaviours ~~Management Practice~~
~~City of South Perth M647 Employee Discipline~~ Management Practice
City of South Perth ~~Innovate~~ Reconciliation ~~Action~~ Plan July 2021—June 20232025-2030
City of South Perth Access and Inclusion Plan 2022-2027

Page 2 of 2			
Policy Number:	P625	Relevant Policy:	N/A
Council Adoption:	11/02	Relevant Delegation:	N/A
Reviewed/Modified:	03/09, 03/08, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 12/17, 07/20, 03/21, 06/23	Relevant Management Practice:	M647, M655

Strategic Direction

Leadership

Policy P665 Use of Council Facilities and Mayoral Regalia

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

Policy Objectives

The City maintains a number of facilities for the use of Elected Members, officers and community members. This policy provides administrative guidelines concerning their use.

Policy Scope

This policy is relevant to Elected Members, officers and members of the community in the use of the resources prescribed within.

Policy Statement

Council facilities are maintained and made available subject to conditions of use as follows:

- Council Chamber - for use by Elected Members, Community Advisory Groups and City officers for meetings.
- Reception Area - for use by Elected Members, Community Advisory Groups and City officers for functions, meetings and meals.
- Council Lounge (~~Incorporating the Members' Resource Facility~~) may be used as follows:
 - Elected Members - any time without restriction (subject to prior booking)
 - Chief Executive Officer and City Directors for informal gatherings (with approval of the Mayor)
 - Elected Members Guests - Elected Members wishing to invite a visitor into the Lounge after a Council meeting or function shall obtain the prior approval of the Mayor.
 - [City Officers for meetings](#)
- ~~The Elected Members' Resource Facility is available to assist Elected Members in performing the responsibilities associated with their role.~~
- ~~The Facilities provided for use by Elected Members shall accommodate the Mayor and Elected Members' secretarial support.~~
- Mayor's Office - is for the use of the Mayor in performing the functions of Mayor.
- Mayoral Regalia - is for the use of the Office of Mayor in performing the functions of Mayor as per the *Local Government Act 1995* (the Act).

These facilities shall at all times be used in a responsible manner. Mayoral Regalia shall only be worn at the following:

- a) When presiding over meetings in accordance with the Act,

- b) When carrying out civic and ceremonial duties at the occasions that have been organised or managed by the City,
- c) At civic and ceremonial occasions that have been invited by other parties through the City,

The wearing of the Mayoral Regalia does not extend to a person acting for the Mayor or delegated by the Mayor.

Council facilities and Mayoral Regalia are classed as ‘local government resources’ as per the City of South Perth Councillor Code of Conduct definition.

Any change to these conditions of use may be determined by resolution of Council.

The Council Chamber and Reception Area may be booked through the CEO’s Office.

Legislation / Local Law Requirements

|

~~Not Applicable~~ Local Government Act 1995

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2021-2031

City of South Perth Councillor Code of Conduct

Strategic Direction

Leadership

Policy P667 Elected Member Entitlements

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

Policy Objectives

Elected Members are required to perform a number of functions in the fulfilment of their duties. The City provides Elected Members with allowances and equipment and reimburses Elected Members for specified expenses incurred in the performance of their duties. This policy outlines the entitlements that will be provided to all Elected Members to enable them to effectively fulfil their duties.

Policy Scope

This policy is relevant to the Mayor and Councillors and outlines the allowances that will be provided and the expenses that will be reimbursed to Elected Members in accordance with the *Local Government Act 1995* and the *Salaries and Allowances Act 1975*.

Policy Statement

Mayoral Allowance

The Mayor shall be entitled to an annual local government allowance equal to the maximum amount permitted to be paid to the Mayor as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*.

[*Local Government Act 1995 s.5.98(5)*]

Deputy Mayoral Allowance

The Deputy Mayor shall be entitled to an annual local government allowance equivalent to 25% of the Mayoral Allowance.

[*Local Government Act 1995 s.5.98A*]

Meeting Attendance Fees

Elected Members shall be entitled to an annual meeting attendance fee equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*.

[*Local Government Act 1995 s.5.99*]



Telecommunications & Technology Allowance

Elected Members shall be entitled to an annual telecommunications allowance equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*, to cover all information and communications technology costs that are a kind of expense for which Elected Members may be reimbursed.

[Local Government Act 1995 s.5.99A]

Superannuation

Pursuant to section 5.99B of the *Local Government Act 1995*, superannuation contribution payments will be paid at the same time as the remuneration of the Elected Member is made. This payment sits outside the threshold for fees and allowances set by the Salaries and Allowances Tribunal.

Elected Members will be required to complete a Superannuation Standards Choice form which can be located on the HUB and return it to the Governance Business Unit as soon as practical. Under section 5.99D(4) of the *Local Government Act 1995*, the City cannot pay a superannuation contribution until the Elected Member has nominated their account or a retirement benefit scheme for which the *Superannuation Guarantee (Administration) Act 1992* (Commonwealth) applies.

In the event of an Elected Member's resignation or suspension, the Elected Member will need to repay any overpaid superannuation contributions to the City in accordance with regulations 32B and 34AE(2) of the *Local Government (Administration) Regulations 1996*. As an overpayment of superannuation cannot be recovered directly from the superannuation fund, the Elected Member will be required to repay this amount from their own finances.

Member Reimbursements

Travel

Elected Members shall be entitled to reimbursement of travelling expenses incurred in accordance with the *Salaries and Allowances Tribunal Act 1975* while using their own private motor vehicle in the performance of their official duties of their office, attending the below:

- Ordinary and Special Council Meetings
- Council Agenda Briefings
- Electors' General and Electors' Special Meetings
- Workshops, presentations and deputations
- Working group and Advisory group meetings
- External panels, associations, councils, working groups where those organisations don't reimburse travel expenses
- Events in accordance with Policy P698 Attendance at Events
- Authorised training and development activities in accordance with Policy P669 Elected Member Continuing Professional Development
- On-site inspections within the City's boundaries

All claims must:

- Be submitted using the Mileage Reimbursement Claim Form (available on the HUB)
- Be submitted within four weeks of the end of the financial year to which the expenses relate

Page 2 of 5

Policy Number: P667

Council Adoption: 15/10/2019, 28/06/2022

Reviewed/Modified: 28/06/2022, 06/23, 06/24

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

- Be able to be properly substantiated via City records.

Travel costs need to be verified by sufficient documentation such as the completion of the required claim form (via the HUB) with related documentation attached (if applicable), such as receipt, transaction, proof of purchase invoice (that has been paid) or completion of a statutory declaration.

Travel costs incurred are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021.

Travel expenses do not extend to visiting the city offices for administrative purposes such as to check for mail, drop forms off or for printing.

Council may approve reimbursement of the expense either in a particular case or generally, and if the latter, must set *the extent* to which the expense can be reimbursed. Claims submitted outside of the agreed timeframe will be submitted to Council for a determination.

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)(b) and 32]

Childcare

Elected Members shall be entitled to reimbursement of childcare expenses as prescribed by the Salaries and Allowances Tribunal for the care of children, of which they are parent or legal guardian, whilst attending a Council or Committee meeting of which he or she is a member.

In addition, Elected Members are entitled to reimbursement of childcare expenses for children, of which they are the parent or legal guardian, incurred in connection with their duties as a Councillor, including attending briefings, workshops, presentations, deputations, ceremonies (i.e. Australia Day, Anzac Day and Citizenship), functions and receptions, training and seminars, on-site inspections within the City and similar activities.

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)(b), and 32]

Other Expenses

It is not expected that Elected Members will incur any other expenses in the performance of their duties. Where an Elected Member does incur any other expense in the performance of their duties which the Elected Member believes they are entitled to have reimbursed, the Council shall decide whether that expense should be reimbursed and if so to what extent in accordance with the *Local Government Act 1995* and the Local Government (Administration) Regulations 1996.

Reporting

In accordance with section 5.96A(1)(i) of the *Local Government Act 1995* and regulation 29C(2)(f) of the Local Government (Administration) Regulations 1996 the CEO must publish on the City's website the type, and the amount or value, of any fees, expenses or allowances paid to each council member during a financial year.

Elected Members Equipment

In order to assist Elected Members in the performance of their duties the following equipment will be provided:

- A City of South Perth name badge;
- 500 City of South Perth business cards; and
- A laptop.

Page 3 of 5

Policy Number: P667

Council Adoption: 15/10/2019, 28/06/2022

Reviewed/Modified: 28/06/2022, 06/23, 06/24

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

The City will provide the Office of the Mayor with a mobile phone for the Mayor's use.

The laptops issued to Elected Members will be replaced every four years. At the end of that four year period, Elected Members will be entitled to retain the laptop at no cost. Elected members wanting to retain their laptop will be required to return the device to the IT department when requested to do so to enable the device to be prepared for private, rather than local government use.

Effective from the cessation of the Elected Members term of office, any City funded data plan for that device will be deactivated.

Elected Member Parental Leave

Pursuant to section 2.25(5B) of the *Local Government Act 1995*, Elected Members are entitled to parental leave when themselves, or their spouse or de facto partner, either:

(a) gives birth; or

(b) either alone or with another person and whether in the State or elsewhere — adopts, or becomes the guardian or foster parent of, a person who is under 16 years of age.

An Elected Member is entitled to 6 months of parental leave beginning on the day on which the Elected Member, or their spouse or de facto partner, gives birth, adopts or becomes a guardian or foster parent.

The Act does not allow for the period of parental leave to be deferred to a later date.

The period of parental leave can be less than 6 months, if desired.

Note: While an Elected Member is on parental leave, their office on Council is not to be counted when determining quorum for a meeting.

Notice of Parental Leave:

Elected Members intending to take parental leave must provide written notice of their intention by email to both the Mayor and the Chief Executive Officer. This notice should state that they will be taking parental leave and, where known, specify the dates during which the leave will be taken.

A formal leave of absence request is not required for parental leave.

Legislation / Local Law Requirements

Local Government Act 1995

Salaries and Allowances Act 1975

Local Government (Administration) Regulations 1996

Public Service Award 1995

Local Government Officers' (Western Australia) Award 2021

Superannuation Guarantee (Administration) Act 1992 (Commonwealth)

Other Relevant Policies / Key Documents

P669: Elected Member Continuing Professional Development

P680: Elected Members Electronic Devices

Superannuation Standards Choice form

Schedule 1

Table 1 – Annual Meeting Attendance Fees

Position	Annual Allowance	Payments	Period
Mayor	\$33,706	\$8,426.50	Quarterly
Elected Members	\$25,137	\$6,284.25	Quarterly

Table 2 – Mayoral and Deputy Mayoral Annual Allowance

Position	Annual Allowance	Payments	Period
Mayor	\$68,552	\$17,138	Quarterly
Deputy Mayor	\$17,138	\$4,284.50	Quarterly

Table 3 – Information and Communications Technology Allowance

Position	Annual Allowance	Payments	Period
All Elected Members	\$3,500	\$875.00	Quarterly

Table 4 – Child Care Reimbursement Costs

Position	Maximum Allowance	Payments made
All Elected Members	\$35.00 per hour	Upon submission of a Child Care Claim

Table 5 – Travel Costs Reimbursement

Engine displacement	Over 2600cc	Over 1600 – 2600cc	1600cc and under	Motorcycle
Cents per kilometre	\$0.9397	\$0.6772	\$0.5585	\$0.3255

Strategic Direction *Leadership*

Policy P674 Management of Corporate Records

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

Policy Objectives

Records are recognised as an important information resource of our organisation. The soundness of the City's record management practices significantly impacts upon the effectiveness and efficiency of the performance of its powers and functions.

The *State Records Act 2000* and other applicable legislation requires the City to maintain a record management system that completely, accurately and reliably creates and maintains evidential records and permits the disposal of those records only through an approved scheme.

A cornerstone of the legislation is an instrument of accountability known as the "Record-Keeping Plan". The plan, which must be ~~formulated-reviewed every 5 Years~~ by ~~every local government the~~ City and approved by the State Records Office, is a document which sets out the matters about how the City manages records of information and sets out the actions for the retention and eventual disposal or transfer to the State Archives, which records are to be created, how they are to be managed and how long they are to be kept.

This policy describes the principles of the City's record management function and documents an orderly and efficient approach to the management of records in a manner consistent with applicable legislative requirements.

Policy Scope

This Policy is relevant to all employees, elected members, contractors and the wider community to ensure relevant records are properly kept.

Policy Statement

The City's records are to be managed as a corporate asset. Complete and accurate records of all business decisions and transactions are to be registered and maintained in the City's Record Management Systems in respect to their context and content. Records are to be managed in a cost effective manner and in accordance with the relevant legislative requirements.

This policy applies to all external and internal records which are handled, received or generated by the City, its employees, elected members or contractors, regardless of the physical format or media type of the records.

What is a Record?

A record is recorded information, regardless of its medium or characteristics. It records business decisions, transactions or a state of knowledge and is generated as part of a business process. Examples include correspondence, electronic documents, forms, electronic messages, plans, photographs, drawings, audio or visual materials etc.

Records created by a public officer (that is, an elected member or officer) in the course of their duties become public records regardless of whether the communication is between [employees](#) [staff](#) in the same agency, between different agencies or between public officers and members of the community.

Classification of Records [see Definitions]

All records are to be managed in accordance with their security classification and according to their classification as:

- 'significant' or 'ephemeral'; and
- 'vital' or 'non-vital'.

Anonymous Correspondence

Anonymous correspondence relating to the City's business needs to be managed as a record and captured into the recordkeeping system and actioned. Anonymous correspondence will be managed with other records relating to the same matter. The City may need to file this correspondence separately, particularly if it contains allegations or matters of a sensitive nature and may apply a higher level of security to this record.

Note that, even if the action is that no action will be taken due to the anonymity of the author, a necessary decision has been made by the City in relation to the correspondence in case the issue is raised again in the future.

Categories of Records

Registers are to be maintained of all records series and special categories including, but not limited to:

- Policies, Management Practices and Delegations
- Statutory Records under section 5.94 of the *Local Government Act* - for example, local government information which the public can inspect
- Freedom of Information applications
- Tenders and Requests for Quotations
- Assets and Property Ownership including dealings in property
- Applications, Decisions and Approvals
- Contracts and Deeds
- Corporate Databases
- Plans & Diagrams

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Policy Number: P674

Council Adoption: 06/03

Reviewed/Modified: 10/06, 03/08, 03/09, 02/11, 03/12, 03/13, 03/14, 02/15, 03/17, 03/18, 09/22, 04/24

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

- Personnel and Payroll Records
- Correspondence

Record Keeping Formats

Only approved record formats are to be used to create City records. Record keeping formats and media are required to be reviewed at least once every five years to ensure that they remain suitable – having regard to accessibility, security of storage, retrievability, cost effectiveness and comparison with contemporary practices.

Employees who acquire or create any records in the course of business do not retain any proprietary interest in the records or the processes associated with creating them. Records are a government asset vested in the City.

All contractual arrangements undertaken by the City which are likely to result in third parties creating 'significant' records are to provide for third parties to transfer possession of those records to the City.

Access & Registration

~~Access to corporate records by employees will be in accordance with designated access and document security classifications, as determined by the Records Coordinator.~~

~~All staff employees are assigned access to the records that they require to conduct the requirements of their position as determined by Business Unit Managers and/or Chief Executive Officer. Records that contain personal, commercial or operationally sensitive information will be restricted access to ensure that only those staff employees with a business requirement to access the information will be able to do so.~~

Access to City records by the general public will be determined in accordance with the *Freedom of Information Act 1992*.

Access to City records by elected members and external committee members will be via the Chief Executive Officer in accordance with Section 5.92 of the *Local Government Act 1995*.

Disposal of Records

~~The Records Coordinator will dispose of corporate records in accordance with the General Retention and Disposal Authority for Local Government Information and the General Disposal Authority for Source Records, following authorisation from Business Unit Managers and/or Chief Executive Officer.~~

~~Records are not to be removed from the City's sites unless in accordance with the approved Retention & Disposal Schedule, or the records are in the custody of an officer performing official City business.~~

~~All records within record keeping series maintained by the City are to be disposed of in accordance with the State Records Office General Disposal Schedule for Local Government Records.~~

Roles & Responsibilities of Elected Members

Elected members are to create and maintain records relating to their role in a manner which properly and adequately records the performance of their functions arising from their participation

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Policy Number: P674

Council Adoption: 06/03

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Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

in the decision-making processes of Council and Committees of Council. This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council and other communications and transactions of elected members which constitute evidence affecting the accountability of Council and the discharge of its business.

Records of routine matters, personal records, ephemeral records and party political material are exempt from these requirements.

Roles & Responsibilities of City employees and Contractors

All employees and contractors shall create full and accurate records, in the appropriate format, that properly and adequately record the performance of the City's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

All records created and received in the course of City business are to be captured at the point of creation, regardless of format, with required metadata, into the City's record keeping and business systems that are managed in accordance with the State Records Principles and Standards 2016.

All staff are to create and retain records relating to the business function they perform. They are to identify 'significant' and 'ephemeral' records and to ensure that 'significant' records are registered within the City's official record keeping system (nominally, HPE Records Manager) at the point of creation or receipt, regardless of the format.

Training and Education

Training in recordkeeping practices and the use of the City's document and records management systems is available to all newcomers upon commencement and ongoing training is available upon request to Records Services. Elected Members will be made aware of their recordkeeping responsibilities as part of the Elected Member Induction Program.

Definitions

Metadata

Descriptive data that provides information about records, including their context, content, structure and management over time.

Significant Record

Such records contain information which is of administrative, legal, fiscal, evidential or historical value which is not recorded elsewhere on the public record. They typically describe an issue, who was involved, record why a decision was made and may embody actual guidelines.

Ephemeral Records

These are either duplicated records or those having only short term value to the organisation with little or no ongoing administrative, legal, fiscal, evidential or historical value. This may include insignificant drafts, rough notes and records of routine enquiries.

Vital Records

These records are essential to the continuing business of the City. These include those that protect the rights of individuals and the City and are absolutely essential for reconstruction in the event of a disaster.

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Policy Number: P674

Council Adoption: 06/03

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Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

Non-Vital Records

These relate to documents generally available in the public domain and do not form part of the City’s business processes. They are generally used for reference and information purposes and may include documents from other organisations, published directories and third party training manuals.

Note: The distinction between *significant* and *ephemeral* records is a matter of judgment and the preceding definitions may be used as a guide. References to ‘records’ in this Policy should be taken as a reference to significant public records unless otherwise explicitly stated.

Legislation / Local Law Requirements

In addition to the requirements of the *State Records Act 2000*, records and information professionals should also be aware of other legislation which applies to the proper management of Local Government records. In particular, the following State Acts may apply:

Criminal Code Act 1913

Under section 85 of the *Criminal Code Act 1913*, any public officer found guilty of falsifying records by making false entries, omitting to make an entry, damage or destruction, can incur penalties, including imprisonment.

Evidence Act 1906 and Acts Amendment (Evidence) Act 2000

These Acts include requirements for records where they are produced as evidence. The *Evidence Act 1906* has implications for the destruction of records and the requirements for creating acceptable reproductions.

The *Acts Amendment (Evidence) Act 2000* expands upon the best evidence provisions of the original Act to facilitate the admission of documentary evidence created using modern information technology.

Financial Administration and Audit Act 1985

This Act includes requirements for the management of financial and accounting records.

Freedom of Information Act 1992

The FOI Act prescribes rights and procedures for access to documents held by Government agencies and includes recordkeeping requirements. Once a request for access under the FOI Act has been lodged all files relevant to that request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and on any subsequent reviews by the Information Commissioner or the Supreme Court are completed.

Limitation Act 1935-1978

Limitations have been set by law on periods within which court actions can be initiated by an offending party. Once the period has expired the party sustaining loss or injury cannot sue, and the party causing loss or injury is no longer held accountable. It is therefore expedient for organisations

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Policy Number:	P674	Relevant Council Delegation:	N/A
Council Adoption:	06/03	Relevant Delegation:	N/A
Reviewed/Modified:	10/06, 03/08, 03/09, 02/11, 03/12, 03/13, 03/14, 02/15, 03/17, 03/18, 09/22, 04/24	Relevant Management Practice:	N/A

to select and keep those records that might be useful in the event of having to prosecute or defend an action, for the period of limitation.

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Policy Number:	P674	Relevant Council Delegation:	N/A
Council Adoption:	06/03	Relevant Delegation:	N/A
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Other Relevant Policies / Key Documents

- City of South Perth Record-Keeping Plan
- City of South Perth Strategic Community Plan 2021-2031
- Local Government Act 1995*
- Privacy and Responsible Information Sharing Act 2024*

Policy Number:	P674	Relevant Council Delegation:	N/A
Council Adoption:	06/03	Relevant Delegation:	N/A
Reviewed/Modified:	10/06, 03/08, 03/09, 02/11, 03/12, 03/13, 03/14, 02/15, 03/17, 03/18, 09/22, 04/24	Relevant Management Practice:	N/A

Strategic Direction *Leadership*

Policy P702 Council Caretaker Policy

Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All Business Units

Policy Objectives

This Policy establishes protocols for the purpose of avoiding actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through the use of public resources or decisions made by the Council or administration on behalf of the City of South Perth during the period immediately prior to an election.

Policy Scope

This policy applies to Council Members and Employees during a 'Caretaker Period' relevant to:

- (a) Decisions made by the Council;
- (b) Decisions made under delegated authority;
- (c) Decisions made administratively;
- (d) Promotional materials published by the City of South Perth;
- (e) Discretionary community consultation;
- (f) Events and functions, held by the City of South Perth or other organisations;
- (g) Use of the City of South Perth's resources;
- (h) Access to information held by the City of South Perth.

Policy Statement

1 Definitions

'Caretaker Period' means the period of time prior to an Election Day, specifically being the period from the close of nominations (44 days prior to the Election Day in accordance with s.4.49(a) of the *Local Government Act 1995*) ~~until and ends -~~

- i) ~~the day after the day on which the returning officer declares the result of the election (4.77);~~
or
- ii) ~~-6.00pm on Election Day- if there are no candidates for the offices — on the day after the day on which the close of nominations falls (4.57); or~~

iii) if section 4.58(1) applies to the relevant election — on the day after the day on which the candidate dies (4.58).

‘CEO’ means the Chief Executive Officer of the City of South Perth.

‘Election Day’ means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election, including an extraordinary election to elect a new Mayor. For the purposes of this Policy, ‘Election Day’ meaning generally excludes an Extraordinary Election Day unless otherwise specified in this Policy.

‘Electoral Material’ includes any advertisement, handbill, pamphlet, notice, letter, email, social media post or article that is intended or calculated to affect an Election Day result, but does not include:

- (a) An advertisement in a newspaper announcing the holding of a meeting (s.4.87(3) of the *Local Government Act 1995*); or
- (b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
- (c) Any materials produced by the City of South Perth relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

‘Emergency’ means

- 1. The occurrence or imminent occurrence, of an event, situation or condition that is a hazard which is of such a nature or magnitude that it requires a significant and coordinated response such as;
 - a. a cyclone, earthquake, flood, storm, tsunami or other natural event;
 - b. a fire;
 - c. a road, rail or air crash;
 - d. a plague or an epidemic;
 - e. a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code Act 1995* of the Commonwealth;
 - f. any other event, situation or condition that is capable of causing or resulting in —
 - i. loss of life, prejudice to the safety, or harm to the health, of persons or animals; or
 - ii. destruction of, or damage to, property or any part of the environment, and is prescribed by the regulations; or
- 1.2. A public health emergency which is an event or circumstance, or a series of events or circumstances, that is causing or contributing to, has caused or contributed to or may cause or contribute to serious adverse effects on public health. (*Public Health Act 2016* (1))

‘Civic Events and Functions’ includes public gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration or promotion, of any matter relevant to the City of South Perth and / or its stakeholders and may take the form of workshops, forums, launches, promotional activities, social occasions such as dinners and receptions, including; gatherings coordinated or facilitated by the City of South Perth or an external entity. It does not include workshops, forums or briefings or post Council Meeting dinners held in the ordinary course of business and usually attended by elected members and [staff/employees](#).

‘Department CEO’ refers to the chief executive officer of the Public Service Department assisting the Minister to administer the *Local Government Act 1995*.

'Exclusions' refers to the significant acts that may be undertaken during the caretaker period if it is necessary for the local government to do the significant act during the caretaker period in order to comply with any of the following:

- a) a written law;
- b) an order of a court or tribunal;
- a)c) a contractual obligation of the local government under a contract entered into by the local government before the caretaker period. (Local Public Notice required in accordance with r3B of the Local Government Functions and General Regulations 1996.)

'Extraordinary Circumstances' including a circumstance that requires the Council to make or announce a Significant that requires the local government to do a significant Local Government Decision act during the Caretaker Period following the approval from the Department CEO because of an emergency or to ensure the proper operation of the local government. because, in the CEO's opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to:

- (a) incur or increase legal, financial and/or reputational risk; or
- (b) cause detriment to the strategic objectives of the City of South Perth.

'Extraordinary Election' has the meaning given by section 4.8 of the *Local Government Act 1995*

Land Transaction means an agreement, or several agreements for a common purpose, under which a local government is to —

- a. acquire or dispose of an interest in land; or
- b. develop land;

Major Land Transaction means a land transaction other than an exempt land transaction if the total value of —

- a. the consideration under the transaction; and
- b. anything done by the local government for achieving the purpose of the transaction, is more, or is worth more, than the amount prescribed for the purposes of this definition being:
 - i. \$10 000 000; or
 - ii. 10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year; (r8A Local Government (Functions and General) Regulations 1996)

Major Trading Undertaking means a trading undertaking that —

- a. in the last completed financial year, involved; or
- b. in the current financial year or the financial year after the current financial year, is likely to involve, expenditure by the local government of more than the amount prescribed for the purposes of this definition, except an exempt trading undertaking; being:
 - i. \$5 000 000; or

- i.ii. 10% of the lowest operating expenditure in the past, current, or next financial year's operating expenditure estimates. (r9 Local Government (Functions and General) Regulations 1996)

'Public Consultation' includes a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy which may be perceived as or is actually an electoral / campaign issue, but does not include statutory consultation / submission periods prescribed in a written law.

'Publicly Available Information' means information which is available in the public domain.

'Significant ~~Act~~ Local Government Decision' includes any decision:

- a) making a local law (including making a local law to amend or repeal a local law);
- b) entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;
- c) entering into a major land transaction;
- d) entering into a land transaction that is preparatory to entry into a major land transaction;
- e) commencing a major trading undertaking;
- f) entering into a contract, or other agreement or arrangement, in prescribed circumstances ;

For the purposes of paragraph (f):

Entering into a contract is a significant act if either or both of the following apply —

- a. under the contract, the local government is to, or is expected to, provide or receive consideration that is, or is expected to be —
 - i. more than \$250 000 (in total); or
 - ii. worth more than \$250 000 (in total);
- b) under the contract, the local government is to, or is expected to, acquire or dispose of property the market value of which is, or is expected to be, more than \$250 000 (in total).

If a local government intends to enter into 2 or more contracts in circumstances such that the desire to avoid the requirements of (a) and (b), is a significant reason for not dealing with the matter in a single contract, for the purposes of paragraph (f), entering into any of the contracts is a significant act.

Acquire includes lease or license from another person;

Contract means a contract or other agreement or arrangement;

Dispose includes lease or license to another person;

Property includes any interest, or any share of an interest, in any property.

- g) inviting tenders in prescribed circumstances;
- h) deciding to do anything referred to in paragraphs (a) to (g);
- i) an act done under a written law or otherwise that is a prescribed act.

For the purposes of paragraph (i):

Each of the following is a significant act —

- i. establishing a regional local government;

- ii. amending the establishment agreement for a regional local government;
- iii. winding up a regional local government, otherwise than at the direction of the Minister;
- iv. withdrawing from a regional local government;
- v. forming a regional subsidiary;
- vi. amending the charter for a regional subsidiary;
- vii. winding up, or withdrawing from, a regional subsidiary;

Commencing the preparation of any of the following under the Planning and Development (Local Planning Schemes) Regulations 2015 Part 3 is a significant act—

- i. a local planning strategy;
- ii. an amendment to a local planning strategy;
- iii. a notice of revocation in respect of a local planning strategy;

- iv. passing a resolution of the kind referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 19(1);
- v. passing a resolution of the kind referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 35(1) in relation to a complex amendment (as defined in regulation 34 of those regulations);
- vi. commencing a review of a local planning scheme under the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 65;
- vii. commencing the preparation of an instrument of repeal in respect of a local planning scheme under the Planning and Development Act 2005 section 74(b);
- viii. doing either of the following under the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Part 2 Division 2 as that Division has effect as part of a local planning scheme of the local government;
 - resolving to prepare or amend a local planning policy;
 - commencing the preparation of a notice of revocation in respect of a local planning policy;
- ix. publicly inviting persons to apply to join a panel of pre-qualified suppliers under Part 4 Division 3;
- x. deciding to do anything referred to in paragraphs (i) to (x) of this subregulation. (7)
The above references do not apply to anything done or a decision to do anything for the purpose of complying with an order or notice given under the Planning and Development Act 2005 section 76, 77A, 211 or 212.
- j) Relating to the City of South Perth entering into a sponsorship arrangement with a total City of South Perth contribution that would constitute Significant Expenditure, unless the Council resolved “in principle” support for the sponsorship prior to the Caretaker Period taking effect and sufficient funds are allocated in the Annual Budget;
- k) That would commit the City of South Perth to Significant Expenditure or actions that, in the CEO’s opinion, are significant to the Local Government operations, strategic objectives and / or will have significant impact on the community,
- l) To prepare a report, initiated by the Administration, a Council Member, candidate or member of the public that, in the CEO’s opinion, may be perceived as or is actually an election campaign issue;

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Policy Number: P702
Council Adoption: 28 February 2023
Reviewed/Modified: 08/23

Relevant Council Delegation:
Relevant Delegation:
Relevant Management Practice:

m) Initiated through a Notice of Motion by a Council Member, where the effect of that motion will change the status quo or, in the CEO's opinion, may be relevant to the circumstances described above.

n) That adopts a new, or significantly changes an existing, policy, service or service level that incurs Significant Expenditure, unless the decision is necessary to comply with legislation.

Significant Expenditure' means expenditure that exceeds \$250,000.

- (a) ~~Relating to the employment, remuneration or termination of the CEO or any other designated Senior Employee [s.5.37], other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;~~
- (b) ~~Relating to the City of South Perth entering into a sponsorship arrangement with a total City of South Perth contribution that would constitute Significant Expenditure, unless the Council resolved "in principle" support for the sponsorship prior to the Caretaker Period taking effect and sufficient funds are allocated in the Annual Budget;~~
- (c) ~~Relating to the City of South Perth entering into a commercial enterprise as defined by Section 3.59 of the *Local Government Act 1995*;~~
- (d) ~~That would commit the City of South Perth to Significant Expenditure or actions that, in the CEO's opinion, are significant to the Local Government operations, strategic objectives and/or will have significant impact on the community;~~
- (e) ~~To prepare a report, initiated by the Administration, a Council Member, candidate or member of the public that, in the CEO's opinion, may be perceived as or is actually an election campaign issue;~~
- (f) ~~Initiated through a Notice of Motion by a Council Member, where the effect of that motion will change the status quo or, in the CEO's opinion, may be relevant to the circumstances described in sub-clauses (a) to (e) above.~~
- (g) ~~That adopts a new, or significantly changes an existing, policy, service or service level that incurs Significant Expenditure, unless the decision is necessary to comply with legislation.~~
- (h) ~~That initiates or adopts a new Local Planning Scheme, amendment to a Local Planning Scheme or Planning Policy.~~
- (i) ~~Significant Local Government Decision does NOT include any decision necessary in response to an emergency, either declared by the State or Federal Government or by the Mayor in accordance with s.6.8(1)(c) of the *Local Government Act 1995*.~~

'Significant Expenditure' means expenditure that exceeds \$150,000.

2 Caretaker Period Protocols - Decision Making

During a caretaker period, a local government must not do a significant act.

The CEO will ensure that:

- (a) At least 30 days prior to a Caretaker Period, the CEO will advise Council Members and employees in writing of the dates that the Caretaker Period commences and concludes.

- (b) Candidates are provided with a copy of this Policy at the time of their nomination for election, to ensure their awareness of the protocols and equitable access requirements.

2.1 Scheduling Significant Local Government Decisions

1. During a Caretaker Period, unless Extraordinary Circumstances or Exclusions apply, the CEO will reasonably ensure that Council or Committee Agendas do not include reports and / or recommendations that constitute ~~Significant Local Government Decisions~~significant acts.
2. The CEO shall reasonably ensure that, unless Extraordinary Circumstances or Exclusions apply, Significant ~~Local Government Decisions~~acts are either:
 - (a) Considered by the Council prior to the Caretaker Period; or
 - (b) Scheduled for determination by the incoming Council.
3. The CEO shall reasonably ensure that, unless Extraordinary Circumstances or Exclusions apply, delegated authority from the Council to the CEO or a Committee is not exercised where the exercise of that delegated authority relates to a ~~Significant Local Government Decision~~act or an election campaign issue.

2.2 Council Reports Electoral Caretaker Period Policy Statement

2.2.1 Extraordinary Circumstances

1. Council Reports

Where, during a Caretaker Period, the ~~Department~~Departmental CEO ~~determines~~approves that Extraordinary Circumstances apply, the CEO may submit a report on a ~~Significant Local Government Decision~~act for Council's consideration, subject to the report including:

- (a) Details, if applicable, of options for what aspects of the decision are necessary to be made within the Caretaker Period and what aspects may be deferred until after the Caretaker Period.
- (b) An Electoral Caretaker Period Policy Statement, which details why Extraordinary Circumstances apply.

2. Council Forums, Workshops or Briefings

Where, during a Caretaker Period, the Departmental CEO determines that Extraordinary Circumstances apply, the CEO may include matters relating to a ~~Significant Local Government Decision~~act for Council Member discussion at Council Forums, Workshops or Briefings.

The CEO is required to provide Council with advice as to why Exceptional Circumstance apply. Details of this advice is to be retained, with the Forum, Workshop or Briefing notes, as a Local Government record.

2.3 Managing CEO Employment

This Policy prohibits ~~Significant-significant Local Government Decisions~~acts relating to the employment, remuneration or termination of the CEO during a Caretaker Period.

The Council is however required to fulfil its obligations as the CEO's employer regardless of a Caretaker Period. Therefore, during a Caretaker Period:

1. The Council may consider and determine:
 - (a) appointing an Acting CEO, where necessary;
 - (b) suspending the current CEO, where appropriate and in accordance with the terms of their contract.
2. The Council may not initiate a new CEO recruitment process or initiate or undertake a CEO performance review process, during a Caretaker Period.

2.4 Delegated Authority Decision Making in Extraordinary Circumstances

During a Caretaker Period, Employees who have delegated authority are required to consider if a proposed delegated authority decision may relate, or be subsidiary, to a ~~Significant-significant Local Government Decision~~ or election campaign issue and if so, refer the matter to the CEO for review and consideration in accordance with clause 2.1(3) above.

3 Caretaker Period Protocols - Candidates

Candidates, including Council Members who have nominated for re-election, relevant to an Election Day or Extraordinary Election Day, shall be provided with equitable access to the City's public information in accordance with s.5.94 of the *Local Government Act 1995*.

The CEO shall ensure that assistance and advice provided to candidates as part of the conduct of the election is provided equally to all candidates.

Council Members nominating for re-election, may access information and assistance regarding the City's operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Councillor and limited to matters currently relevant to the City.

All election process enquiries from candidates, including Council Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

3.1 Candidate Requests on behalf of Electors, Residents or Ratepayers

Where a candidate, including Council Members who have nominated for re-election, requires the assistance of the Administration to respond to a request made by an Elector, Resident or Ratepayer, then the Administration will provide the response directly to the requesting Elector, Resident or Ratepayer and will also advise the candidate of the outcome.

3.2 Candidate Campaign Electoral Materials

Candidates, including Council Members who have nominated for re-election, should note that the City's official crest or logo may not be used in campaign Electoral Materials without the express permission of the City.

3.3 Candidate attendance at Meetings

To ensure equitable access to information about Council's decision making during a Caretaker Period, the CEO shall ensure that candidates, who are not sitting Council Members, are advised of Ordinary and Special Council Meetings (if open to the public) called and convened during a Caretaker Period; providing each candidate with ~~a copy~~ [a link via email](#) of the meeting agenda at the time it is distributed to Council Members.

For the purposes of transparency and the benefit of the public gallery, candidates are requested to identify themselves as an election candidate prior to asking a question or making a statement at a Council or Committee meeting.

4 Council Member Caretaker Period Protocols

4.1 Access to Information and Advice

During a Caretaker Period all Council Members will scrupulously avoid using or accessing City information that is not already publicly available, resources or employee resources and expertise (not readily available to the public), for the purpose of gaining electoral advantage or disadvantage relevant to their own candidacy or any other person's candidacy [*refer s.5.93 of the Local Government Act 1995*].

During a Caretaker Period, all Council Member requests for information and advice from the City will be reviewed by the CEO and where the subject of the information or advice is considered as relating to an election campaign issue, the CEO will either make a determination, or refer the request for Council's determination, as to if the information or advice is / is not to be provided, including if information is provided to one candidate, or if that information is also to be provided to all candidates (i.e. including candidates who are not current Council Members).

4.2 Media and Publicity

During a Caretaker Period, all Council Member requests for media advice or assistance, including Council Members who have nominated for re-election, will be referred to the CEO for review.

The CEO will only authorise Council Member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the City's objectives or operations and is not related to an election campaign purpose or issue or to the Council Member's candidacy or the candidacy of another person.

4.3 Council Member Business Cards, City Printed Materials

Council Members must ensure that City business cards and Local Government printed materials are only used for purposes associated with their role as a Councillor, in accordance with section 2.10 of the *Local Government Act 1995*.

Council Members are prohibited from using City business cards or printed materials at any time, including times outside a Caretaker Period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

4.4 Council Member Participation in Events and Functions

During a Caretaker Period Council Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.

4.5 Council Member Delegates to External Organisations

At any time, including times outside of a Caretaker Period, Council Members who are the Council's appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including; recruiting campaign assistance or to promote their own candidacy or the candidacy of another person.

4.6 Council Member Addresses / Speeches

Excluding the Mayor and Deputy Mayor, when fulfilling their functions prescribed in sections 2.8 and 2.9 of the *Local Government Act 1995*, Council Members who have nominated for re-election, shall not be permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the City, unless expressly authorised by the CEO.

In any case, the Mayor, Deputy Mayor and Council Members are prohibited from using an official speech or address during a Caretaker Period to promote an election campaign purpose.

4.7 Council Member Misuse of Local Government Resources

A Council Member who uses City resources for the purpose of persuading electors to vote in a particular way is in breach of clause 17, ~~Schedule 2~~ of the *Local Government (Model Code of Conduct) Regulations 2021*, adopted as the City of South Perth Code of Conduct for Council Members, Committee Members and candidates.

This prohibition on misuse of Local Government Resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

For clarity, Local Government resources includes, but is not limited to local government property as defined in the Act, employee time or expertise, City provided equipment, information and communication technologies (e.g. mobile phone, laptop, Bigtican HUB), stationery, hospitality, images, communications, services, reimbursements and allowances provided by the City.

5 City Publicity, Promotional and Civic Activities

Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:

- (a) Promoting City services and activities, where such promotion do not relate to an electoral campaign issue and would otherwise be undertaken as part of normal operations; and,
- (b) Conducting the Election and promoting Elector participation in the Election.

All other, publicity and promotional activities of City initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Significant significant Local Government Decisionsacts, made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

The CEO may determine if Exceptional Circumstances apply and if a Significant-significant Local Government Decisionact announcement is necessary during a Caretaker Period.

5.1 Civic Events and Functions

The City will generally avoid the scheduling of Civic Events and Functions during a Caretaker Period, which may give rise to any actual or perceived electoral advantage to Council Members who have nominated for re-election.

Where the City is required to schedule a Civic Event or Function during a Caretaker Period at which Council Members would usually be invited, then all candidates will also be invited to attend and will be acknowledged as candidates immediately following any acknowledgement provided to Council Members. For example; candidates will be introduced at the function immediately following the introduction of Council Members.

5.2 City Publications and Communications

All City publications and communications distributed during a Caretaker Period must not include content that:

- (a) may actually, or be perceived to, persuade voting in an election; or
- (b) is specific to a candidate or candidates, to the exclusion of other candidates;
- (c) draws focus to or promotes a matter which is a ~~Significant-significant Local Government Decision-act~~ or which is an electoral campaign issue.

All City publications and communications proposed to occur immediately prior to, throughout or during, a Caretaker Period must be reviewed and approved by the CEO prior to publication or distribution.

5.3 City Website and Social Media Content

1. During the Caretaker Period, this Policy applies to content proposed for publication on the City's website and social media channels.

Website and social media content regarding Council Members will be limited to: Council Member names, contact details, membership of committees and Council appointments as City Delegates on external committees and organisations however, all other biographical information related to a sitting Council Member who is also a candidate will be removed from public access for the duration of the Caretaker Period.

The Candidate Election Profiles prescribed in s.4.49(b) of the *Local Government Act 1995*, may also be published on the City's website and social media.

2. Website and social media content, published prior to a Caretaker Period, will not be subject to this Policy.
3. New website or social media content which relates to ~~Significant-significant Local Government Decisions-act~~ or election campaign issues will not be published during a Caretaker Period unless Exceptional Circumstances apply.
4. Content posted by the public, candidates or Council Members on the City's social media channels, which is perceived as candidate election campaign material or promotes a candidate or candidates will be removed.

5.4 Public Consultation

The City will undertake planned Public Consultation (discretionary and legislative) during a Caretaker Period unless the consultation relates to a ~~Significant-significant Local Government Decision-act~~ or potentially contentious election campaign issue.

Legislation / Local Law Requirements

~~Emergency Management Act 2005~~

Local Government Act 1995

~~Local Government (Functions and General) Regulations 1996~~

Local Government (Elections) Regulations 1997

Local Government (Model Code of Conduct) Regulations 2021

[Planning and Development Act 2005](#)

[Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

[Public Health Act 2016](#)

~~Councillor Code of Conduct~~

Other Relevant Policies / Key Documents

[Councillor Code of Conduct](#)

~~Not Applicable.~~

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Policy Number: P702

Council Adoption: 28 February 2023

Reviewed/Modified: 08/23

Relevant Council Delegation:

Relevant Delegation:

Relevant Management Practice:

Strategic Direction

Community

Policy P403 Charity Clothing Bins on City Managed Land

Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	Governance, Waste, Fleet & Facilities, Community Culture and Recreation, Development Services (Environmental Health)

Policy Objectives

This policy aims to control and regulate the placement and management of clothing recycling bins on City managed land to obviate nuisance, minimise the environmental impact and effectively manage safety and public risk.

Policy Scope

This policy relates to Bona-fide (registered) Charities registered with the Australian Taxation Office under the provisions of the *Charitable Collections Act 1946* that directly own and/or control the bins and then collect, sort and sell the clothing deposited in the bins.

The provisions of this Policy, excludes all private business including those where the charity name has been licensed to the private business for clothing collections or where the clothing bin is to be located on private land.

Policy Statement

The City of South Perth supports the placement of Charity Bins by registered organisations on City managed land for the following reasons:

- Used clothing bins assist residents to dispose unwanted clothing items.
- Charitable institutions or organisations depend upon clothing bins as an economical and convenient means of obtaining clothing donations from the public to support their services.
- Used clothing bins divert a substantial amount of recyclable material from land fill, resulting in less pressure being placed on waste disposal services as well as supporting the protection of the environment.

The City of South Perth will only approve the placement of clothing bins on City managed land on receipt of a formal Application for Approval submitted by the bin owner on such terms and conditions as detailed in the Management Practice M403.

It is the responsibility of the registered organisation to ensure the proper upkeep and maintenance of their charity bins, ensuring regular collections so as to avoid illegal dumping and littering in and around charity bins. The City reserves the right to request the immediate removal of charity bins in the event that they are not maintained and managed properly.

Legislation / Local Law Requirements

Local Government Act 1995

Charitable Collections Act 1946

Planning and Development Act 2005

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

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2021-2031

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Policy Number: P403

Council Adoption:

Reviewed/Modified: 03/13, 03/14, 01/15, 03/16, 11/16, 12/17,
06/19, 09/22, 04/24

Relevant Council Delegation:

Relevant Delegation:

Relevant Management Practice: M403