

AGENDA.

Ordinary Council Meeting

18 November 2025

Notice of Meeting

Mayor and Councillors

The next Ordinary Council Meeting of the City of South Perth Council will be held on Tuesday 18 November 2025 in the City of South Perth Council Chamber, corner Sandgate Street and South Terrace, South Perth commencing at 6.00pm.



MATTHEW SCOTT
ACTING CHIEF EXECUTIVE OFFICER

14 November 2025

Acknowledgement of Country

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

Our Guiding Values



Disclaimer

The City of South Perth disclaims any liability for any loss arising from any person or body relying on any statement, discussion, recommendation or decision made during this meeting.

Where an application for an approval, a licence or the like is discussed or determined during this meeting, the City warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the City.

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Ordinary Council Meeting - Agenda

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. DISCLAIMER

3. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The Mayor (or Deputy Mayor acting in the position of Mayor) will present a report of the Mayoral engagements and meetings attended in the Mayor's capacity since the last Council Meeting. A summary of the report will be provided in the Minutes.

4. ATTENDANCE

4.1 APOLOGIES

4.2 APPROVED LEAVE OF ABSENCE

- Councillor Blake D'Souza for the period 10 November 2025 to 19 November 2025, inclusive.
- Councillor Bronwyn Waugh for the period 10 November 2025 to 24 November 2025, inclusive.

5. DECLARATIONS OF INTEREST

- Mayor Greg Milner – Impartiality Interest in Item 10.1.1 as 'I know a number of the nominees.'
- Councillor Stephen Russell – Impartiality Interest in Item 10.1.1 as 'a person on the candidate list is known to me. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.'

6. PUBLIC QUESTION TIME

6.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

6.2 PUBLIC QUESTION TIME: 18 NOVEMBER 2025

7. CONFIRMATION OF MINUTES AND TABLING OF NOTES OF BRIEFINGS

7.1 MINUTES

7.1.1 Ordinary Council Meeting Held: 28 October 2025

Officer Recommendation

That the Minutes of the Ordinary Council Meeting held 28 October 2025 be taken as read and confirmed as a true and correct record.

7.2 CONCEPT BRIEFINGS

7.2.1 Concept Briefings and Workshops

Officers of the City/Consultants and invited third party guests provided Council with an overview of the following matter at Concept Briefings and Workshops:

Date	Subject	Attendees
27 October 2025	Office of the CEO and Corporate Services Induction	Mayor Greg Milner and Councillors André Brender-A-Brandis, Tim Houweling, Kathy Lees, Jacqueline Raison, Stephen Russell.
4 November 2025	Development and Community Services and Infrastructure Services Induction	Councillors André Brender-A-Brandis, Kathy Lees, Jacqueline Raison, Stephen Russell, Blake D'Souza, Hayley Prendiville.

Attachments

Nil.

7.2.2 Council Agenda Briefing - 11 November 2025

Officers of the City presented background information and answered questions on Items to be considered at the November Ordinary Council Meeting at the Council Agenda Briefing held 11 November 2025.

Attachments

7.2.2 (a): Briefing Notes

Officer Recommendation

That Council notes the following Council Briefings/Workshops were held:

- 7.2.1 Concept Briefings and Workshops
- 7.2.2 Council Agenda Briefing - 11 November 2025

8. PRESENTATIONS

8.1 PETITIONS

Nil.

8.2 GIFTS / AWARDS PRESENTED TO COUNCIL

Nil.

8.3 DEPUTATIONS

No Deputations were heard at the Council Agenda Briefing held 11 November 2025.

9. METHOD OF DEALING WITH AGENDA BUSINESS

10. REPORTS

10.1 STRATEGIC DIRECTION 1: COMMUNITY

10.1.1 City of South Perth - 2026 Auspire Community Citizen of the Year Awards - Nominations, Assessment and Recommendations

File Ref: D-25-34448

Reporting Officer(s): Donna Shaw, Director Development and Community Services

Summary

This report seeks Council's approval of the award recipients for the City of South Perth – 2026 Auspire Community Citizen of the Year Awards.

Officer Recommendation

That Council approves the award recipients for the City of South Perth - Auspire Community Citizen of the Year Awards for 2026, as shown in **Confidential Attachment (a)** in the following categories:

1. Community Citizen of the Year Award – Adult Category
2. Community Citizen of the Year Award - Youth Category
3. Community Citizen of the Year Award – Seniors Category
4. Active Citizenship Award - Group or Event Category

Background

The Community Citizen of the Year Awards is a state-wide initiative run by Auspire (Australia Day Council of WA). Each local government authority is responsible for promoting the Award program and selecting winners for its area.

The Awards recognise individuals and organisations within the City of South Perth who are making a notable contribution to community life and active participation in projects.

There are four categories for nominations:

1. Community Citizen of the Year (Adult Category) – to acknowledge adults who have delivered outstanding service to the community.
2. Citizen of the Year Award (Youth Category) – to acknowledge young people 16 to 30 years of age who have delivered outstanding service to the community.
3. Citizen of the Year Award (Seniors Category) – to acknowledge people aged 65 years and older who have delivered outstanding service to the community.
4. Active Citizenship (Group or Event) – to acknowledge groups doing outstanding work, or for an outstanding event held in the local community during the past year.

Presentation of the Awards will be made at the City's Australia Day Morning Ceremony on 26 January 2026. The winner of each category is recognised with a framed certificate and medal, and all other eligible nominees receive a certificate of appreciation from the City of South Perth.

Nominations were assessed by a panel comprising the City's Manager Community, Culture and Recreation; Community Development Coordinator; and Community Development Officer against the following selection criteria:

Selection criteria for nominees for the **individual** award categories:

1. Significant contribution to the local community.
2. Demonstrated leadership on a community issue resulting in the enhancement of community life.
3. A significant initiative which has brought about positive change and added value to community life.
4. Inspiring qualities as a role model for the community.

Selection criteria for nominees for the **group / event** award category:

1. Group/ event that creates community engagement.
2. Group/ event that creates initiatives for new employment.
3. Created significant initiative that brought about positive change.

Comment

This year a total of 15 nominations were submitted comprising:

- 4 x nominations for the Community Citizen of the Year – Adult category.
- 4 x nominations for the Community Citizen of the Year – Youth category.
- 5 x nominations for the Community Citizen of the Year – Seniors category.
- 2 x nominations for the Active Citizenship - Group or Event category.

A summary of the nominations, City's assessment scores and recommendations is attached as **Confidential Attachment (a)**.

All nominations were of high quality, demonstrating the different ways that individuals and groups make significant contributions in the local community; enhancing active citizenship opportunities for others; and being positive role models in the City of South Perth.

Consultation

The City commenced promotion of the Community Citizen of the Year Awards program in July 2025 with posters displayed at the City's Civic Centre and local community venues, namely libraries and George Burnett Leisure Centre. Communication about the Awards program was also sent to community groups, sporting clubs, schools and volunteer organisations listed in the City of South Perth Community Directory. Additionally, the Awards program was advertised in myClub, mySnapshot, mySouthPerth magazine, the City's social media platforms and through a state-wide campaign undertaken by Auspire. Nominations closed on 31 October 2025.

Policy and Legislative Implications

This report relates to Policy P104 Community Awards, whereby the City recognises the important contribution that local individuals make to society.

Financial Implications

Funds are allocated in the City's 2025/26 Operating Budget for costs associated with the Community Citizen of the Year Awards program.

Key Risks and Considerations

Risk Event Outcome	Reputational Damage Deals with adverse impact upon the professional reputation and integrity of the City and its representatives whether those persons be appointed or elected to represent the City. The outcome can range from a letter of complaint through to a sustained and co-ordinated representation against the City and or sustained adverse comment in the media.
Risk rating	Low
Mitigation and actions	The City could potentially face adverse reputational impacts if it does not acknowledge local individuals and groups who have made notable contributions within the community. The City's Community Citizen of the Year Awards is an effective risk management mitigation strategy as it provides a suitable method of acknowledging the contributions made by local individuals, volunteers and community groups.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Community
Aspiration:	Our diverse community is inclusive, safe, connected and engaged
Outcome:	1.1 Culture and community
Strategy:	1.1.4 Encourage volunteering that benefits our community

Attachments

10.1.1 (a):	Community Citizen of the Year Awards Program 2026 - Assessment & Recommendations (<i>Confidential</i>)
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10.3 STRATEGIC DIRECTION 3: ENVIRONMENT (BUILT AND NATURAL)

10.3.1 Payment in Lieu of Parking Plan - Revisions to Reasonable Estimate of Costs

File Ref: D-25-34449

Reporting Officer(s): Donna Shaw, Director Development and Community Services

Summary

This report presents the updated Reasonable Estimate of Costs of the City to provide parking and other infrastructure in-lieu of providing parking on the development site and deletion of parking sensors in the Payment in Lieu of Parking Plan. It is recommended that Council approve the draft amended Payment in Lieu of Parking Plan.

Officer Recommendation

That Council, in accordance with Schedule 2, Part 9A, Clause 77M(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, approve the draft amended Payment in Lieu of Parking Plan, as contained in **Attachment (a)**.

Background

State Government planning reforms introduced amendments to car parking provisions for non-residential development, including the requirement for a Payment in Lieu of Parking Plan (PILP) to enable local governments to apply cash in lieu of parking conditions.

The Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) provide that cash in lieu is only applicable for non-residential development that requires development approval and a parking space shortfall of at least two bays is applicable. Further, in considering a parking space shortfall, the local government may:

- vary or waive on-site parking requirements; or
- determine that all or only a portion of the variation is to be subject to a condition requiring cash in lieu of on-site parking. In respect to the requirement for payment, a condition is imposed at the time of development approval.

At its meeting held 31 October 2023, Council adopted the City of South Perth PILP.

At its meeting held 10 December 2024, Council considered a draft Payment in Lieu of Parking Plan in response to a previous resolution of Council, following a Notice of Motion from Councillor Bronwyn Waugh, and resolved as follows:

“That Council receives the Parking Strategy Actions – November 2024 as contained as Attachment (a) and the draft Payment in Lieu of Parking Plan as contained in Attachment (b).”

In accordance with the Western Australian Planning Commission’s (WAPC) Payment in Lieu of Parking Plan Explanatory Guidelines (the Guidelines), a Local Government can revise the Reasonable Estimate of Costs during the life of the PILP. Revisions are usually made when cost factors such as land valuation or construction costs change.

Revisions to the Reasonable Estimate of Costs must apply the method of calculation approved by the WAPC - (Infrastructure cost per m² x 15m² x car parking space shortfall).

The City has previously determined that the infrastructure cost per square metre to construct a car parking bay within the City is \$380, which was based on construction values for on-street bays undertaken within the City. The financial contribution per car parking bay is therefore currently $\$380 \times 15\text{m}^2 = \$5,700$ per bay in the PILP, which the City has reviewed and is still considered appropriate.

The Guidelines recommend that Local Government's review the Reasonable Estimate of Costs every two years and the PILP may be amended as provided in clause 77M of the Regulations. The Guidelines also provide the list of items to which cash in lieu of parking will be applied, and the City has recommended deletion of parking sensors due to the unreliability of this technology. No other changes are proposed to the PILP. A copy of the draft amended PILP is contained as **Attachment (a)**.

Comment

The following table details the proposed changes to the Reasonable Estimate of Costs of the City to provide parking and other infrastructure in-lieu of providing parking on the development site, and deletion of parking sensors.

Item	Current Cost	Proposed Cost
Public Car Parking Infrastructure		
At-grade on-street car parking bay	\$380 per m ²	No change
Other Transport Infrastructure		
Technology to increase efficiency and turnover of bays	\$450 per Parking Sensor \$7,000 per Ticket Machine	\$450 per Parking Sensor \$7,500 per Ticket Machine
Electric charging facilities	\$14,000 per 63 A single e-vehicle charging station. \$22,000 per 63 A double e-vehicle charging station	No change
Footpath infrastructure, including new connections and upgrades	\$76 per m ² (supply and install concrete)	No change
Street lighting	\$10,000 per light (incl. pole and installation)	No change
Provision of, or upgrades to, bicycle networks	\$116 per m ² (Shared Path 3.0m wide, red asphalt incl. line marking)	\$130 per m ² (Shared Path 3.0m wide, red asphalt incl. line marking)
Ancillary or Incidental Purposes		
Shade Trees	\$500 per tree (incl. supply, planting and 12 months maintenance)	\$ 1,030 per tree (incl. supply, planting and 12 months maintenance)

CCTV	\$35,000 per camera (incl. comms cabinet, pole, programming, and software licence)	No change
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Consultation

Nil.

Policy and Legislative Implications

Schedule 2, Part 9A, Clause 77M of the Regulations provides the procedure for amending the PILP. Clause 77(M)(2) provides the following:

“Despite subclause (1), the local government may approve an amendment to a payment in lieu of parking plan without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.”

The PILP has been prepared in the form approved by the WAPC and given the only modification is to the Reasonable Estimate of Costs, further advertising of the PILP is not considered required.

Should Council adopt the amendments, the City will publish an up-to-date copy of the PILP in accordance with the Regulations.

Financial Implications

Clause 77I(1) requires a Local Government to establish and maintain a Reserve Account for money collected under the PILP. The account is to be established under the provisions of the *Local Government Act 1995*, Section 6.11 and operated in accordance with the Local Government (Financial Management) Regulations 1996.

Clause 77I(3) of the Regulations requires interest earned on monies held in the Reserve Account must be applied for the purposes set out in the PILP. The Parking Facility Reserve is used for this purpose.

Since the operation of the PILP, no funds have been collected for this purpose. \$75,000 of existing funds within the reserve was allocated for the Anstey Street car park upgrades in the 2025/26 financial year.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	The City has prepared and reviewed the Payment in Lieu of Parking Plan in accordance with the Regulations.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Environment (Built and Natural)
Aspiration:	Sustainable, liveable, diverse and welcoming neighbourhoods that respect and value the natural and built environment
Outcome:	3.2 Sustainable built form
Strategy:	3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs

Attachments

10.3.1 (a):	Draft amended Payment in Lieu of Parking Plan
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10.4 STRATEGIC DIRECTION 4: LEADERSHIP

10.4.1 Listing of Payments October 2025

File Ref: D-25-34450

Reporting Officer(s): Bree Websdale, Director Corporate Services

Summary

This report presents to Council a list of accounts paid under delegated authority between 1 October 2025 to 31 October 2025 for information. It also includes purchase card transactions between 1 September 2025 to 30 September 2025 in line with legislative requirements. The City made the following payments:

EFT Payments to Creditors	(508)	\$11,642,390.00
Cheque payments to Creditors	(1)	\$7.00
Total Monthly Payments to Creditors	(509)	\$11,642,397.00
EFT Payments to Non-Creditors	(38)	\$40,651.72
Cheque payments to Non-Creditors	(19)	\$17,509.65
Total EFT & Cheque Payments	(566)	\$11,700,558.37
Credit Card Payments	(84)	\$24,515.41
Fleet Card Payments	(26)	\$1,926.75
Total Payments	(676)	\$11,725,073.78

Officer Recommendation

That Council receives the Listing of Payments for the month of October 2025 as detailed in **Attachment (a)**.

Background

Council has delegated to the Chief Executive Officer (CEO) the exercise of power to make payments from its Municipal and Trust Funds. In accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996, a list of accounts paid by the CEO is to be prepared each month and presented to Council at the next Ordinary Meeting of the Council after the list is prepared. The Local Government (Financial Management) Regulations 1996 have been amended. Regulation 13A have been inserted requiring payments made with purchase cards to be included in the list of accounts paid.

Comment

The payment listing for October 2025 is included in **Attachment (a)**.

The attached report includes a “Description” for each payment. The City’s officers have used best endeavours to redact (in black) information of a private or confidential nature.

The report records payments are classified as:

- Creditor Payments

These include payments by both cheque and EFT to regular suppliers with whom the City transacts business. The reference numbers represent a batch number of each payment.

- Non-Creditor Payments

These are one-off payments that include both cheque and EFT that are made to individuals/suppliers who are not listed as regular suppliers. The reference numbers represent a batch number of each payment.

- Purchase Cards

Purchase card payments are included in the listing of payments as required by the amended Regulations. The amended Regulations requires the City to prepare a list of the payments made with each card and to present it to Council. Due to the time lag between receiving the statements and the successful acquittal of transactions in the City’s system this listing will always be for the month preceding the month for which creditor and non-creditor payments are being reported.

Details of payments made by direct credit to employee bank accounts, in accordance with contracts of employment, are not provided in this report for privacy reasons. The payments of bank fees, such as merchant service fees which are directly debited from the City’s bank account in accordance with the agreed fee schedules under the contract for provision of banking services, are also not provided in this report.

Consultation

Nil.

Policy and Legislative Implications

Regulations 12, 13(1) and 13A of the Local Government (Financial Management) Regulations 1996. Policy P602 Authority to Make Payments from the Municipal and Trust Funds.

Financial Implications

The payment of authorised amounts is within existing budget provisions.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	Monthly Financial reporting timelines exceeding statutory requirements.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Leadership
Aspiration:	A local government that is receptive and proactive in meeting the needs of our community
Outcome:	4.3 Good governance
Strategy:	4.3.1 Foster effective governance with honesty and integrity and quality decision making to deliver community priorities

Attachments

10.4.1 (a):	Listing of Payments October 2025
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10.4.2 Monthly Financial Statements October 2025

File Ref: D-25-34451

Reporting Officer(s): Bree Websdale, Director Corporate Services

Summary

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

Officer Recommendation

That Council notes the Financial Statements and report for the month ended 31 October 2025.

Background

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, requires each local government to present a Statement of Financial Activity reporting on income and expenditure as set out in the annual budget. Regulation 34(3) specifies that the nature or type classification must be used. In addition, regulation 34(5) requires a local government to adopt a percentage or value to report on material variances between budgeted and actual results. In addition to the above, Regulation 35 requires a local government to present a Statement of Financial Position. The 2025/26 budget adopted by Council at its meeting held 24 June 2025, determined the material variance amounts of \$10,000 or 10% for the financial year. The Financial Management Reports contains an Original and Revised Budget column for comparative purposes.

Comment

The Local Government (Financial Management) Regulations 1996 requires that a Statement of Financial Position and a Statement of Financial Activity are produced monthly. The Statement of Financial Activity is a financial report unique to local government drawing information from other reports to include operating revenue, expenditure, capital income, expenditure, loan funding and transfers to and from reserves.

Contrary to the previous trend national headline inflation rose sharply, a large part of which was expected given the cessation of electricity rebates. The September 2024 quarter to September 2025 quarter Perth CPI is 4.5%, the national CPI for the same period is 3.2%.

At its February 2025 meeting the RBA decided to cut the cash rate by 25 basis points to 4.10%, followed by a further 25 basis points cut at its 20 May 2025 meeting. The RBA did cut rates further by 25 basis points at its Monetary Policy Board Meeting on 12 August 2025, taking the cash rate to 3.60%. At its 4 November 2025 meeting the Board decided to leave the cash rate on hold at 3.60%.

The RBA Monetary Policy Board released the following statement on the 4 November 2025: “Inflation has fallen substantially since the peak in 2022, as higher interest rates have been working to bring aggregate demand and potential supply closer towards balance. More recently, however, inflation has picked up. Trimmed mean inflation was 1.0 per cent in the September quarter and 3.0 per cent over the year, up from 2.7 per cent over the year in the June quarter. This was materially higher than expected at the time of the August *Statement on Monetary Policy*. Headline inflation rose sharply to 3.2 per cent over the year in the September quarter, a large part of which was expected given the cessation of electricity rebates in a number of states. The Board’s judgement is that some of the increase in underlying inflation in the September quarter was due to temporary factors. The central forecast in the November *Statement on Monetary Policy*, which is based on a technical assumption of one more rate cut in 2026, has underlying inflation rising above 3 per cent in coming quarters before settling at 2.6 per cent in 2027.”

In framing the Annual Budget 2025/26, the City considered the continued economic uncertainty. The City continues to prudently manage its finances through this uncertain time whilst remaining conscious of the need to provide quality services to its community.

Income from operating activities for October year-to-date (YTD) is \$73.69m in comparison to budget of \$73.57m, favourable to budget by \$0.12m. Expenditure from operating activities for October is \$26.21m in comparison to the budget of \$26.61m, favourable to budget by \$0.40m or 1.53%. The October Net Operating Position of \$47.48m is \$0.52m favourable in comparison to budget.

Capital Revenue of \$0.54m, is \$0.14m favourable in comparison to budget. Capital Expenditure YTD is \$4.01m in comparison to the budget \$4.49m, favourable by \$0.48m. A variance analysis is provided within **Attachment (e)** titled Significant Variance Analysis.

Cash and Cash Equivalents amounted to \$102.95m. Consistent with previous monthly reports, the Cash and Cash Equivalents balance is contained within the Statement of Financial Position. In addition, further detail is included in a non-statutory report (All Council Funds).

Banks have been pricing in the anticipated rate cut by the RBA, offering average interest rates of 3.95% for investments under 12 months. The City holds a portion of its funds in financial institutions that do not invest in fossil fuels. Investment in this market segment is contingent upon all the other investment criteria of Policy P603 Investment of Surplus Funds being met. At the end of October 2025, the City held 37.23% of its investments in institutions that do not provide fossil fuel lending. The Summary of Cash Investments illustrates the percentage invested in each of the non-fossil fuel institutions and the short-term credit rating provided by Standard & Poor’s for each of the institutions.

Consultation

Nil.

Policy and Legislative Implications

This report is in accordance with the requirements of the Section 6.4 of the *Local Government Act 1995* and regulation 34 of the Local Government (Financial Management) Regulations 1996.

Financial Implications

The preparation of the monthly financial reports occurs from the resources provided in the annual budget.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	Monthly Financial reporting timelines exceeding statutory requirements.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Leadership
Aspiration:	A local government that is receptive and proactive in meeting the needs of our community
Outcome:	4.3 Good governance
Strategy:	4.3.1 Foster effective governance with honesty and integrity and quality decision making to deliver community priorities

Attachments

10.4.2 (a):	Statement of Financial Position
10.4.2 (b):	Statement of Change in Equity
10.4.2 (c):	Statement of Financial Activity
10.4.2 (d):	Operating Revenue and Expenditure
10.4.2 (e):	Significant Variance Analysis
10.4.2 (f):	Capital Revenue and Expenditure
10.4.2 (g):	Statement of Council Funds
10.4.2 (h):	Summary of Cash Investments
10.4.2 (i):	Statement of Major Debtor Categories

10.4.3 Response to Notice of Motion - Councillor Bronwyn Waugh - Development of a Volunteer Code of Conduct

File Ref: D-25-34452

Reporting Officer(s): Matthew Scott, Acting Chief Executive Officer

Summary

This report provides a response to the Notice of Motion resolved by Council at its meeting held 26 August 2025 titled 'Development of a Volunteer Code of Conduct' and presents a draft Volunteer Code of Conduct for Council's consideration.

Officer Recommendation

That Council notes the Volunteer Code of Conduct contained as **Attachment (a)**.

Background

At its meeting held 26 August 2025, Council considered a Notice of Motion from Councillor Bronwyn Waugh regarding development of a volunteer Code of Conduct and resolved as follows:

"That Council requests the Chief Executive Officer to prepare a draft Volunteer Code of Conduct, for Council consideration, which:

- 1. Is specifically tailored to individuals who engage in voluntary work on behalf of, or in collaboration with, the City of South Perth;*
- 2. Clearly separates the expectations, obligations, and responsibilities of volunteers from those applicable to City employees under the existing Employee Code of Conduct;*
- 3. Provides clear guidance on standards of behaviour, confidentiality, public representation, conflict of interest, and respectful engagement with staff, Councillors, and the community; and*
- 4. Is developed in consultation with relevant staff and volunteer representatives to ensure it is practical, accessible, and supports a positive volunteer culture."*

Comment

A Code of Conduct sets out the ethical and behavioural standards expected of all individuals representing the organisation, covering integrity, accountability, lawful and respectful behaviour, appropriate use of resources, conflict of interest management, and compliance with legislation.

In local government, it provides a consistent framework that builds community confidence in the conduct of all representatives, paid or unpaid. Whilst guidance for supporting and managing volunteers is provided by the City's Employee Code of Conduct and Policy P630 – Workplace Health and Safety, the City has prepared a draft Volunteer Code of Conduct consistent with Council's resolution as contained in **Attachment (a)**, including:

- Responsibilities for volunteers;
- Expected behaviours, including performance of duties and treating others with respect;
- The requirement for volunteers to take reasonable care for their own safety and that of others, follow safety instructions, and report hazards or incidents promptly;
- Ensuring duties are not undertaken under the influence of alcohol or drugs, and complying with the City's smoke-free requirements;
- Using City assets, equipment, and facilities responsibly and for authorised purposes;
- Ensuring personal communications do not interfere with volunteering duties (including social media);
- Matters related to misconduct, fraud and corruption;
- Matters pertaining to governance, including conflicts of interest and record keeping requirements; and
- Procedures for breaches of the Code.

The draft Volunteer Code of Conduct is separate to the Employee Code of Conduct to clearly separate the expectations, obligations, and responsibilities of volunteers from employees.

Consultation

The City has consulted with relevant employees and volunteer representatives during the development of the draft Volunteer Code of Conduct, including City Business Units that oversee volunteers; and a range of City volunteers who undertake volunteering in the local community (including SPYN, Local History Digitalisation, Get Job Ready, IELTS and Home Reader). The City currently has a total of 58 volunteers and 12 were consulted (20%).

Policy and Legislative Implications

Work Health and Safety Act 2020

Under the *Work Health and Safety Act 2020*, volunteers of a 'person conducting a business or undertaking' have duties as workers to take reasonable care for their own mental and physical health and safety, and to ensure their actions or omissions do not affect the health and safety of others. Volunteers engaged by the City are regarded as "workers" and share the same health and safety obligations as employees.

Local Government Act 1995

In accordance with the *Local Government Act 1995* and the Local Government (Administration) Regulations 1996, the Chief Executive Officer must implement a Code of Conduct for its "workers" under workplace safety legislation, which also applies to City volunteers.

Financial Implications

Nil.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	The City has a Code of Conduct for employees, which also applies to registered volunteers, as required by the <i>Local Government Act 1995</i> .

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2021-2031](#):

Strategic Direction:	Leadership
Aspiration:	A local government that is receptive and proactive in meeting the needs of our community
Outcome:	4.3 Good governance
Strategy:	4.3.4 Maintain a culture of continuous improvement

Attachments

10.4.3 (a):	Draft Volunteer Code of Conduct
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11. APPLICATIONS FOR LEAVE OF ABSENCE

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

13. QUESTIONS FROM MEMBERS

13.1 RESPONSE TO PREVIOUS QUESTIONS FROM MEMBERS TAKEN ON NOTICE

Nil.

13.2 QUESTIONS FROM MEMBERS: 18 NOVEMBER 2025

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15. MEETING CLOSED TO THE PUBLIC

Nil.

16. CLOSURE