# ATTACHMENTS

## Audit, Risk and Improvement Committee Meeting

16 June 2026

City of South Perth

# ATTACHMENTS TO AGENDA ITEMS

## Audit, Risk and Improvement Committee Meeting - 16 June 2026

## Contents


**6.2 CORPORATE BUSINESS PLAN - QUARTERLY REPORT**

Attachment (a): Quarter 3 2025-26 CBP Project Status Updates 3

Attachment (b): Quarter 3 2025-26 CBP KPI Status Updates 21

**6.5 ANNUAL REVIEW OF COUNCIL DELEGATIONS**

Attachment (a): Minor Changes 28

Attachment (b): Substantive Changes 65

Attachment (c): Revoke 108

Attachment (d): New 114

**6.6 POLICY REVIEW**

Attachment (a): Amended Policies - Tracked Changes 147

Attachment (b): Comparison Table – Metropolitan Local Government Mayoral Vehicles 191

Attachment (c): P704 Execution of Documents 194

Attachment (d): P302 - Development Fee Refunds 199

**6.7 CORPORATE BUSINESS PLAN - MINOR REVIEW**

Attachment (a): Corporate Business Plan 2025/2026-2028/ 2029 202

**6.8 COUNCIL RESOLUTION TRACKING**

Attachment (a): 2026 Council Resolutions Register 254

Attachment (b): 2025 Council Resolutions Register - In Progress 281

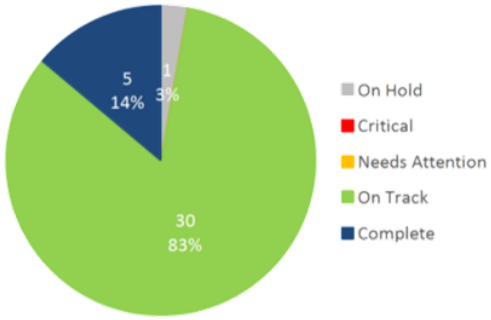
**6.9 COUNCIL DECISION 0426/091 - TABLING OF DOCUMENTS**

Attachment (a): Item 7.6 ARGC Meeting 10 June 2025 288

# CORPORATE BUSINESS PLAN | COUNCIL REPORT

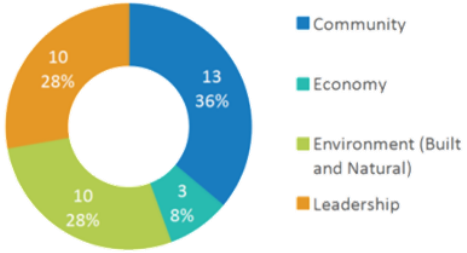
## Corporate Actions that we will deliver over 2025 / 2026 | Q3 Dashboard | Jan to Mar 2026

### STATUS SNAPSHOT

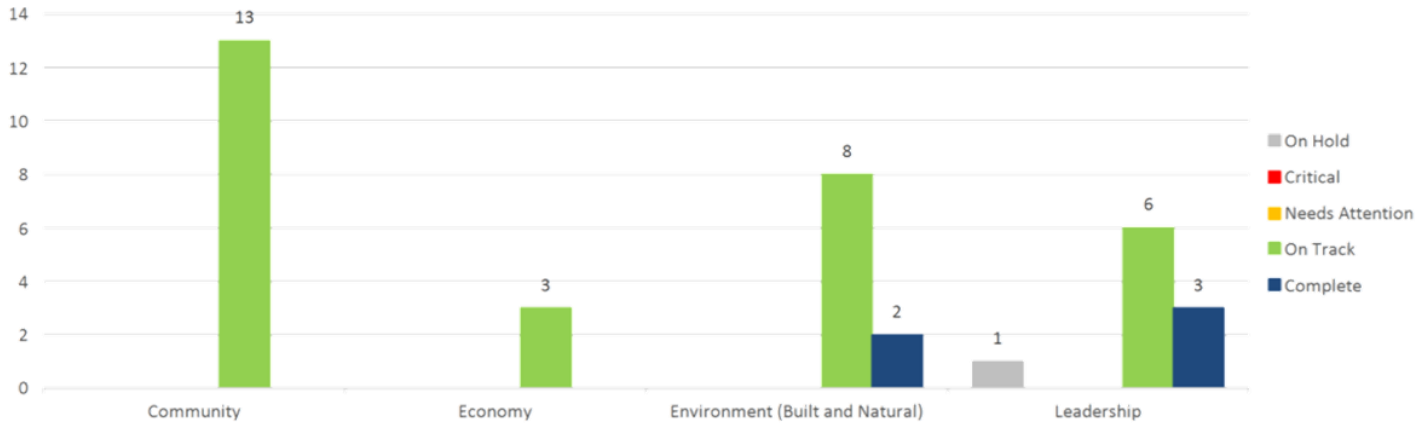



**36 Corporate Project / Activities in Total**

### STRATEGIC DIRECTION SNAPSHOT




### STATUS TRACKING BY STRATEGIC DIRECTION



# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Community | 1.1 Culture and community | 1.1.2 Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City | **Access and Inclusion Plan 2022 - 2027** | Ongoing | On Track | 75 % | Implement, monitor and evaluate the Access and Inclusion Plan | **QTR 3 \| Jan to Mar 2026**<br>Implementation is on track, with key actions this quarter being AUSLAN interpreters at Australia Day and Sounds concerts, the launch of a Chill Out kit to support sensory needs, partnership with the Hidden Disabilities Sunflower program, launch of the City's first Changing Places facility at Sir James Mitchell Park and a calendar of events for Harmony Week (15 to 21 March).<br>**QTR 2 \| Oct to Dec 2025**<br>The City partnered with the West Australian Symphony Orchestra to deliver a concert for 70+ people with disability and their carers. The Inclusive Community Advisory Group (ICAG) met during the reporting period and conducted the election of a new Chair and Vice-Chair.<br>**QTR 1 \| Jul to Sep 2025**<br>Implementation, monitoring and evaluation of Access and Inclusion Plan actions are on track. A key achievement this quarter involved the development and installation of the City's first 'community board' at Neil McDougall Park. This is an assistive tool to help children with communication difficulties lead their own play. | |
| 2 | Community | 1.1 Culture and community | 1.1.2 Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City | **Cultural Plan 2023 - 2028** | Ongoing | On Track | 88 % | Implement, monitor and evaluate the Cultural Plan and commence development of the Cultural and Social Strategy | **QTR 3 \| Jan to Mar 2026**<br>On track - notable achievements include: the delivery of cultural arts and events programs (Southside Summer, Australia Day morning ceremony, Sounds in the Park Concert, Sounds of Bunuru concert, Box Gallery Art Exhibition at Manning Hub), support of local cultural activations/community events, and engaging school groups to support program delivery (eg Manning Primary P&C at Sounds of Bunuru).<br>**QTR 2 \| Oct to Dec 2025**<br>The City delivered<br>- cultural arts and events programs (Emerging Artist Award, Carols at Sunset),<br>- local cultural activations (Remembrance Day, Citizenship, Christmas markets, Christmas Decorations).<br><br>20 of 24 actions in the Cultural Plan 2023-2028 completed in the financial year to date.<br>**QTR 1 \| Jul to Sep 2025**<br>Notable achievements in Q1 include: delivery of cultural arts and events programs (Evolve Winter Program), and local cultural activations (NAIDOC, Citizenship). 14 of 24 actions in the Cultural Plan 2023-2028 completed in the financial year to date. The City has also commenced development of a new Cultural and Social Strategy to set the cultural/social vision for the future. | |
| 3 | Community | 1.1 Culture and community | 1.1.2 Develop, facilitate and/or support opportunities for inclusive and cohesive social, | **Youth Plan 2021 - 2025** | Ongoing | On Track | 75 % | Implement the actions as detailed in the City's Youth Plan and reference as part of the Cultural and Social Strategy | **QTR 3 \| Jan to Mar 2026**<br>On track with delivering youth initiatives including Summer Splash, Youth Makers Markets, and a range of workshops. In this quarter, the Kaya Karawara youth program series commenced, delivering 10 drop-in and basketball sessions that has involved approximately 100 young people.<br>**QTR 2 \| Oct to Dec 2025** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | cultural and healthy activity in the City | | | | | | On track with delivering youth initiatives including Adulting 101 series, Social Media ban workshop.<br><br>In this quarter the Kaya Karawara youth program series commenced.<br>**QTR 1 \| Jul to Sep 2025**<br>South Perth Youth Network (SPYN) meetings focused on planning the teen space at Manning library and the youth elements for upcoming community events.<br>Youth focused workshops and events included 2x sold out Youth planting events, 2x Youth skills development, Adulting 101, Junior Kitchen, Constable Care and a NAIDOC youth focused storytime and craft activity.<br>Youth volunteer opportunities are planned for next quarter at upcoming events, along with Youth Makers Market as per Youth Plan action items. | |
| 4 | **Community** | 1.2 Community infrastructur e | 1.2.1 Maintain, plan, develop and facilitate community infrastructure to respond to community needs and priorities | **Challenger Reserve Masterplan** | | **On Track** | **90 %** | Develop detailed design and undertake stakeholder and community engagement to progress the Challenger Reserve Masterplan | **QTR 3 \| Jan to Mar 2026**<br>A workshop was conducted on 3 February 2026 to determine parameters for:<br><br>1. The essential, discretionary or excluded components which can comprise of a combination of renewal, upgrade or new assets; and<br>2. Establishing the capital budget to provide the financial constraint for this project.<br>The City re-engaged CCS Strategic and three alternative concept options are currently being developed. Consultation has occurred with South Perth United Football Club and Manning Bowling Club to inform the updated options. Draft concepts are expected to be completed by May 2026<br>**QTR 2 \| Oct to Dec 2025**<br>In relation to Challenger Reserve Masterplan, the draft masterplan and costings were presented to Council at the Ordinary Council Meeting held in December 2025. As resolved by Council, a workshop has been scheduled for Q3, on 3 February 2026 to determine parameters for:<br><br>1. The essential, discretionary or excluded components which can comprise of a combination of renewal, upgrade or new assets; and<br>2. Establishing the capital budget to provide the financial constraint for this project.<br>**QTR 1 \| Jul to Sep 2025** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | A Project Working Group has been developed.<br><br>CCS Strategic has been engaged as the consultant to complete the revised concept plan and costings.<br><br>Stakeholder engagement meetings have occurred with local sports clubs including Manning Bowling Club, Manning Tennis Club, South Perth United Football Club, South Perth Bridge Club and South Perth Junior Cricket Club. Meetings have also occurred with Football West and Bowls WA.<br><br>Preliminary design elements have been submitted to the City by the user groups to develop a design brief. The design brief has been submitted to the architect for a preliminary draft concept plan. The draft concept plan will be presented to the user groups in October. | |
| 5 | Community | 1.2 Community infrastructure | 1.2.1 Maintain, plan, develop and facilitate community infrastructure to respond to community needs and priorities | **Community Recreation Facilities Plan 2019 - 2033** | Ongoing | On Track | 30 % | Review the plan and implement, monitor and evaluate the Community Recreation Facilities Plan. The format of the plan will be amended to produce the Community Infrastructure Plan | **QTR 3 \| Jan to Mar 2026**<br>The City is continuing with the development of a new Community Infrastructure Plan. The Community Infrastructure Plan will include actions for renewal, redevelopment or upgrade of local community infrastructure. The Plan will assist in determining community recreation facility project priorities into the future.<br>**QTR 2 \| Oct to Dec 2025**<br>The City is progressing with the development of a new Community Infrastructure Plan (to replace the current Community Recreation Facilities Plan).<br><br>The Community Infrastructure Plan will include actions for renewal, redevelopment or upgrade of local community infrastructure. The Plan will assist in determining community recreation facility project priorities into the future.<br>**QTR 1 \| Jul to Sep 2025**<br>The Community Recreation Facilities Plan has been reviewed. Planning for a new Community Infrastructure Plan has commenced and will include actions for renewal, redevelopment or upgrade of the City's community infrastructure. Further progression will occur upon completion of the new City plans and strategies templates. | ☑ |
| 6 | Community | 1.2 Community infrastructure | 1.2.1 Maintain, plan, develop and facilitate community infrastructure to respond to community needs and priorities | **Underground Power Program** | 01/06/2023 12:00:00 AM | On Track | 8 % | Implementation of Underground Power Program for Kensington. | **QTR 3 \| Jan to Mar 2026**<br>According to the Western Power Project Status Report, construction had reached 8% completion as at the end of February 2026.<br>**QTR 2 \| Oct to Dec 2025**<br>The Western Power Project Status Report notes that construction commenced on 1 September 2025 and was 6% complete as at the end of January 2026. The works are expected to be completed in mid-2027.<br><br>All Engineering and Design activities and the Construction RFQ process have been completed by the City.<br>**QTR 1 \| Jul to Sep 2025** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Construction of the Kensington project has started Q4 2025. The project has been separated into 8 zones. The estimated completion is Q2 2027 | |
| 7 | Community | 1.2 Community infrastructure | 1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities | **Capital Projects Delivery - Engineering** | | On Track | 80 % | Deliver the Capital Works Program in relation to the renewal and upgrade of City assets including roads, footpaths | **QTR 3 \| Jan to Mar 2026**<br>The 2025/26 Capital Works Program is on track, with 80% of projects completed and the remainder scheduled for completion by the end of June 2026.<br>**QTR 2 \| Oct to Dec 2025**<br>Progress on the 2025/26 Capital Works Program remains on track, with 60% of projects completed and the balance scheduled for completion by the end of June 2026<br>**QTR 1 \| Jul to Sep 2025**<br>The 2025/26 Capital Works Programme is on track. A total of 23% of projects have been completed. The majority of the capital work projects are already scheduled, while some are currently at the formal Request for Quote (RFQ) or Request for Tender (RFT) stage. We anticipate completing all the capital works projects within this financial year. | |
| 8 | Community | 1.2 Community infrastructure | 1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities | **Capital Projects Delivery - Facilities** | | On Track | 65 % | Deliver the Capital Works Program in relation to the renewal and upgrade of City facilities | **QTR 3 \| Jan to Mar 2026**<br>8 projects in progress and on track for completion this FY<br>4 projects completed<br>2 projects to be awarded this FY, however delivered in Q1 of new FY<br>1 project delayed - Operations Centre sub station installation. Lead times are dependant on Western Power.<br>**QTR 2 \| Oct to Dec 2025**<br>3 projects completed<br>10 projects in progress<br><br>All projects on track for FY with the exception of the Operations Centre sub station installation. Lead times are dependant on Western Power.<br>**QTR 1 \| Jul to Sep 2025**<br>0 projects completed<br>9 projects in progress<br>0 projects not started<br><br>8 Capital projects are on track for full delivery by the end of the financial year.<br>1 Capital project involving Western Power upgrades is a possible delay. | |
| | | | | | | | | | **QTR 3 \| Jan to Mar 2026** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| 9 | Community | 1.2 Community infrastructure | 1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities | **Capital Projects Delivery - Fleet** | | On Track | 60 % | Deliver the Capital Works Program in relation to the renewal and upgrade of City fleet assets | Motor Vehicle sources as per budget allocation.<br>2x streetscape trucks procurement awarded<br>1 x large Engineering truck deferred due to over budget<br>2 x Out front mowers awarded - delivery expected May 2026<br>3 x DMAX Utility vehicles delivered - further 3 awaiting delivery ETA May<br>JCB Telehandler RFT awarded to CEA Australia - delivered March<br>Collier Park Golf course procurement progressing for Ride on Mower, Root Pruner, Walk behind Greens mower, Turf cutter all on order ETA May/June<br>**QTR 2 \| Oct to Dec 2025**<br>Motor Vehicle sources as per budget allocation.<br><br>Procurement underway for 2x streetscape trucks, 1 x large Engineering truck and 2 x Out front mowers<br>**QTR 1 \| Jul to Sep 2025**<br>Items for replacement in the 2025/26 financial year of the 10 year replacement program have been identified and options for suitable replacements currently under investigation with business units.<br>4 x Leadership Team vehicles replaced and 1 x new vehicle sourced<br>Specifications for 3 x trucks under development<br>4 x utility vehicles in pre - procurement phase<br>Collier Park Golf course replacements specification under development<br>New Ranger vehicle options (3 of) provided for business unit evaluation | |
| 10 | Community | 1.2 Community infrastructure | 1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities | **Capital Projects Delivery - Parks** | | On Track | 70 % | Deliver the Capital Works Program in relation to the renewal and upgrade of parks infrastructure | **QTR 3 \| Jan to Mar 2026**<br>The implementation and construction of the Parks Capital programme is progressing well, for projects that have a design a construction period in one financial year. Some projects span multiple financial years and will continue in 2026/27.<br>**QTR 2 \| Oct to Dec 2025**<br>The Parks capital program is progressing as scheduled. Due to the nature of many of these projects being seasonally dependent delivery may span into the 2026/27 financial year (particularly the Hurlingham living stream and SJMP reticulation projects.)<br>**QTR 1 \| Jul to Sep 2025**<br>The initial stages of project development for the Parks Capital programme has commenced. Items include detailed design completion, stakeholder engagement process initiation, procurement documentation development. | |
| | | | | | | | | | **QTR 3 \| Jan to Mar 2026** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| 11 | Community | 1.2 Community infrastructure | 1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities | **Capital Projects Delivery - Waste** | | On Track | 50 % | Deliver the Capital Works Program in relation to the renewal and upgrade of City waste assets | 30m bin ordered and delivered.<br>Pressure washer procured and delivered<br>Perimeter Fence awarded - construction commences early April expected 5 -6 week period.<br>Security beam installation contractor selected - installation follows fence construction completion<br>CCTV improvements approach to market released - closing date 28/04/2026<br>**QTR 2 \| Oct to Dec 2025**<br>Procurement undertake for 30m bin.<br><br>Perimeter Fence tender closed and the contact will be awarded in Q3.<br><br>CCTV final stages of planning, install on track for Q3<br>**QTR 1 \| Jul to Sep 2025**<br>1 x 30m Waste bin ordered and delivered<br>Perimeter fence in pre-procurement stage - RFT drafted and on hold during caretaker period<br>Perimeter beam in planning stage - specifications drafted -final conditions pending following discussion with consultant<br>CCTV upgrade in planning phase with IT services - location plan and specifications to be finalised. | |
| 12 | Community | 1.3 Community safety and health | 1.3.1 Enhance community safety in conjunction with other agencies | **Community Safety and Crime Prevention Plan 2022 - 2027** | Ongoing | On Track | 75 % | Implement, monitor and evaluate the Community Safety and Crime Prevention Plan and review the priorities in the plan | **QTR 3 \| Jan to Mar 2026**<br>36 Home Safety and Security Equipment Rebates have been paid from January to March . CCTV Footage to WA Police has been requested 11 times with release 4 times this quarter. The 5 times not released were due to not having cameras in the requested locations and the other 2 times the camera did not have field of vision and after reviewing the camera nothing was observed.<br>**QTR 2 \| Oct to Dec 2025**<br>43 Home Safety and Security Equipment Rebates have been provided in this quarter.<br><br>CCTV Footage to WA Police has been requested in Q2 11 times and provided 8 times. The 3 times the footage was not released was due to not having cameras in the requested locations.<br><br>Security Patrol trial to commence in Q3.<br><br>Meeting held with Kensington Police in December.<br>**QTR 1 \| Jul to Sep 2025**<br>39 Home Safety and Security Equipment Rebates have been paid from July to September. CCTV Footage to WA Police has been requested 10 times with release 7 times this quarter. The 3 times not released were due to not having cameras in the requested locations. | |
| | | | | | | | | | **QTR 3 \| Jan to Mar 2026** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| 13 | Community | 1.3 Community safety and health | 1.3.2 Facilitate and foster a healthy and connected community | **Public Health Plan 2020 - 2025** | | On Track | 75 % | Implement the actions as detailed in the City's Public Health Plan, review and develop revised plan in 2025/26 | Healthy Nutrition<br>2 x Junior Kitchen workshops held in January school holidays.<br>Transforming Menus for Kids pilot project complete.<br><br>Mental Health<br>Refresh & Reconnect six week course held over Feb/March at GBLC.<br><br>Public Health Advisory Group meeting held in February.<br><br>Public Health Plan Review carried out and ongoing planning for new CoSP Public Health Plan.<br>**QTR 2 \| Oct to Dec 2025**<br>Mental Health Week workshops were held<br>– Family Yoga and Journalling for Teens. Foodbank nom! six-week course complete. Community engagement at Como SHS Mental Health Expo and Halloween Twilight Markets.<br><br>WASO Connect Chamber Performance and Aged Care Information Session for Seniors held.<br><br>In October, Foodbank nom! Children program and Mental Health Week activities - 'Journaling For Teens' workshop and 'Family Yoga' session<br><br>In November - Seniors Week event - Aged Care Information Session and WASO Connect Chamber Performance.<br><br>Public Health Advisory Group meeting held in November<br>**QTR 1 \| Jul to Sep 2025**<br>Public Health Planning workshop held with the Public Health Advisory Group meeting in August.<br>Events held during the quarter included Junior Kitchen nutrition skills in July which was 'sold out' (20 participants).<br>Upcoming workshops and programs include:<br>October - Foodbank nom! Children program and Mental Health Week activities - 'Journaling For Teens' workshop and 'Family Yoga' session<br>November - Seniors Week event - Aged Care Information Session and WASO Connect Chamber Performance<br>**QTR 3 \| Jan to Mar 2026** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| 14 | Economy | 2.1 Local business and activated places | 2.1.4 Ensure planning frameworks provide for a range of uses in commercial centres | **Canning Bridge Precinct Structure Plan** | | On Track | 35 % | Commence review of Canning Bridge Precinct Structure Plan. | Phase 1 of the Canning Bridge Activity Centre Plan has been completed and feedback has been received from the Department of Planning, Lands and Heritage (Department). Phase 2 has commenced, and a review of required technical reports is complete. This review will outline all the reports required by the City to inform the changes to the Activity Centre Plan which will be undertaken in Phase 2. The technical report review requires support from the Department.<br><br>Support for the City's position on required technical reports has been received by the Department, and the City is now commencing the procurement process.<br>**QTR 2 \| Oct to Dec 2025**<br>Phase 1 of the Canning Bridge Activity Centre Plan has been completed and now requires feedback from the Department of Planning, Lands and Heritage (Department).<br><br>Phase 2 has commenced, and a review of required technical reports is complete. This review will outline all the reports required by the City to inform the changes to the Activity Centre Plan which will be undertaken in Phase 2. The technical report review requires support from the Department. Once support is received and a final list of required technical reports is obtained, the procurement process will commence.<br>**QTR 1 \| Jul to Sep 2025**<br>Canning Bridge Activity Centre Plan will be reviewed in two (2) phases. The first phase has commenced and will ensure alignment with the Manner and Form requirements of the Regulations. The second phase will involve a review of content. | |
| 15 | Economy | 2.1 Local business and activated places | 2.1.4 Ensure planning frameworks provide for a range of uses in commercial centres | **South Perth Precinct Structure Plan** | | On Track | 20 % | Commence review of South Perth Precinct Structure Plan. | **QTR 3 \| Jan to Mar 2026**<br>The review of the South Perth Precinct Structure Plan's Community Benefit Contribution Framework is currently underway.<br><br>An analysis of funds received to date, including a review of the current project list, informed by a literature review has been completed. Once reviewed and finalised, further updates will be provided around the process to implement the changes to the South Perth Precinct Structure Plan.<br>**QTR 2 \| Oct to Dec 2025**<br>Review of the Community Benefit Contribution Framework in the South Perth Activity Centre plan has commenced.<br><br>Review of the South Perth Activity Centre Plan will commence April 2026.<br>**QTR 1 \| Jul to Sep 2025**<br>Review of the South Perth Activity Centre Plan will commence April 2026. | |
| | | | | | | | | | **QTR 3 \| Jan to Mar 2026** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| 16 | **Economy** | 2.1 Local business and activated places | 2.1.5 Promote City attractions and destinations | **South Perth Foreshore Strategy and Management Plan 2015** | | **On Track** | **50 %** | Delivery stage 1 of the Hurlingham Living Stream project. | Implementation of the South Perth Foreshore Strategy and Management Plan 2015, is ongoing. Hurlingham Living Stream Stage 1 is complete and Stage 2 is 50% completed. The Urban Rivers Catchment program detailed design for stage 1 is complete and procurement is about to commence. Documentation for the design of Node 2 Regional play space is in progress.<br>**QTR 2 \| Oct to Dec 2025**<br>Implementation of the South Perth Foreshore Strategy and Management Plan 2015 is ongoing. Hurlingham Living Stream Stage 1 is complete. Hurlingham Living Stage 2 construction has commenced. The Urban Rivers Catchment program concept design is complete and detailed design and communications with public are in progress.<br><br>The design and planning of the Node 2 regional play space is in progress.<br>**QTR 1 \| Jul to Sep 2025**<br>Implementation of the South Perth Foreshore Strategy and Management Plan 2015 is ongoing. Hurlingham Living Stream Stage 1 is complete. The Urban Rivers Catchment program concept design is complete. Detailed design and communications are about to commence. Procurement for the design and planning of the Node 2 Regional play space is in progress. | |
| 17 | **Environment (Built and Natural)** | 3.1 Connected and accessible City | 3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport | **Joint Bike Plan 2018** | Ongoing | **On Track** | **15 %** | Implement recommendations identified in the Pathways and Bike Plans | **QTR 3 \| Jan to Mar 2026**<br>At present, there are no available grant funding opportunities for the projects identified in the Joint Bike Plan. Notwithstanding this, the City has secured funding to undertake an update of the existing bike plan.<br>**QTR 2 \| Oct to Dec 2025**<br>The City has submitted a grant application under the WA Bicycle Network Grants Program to update the existing Bike Plan.<br>**QTR 1 \| Jul to Sep 2025**<br>Currently, there are no available grant funding opportunities for the projects outlined in the Joint Bike Plan. However, we continue to actively monitor and explore potential funding sources to support the progression of these initiatives.<br>Recently, the City submitted an Expression of Interest for the Western Australian Bicycle Network (WABN) Grant Program, which supports local governments in the planning, design, and construction of active transport infrastructure. The program offers a maximum grant of $25,000, which the City intends to use to review and update the existing Joint Bike Plan. | |
| 18 | | 3.1 Connected | 3.1.2 Develop and implement | | Ongoing | **On Track** | **50 %** | Implement and monitor the Plan. | **QTR 3 \| Jan to Mar 2026**<br>Implementation and monitoring of the ITP are on track.<br>**QTR 2 \| Oct to Dec 2025** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| | | and accessible City | integrated transport and infrastructure plans that consider improved parking management systems and encourage alternative forms of transport | | | | | | Delivery of the supporting plans associated with the Integrated Transport Plan remains on track, with the Plan being actively implemented and monitored as scheduled.<br><br>A Traffic Congestion, Safety and Access Study for the South Perth Activity Centre Area is under development by a traffic consultant and is expected to be completed by December 2025.<br><br>The Kwinana Freeway Offramp and Mill Point Road Intersection project is undergoing a design review for Main Roads WA (MRWA) approval, as part of the Federal Blackspot Program. The project aims to enhance road safety by reducing traffic speeds through the installation of a wombat crossing and is expected to commence in mid 2026.<br><br>The formalised pedestrian crossing design for Anstey Street is currently at design review stage by MRWA. The project will include lighting upgrades, new pram ramps, and line marking to improve pedestrian movement and safety within the Angelo Street Neighbourhood Centre and is expected to commence in mid 2026. | |
| | **Environment (Built and Natural)** | | | **Integrated Transport Plan 2021 - 2031** | | | | | **QTR 1 \| Jul to Sep 2025**<br>A Traffic Congestion, Safety and Access Study for the South Perth Activity Centre Area is under development by a traffic consultant and is expected to be completed by December 2025.<br><br>The Kwinana Freeway Offramp and Mill Point Road Intersection project is undergoing a design review for Main Roads WA (MRWA) approval, as part of the Federal Blackspot Program. The project aims to enhance road safety by reducing traffic speeds through the installation of a wombat crossing and is expected to commence in mid 2026.<br><br>The formalised pedestrian crossing design for Anstey Street is currently at design review stage by MRWA. The project will include lighting upgrades, new pram ramps, and line marking to improve pedestrian movement and safety within the Angelo Street Neighbourhood Centre and is expected to commence in mid 2026. | |
| **19** | **Environment (Built and Natural)** | 3.1 Connected and accessible City | 3.1.2 Develop and implement integrated transport and infrastructure plans that consider improved parking management systems and encourage alternative forms of transport | **Parking Plan** | | **On Track** | **80 %** | Updates and additions will be made to the Parking Plan to address current issues and opportunities | **QTR 3 \| Jan to Mar 2026**<br>Draft document finalised. Feedback from internal stakeholder groups is required to be addressed and implemented into draft plan before completion.<br>**QTR 2 \| Oct to Dec 2025**<br>Parking Plan 2016 has been reviewed and is on track for completion in 25-26<br>**QTR 1 \| Jul to Sep 2025**<br>Draft document finalised. Feedback from internal stakeholder groups is required to be addressed and implemented into draft plan. | |
| | | | | | | | | | **QTR 3 \| Jan to Mar 2026** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| 20 | **Environment (Built and Natural)** | 3.2 Sustainable built form | 3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs | **Local Heritage List** | | **On Track** | **80 %** | Implement and monitor the local heritage list and relevant policies | As per the previous quarter update, the City appointed an independent heritage consultant to undertake place specific reviews for the five properties listed in the Council decision from the 28 October 2025 Ordinary Council Meeting.<br><br>The outcomes of the place specific review was presented to Council at the 24 March 2026 Ordinary Council Meeting. The Council decision notes the outcome of the place specific review, and requests the Chief Executive Officer prepare and present to Council an updated Local Heritage Survey to reflect the outcomes of the place specific reviews.<br><br>The Strategic Planning team is currently finalising the updates to the Local Heritage Survey, and will shortly present the updated survey to Council to approve a period of public advertising.<br>**QTR 2 \| Oct to Dec 2025**<br>The Local Heritage List was adopted by Council at the 28 October 2025 Ordinary Council Meeting for<br><br>The Council decision included a request that the Chief Executive Officer undertake place specific reviews (including consideration of built form) of five properties. The City has progressed this task by appointing an independent heritage consultant to undertake the place specific reviews. The outcome of the reviews is currently being finalized.<br>**QTR 1 \| Jul to Sep 2025**<br>Draft Heritage List was advertised 1-25 September 2025. It is intended to present to the draft Heritage List to Council for final adoption at the October 2025 Ordinary Council Meeting. | |
| 21 | **Environment (Built and Natural)** | 3.3 Enhanced environment and open spaces | 3.3.2 Enhance the City's urban forest on public and private land | **Urban Greening Strategy** | Ongoing | **Complete** | **100 %** | Seek Council adoption of the Urban Greening Strategy | **QTR 3 \| Jan to Mar 2026**<br>Complete.<br>**QTR 2 \| Oct to Dec 2025**<br>The Urban Greening Strategy has been endorsed by Council.<br><br>Work on the Implementation Plan has commenced and will be ongoing.<br>**QTR 1 \| Jul to Sep 2025**<br>The Urban Greening Strategy has been endorsed by Council. Work on the Implementation Plan has commenced. | |
| 22 | **Environment (Built and Natural)** | 3.3 Enhanced environment and open spaces | 3.3.3 Improve the amenity value and sustainable uses of our streetscapes, public open spaces and foreshores | **Collier Park Golf Course** | | **On Track** | **35 %** | Oversee the development of the Collier Park Golf Course agreement and development works and conditions | **QTR 3 \| Jan to Mar 2026**<br>Site works have commenced, the main building permit application is expected to be lodged by 30 April 2026 once the DA conditions have been cleared.<br>**QTR 2 \| Oct to Dec 2025**<br>- Development Approval achieved<br>- Construction is due to commence in Q3.<br>- Driving range netting completed.<br>- Selection and appointment of padel court supplier in progress.<br>**QTR 1 \| Jul to Sep 2025** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | The Clublinks Development Services Agreement, Course Controller Agreement and Lease have all been executed and the development works have commenced. Waiting on the development works to achieve practical completion before the lease can commence. Ongoing monitoring occurring in the meantime. | |
| 23 | **Environment (Built and Natural)** | 3.3 Enhanced environment and open spaces | 3.3.4 Enhancement of the environment, maintaining open space and effective management of the Swan and Canning River foreshores | **Kwinana Freeway Foreshore Management Plan** | Ongoing | **On Track** | **50 %** | Implement scheduled management plan actions | **QTR 3 \| Jan to Mar 2026**<br>The City continues to work with Mainroads and Department of Biosecurity, Conservation and Attractions (DBCA).<br>**QTR 2 \| Oct to Dec 2025**<br>The City continues to work with Main roads WA and the Department of Biosecurity, Conservation and Attractions (DBCA).<br>**QTR 1 \| Jul to Sep 2025**<br>The City continues to work with Mainroads and Department of Biosecurity, Conservation and Attractions (DBCA). | |
| 24 | **Environment (Built and Natural)** | 3.4 Resource management and climate change | 3.4.1 Manage and promote sustainable water, waste, land and energy practices | **Clontarf Waterford Salterpoint Foreshore Masterplan 2019** | Ongoing | **On Track** | **75 %** | Implement actions in Clontarf Waterford Salter Point Foreshore Masterplan | **QTR 3 \| Jan to Mar 2026**<br>Quarterly surface water quality monitoring, testing and reporting for waterways and storm water open drains has been undertaken.<br><br>Completed all prescribed chemical and mechanical treatment works at Canning River foreshore reserves.<br>**QTR 2 \| Oct to Dec 2025**<br>Quarterly surface water quality monitoring, testing and reporting for waterways and storm water open drains has been undertaken.<br><br>Completed prescribed majority of chemical and mechanical treatment works at Canning River foreshore reserves.<br>**QTR 1 \| Jul to Sep 2025**<br>Undertook quarterly surface water quality monitoring, testing and reporting for waterways and storm water open drains.<br>Developed annual bushfire risk mitigation plan and commenced undertaking chemical and mechanical treatment works at Canning River foreshore reserves to protect residential properties rated at Extreme, Very High and High bushfire risk. | |
| 25 | **Environment (Built and Natural)** | 3.4 Resource management and climate change | 3.4.1 Manage and promote sustainable water, waste, land and energy practices | **Integrated Drainage Catchment Management Plan 2004** | | **Complete** | **100 %** | Review the Integrated Drainage Catchment Management Plan and develop a new plan | **QTR 3 \| Jan to Mar 2026**<br>The Integrated Drainage Catchment Management Plan (IDCMP) review has been completed (100%).<br>**QTR 2 \| Oct to Dec 2025**<br>The Integrated Drainage Catchment Management Plan (IDCMP) is almost complete.<br>**QTR 1 \| Jul to Sep 2025**<br>The consultant has submitted the Stormwater Management Plan, Drainage System Review, and Integrated Catchment Management Plan (ICMP). The City is currently undertaking an internal review and gathering feedback from relevant Business Units. Upon completion of this process, the City will proceed to finalise the report. | |
| | | | | | | | | | **QTR 3 \| Jan to Mar 2026** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| 26 | Environment (Built and Natural) | 3.4 Resource management and climate change | 3.4.1 Manage and promote sustainable water, waste, land and energy practices | State Waste Plan | Ongoing | On Track | 80 % | Review and implement the actions associated with the State Waste Plan and report on progress annually to the State Government. | Relevant actions and milestones updated. Relevant actions surrounding FOGO implementation deferred. The City continues to explore options to meet the State Waste Strategy requirements and also to meet its existing contractual obligations to the Kwinana Energy Recovery Facility.<br>Further Container Exchange points to be deployed within public and park bins. Agreement reached with City Contractor for sign livery on waste trucks - all kerbside trucks now been wrapped with waste information.<br>Waste education continues with 4 community sustainability workshops delivered and schools program delivered in partnership with Cleanaway.<br>**QTR 2 \| Oct to Dec 2025**<br>Actions surrounding FOGO implementation have been deferred.<br>Verge Valet was introduced 2 days per week from 1 October.<br>Annual report submitted to Department of Water and Environmental Regulation (DWER). Awaiting any feedback from DWER<br>**QTR 1 \| Jul to Sep 2025**<br>Relevant actions and milestones updated. Relevant actions surrounding FOGO implementation deferred. Verge waste alternative collection methodology action completed - Verge Valet introduced 2 days per week from 1 October. The City continues to explore options to meet the State Waste Strategy requirements and also to meet its existing contractual obligations to the Kwinana Energy Recovery Facility.<br>Annual report submitted to Department of Water and Environmental Regulation (DWER). Awaiting any feedback from DWER | |
| 27 | Leadership | 4.2 Advocacy | 4.2.1 Advocate for State and Federal Government investment to improve public infrastructure and to address community issues | South Perth Foreshore River Wall | Ongoing | Complete | 100 % | Advocate for external funding for river wall replacement on the South Perth foreshore. | **QTR 3 \| Jan to Mar 2026**<br>Complete.<br>**QTR 2 \| Oct to Dec 2025**<br>Funding for the Coode Street section was secured last quarter<br>**QTR 1 \| Jul to Sep 2025**<br>Funding for the Coode Street section has been secured and the City is not seeking further funding at this time as there is no capacity to deliver further stages in the short term. Funding options will be reviewed if they arise. | ☑ |
| 28 | Leadership | 4.3 Good governance | 4.3.1 Foster effective governance with honesty and integrity and quality decision- | Annual Budget | Ongoing | On Track | 50 % | Review and amend 2024/25 budget mid-year. Prepare and finalise 2025/26 budget for endorsement | **QTR 3 \| Jan to Mar 2026**<br>The Mid-Year Budget review was completed and presented to Council prior to 31 March 2026. Preparation of the 2026/27 budget commenced in Q3 and will continue into Q4.<br>**QTR 2 \| Oct to Dec 2025** | |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | making to deliver community priorities | | | | | | The Capital Budget carry forwards from 2024/2025 was endorsed by Council at the October 2025 OCM.<br><br>Mid Year Budget review will commence in January and be completed in Q3. The review will be presented to Council prior to 31 March 2026 as per legislative requirements.<br><br>Preparation for 2025/26 budget will commence in Q3 and continue into Q4.<br>**QTR 1 \| Jul to Sep 2025**<br>The Capital Budget carry forwards from 2024/25 will be presented to Council for adoption at the October 2025 OCM. | |
| 29 | Leadership | 4.3 Good governance | 4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities | **Annual Financial Report** | Ongoing | On Track | 100 % | Prepare and finalise 2024/25 financial report for audit endorsement | **QTR 3 \| Jan to Mar 2026**<br>The Annual Financial Report was presented to the Annual Meeting of Electors on 9 February 2026, the motion to receive the report was declared carried. Council noted and received the minutes of Annual Meeting of Electors at OCM of 24 March 2026.<br>**QTR 2 \| Oct to Dec 2025**<br>The Annual Financial Report received an unqualified audit opinion and was adopted by Council at the December 2025 OCM. It is included in the Annual Report and will be presented to the Annual Meeting of Electors in Q3, February 2026.<br><br>There were no recommendations from the OAG relating to finance in this audit.<br>**QTR 1 \| Jul to Sep 2025**<br>A draft of the Annual Financial Report has been prepared and is currently being audited by the Office of the Auditor General. The draft was submitted on time and in line with legislation. | |
| 30 | Leadership | 4.3 Good governance | 4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities | **Asset Management Strategy** | Ongoing | Complete | 100 % | Finalise 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. | **QTR 3 \| Jan to Mar 2026**<br>Complete.<br>**QTR 2 \| Oct to Dec 2025**<br>The Asset Management Strategy was adopted by Council on the 22 July 2025.<br>**QTR 1 \| Jul to Sep 2025**<br>The Asset Management Strategy was adopted by Council on the 22 July 2025. | |
| 31 | Leadership | 4.3 Good governance | 4.3.1 Foster effective governance with honesty and integrity and quality decision- | **Corporate Business Plan** | Ongoing | On Track | 75 % | Review and update the CBP annually according to the IPRF guidelines. Report quarterly on progress to the ARGC and | **QTR 3 \| Jan to Mar 2026**<br>Updates to inform the review of the Corporate Business Plan (CBP) are being collected through the Business Unit Planning process. The data will be collated ready to be developed into a draft CBP or Annual Plan.<br>**QTR 2 \| Oct to Dec 2025** | ☑ |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | making to deliver community priorities | | | | | Council. Use progress for input to the Annual Report. | As a result of impending changes to planning and reporting requirements resulting from the Local Government Act reform, the CBP will be the last document delivered in this format.<br><br>A new Council Plan and the new Annual Plan is required. Workshops will commence with Elected Members in Q3.<br>**QTR 1 \| Jul to Sep 2025**<br>Since adoption by Council in June 2025, the 2025/26 Corporate Business Plan (CBP) has been graphically designed and published on the City's website. Amendments to the revised CBP have been uploaded into 1System, in preparation for quarter 1 reporting. | |
| 32 | **Leadership** | 4.3 Good governance | 4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities | **Strategic Community Plan 2021 - 2031** | | **On Track** | **50 %** | Undertake a major review of the Strategic Community Plan | **QTR 3 \| Jan to Mar 2026**<br>Council Plan development pended following budget workshops. Format continues to be reviewed in meantime.<br>**QTR 2 \| Oct to Dec 2025**<br>As a result of impending changes to planning and reporting requirements resulting from the Local Government Act reform, the SCP 2021-2031 will be the last document delivered in this format.<br><br>In this quarter there was detailed analysis of community survey results was undertaken. Workshops will commence with Elected Members in Q3.<br>**QTR 1 \| Jul to Sep 2025**<br>Project planning for the development of a Council Plan to replace the existing Strategic Community Plan has been completed. A community survey was conducted through an independent provider, Catalyse and results presented to the Leadership Team. Presentation of the survey results to Council and the new CEO as well as finalisation of other contextual information has been scheduled for quarter 2. | ☑ |
| 33 | **Leadership** | 4.3 Good governance | 4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities | **Workforce Plan 2022/23 to 2025/26** | Ongoing | **On Track** | **75 %** | Implement the Workforce Plan's year 4 actions and develop a new Workforce Plan | **QTR 3 \| Jan to Mar 2026**<br>Workforce Plan items are progressing and on track and include in this quarter:<br><br>- the Performance Reviews 1System module is in final stages of testing to go live from 1 July 2026<br>- Digital literacy training completed for 1System Requests and Approach to Market, with planning for Performance Reviews training underway<br>- A New Starter Values session was held in March 2026<br>**QTR 2 \| Oct to Dec 2025** | ☑ |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Workforce Plan items are progressing and on track and include in this quarter:<br><br>- Digital literacy training preparation for training to commence in Q3.<br>- A New Starter Values session was held in December 2025,<br>- the Probations 1System module went live<br>- the WHS ISO reaccreditation audit was completed in December 2025 with the accreditation maintained.<br>**QTR 1 \| Jul to Sep 2025**<br>Q1 2025/26 Workforce Plan items are progressing: Digital Literacy Training has occurred with Customer Services team, Finance team and some Leadership Team members on 1System implementation projects, a New Starter Values session was held in September 2025, and Employee Annual Performance Reviews for 2025 was completed and finalised with 92% completion rate, and the Probations module is in final testing phase. | |
| 34 | Leadership | 4.3 Good governance | 4.3.2 Diversify and optimise non-rate income | **Land Utilisation Plan 2024** | | On Hold | 35 % | Implementation of the Collins Street Centre, Angelo Street Precinct and Drainage Sumps projects | **QTR 3 \| Jan to Mar 2026**<br>Prioritisation of projects to be determined by Council. Council plan to determine strategic priorities.<br>**QTR 2 \| Oct to Dec 2025**<br>Optimising non rate income is an ongoing project. The city is on track with budgets set for 25-26 including generating interest, revenue from fees and charges.<br><br>Part of the project, is looking at land utilization.<br>Works has been undertaken in relation to Drainage Sump. The City is Awaiting a hydraulic assessment to determine which drainage sumps can be assessed for optimisation.<br><br>Collins Street - Still waiting on DPLH to complete due diligence.<br><br>No further action on other City sites can be undertaken until other project /activities are determined, including leasing policies, Challenger Reserve.<br>**QTR 1 \| Jul to Sep 2025**<br>1. Collins Street Centre - Crown Land Enquiry submitted to DPLH. Waiting on DPLH to complete their due diligence process.<br>2. Angelo Street Precinct - Waiting on Landgate to resolve land tenure issue associated with ROW 17.<br>3. Drainage Sumps - Awaiting a hydraulic assessment to determine which drainage sumps can be assessed for optimisation. | ☑ |
| 35 | Leadership | 4.3 Good governance | | | Ongoing | Complete | 100 % | Review and update the Long-Term Financial Plan, ensuring | **QTR 3 \| Jan to Mar 2026**<br>Complete.<br>**QTR 2 \| Oct to Dec 2025** | ☑ |

# CORPORATE BUSINESS PLAN| 2025 / 2026 | QUARTER THREE REPORT

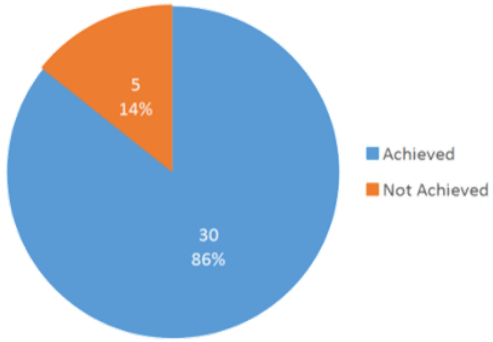
## Corporate actions that we will deliver over the financial year

| No. | Strategic Direction | Outcome | Strategy | Project / Activity | Timeframe | Status | % Complete | Action 25/26 | Quarterly Updates | CEO KPI |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | 4.3.3 Maintain a culture of fiscal efficiency | **Long Term Financial Plan (LTFP)** | | | | integration and alignment with the Annual Budget, the Strategic Community Plan and Corporate Business Plan. | Maintaining a cultural of fiscal efficiency is ongoing.<br><br>Council adopted the 2025/26 - 2034/35 Long Term Financial Plan along with the 2025/26 Budget at the Ordinary Council Meeting of 24 June 2025.<br><br>Once Council has adopted the Council Plan and Annual Plan and the 26/27 budget, the LTFP will have a desktop review. This is likely for 26-27, Q1 /Q2.<br>**QTR 1 \| Jul to Sep 2025**<br>Council adopted the 2025/26 - 2034/35 Long Term Financial Plan along with the 2025/26 Budget at the Ordinary Council Meeting of 24 June 2025. The plan will be reviewed as part of the 2026/27 budget process, background work is in progress. | |
| **36** | **Leadership** | 4.3 Good governance | 4.3.4 Maintain a culture of continuous improvement | **Internal audit program** | Ongoing | **On Track** | **66 %** | Manage and ensure completion of annual Internal Audit Program. Complete internal audits in accordance with the Strategic Internal Audit Plan (SIAP). Report quarterly to ARGC on audit register progress. Complete induction process for new ARGC Committee Members. | **QTR 3 \| Jan to Mar 2026**<br>Internal Audit reports for Records Management and Customer Service, Social Media and Stakeholder Engagement considered by the Audit, Risk and Improvement Committee meeting held 10 March 2026.<br><br>The Internal Audit for Procurement and Contract Management has not yet commenced.<br>**QTR 2 \| Oct to Dec 2025**<br>The internal audit for Customer Service, Social Media and Stakeholder Engagement has been finalised.<br><br>The internal audit for Records Management has been finalised.<br><br>The internal audit for Procurement and Contract Management is due to commence Q4.<br>**QTR 1 \| Jul to Sep 2025**<br>The internal audit for Customer Service, Social Media and Stakeholder Engagement commenced on 17 September 2025 and is progressing. | |

# CBP MEASURES OF SUCCESS | COUNCIL REPORT

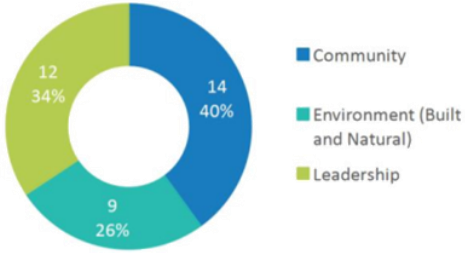
## Key Performance Indicator (KPI) Achievements over 2025 / 2026 | Q3 Dashboard | Jan to Mar 2026

### KPI ACHIEVEMENT SNAPSHOT

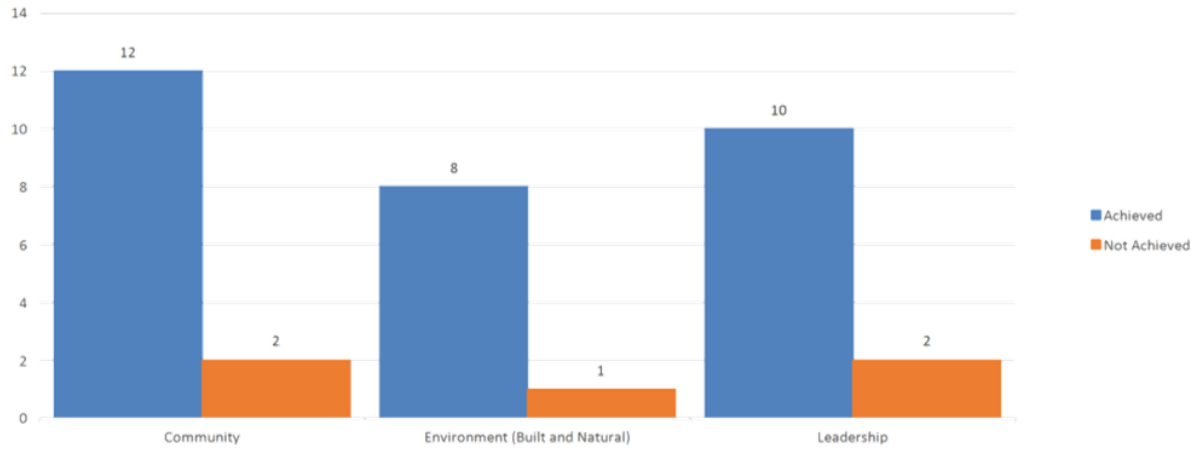



**35 KPI results in total**

### STRATEGIC DIRECTION SNAPSHOT




### KPI ACHIEVEMENT TRACKING BY STRATEGIC DIRECTION



# CBP MEASURES OF SUCCESS | 2025 / 2026 | QUARTER THREE REPORT

| No. | Strategic Direction | Outcome | Strategy | Operational Key Performance Indicator | KPI Description | Performance Measure | 2025 / 2026 Target | Result | Result Outcome | Result Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Community | 1.1 Culture and community | 1.1.1 Develop, facilitate and/or support events, services and programs to respond to community needs and priorities | Annual library visits (physical and digital) per capita | Library Attendee Targets - The number of people visiting or attending the City's two Library branches (Manning and South Perth) | = 5 visits per capita annually (ALIA minimum benchmark) (235,000 visits p.a. for 25/26) | 176250.00 | 159572.00 | Not Achieved | Stats affected by hardware outages and library closures due to renovations |
| 2 | Community | 1.1 Culture and community | 1.1.1 Develop, facilitate and/or support events, services and programs to respond to community needs and priorities | Attendance at library-run educational and literacy programs | Attendance at library-run educational and literacy programs - Total number of participants in library programs annually (early years, digital literacy, creative workshops, etc.) | 0.3 attendance per capita (ALIA minimum benchmark) | 10575.00 | 23666.00 | Achieved | Actual attendance:<br>Q1: 4,534<br>Q2: 3,819<br>Q3: 3,482<br>YTD: 11,835<br>Still ACHIEVED |
| 3 | Community | 1.1 Culture and community | 1.1.1 Develop, facilitate and/or support events, services and programs to respond to community needs and priorities | Event Attendee Satisfaction | Event Attendee Satisfaction - The percentage satisfaction rate of survey respondents amongst attendees at events held by the City | Maintain satisfaction rate above 70% | 70.00 | 93.78 | Achieved | Q3 results include summer events (Southside Summer, Sounds in the Park, Sounds of Bunuru) |
| 4 | Community | 1.1 Culture and community | 1.1.1 Develop, facilitate and/or support events, services and programs to respond to community needs and priorities | Event Attendee Targets | Event Attendee Targets - The number of people attending the City's community events and partnership events | Obtain the targeted number of 10,000 people per annum at community events delivered by the City and partnering organisations | 7500.00 | 11715.00 | Achieved | Q3 results include summer events (Australia Day morning ceremony, Southside Summer, Sounds in the Park, Sounds of Bunuru) |
| 5 | Community | 1.1 Culture and community | 1.1.1 Develop, facilitate and/or support events, services and programs to respond to community needs and priorities | Recreation Programs Satisfaction | Recreation Programs Satisfaction - The percentage satisfaction rate of recreation program user survey respondents reporting satisfaction with the Recreation Programs offered by the George Burnett Leisure Centre | Maintain satisfaction rate above 70% | 70.00 | 92.00 | Achieved | Survey results indicated 92% of families were very satisfied with the programs delivered. The other 8% indicated they were satisfied |
| 6 | Community | 1.1 Culture and community | 1.1.2 Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City | Social impact of library-run educational and literacy programs | Social impact of library-run educational and literacy programs - The percentage of post program survey respondents reporting a positive impact on their confidence, skills, learning, or social connection | 80% of participants report a positive impact | 80.00 | 96.00 | Achieved | |

# CBP MEASURES OF SUCCESS | 2025 / 2026 | QUARTER THREE REPORT

| No. | Strategic Direction | Outcome | Strategy | Operational Key Performance Indicator | KPI Description | Performance Measure | 2025 / 2026 Target | Result | Result Outcome | Result Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 7 | Community | 1.2 Community infrastructure | 1.2.1 Maintain, plan, develop and facilitate community infrastructure to respond to community needs and priorities | Recreation Facility Condition Satisfaction | Recreation Facility Condition Satisfaction - The percentage satisfaction rate of facility user survey respondents reporting satisfaction with the condition of the facility they have booked | Maintain satisfaction rate above 70% | 70.00 | 59.00 | Not Achieved | Rating was derived from the recent MARKYT Community Scorecard that rated sport/recreation services & facilities at 59% (due to facilities unfit-for-purpose e.g. substandard indoor sports courts). |
| 8 | Community | 1.2 Community infrastructure | 1.2.2 Develop, manage, maintain and optimise the use of the City's properties, assets and facilities | Property / Building Maintenance | Property Maintenance - The number of maintenance requests that are assessed and/or actioned within 10 days of notification | Complete 90% of assessments and/or actions within 5 days (urgent) or within 10 days (remainder) | 90.00 | 97.00 | Achieved | |
| 9 | Community | 1.2 Community infrastructure | 1.2.3 Plan for and promote the development of recreation facilities to service City of South Perth needs | Recreation Facility Management Satisfaction | Recreation Facility Management Satisfaction - The percentage satisfaction rate of facility user survey respondents reporting satisfaction with the service they received during the booking process | Maintain satisfaction rate above 70% | 70.00 | 78.00 | Achieved | |
| 10 | Community | 1.3 Community safety and health | 1.3.1 Enhance community safety in conjunction with other agencies | CCTV Mobile Trailer Deployment | CCTV Mobile Trailer Deployment - The number of times that the CCTV trailer deployed within the local community | Minimum of 5 deployments per annum | 3.75 | 12.00 | Achieved | |
| 11 | Community | 1.3 Community safety and health | 1.3.1 Enhance community safety in conjunction with other agencies | Community Safety Home Equipment Rebate Program | Community Safety Home Equipment Rebate Program - Number of rebate applications that are approved per annum | Minimum of 50 rebates per annum | 37.50 | 174.00 | Achieved | |
| 12 | Community | 1.3 Community safety and health | 1.3.2 Facilitate and foster a healthy and connected community | Dog Attacks Investigated | Dog Attacks Investigated - Number of dog attack investigations completed within 14 days | Maintain an above 80% completion rate of dog attacks investigated within 14 days | 80.00 | 100.00 | Achieved | |
| 13 | Community | 1.3 Community safety and health | 1.3.2 Facilitate and foster a healthy and connected community | Responsible Pet Ownership Education Satisfaction | Responsible Pet Ownership Education Satisfaction - The percentage satisfaction of participants at education sessions delivered in relation to responsible pet ownership | 80% overall satisfaction | 80.00 | 80.00 | Achieved | |

# CBP MEASURES OF SUCCESS | 2025 / 2026 | QUARTER THREE REPORT

| No. | Strategic Direction | Outcome | Strategy | Operational Key Performance Indicator | KPI Description | Performance Measure | 2025 / 2026 Target | Result | Result Outcome | Result Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 14 | Community | 1.3 Community safety and health | 1.3.2 Facilitate and foster a healthy and connected community | System Capture of Animals Presented at the Animal Care Facility | System capture of animals presented at the Animal Care Facility | 100% of animals are entered into the City's system within 4 hours | 100.00 | 100.00 | Achieved | |
| 15 | Environment (Built and Natural) | 3.1 Connected and accessible City | 3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport | Footpath Maintenance Request Response Time | Footpath Maintenance Request Response Time - The percentage of footpath maintenance requests that are responded to within 3 days | The percentage of footpath maintenance requests that are responded to within 3 days | 90.00 | 91.00 | Achieved | |
| 16 | Environment (Built and Natural) | 3.1 Connected and accessible City | 3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport | Jetty and Boardwalk Maintenance Request Response Time | Jetty and Boardwalk Maintenance Response - The percentage of Jetty and Boardwalk maintenance requests that are responded to within 3 days | The percentage of Jetty and Boardwalk maintenance requests that are responded to within 3 days | 90.00 | 90.00 | Achieved | |
| 17 | Environment (Built and Natural) | 3.1 Connected and accessible City | 3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport | Parking Management | Parking Management | Complete 90% of assessments and actions in accordance with the Customer Service Charter | 90.00 | 100.00 | Achieved | |
| 18 | Environment (Built and Natural) | 3.1 Connected and accessible City | 3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport | Parking Management - Abandoned Vehicles | Parking Management - Abandoned Vehicles - The percentage of abandoned vehicle requests that are responded to in line with the Customer Service Charter | Complete 90% of assessments and actions in accordance with the Customer Service Charter | 90.00 | 100.00 | Achieved | |
| 19 | Environment (Built and Natural) | 3.1 Connected and accessible City | 3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport | Parking Revenue | Parking Revenue - The percentage increase in parking revenue | Increase the City's revenue from parking by 10% each year | 7.50 | 0.00 | Not Achieved | There is an increases of 11.6 % between Jan – mar 25 to Jan to mar 26. Overall Year to Date there is a decrease of 6%. |

# CBP MEASURES OF SUCCESS | 2025 / 2026 | QUARTER THREE REPORT

| No. | Strategic Direction | Outcome | Strategy | Operational Key Performance Indicator | KPI Description | Performance Measure | 2025 / 2026 Target | Result | Result Outcome | Result Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 20 | **Environment (Built and Natural)** | 3.1 Connected and accessible City | 3.1.1 Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport | Traffic Management Request Response Time | Traffic Management Request Response Time - The percentage of transport network community requests that are responded to within 48 hours of reporting | Maintain response rate at 90% | 90.00 | 100.00 | Achieved | On track. |
| 21 | **Environment (Built and Natural)** | 3.2 Sustainable built form | 3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs | Building Permit Determination | Building Permit Determination - The number of building permits determined within 10 days for certified permits and 25 days for uncertified permits | Maintain ratio of 100% of building permits determined within statutory timeframes | 100.00 | 100.00 | Achieved | |
| 22 | **Environment (Built and Natural)** | 3.2 Sustainable built form | 3.2.1 Develop and implement a sustainable local planning framework to meet current and future community needs | Development Application Determination | Development Application Determination - The number of development (planning) applications determined within 60 days where no consultation is required and 90 days where consultation is required | Maintain a minimum of 85% of development applications determined within statutory timeframes | 85.00 | 98.61 | Achieved | |
| 23 | **Environment (Built and Natural)** | 3.4 Resource management and climate change | 3.4.1 Manage and promote sustainable water, waste, land and energy practices | Graffiti Removal Response | Graffiti Removal Response - The percentage of graffiti incidents that are responded to in line with the Customer Service Charter | Complete 90% of assessments and actions in accordance with the Customer Service Charter | 90.00 | 100.00 | Achieved | |
| 24 | **Leadership** | 4.1 Engaged community and leadership | 4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities | Communications & Marketing Plans | Communications & Marketing Plans | 12 Communications and/or Marketing Plans are developed in relation to projects in the CBP each year | 9.00 | 20.00 | Achieved | |
| 25 | **Leadership** | 4.1 Engaged community and leadership | 4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities | Customer Service (VoC) Improvement Actions | Customer Service (VoC) Improvement Actions - The number of improvement actions agreed in response to the Voice of the Customer (VoC) surveys | 12 improvement actions are agreed with business units in response to the results of the VoC surveys each year | 9.00 | 17.00 | Achieved | |

# CBP MEASURES OF SUCCESS | 2025 / 2026 | QUARTER THREE REPORT

| No. | Strategic Direction | Outcome | Strategy | Operational Key Performance Indicator | KPI Description | Performance Measure | 2025 / 2026 Target | Result | Result Outcome | Result Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 26 | Leadership | 4.1 Engaged community and leadership | 4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities | Customer Service Request Satisfaction | Customer Service Request Satisfaction - The percentage of people who respond that they are satisfied with the City's request lodgement experience | Maintain customer satisfaction rate above 80% with the City's request lodgement experience | 80.00 | 100.00 | Achieved | |
| 27 | Leadership | 4.1 Engaged community and leadership | 4.1.1 Engage, educate, inform, consult and listen to our community to understand and deliver on identified priorities | Stakeholder Engagement Participation Opportunities | Stakeholder Engagement Participation Opportunities - The number of projects in which stakeholders and the community have been provided with an opportunity to participate | The number of projects in which stakeholders and the community have been provided with an opportunity to participate | 10.50 | 8.00 | Not Achieved | Performance measure not achieved in Q3 due to project delays. |
| 28 | Leadership | 4.3 Good governance | 4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities | Closure of Audit Recommendations | 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 | 37.50 | 90.16 | Achieved | The current methodology for measuring this KPI is under review to ensure it provides a more accurate and meaningful reflection of performance trends. |
| 29 | Leadership | 4.3 Good governance | 4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities | Corporate Business Plan Quarterly Reporting | Corporate Business Plan Quarterly Reporting | CBP quarterly reporting is completed each quarter - 100% compliance | 100.00 | 100.00 | Achieved | |
| 30 | Leadership | 4.3 Good governance | 4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities | Council Meeting Minutes Availability | Council Meeting Minutes Availability | Achieve 100% compliance with Council meeting minute availability | 100.00 | 100.00 | Achieved | |
| 31 | Leadership | 4.3 Good governance | 4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities | Meeting Agenda Availability | Meeting Agenda Availability | Achieve 100% compliance with meeting agenda availability | 100.00 | 100.00 | Achieved | |
| 32 | Leadership | 4.3 Good governance | 4.3.1 Foster effective governance with honesty and integrity and quality decision-making to deliver community priorities | Strategic Risks Reviewed | Strategic Risks Reviewed - All Strategic Risks are reviewed twice annually | Maintain 100% compliance with review process | 100.00 | 100.00 | Achieved | |

# CBP MEASURES OF SUCCESS | 2025 / 2026 | QUARTER THREE REPORT

| No. | Strategic Direction | Outcome | Strategy | Operational Key Performance Indicator | KPI Description | Performance Measure | 2025 / 2026 Target | Result | Result Outcome | Result Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| 33 | Leadership | 4.3 Good governance | 4.3.2 Diversify and optimise non-rate income | Revenue other than Rates | Revenue other than Rates - The amount of revenue obtained from grants, fees charges and other revenue relative to the amount of revenue generated from Rates (Revenue other than rates/Total Revenue) | Maintain annual revenue other than rates greater than 25% of total annual revenue | 25.00 | 41.73 | Achieved | |
| 34 | Leadership | 4.3 Good governance | 4.3.4 Maintain a culture of continuous improvement | Annual Employee Performance Review Completion | Annual Employee Performance Review Completion - The number of employees who have completed their annual performance review | Maintain completion rate of above 75% | 75.00 | 92.00 | Achieved | |
| 35 | Leadership | 4.3 Good governance | 4.3.4 Maintain a culture of continuous improvement | Internal Audit Completion | Internal Audit Completion - The number of internal audits completed relative to the number of audits planned in the strategic internal audit plan (SIAP). (Complete/Planned) | Maintain completion rate above 75% | 75.00 | 66.00 | Not Achieved | As per the SIAP, 3 internal audits were scheduled for the financial year. Two have been finalised. |

# Delegation from Council DC370

## Approve or Refuse Granting of a Building Permit

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Development Services |
| Responsible Officer | Manager Development Services, Coordinator Building Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Building Act 2011* |
| Delegator: | Council |
| Express Power to Delegate: | *Building Act 2011:*<br>s.127(1) & (3) Delegation: special permit authorities and local government~~Section 127(1) and 127(3)~~ |
| ~~Delegation No.:~~ | ~~DC370~~ |
| ~~Delegation Title:~~ | ~~Approve or Refuse Grant of a Building Permit~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | ~~*Building Act 2011* Section18, 20 22, 23 and 27~~<br>~~*Building Regulations 2012* Regulation 23, 24 and 26~~<br>*Building Act 2011:*<br>s.18 Further Information<br>s.20 Grant of building permit<br>s.22 Further grounds for not granting an application<br>s.27(1) and (3) Impose Conditions on Permit<br>*Building Regulations 2012:*<br>r.23 Application to extend time during which permit has effect (s.32)<br>r.24 Extension of time during which permit has effect (s.32(3))<br>r.26 Approval of new responsible person (s.35(c)) |
| Power or Duty being Delegated: | 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].<br>2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22].<br>3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. |

| | |
|---|---|
| | 4. Authority to determine an application to extend time during which a building permit has effect [r.23].<br>i. Subject to being satisfied that work for which the building permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]<br>ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].<br>~~1.~~5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].~~The authority to grant or refuse to grant building permits~~ |
| **Conditions of Delegation:** | Nil |
| **Delegated To:** | Chief Executive Officer<br><br>~~Director Development and Community Services~~<br><br>~~Manager Development Services~~<br><br>~~Coordinator Building Services~~<br><br>~~Assistant Building Surveyor~~ |
| **Express Power to Sub-Delegate:** | *Building Act 2011:*<br>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) |

| | |
|---|---|
| **Council Adoption** | 27/11/2012 |
| **Reviewed/Modified:** | 03/10, 02/11, 03/12, 07/12, 11/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC371

## Approve or Refuse Granting of a Demolition Permit

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Development Services |
| Responsible Officer | Manager Development Services, Coordinator Building Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Building Act 2011* |
| Delegator: | Council |
| Express Power to Delegate: | *Building Act 2011:*<br>s.127(1) & (3) Delegation: special permit authorities and local government~~Section 127 (1)~~ |
| ~~Delegation No.:~~ | ~~DC371~~ |
| ~~Delegation Title:~~ | ~~Approve or Refuse Granting of a Demolition Permit~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Building Act 2011:*<br>s.18 Further Information<br>s.21 Grant of demolition permit<br>s.22 Further grounds for not granting an application<br>s.27(1) and (3) Impose Conditions on Permit<br><br>*Building Regulations 2012:*<br>r.23 Application to extend time during which permit has effect (s.32)<br>r.24 Extension of time during which permit has effect (s.32(3))<br>r.26 Approval of new responsible person (s.35(c))~~*Building Act 2011* Section 18, 21, 22, 27(1) and 27(3)~~<br>~~*Building Regulations 2012* Regulation 23, 24 and 26~~ |
| Power or Duty being Delegated: | 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].<br>2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. |

| | |
|---|---|
| | 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)].<br>4. Authority to determine an application to extend time during which a demolition permit has effect [r.23].<br>i. Subject to being satisfied that work for which the demolition permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]<br>ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)].<br>~~1.~~5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26]. ~~The authority to grant or refuse to grant demolition permits.~~ |
| **Conditions of Delegation:** | • Keep a register in the approved form of all demolition permits made by Local Authority.<br>• Make the register available for inspection by members of the public during normal office hours.<br>• Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure.<br>• Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the *Financial Management Act 2006* Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the *Building Services (Complaint Resolution and Administration) Act 2011* section 3.<br>• Allow interested persons to inspect a building record.<br>• A delegation of a special permit authority's powers or duties may be only to:<br>o An employee of the special permit authority (s127(2)); or<br>o a person employed by the local government under s5.36 of the *Local Government Act 1995*. |
| **Delegated To:** | Chief Executive Officer<br>~~Director Development and Community Services~~ |

| | |
|---|---|
| | ~~Manager Development Services~~<br>~~Coordinator Building Services~~<br>~~Assistant Building Surveyor~~ |
| Express Power to Sub-Delegate: | *Building Act 2011:*<br>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) |

| | |
|---|---|
| Council Adoption | 27/11/2012 |
| Reviewed/Modified: | 03/10, 02/11, 03/12, 07/12, 11/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |
| Relevant Delegation: | N/A |

# Delegation from Council DC372

## Grant, or Refuse to Grant, Occupancy Permits or Building Approval Certificates

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Development Services |
| Responsible Officer | Manager Development Services, Coordinator Building Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Building Act 2011* |
| Delegator: | Council |
| Express Power to Delegate: | *Building Act 2011:*<br>s.127(1) & (3) Delegation: special permit authorities and local government~~Section 127 (1) and 127(3)~~ |
| ~~Delegation No.:~~ | ~~DC372~~ |
| ~~Delegation Title:~~ | ~~Grant, or Refuse to Grant Occupancy Permits or Building Approval Certificates~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Building Act 2011:*<br>s.55 Further information<br>s.58 Grant of occupancy permit, building approval certificate<br>s.62(1) and (3) Conditions imposed by permit authority<br>s.65(4) Extension of period of duration<br>*Building Regulations 2012:*<br>r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)~~Section 55, 58, 62(1), 62(3)~~ |
| Power or Duty being Delegated: | 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55].<br>2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. |

| | |
|---|---|
| | 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].<br>~~The authority to grant, modify or refuse to grant occupancy permits or building approval certificates.~~ |
| **Conditions of Delegation:** | • Keep a register in the approved form of all occupancy permits and building approval certificates made by the Local Authority.<br>• Make the register available for inspection by members of the public during normal office hours.<br>• Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure.<br>• Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the *Financial Management Act 2006* -Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the *Building Services (Complaint Resolution and Administration) Act 2011* section 3.<br>• A delegation of a special permit authority's powers or duties may be only to:<br>o An employee of the special permit authority (s127(2)); or<br>o a person employed by the local government under s5.36 of the *Local Government Act 1995*.<br>• Allow interested persons to inspect a building record. |
| **Delegated To:** | Chief Executive Officer<br>~~Director Development and Community Services~~<br>~~Manager Development Services~~<br>~~Coordinator Building Services~~<br>~~Assistant Building Surveyor~~ |

| | |
|---|---|
| Express Power to Sub-Delegate: | *Building Act 2011:*<br>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) |

| | |
|---|---|
| Council Adoption | 27/11/2012 |
| Reviewed/Modified: | 03/10, 02/11, 03/12, 07/12, 11/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |
| Relevant Delegation: | N/A |

# Delegation from Council DC373

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

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Development Services |
| Responsible Officer | Manager Development Services, Coordinator Building Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Building Act 2011* |
| Delegator: | Council |
| Express Power to Delegate: | *Building Act 2011:*<br>s.127(1) & (3) Delegation: special permit authorities and local government~~Section 127 (1)~~ |
| ~~Delegation No.:~~ | ~~DC373~~ |
| ~~Delegation Title:~~ | ~~Approve or refuse an Extension of the Duration for Occupancy Permits or Building Approval Certificates~~ |
| Legislative Reference of Power: | *Building Act 2011:*<br>s.65(4) Extension of period of duration<br>*Building Regulations 2012:*<br>r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)~~*Building Act 2011* Section 65(4)~~<br>~~*Building Regulations 2012* Regulation 40~~ |
| Power or Duty being Delegated: | Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].~~The authority to grant, modify or refuse to grant occupancy permits or building approval certificates.~~ |
| Conditions of Delegation: | • Keep a register in the approved form of all occupancy permits and building approval certificates made by the Local Authority.<br>• Make the register available for inspection by members of the public during normal office hours. |

| | |
|---|---|
| | • Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure.<br>• Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the *Financial Management Act 2006* Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the *Building Services (Complaint Resolution and Administration) Act 2011* section 3.<br>• A delegation of a special permit authority's powers or duties may be only to:<br>o An employee of the special permit authority (s127(2)); or<br>o a person employed by the local government under s5.36 of the *Local Government Act 1995*.<br>Allow interested persons to inspect a building record. |
| **Delegated To:** | Chief Executive Officer<br>~~Director Development and Community Services~~<br>~~Manager Development Services~~<br>~~Coordinator Building Services~~<br>~~Assistant Building Surveyor~~ |
| Express Power to Sub-Delegate: | *Building Act 2011:*<br>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) |

| | |
|---|---|
| **Council Adoption** | 26/03/2008 |
| **Reviewed/Modified:** | 03/10, 02/11, 03/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC378

## Inspection and Copies of Building Records

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Building Act 2011* |
| Delegator: | Council |
| Express Power to Delegate: | *Building Act 2011:*<br>s.127(1) & (3) Delegation: special permit authorities and local government~~Section 127(1) & (3)~~ |
| ~~Delegation No.:~~ | ~~DC378~~ |
| ~~Delegation Title:~~ | ~~Inspection and Copies of Building Records~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Building Act 2011:*<br>s.131(2) Inspection, copies of building records ~~Section 131 (2)~~ |
| Power or Duty being Delegated: | Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)]. |
| Conditions of Delegation: | A delegation of a special permit authority's powers or duties may be only to:<br>○ An employee of the special permit authority (s127(2)); or<br>○ A person employed by the local government under s5.36 of the *Local Government Act 1995*. |
| Delegated To: | Chief Executive Officer<br>~~Director Development and Community Services~~<br>~~Manager Development Services~~<br>~~Coordinator Building Services~~<br>~~Assistant Building Surveyor~~ |

| | |
|---|---|
| Express Power to Sub-Delegate: | *Building Act 2011:*<br>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) |

| | |
|---|---|
| Council Adoption | 25/6/24 |
| Reviewed/Modified: | 03/25 |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |
| Relevant Delegation: | N/A |

# Delegation from Council DC602

## Authority to Make Payments from the Municipal and Trust Funds

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All Business Units |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Delegator: | Council |
| Express Power to Delegate: | ~~Section 5.42~~ *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| ~~Delegation No.:~~ | ~~DC602~~ |
| ~~Delegation Title:~~ | ~~Authority to Make Payments from the Municipal and Trust Funds~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | ~~Section 6.7.(2), 6.9(2), (3)(a), (4), and 6.10(d) of the *Local Government Act 1995*~~<br>~~Regulation 12 (1)(a) of the~~ *Local Government (Financial Management) Regulations 1996*:<br>R.12(1)(a) Payments from the municipal fund or trust fund, restrictions on making |
| Power or Duty being Delegated: | The authority to make payments on behalf of the City from the Municipal Fund ~~and~~ or the Trust Fund. |
| Conditions of Delegation: | ~~Before a payment is made, the following procedure must be followed:~~<br>(a) Regulation 5(1)(e), 11,12, 13 and 13A of the *Local Government (Financial Management) Regulations 1996* must be complied with.<br>(b) Monthly reporting to Council is to be in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*. |

| | |
|---|---|
| | (c) The CEO's authority to make payments is unlimited, subject to annual budget limitations.<br>~~(d)~~ This authority pertains to all payments for EFT and cheque transactions, including ~~C~~creditors and ~~P~~payroll, utility providers, ~~i~~investments, ~~and~~ transfers between trust and municipal funds; and ~~:~~<br>~~(e)~~(d) ~~This authority includes~~ the lodgement of Employees' Superannuation payments.<br>~~(f)~~(e) Expenditure due for payment must be accompanied by sufficient documentation as to allow the signatories to confirm correct procedures have been followed. |
| **Delegated To:** | Chief Executive Officer |
| Express Power to Sub-Delegate: | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | 27/03/07 |
| **Reviewed/Modified:** | 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 06/18, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | DM602 Authority to make payments from the Municipal and Trust Funds |

# Delegation from Council DC665

## Cats – Local Government Functions

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | ~~Chief Executive Officer~~Governance |
| Responsible Officer | ~~Chief Executive Officer~~Manager Governance |
| Affected Business Unit/s | Governance and Ranger Services |

| | |
|---|---|
| Head of Power: | *Cat Act 2011* |
| ~~Delegator:~~ | Council |
| Express Power to Delegate: | *Cat Act 2011:*<br>~~Section~~ s.44 Delegation by local government |
| ~~Delegation No.:~~ | ~~DC665~~ |
| ~~Delegation Title:~~ | ~~Cats – Local Government Functions~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | ~~Section 44~~*Cat Act 2011:*<br>s.44 Delegation by local government |
| Power or Duty being Delegated: | 1. The authority to form any power or duty of the 'local government' under the *Cat Act 2011*. |
| Conditions of Delegation: | Not applicable |
| Delegated To: | Chief Executive Officer |
| Express Power to Sub-Delegate: | *Cat Act 2011:*<br>s.45 Delegation by CEO of local government |

| | |
|---|---|
| Council Adoption | 26/03/2019 |
| Reviewed/Modified: | 08/21, 03/22, 03/23, 06/24, 03/25 |
| Relevant Management Practice: | N/A |

| | |
|---|---|
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC677

## Bush Fires Act 1954 – Local Government Functions

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All business units |

| | |
|---|---|
| Head of Power: | *Bush Fires Act 1954* |
| Delegator: | Council |
| Express Power to Delegate: | ~~*Section 48* Bush Fires Act 1954:~~<br>s.48 Delegation by local government |
| ~~Delegation No.:~~ | ~~DC677~~ |
| ~~Delegation Title:~~ | ~~*Bush Fires Act 1954* – Local Government Functions~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | ~~Section 38 (1) *Bush Fires Act 1954:*~~<br>s.48 Delegation by local government |
| Power or Duty being Delegated: | The authority to form any power or duty of the 'local government' under the *Bush Fires Act 1954*.<br>The authority to appoint persons to be Bush Fire Control Officers for the purposes of the *Bush Fires Act 1954*. |
| Conditions of Delegation: | Not applicable |
| Delegated To: | Chief Executive Officer |
| Express Power to Sub-Delegate: | Nil – Sub-delegation is prohibited by s.48(3). |

| | |
|---|---|
| Council Adoption | 26/03/2019 |
| Reviewed/Modified: | 08/21, 03/22, 03/23, 06/24, 03/25 |

| | |
|---|---|
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC679

## Administer the City's Local Laws

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All business units |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Delegator: | Council |
| Express Power to Delegate: | ~~Section 5.42~~*Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| ~~Delegation No.:~~ | ~~DC679~~ |
| ~~Delegation Title:~~ | ~~Administer the City's Local Laws~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Local Government Act 1995*<br>Section 3.18 (1) Performing executive functions<br>All powers under the City's local laws:<br>• Cats Local Law 2024<br>• Dogs Local Law 2025<br>• Fencing Local Law 2024<br>• Health Local Laws 2002<br>• Parking Local Law 2017<br>• Public Places and Local Government Property Local Law 2011<br>• Standing Orders Local Law 2007<br>• Waste Local Law 2017 |
| Power or Duty being Delegated: | The authority to administer the City's local laws and to do all other things that are permissible, necessary or convenient to be done for or in connection with performing the functions of the City. |
| Conditions of Delegation: | ~~Not Applicable~~Parking Local Law 2017 |

| | |
|---|---|
| | Proposals to establish metered zones and paid parking areas are to be referred to Council for consideration prior to establishment. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | 26/03/08 |
| **Reviewed/Modified:** | 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC692

## Enforcement and Legal Proceedings – Illegal Development

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Delegator: | Council |
| Express Power to Delegate: | ~~Section 5.42~~*Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO~~(1)(b)~~ |
| ~~Delegation No.:~~ | ~~DC692~~ |
| ~~Delegation Title:~~ | ~~Enforcement and Legal Proceedings – Illegal Development~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Planning and Development Act 2005:*<br>Section 214(2), (3) and (5) Illegal development, responsible authority's powers as to |
| Power or Duty being Delegated: | 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements.<br>2. Give a written direction to the owner or any other person who undertook an unauthorised development:<br>a. to remove, pull down, take up or alter the development; and<br>b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.<br>~~1.~~3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that |

| | |
|---|---|
| | delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order. ~~To issue a direction to a person contravening section 214 of the *Planning and Development Act 2005.*~~ |
| **Conditions of Delegation:** | ~~(1) Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements.~~<br>~~(2) Give a written direction to the owner or any other person who undertook an unauthorised development:~~<br>~~a) to remove, pull down, take up or alter the development; and~~<br>~~b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.~~<br>~~(3)(1) Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.~~ Nil |
| **Delegated To:** | ~~Officers occupying the following positions as determined by the delegation from Chief Executive Officer to Officers.~~<br>~~• Director Development and Community Service~~<br>~~Manager Development Services~~Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| Council Adoption | 26/03/24 |
| Reviewed/Modified: | 06/24, 03/25 |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |
| Relevant Delegation: | N/A |

# Delegation from Council DC703

## Minor Amendments to Delegations Register and Policies

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | Governance |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Delegator: | Council |
| Express Power to Delegate: | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO~~Section 5.42~~ |
| ~~Delegation No.:~~ | ~~DC703~~ |
| ~~Delegation Title:~~ | ~~Minor Amendments to Delegations Register and Policies~~ |
| Legislative Reference of Power: | *Local Government Act 1995:*<br>~~Section~~ s.5.42 Delegation of some powers or duties to the CEO |
| Power or Duty being Delegated: | The delegate is authorised to make amendments to format, spelling, grammar, titling, responsible/affected business units/officers and minor errors within the text of Delegations and Policies that have already been endorsed by Council. |
| Conditions of Delegation: | Such changes must not alter the intent of the documents. |
| Delegated To | Chief Executive Officer |

| | |
|---|---|
| Council Adoption | 13/12/2022 |
| Reviewed/Modified: | 03/23, 06/24, 03/25 |

| | |
|---|---|
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC704

## *Food Act 2008* - Determine Compensation

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Food Act 2008* |
| Delegator: | Council |
| Express Power to Delegate: | *Food Act 2008:*<br>~~Section~~ s.118 ~~(2)(b), (3), (4)~~Functions of enforcement agencies and delegation |
| ~~Delegation No.:~~ | ~~DC704~~ |
| ~~Delegation Title:~~ | ~~*Food Act 2008* - Determine Compensation~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | ~~*Food Act 2008* - Sections 56 (2), and 70(2) and (3)~~ *Food Act 2008:*<br>s.56(2) Compensation to be paid in certain circumstances<br>s.70(2) and (3) Compensation |
| Power or Duty being Delegated: | 1. ~~The a~~Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s. 56(2)].<br>2. The authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s. 70(2) and (3)]. |
| Conditions of Delegation: | a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time. |

| | |
|---|---|
| | b. Compensation under this delegation may only be determined upon documented losses up to a maximum of $5,000.00. Compensation requests above this value are to be reported to Council. |
| **Delegated To:** | Chief Executive Officer<br>Director Development and Community Services<br>Manager Development Services<br><br>~~*Note: Food Regulations 2009 do not provide for sub delegation.*~~ |
| **Express Power to Sub-Delegate:** | Nil – *Food Regulations 2009* do not provide for sub-delegation. |

| | |
|---|---|
| **Council Adoption** | 25/03/2025 |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC706

## Food Business Registrations

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Food Act 2008* |
| Delegator: | Council |
| Express Power to Delegate: | *Food Act 2008:*<br>s.118 Functions of enforcement agencies and delegation~~Section 118, 118(2)(b), 118(3),118(4)~~ |
| ~~Delegation No.:~~ | ~~DC706~~ |
| ~~Delegation Title:~~ | ~~Food Business Registration~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | ~~*Food Act 2008* Sections 110(1), 110(5), *112*~~*Food Act 2008:*<br>s.110(1) and (5) Registration of food business<br>s.112 Variation of conditions or cancellation of registration of food businesses |
| Power or Duty being Delegated: | 1. ~~The a~~Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s. 110(1) and s. 110(5)].<br>2. ~~The a~~Authority to vary the conditions or cancel the registration of a food business [s. 112]. |
| Conditions of Delegation: | In accordance with s. 118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time. |
| Delegated To: | Chief Executive Officer<br>Director Development and Community Services<br>Manager Development Services<br>~~Coordinator~~ Environmental Health Coordinator |

| | |
|---|---|
| | ~~*Note: Food Regulations 2009 do not provide for sub delegation.*~~ |
| Express Power to Sub-Delegate: | Nil – *Food Regulations 2009* do not provide for sub-delegation. |

| | |
|---|---|
| Council Adoption | 25/03/25 |
| Reviewed/Modified: | |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |
| Relevant Delegation: | N/A |

# Delegation from Council DC707

## Food Businesses List – Public Access

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

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

| | |
|---|---|
| Express Power to Sub-Delegate: | Nil – *Food Regulations 2009* do not provide for sub-delegation. |

| | |
|---|---|
| Council Adoption | 25/03/25 |
| Reviewed/Modified: | |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |
| Relevant Delegation: | N/A |

# Delegation from Council DC708

## *Food Act 2008* - Prohibition Orders and Certificates of Clearance

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Food Act 2008* |
| Delegator: | Council |
| Express Power to Delegate: | *Food Act 2008:*<br>s.118 Functions of enforcement agencies and delegation~~Section 118, (2)(b), (3), (4)~~ |
| ~~Delegation No.:~~ | ~~DC708~~ |
| ~~Delegation Title:~~ | ~~*Food Act 2008* - Prohibition Orders and Certificates of Clearance~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Food Act 2008*: ~~- Sections 65(1), 66, 67(4).~~<br>s.65(1) Prohibition orders<br>s.66 Certificate of clearance to be given in certain circumstances<br>s.67(4) Request for re-inspection |
| Power or Duty being Delegated: | 1. ~~The a~~Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008* [s. 65(1)].<br>2. ~~The a~~Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s. 66].<br>3. ~~The a~~Authority to give written notice to the proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s. 67(4)]. |

| | |
|---|---|
| **Conditions of Delegation:** | In accordance with s. 118(3)(b) this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time. |
| **Delegated To:** | Chief Executive Officer<br>Director Development and Community Services<br>Manager Development Services<br><br>~~*Note: Food Regulations 2009 do not provide for sub delegation.*~~ |
| **Express Power to Sub-Delegate:** | Nil – *Food Regulations 2009* do not provide for sub-delegation. |

| | |
|---|---|
| **Council Adoption** | 25/03/25 |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC709

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

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All business units |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| ~~Delegator:~~ | Council |
| Express Power to Delegate: | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO~~Section 5.42~~ |
| ~~Delegation No.:~~ | ~~DC709~~ |
| ~~Delegation Title:~~ | ~~Authorised Persons to Perform Specified Functions Under *the Local Government Act 1995* and *Local Government (Miscellaneous Provisions) Act 1960*~~ |
| Legislative Reference of Power: | *Local Government Act 1995:*<br>~~- Ss.ections~~ 3.24 Authorising persons under this Subdivision~~;~~<br>s.3.31(2) General procedure for entering property~~;~~<br>s.3.39(1)~~;~~ Power to remove and impound<br>s.3.40A Abandoned vehicle wreck may be taken~~.~~<br>*Local Government (Miscellaneous Provisions) Act 1960:* ~~-~~ ~~Section~~ s.449 Pounds, establishing; poundkeepers and rangers, appointing~~.~~ |
| Power or Duty being Delegated: | Authority to:<br>1. ~~Authority to~~ authorise persons for the purposes of *Part 3, Division 3, Subdivision 2 – Certain provisions about land* - to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer |

| | |
|---|---|
| | notices requiring certain things to be one by owner or occupier of land [s.3.24].<br>2. ~~Authority to~~ authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)].<br>3. ~~Authority to~~ authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)].<br>4. ~~Authority to~~ authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)].<br>5. ~~Authority to~~ appoint fit and proper persons as poundkeepers or rangers [Misc.Prov.s.449]. |
| **Conditions of Delegation:** | Not Applicable |
| **Delegated To** | Chief Executive Officer |

| | |
|---|---|
| Sub-Delegate(s): | Nil |
| CEO Conditions on Sub-Delegation: | Not applicable |

| | |
|---|---|
| **Council Adoption** | 25/03/25 |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC710

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

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Food Act 2008* |
| Delegator: | Council |
| Express Power to Delegate: | *Food Act 2008:*<br>s.118 Functions of enforcement agencies and delegation~~Section 118 (2)(b), (3), (4)~~ |
| ~~Delegation No.:~~ | ~~DC710~~ |
| ~~Delegation Title:~~ | ~~Appoint Authorised Officers and Designated Officers - *Food Act 2008*~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | ~~*Food Act 2008* - Sections 122(1), 126 (6), (7) and (13).~~*Food Act 2008:*<br>s.122(1) Appointment of authorised officers<br>s.126(6), (7) and (13) Infringement notices |
| Power or Duty being Delegated: | 1. ~~The a~~Authority to appoint a person to be an 'authorised officer' for the purposes of the *Food Act 2008* [s.122(2)].<br>2. ~~The a~~Authority to appoint an 'authorised officer' appointed under s.-122(2) of this Act or s.-24(1) of the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.-126(13)]<br>~~3.~~ ~~The a~~Authority to appoint an 'authorised officer' to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.-126(6)] and determining withdrawal of an infringement notice [s. 126(7)]. |

| | |
|---|---|
| | ~~4.3. *Note: Food Regulations 2009 do not provide for sub delegation.*~~ |
| **Conditions of Delegation:** | 1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:<br>i. Appointment of Authorised Officers as Meat Inspectors<br>ii. Appointment of Authorised Officers<br>iii. Appointment of Authorised Officers – Designated Officers only<br>iv. Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | Nil – *Food Regulations 2009* do not provide for sub-delegation. |

| | |
|---|---|
| **Council Adoption** | 25/03/25 |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC374

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

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Development Services |
| Responsible Officer | Manager Development Services, Coordinator Building Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | ~~*Local Government Act 1995*~~<br>*Building Act 2011* |
| ~~Delegator:~~ | Council |
| Express Power to Delegate: | ~~*Local Government Act 1995* Section 5.42 1(b)~~<br>~~*Building Act 2011* – Section 127 (1) and (3)~~<br>*Building Act 2011:*<br>s.127(1) & (3) Delegation: special permit authorities and local government |
| ~~Delegation No.:~~ | ~~DC374~~ |
| ~~Delegation Title:~~ | ~~Appoint Authorised Officers for the purposes of the Building Act 2011~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Building Act 2011*:<br>~~Section~~ s.96(3) authorised persons ~~and~~<br>s.~~-~~99(3) Limitation on powers of authorised persons<br>*Building Regulations 2012*: ~~–~~<br>r.70~~(1) and (2)~~ Approved officers and authorised officers |
| Power or Duty being Delegated: | ~~The authority to grant, modify or refuse to grant occupancy permits or building approval certificates.~~<br>1. Authority to designate an employee as an authorised person [s. 96(3)].<br>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s. 99(3)].<br>3. Authority to appoint an approved officer for the purposes of s.6(a) of the *Criminal Procedure Act 2004*, in accordance with Building Regulation 70(1) and (1A). |

| | |
|---|---|
| | ~~1.~~4. Authority to appoint an authorised officer for the purposes of s.6(b) of the *Criminal Procedure Act 2004*, in accordance with Building Regulation 70(2). |
| **Conditions of Delegation:** | 1. Each person designated as an authorised person must ~~have~~ be given an identity card in accordance with s. 97 of the *Building Act 2011* and r. 4B of the *Building Regulations 2012*.<br>~~Delegations exercised are to be recorded in the City's record management system.~~ |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Building Act 2011:*<br>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) |

| | |
|---|---|
| **Council Adoption** | 26/03/2008 |
| **Reviewed/Modified:** | 03/10, 02/11, 03/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC375

## Issue or Revoke Building Orders

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Development Services |
| Responsible Officer | Manager Development Services, Coordinator Building Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Building Act 2011* |
| Delegator: | Council |
| Express Power to Delegate: | *Building Act 2011:*<br>s.127(1) & (3) Delegation: special permit authorities and local government~~Section 127(1)~~ |
| ~~Delegation No.:~~ | ~~DC375~~ |
| ~~Delegation Title:~~ | ~~Issue or Revoke Building Orders~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | ~~Section 110 (1), 111(1), 117 (1), 117(2), 118(2),118(3) and 133(1).~~<br>*Building Act 2011:*<br>s.110(1) A permit authority may make a building order<br>s.111(1) Notice of proposed building order other than building order (emergency)<br>s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect<br>s.118(2) and (3) Permit authority may give effect to building order if non-compliance |
| Power or Duty being Delegated: | 1. The authority to make Building Orders in relation to:<br>a. Building work<br>b. Demolition work<br>c. An existing building or incidental structure [s. 110(1)].<br>~~issue or revoke building orders.~~ |

| | |
|---|---|
| | 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s. 111(1)(c)].<br>~~1.~~3. Authority to revoke a building order [s. 117].<br>~~2.~~4. If there is non-compliance with a building order, authority to cause an authorised person to:<br>a. take any action specified in the order; or<br>b. commence or complete any work specified in the order; or<br>c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s. 118(2)].<br>~~3.~~5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s. 118(3)].<br>~~Authority to specify a way in which an outward facing side of a particular close/boundary wall must be finished off.~~<br>~~Authority to initiate a prosecution for non-compliance with a building order.~~ |
| **Conditions of Delegation:** | Keep a register in the approved form of all building orders issued by the Local Authority.<br>A delegation of a special permit authority's powers or duties may be only to:<br>○ An employee of the special permit authority (s127(2)); or<br>a person employed by the local government under s5.36 of the *Local Government Act 1995*. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Building Act 2011:*<br>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) |

| | |
|---|---|
| **Council Adoption** | 26/03/2008 |
| **Reviewed/Modified:** | 03/10, 02/11, 03/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC377

## Referrals and Issuing Certificates

| ~~Strategic Direction~~ | ~~Environment (Built and Natural)~~ |
|---|---|
| ~~Responsible Business Unit/s~~ | ~~Chief Executive Officer, Development Services~~ |
| ~~Responsible Officer~~ | ~~Chief Executive Officer, Director Development and Community Services~~ |
| ~~Affected Business Unit/s~~ | ~~Development Services~~ |

| | |
|---|---|
| **Head of Power:** | *Building Act 2011* |
| Delegator: | Council |
| **Express Power to Delegate:** | *Building Act 2011:*<br>s.127(1) & (3) Delegation: special permit authorities and local government~~Section 127(1) & (3)~~ |
| ~~Delegation No.:~~ | ~~DC377~~ |
| ~~Delegation Title:~~ | ~~Referrals and Issuing Certificates~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Building Act 2011:* ~~Section 145A~~<br>s.145A Local government functions |
| **Power or Duty being Delegated:** | 1. Authority to refer uncertified applications under s. 17(1) to a building surveyor who is not employed by the local government [s.145A(1)].<br>~~1.~~2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the location is located within the City's District [s.145A(2)]. |
| **Conditions of Delegation:** | A delegation of a special permit authority's powers or duties may be only to:<br>○ An employee of the special permit authority (s127(2)); or<br>○ a person employed by the local government under s5.36 of the *Local Government Act 1995*. |
| **Delegated To:** | Chief Executive Officer |

| | |
|---|---|
| | ~~Director Development and Community Services~~<br>~~Manager Development Services~~<br>~~Coordinator Building Services~~<br>~~Assistant Building Surveyor~~ |
| ~~Express Power to Sub-Delegate:~~ | *Building Act 2011:*<br>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) |

| | |
|---|---|
| Council Adoption | 25/6/24 |
| Reviewed/Modified: | 03/25 |
| ~~Relevant Management Practice:~~ | ~~N/A~~ |

# Delegation from Council DC379

## Private Pool Barrier – Alternative and Performance Solutions

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Building Act 2011* |
| Express Power to Delegate: | Section 127(1) and (3) |
| Delegation No.: | DC379 |
| Delegation Title: | Private Pool Barrier – Alternative and Performance Solutions |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Building Regulations 2012* Regulation ~~50A(4),~~ 51~~(2), 51(3) and 51(5)~~ |
| Power or Duty being Delegated: | 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r. 51(2)].<br>2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner or occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.5(3)].<br>3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r. 51(5)].<br>~~Authority to use alternative requirements for a barrier to a pre-May 2016 private swimming pool~~.<br>~~Authority to arrange for an authorised person to inspect.~~ |

| | |
|---|---|
| **Conditions of Delegation:** | A delegation of a special permit authority's powers or duties may be only to:<br>○ An employee of the special permit authority (s127(2)); or<br>○ a person employed by the local government under s5.36 of the *Local Government Act 1995*.<br>The proposed method of enclosure must not provide a lesser standard of protection than would otherwise have been provided through adherence to the provisions of Australian Standard 1926.1. |
| **Delegated To:** | ~~Coordinator Building Services~~<br>Chief Executive Officer<br>~~Director Development and Community Services~~<br>~~Manager Development Services~~<br>~~Assistant Building Surveyor~~<br>~~Development Services Compliance Officer~~ |
| Express Power to Sub-Delegate: | *Building Act 2011:*<br>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) |

| | |
|---|---|
| **Council Adoption** | 25/6/24 |
| **Reviewed/Modified:** | 03/25 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC401

## Graffiti Vandalism Act – Local Government Functions

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | Waste, Fleet and Facilities |

| | |
|---|---|
| Head of Power: | *Graffiti Vandalism Act 2016* |
| ~~Delegator:~~ | Council |
| Express Power to Delegate: | *Graffiti Vandalism Act 2016:*<br>s.16 Delegation by local government~~Section 16~~ |
| ~~Delegation No.:~~ | ~~DC401~~ |
| ~~Delegation Title:~~ | ~~Graffiti Vandalism Act – Local Government Functions~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | Section ~~16~~28 and 29<br>*Graffiti Vandalism Act 2016:*<br>s.18(2) Notice requiring removal of graffiti<br>s.19(3) & (4) Additional powers when notice is given<br>s.22(3) Objection may be lodged<br>s.24(1)(b) & (3) Suspension of effect of notice<br>s.25(1) Local government graffiti powers on land not local government property<br>s.28 Notice of entry<br>s.29 Entry under warrant |
| Power or Duty being Delegated: | 1. ~~Perform any power or duty of the 'local government' under the *Graffiti Vandalism Act 2016*.~~Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. |

| | |
|---|---|
| | 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].<br>3. Authority to deal with an objection to a notice [s.22(3)].<br>4. Authority, where an objection has been lodged, to:<br>a. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)]; and<br>b. to give notice to the affected person, before taking the necessary actions [s.24(3)].<br>5. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].<br>6. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].<br>~~1.~~7. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29]. |
| **Conditions of Delegation:** | ~~Not Applicable~~Item 5 is subject to exercising Powers of Entry. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Graffiti Vandalism Act 2016:*<br>s.17 Delegation by CEO of local government |

| | |
|---|---|
| **Council Adoption** | 26/03/2019 |

| | |
|---|---|
| **Reviewed/Modified:** | 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC511

## Partial Closure of a Thoroughfare

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Engineering Services |
| Responsible Officer | Manager Engineering Services |
| Affected Business Unit/s | Infrastructure Services |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Delegator: | Council |
| Express Power to Delegate: | ~~Section 5.42~~*Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| ~~Delegation No.:~~ | ~~DC511~~ |
| ~~Delegation Title:~~ | ~~Partial Closure of a Thoroughfare~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Local Government Act 1995:*<br>s.3.50 Closing certain thoroughfares to vehicles<br>s.3.50A Partial closure of thoroughfare for repairs or maintenances<br>s.3.51 Affected owners to be notified of certain proposals~~Section 3.50, 3.50A and 3.51~~ |
| Power or Duty being Delegated: | 1. ~~The authority to allow for the partial and temporary closure of a thoroughfare.~~ Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)].<br>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to:<br>a. Give local public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and<br>b. consider submissions relevant to the road closure(s) proposed [s.3.50(1a), (2) and (4)]. |

| | |
|---|---|
| | 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].<br>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A].<br>~~2.~~5. Authority to, before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s. 3.51]. |
| **Conditions of Delegation:** | (a) ~~The~~ closure is unlikely to have a significant adverse impact on users of the thoroughfare; and<br>(b) Written notice of the partial closure will be given to the occupier of any property who gains access to the property from that part of the thoroughfare which is to be closed.<br>(c) If under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].<br>~~(c)~~(d) Limited to temporary road closures only. Permanent road closures are to be determined by Council subject to compliance with the *Land Administration Act 1987*. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | 26/03/08 |
| **Reviewed/Modified:** | 03/10, 02/11, 03/13, 03/14, 03/15, 03/16, 11/16, 12/17, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | N/A |

| | |
|---|---|
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC603

## Investment of Surplus Funds

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | Financial Services |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Delegator: | Council |
| Express Power to Delegate: | Section 5.42 *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| Delegation No.: | DC603 |
| Delegation Title: | Investment of Surplus Funds |
| Legislative Reference of Power:Express Power or Duty Delegated: | Section 6.10 and 6.14 (1)<br>Regulation 19 of the *Local Government (Financial Management) Regulations 1996)*Local Government Act 1995:<br>s.6.14 Power to invest<br>*Local Government (Financial Management) Regulations 1996:*<br>r.19 Investments, control procedures for |
| Power or Duty being Delegated: | 1. The authority to invest money held in the Municipal Fund or the Trust Fund that is not, for the time being, required for any other purpose [(s.S 6.14 (1))].<br>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [(FM r.19)]. |
| Conditions of Delegation: | (a) The funds may be invested in any of the Australian Prudential Regulation Authority regulated and listed, Authorised Deposit-taking Institutions (ADIs) being corporations as authorised under the *Banking Act 1959.*<br>ADIs include the following institutions:<br>• Banks; |

| | |
|---|---|
| | • ~~Building Societies, and~~<br>• ~~Credit Unions.~~<br>(a) ~~The funds may only be invested in those authorised financial instruments which are set out in~~ All investment activity must comply with regulation 19C of the *Local Government (Financial Management) Regulations 1996* and Council Policy P603 - Investment of Surplus Funds.<br>(b) A report summarising the composition of the investment portfolio including investment classes, amounts invested with each financial institution and details of the investment performance shall be provided to Council monthly. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | 27/03/07 |
| **Reviewed/Modified:** | 08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 06/18, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | M603 Investment Procedures |
| **Relevant Policy:** | P603 Investment of Surplus Funds |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC607

## Tenders /E-Quotes/Common Use Agreements

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | All business units |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All business units |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Delegator: | Council |
| Express Power to Delegate: | ~~Section 5.42~~*Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| ~~Delegation No.:~~ | ~~DC607~~ |
| ~~Delegation Title:~~ | ~~Tenders /E-Quotes/Common Use Agreements~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | ~~Section 3.57 *Local Government Act 1995* and Local Government (Functions and General) Regulations 1996 r. 11, r.13, r.14, r.18, r.20, r.21A~~<br>*Local Government Act 1995:*<br>s.3.57 Tenders for providing goods or services<br><br>*Local Government (Functions and General) Regulations 1996:*<br>r.11 When tenders have to be publicly invited<br>r.13 Requirements when local government invites tenders though not required to do so<br>r.14 Publicly inviting tenders, requirements for<br>r.18 Rejecting and accepting tenders<br>r.20 Variation of requirements before entry into contract<br>r.21A Varying a contract for the supply of goods or services |
| Power or Duty being Delegated: | a) Authority to call tenders [F&G r.11(1)].<br>b) Authority to undertake tender exempt procurement where the total consideration under the resulting contract is included in the annual budget ~~determine not to call a public tender as required under r11(1), if an exemption exists under r11(2).~~ [F&G r.11(2)]. |

| | |
|---|---|
| | ~~b)~~c) Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].<br><br>~~c)~~d) Authority to invite tenders although not required to do so [F&G r.13].<br><br>~~d)~~e) Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)].<br><br>~~e)~~f) Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)].<br><br>g) Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].<br><br>~~f)~~h) Authority to determine whether or not to reject tenders that do not comply with the requirements specified in the invitation to tender [F&G r.18(2)].<br><br>i) Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)].<br><br>~~g)~~j) Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].<br><br>k) Authority to accept tenders, ~~only~~ within the ~~$~~value detailed as a condition on this Delegation~~, or reject tenders as per the conditions on this Delegation and in accordance with the requirements of the Functions and General Regulations~~ [F&G r.18~~(2) and~~ (4)].<br><br>l) Authority to decline to accept any tender [F&G r.18(5)].<br><br>~~h)~~m) Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into or the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].<br><br>~~i)~~n) Authority to determine ~~that a~~whether variations in goods and services proposed ~~is~~ are minor variations ~~in context of the total goods or services sought through the invitation to tender~~ and to negotiate with the successful tenderer to make ~~then enter into~~ minor variations ~~with the successful tenderer~~ before entering into a contract [F&G r.20(1) and (3)]. |

| | |
|---|---|
| | ~~j) Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].~~<br>~~k) Authority to decline any tender [F&G r.18(5)].~~<br>~~l~~o) If the chosen tenderer is unable or unwilling to form a contract, ~~OR~~ or ~~the~~ a minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender ~~to accept~~ [F&G r.20(2)]<br>~~Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].~~<br>p) Authority to vary a tendered contract, after it has been entered into [F&G r.21A(a)].<br>~~m)~~q) Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). |
| **Conditions of Delegation:** | 1. The authority to accept tenders is limited to:<br>a. All tenders to a maximum value of $500,000 (exclusive of GST); and<br>b. ~~Undertake purchases of goods and services which are, or expected to be up to the value of up to~~ A maximum value of $700,000 (exclusive of GST) where the supply of products or services is procured through the Western Australian Local Government Association (WALGA) Preferred Supplier Program, State Government Common Use Agreement (CUA) or the State or Commonwealth Government~~s~~ or any of ~~its~~ their agencies ~~that provide preferred supplier contracts or arrangements~~.<br>2. Acceptance of tenders is conditional upon the Chief Executive Officer being satisfied that:<br>a. The tender process has been conducted in accordance with the Act, Regulations, the City's Policies and Management Practices;<br>b. The specifications set out in the tender match the specifications of the Request for Tender;<br>c. The successful tender represents the best overall value for the City; and |

| | |
|---|---|
| | d. The ~~tender~~ expense is included in the adopted Annual Budget.~~within budget~~.<br><br>3. The ~~delegate~~ Delegate is authorised to ~~not~~ decline to accept any tender received~~, having previously exercised the delegation to invite public tenders~~where in the opinion of the Delegate:~~;~~<br><br>a. ~~If in the opinion of the delegate t~~The number of tenders received is insufficient as to provide for a reasonable assessment of the merits of the tenders received; or~~:~~<br><br>b. ~~If the delegate decides that i~~It would be disadvantageous to the ~~L~~local ~~G~~government to accept any tender; or~~:~~<br><br>c. ~~If on assessment of the tenders received t~~The contract value would exceed the budget provision for the invited service; or~~:~~<br><br>d. ~~If in the opinion of the delegate n~~No person is capable of satisfactorily supplying the requested goods or services<br><br>The delegate must ensure that:<br><br>a) The tender process has been carried out in accordance with the Act, the Regulations and the City's Policies and Management Practices.<br><br>b) The tenders register records that no Tender was accepted.<br><br>4. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and the contractor's performance has been reviewed evidencing the rationale for entering into the extended term.<br><br>5. A decision to vary a contract before entry into the contract must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.<br><br>~~4.~~6. A decision to vary a contract after entry into the contract must comply with Council Policy P701 Variations to Contract and must include evidence that the variation is necessary and does not change the scope of the contract. |
| **Delegated To:** | Chief Executive Officer |

| | |
|---|---|
| Express Power to Sub-Delegate: | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| Council Adoption | 27/03/07 |
| Reviewed/Modified: | 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 04/18, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| Relevant Management Practice: | M607 Tenders and Expressions of Interest |
| Relevant Policy: | P607 Tenders and Expressions of Interest |
| Relevant Delegation: | DM607 Acceptance of Tenders |

# Delegation from Council DC609

## Leases

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | All business units |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All business units |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Delegator: | Council |
| Express Power to Delegate: | ~~Section 5.42~~*Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| ~~Delegation No.:~~ | ~~DC609~~ |
| ~~Delegation Title:~~ | ~~Leases~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Local Government Act 1995:*<br>~~Section~~ s.3.58 ~~(3)~~ Disposing of Property |
| Power or Duty being Delegated: | 1. Authority ~~is given to the CEO~~ to enter into agreements to lease property that the City owns or ~~that it~~ controls under a management order which confers the power to lease. |
| Conditions of Delegation: | The CEO may exercise this power in relation to a lease subject to:<br>a) Meeting the requirements of section 3.58 of the *Local Government Act 1995*;<br>*b)* Meeting the requirements of the *Commercial Tenancy (Retail Shops) Agreements Act 1985 where applicable;*<br>c) Obtaining Minister for Lands consent pursuant to section 18 of the *Land Administration Act 1997,* should the property be subject to a management order where applicable;<br>d) Leases being for a maximum term of five years with a five year option for: |

| | |
|---|---|
| | • Not for Profit Sporting Organisations; or;<br>• ~~Not for Profit Organisations~~Kindergartens Operated by Not for Profit Organisations;; or<br>• Not for Profit Community Associations / ; Government Bodies, Committees and Associations, ~~and educational institutions~~; and<br>~~d)~~e) Renewal of an existing commercial lease being for a maximum term of five years.<br>Note: All new commercial leases will be brought to Council for consideration. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | 03/05 |
| **Reviewed/Modified:** | 06/06, 09/08, 03/10, 02/11, 06/12, 03/13, 03/14, 03/15, 06/16, 03/17, 03/18, 03/19, 03/20, 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | M609 Leases and Licences |
| **Relevant Policy:** | P609 Management and Sale of City Property |
| **Relevant Delegation:** | |

# Delegation from Council DC612

## Disposal of Surplus Property

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Financial Services |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All Business Units |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Express Power to Delegate: | ~~Section 5.42~~*Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| ~~Delegation No.:~~ | ~~DC612~~ |
| ~~Delegation Title:~~ | ~~Disposal of Surplus Property~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Local Government Act 1995:*<br>s.3.58 Disposing of Property~~Section 3.58 (2) & (3), Regulation 30 the *Local Government (Functions & General)*~~ |
| Power or Duty being Delegated: | 1. Authority to dispose of property to:<br>(a) ~~to~~ the highest bidder at public auction [s.3.58(2)(a)].<br>(b) ~~to~~ the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]<br>2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. |
| Conditions of Delegation: | 1. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.<br>2. This delegation does not apply to the disposal of land by way of lease which is provided for by DC609. |

| | |
|---|---|
| | ~~For the purposes of the leases in accordance with Policy P609 and DC609.~~<br>~~Exempt Dispositions (as prescribed by Functions and General Regulation 30) are to be undertaken to ensure that the best value return is achieved. Where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible dissal.~~<br>3. For the purposes of s5.43(d) disposal of property identified in 1 and 2 above is limited to a maximum value of $350,000.00 for any single project or where not part of a project but part of a single transaction.<br>4. When determining the method of disposal:<br>a. Where a public auction is determined as the method of disposal:<br>i. Reserve price is to be set by independent valuation.<br>ii. Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.<br>b. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, the delegate is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.<br>c. Where a direct negotiation is determined as the method of disposal, the delegate is to:<br>i. Negotiate the sale of the property up to a -10% variance on the valuation; and 3<br>ii. Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. |

| | |
|---|---|
| | ~~a.~~d. Where an exempt disposition is proposed to be undertaken [r. 30], the disposal method must obtain a best value outcome for the City. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | 27/03/07 |
| **Reviewed/Modified:** | 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 06/18, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | DM612 Disposal of Surplus Property |

# Delegation from Council DC617

## Granting Discounts, Concessions, Fee Waiver and Debt Write-Off

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Express Power to Delegate: | ~~Section 5.42~~*Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| ~~Delegation No.:~~ | ~~DC617~~ |
| ~~Delegation Title:~~ | ~~Grant Discounts, Concessions, Fee Waiver and Debt Write-Off~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | ~~Section 6.12(1)(b)(c)~~<br>~~Section 6.12 (3)~~S.6.12*Local Government Act 1995:*<br>S 6.12 Power to defer, grant discounts, waive or write off debts |
| Power or Duty being Delegated: | ~~Waive a debt which is owed to the City [s 6.12(1)(b)].~~<br>1. Waive or g~~G~~rant a concessions in relation to ~~fees, levies or charges by the Council for the use of its facilities and services~~ any amount of money ~~which is owed to the City~~ [s 6.12(1)(b)].<br>2. Write off an amount of money which is owed to the City [s. 6.12(1)(c)].<br>~~2. To write-off any single amount of money owing to the City less than $2,000 (GST exclusive) subject to conditions as stipulated.~~<br>~~To write-off any amount of money previously specifically identified and provided for in the Provision for Doubtful Debts subject to conditions as stipulated.~~ |
| Conditions of Delegation: | ~~Write-off any~~ Limited to individual or cumulative ~~single amount of money owing to the City~~<br>~~less than~~ sums below $2,000 (GST exclusive) where:<br>a) The amount is too small to warrant collection; |

| | |
|---|---|
| | b) It is considered that the cost of collection is likely to be disproportionate to the amount which is owed: and<br>c) The amount has not been previously identified and provided for in the Provision for Doubtful Debts.<br>d) A record of any amounts written-off under this delegation is required to be kept and made available for external audit purposes.<br><br>Write-off any amount of money ~~previously~~ specifically identified and provided for in the Provision for Doubtful Debts where:<br>a) The amount is found to be uncollectable; and<br>b) Compliance with applicable Australian Accounting Standards or other professional pronouncements require the debt to be removed from the City's accounts.<br>A record of any amounts written-off under this delegation is required to be kept and made available for external audit purposes.<br>The authority to ~~W~~waive or grant a concession in relation to any amount of money does not apply to an amount of money owing in respect of rates and service charges~~. S. 6.12 (2).~~ |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | 25/06/24 |
| **Reviewed/Modified:** | 03/25 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC618

## Commence a Prosecution for an Offence

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All business units |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Delegator: | Council |
| Express Power to Delegate: | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO~~Section 5.42~~ |
| ~~Delegation No.:~~ | ~~DC618~~ |
| ~~Delegation Title:~~ | ~~Commence a Prosecution for an Offence~~ |
| Legislative Reference of Power: | *Local Government Act 1995:*<br>~~Sections 9.24 (1) (c) and (2) (b)~~s.9.24(1)(c) and (2)(b) Prosecutions, commencing |
| Power or Duty being Delegated: | 1. Authority to ~~initiate~~ authorise persons to commence prosecutions for offences ~~on behalf of the Local Government~~ under the *Local Government Act 1995*, all Regulations made under the *Local Government Act 1995* and City of South Perth Local Laws ~~made under the *Local Government Act 1995*~~ [s.9.24(1)(c) and (2)(b)].<br>2. Authority to be registered on the eCourts Portal as persons authorised to commence prosecutions and lodge prosecution notices on behalf of the City. |
| Conditions of Delegation: | Nil. |
| Delegated To | Chief Executive Officer |

| | |
|---|---|
| Council Adoption | 25/06/24 |
| Reviewed/Modified: | 03/25 |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |
| Relevant Delegation: | N/A |

# Delegation from Council DC664

## Dogs – Local Government Functions

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | Governance and Ranger Services |

| | |
|---|---|
| Head of Power: | *Dog Act 1976* |
| Delegator: | Council |
| Express Power to Delegate: | *Dog Act 1976*<br>~~Section 10AA~~ s.10AA Delegation of local government powers and duties |
| ~~Delegation No.:~~ | ~~DC664~~ |
| ~~Delegation Title:~~ | ~~Dogs – Local Government Functions~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Dog Act 1976*<br>s.10AA Delegation of local government powers and duties~~Section 10AA~~ |
| Power or Duty being Delegated: | The authority to form any power or duty of the 'local government' under the *Dog Act 1976*. |
| Conditions of Delegation: | (a) ~~Not applicable~~ |
| Delegated To: | Chief Executive Officer |
| Express Power to Sub-Delegate: | *Dog Act 1976*<br>s.10AA(3) Delegation of local government powers and duties |

| | |
|---|---|
| Council Adoption | 26/03/2019 |
| Reviewed/Modified: | 08/21, 03/22, 03/23, 06/24, 03/25 |

| | |
|---|---|
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC685

## Inviting Expressions of Interest

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | Chief Executive Officer |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Delegator: | Council |
| Express Power to Delegate: | ~~Section 5.42~~ *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| ~~Delegation No.:~~ | ~~DC685~~ |
| ~~Delegation Title:~~ | ~~Expressions of Interest~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | *Local Government Act 1995:*<br>s.3.57 Tenders for providing goods or services<br>*Local Government (Functions and General) Regulations 1996:*<br>r.21 Limiting who can tender, procedure for<br>r.23 Rejecting and accepting expressions of interest to be acceptable tenderer~~Section 3.57~~<br>~~Local Government (Functions and General) Regulations 1996 – Regulation 21, 22, 23 and 24~~ |
| Power or Duty being Delegated: | 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21].<br>2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23]. |
| Conditions of Delegation: | Compliance with ~~Regulations~~ regulations 21~~, 22, 23 and~~ 24 of the *Local Government (Functions and General) Regulations 1996* and :<br>~~Compliance with~~ City Policy P607 Tenders and Expressions of Interest. |

| | |
|---|---|
| | The tenders register records the required details regarding Expressions of Interest with reference to the *Local Government (Functions and General) Regulations 1996*, Regulation 17(2).<br>Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | 27/03/07 |
| **Reviewed/Modified:** | 09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 06/18, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | M607 Tenders and Expressions of Interest |
| **Relevant Policy:** | P607 Tenders and Expression of Interest |
| **Relevant Delegation:** | DM685 Inviting Tenders & Expressions of Interest |

# Delegation from Council DC690

## Local Planning Scheme No.7

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| **Head of Power:** | *Planning and Development (Local Planning Schemes) Regulations 2015* |
| **Express Power to Delegate:** | *Planning and Development (Local Planning Schemes) Regulations 2015*<br>Clause 82 Delegations by local government |
| **Delegation No.:** | DC690 |
| **Delegation Title:** | Local Planning Scheme No. 7 |
| **Legislative Reference of Power:** | Functions under the<br>• Local Planning Scheme No. 7<br>• Schedule 2 (Deemed provisions for local planning schemes) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (The Deemed Provisions). |
| **Power or Duty being Delegated:** | **1. Development Applications**<br>The authority to undertake all functions and processes outlined in Schedule 2 Part 7, Part 8 and Part 9 of the Deemed Provisions, noting the conditions on this delegation below.<br>**2. Discretion to Modify Development Standards**<br>The authority to modify development standards in accordance with clause 34 of LPS 7 where it is considered by the delegate to be minor and inconsequential in nature, alternatively in the opinion of the delegate, where an application adversely impacts on the amenity of the locality, it must be referred to Council for determination.<br>**3. Structure Plans**<br>The authority to:<br>(a) Make a determination under clause 17(1) of the |

| | |
|---|---|
| | Deemed Provisions<br>(i) as to whether a structure plan complies with the requirements of clause 16(1), or<br>(ii) if further information is required before the structure plan<br>and can be accepted for assessment and advertising.<br>(b) Advertise a structure plan under clause 18(2) of the Deemed Provisions.<br>(c) Provide advice and assistance to the Western Australian Planning Commission under clause 23 of the Deemed Provisions.<br>(d) Approve a structure plan that provides for further details under clause 24(1A) of the Deemed Provisions, following approval from the Commission. Noting that the Commission can only approve a structure plan that is not a substantial departure as per Clause 24(2).<br>(e) Determine that advertising of an amendment to a structure plan is not required, under clause 29(3) of the Deemed Provisions, where it is considered by the delegate to be minor and inconsequential in nature.<br>**4. Local Development Plans**<br>The authority to:<br>(a) Make a determination not to advertise a Local Development Plan under clause 50(3) of the Deemed Provisions.<br>(b) Make a determination to require modifications to a Local Development Plan under clause 52(1)(b) of the Deemed Provisions.<br>(c) Make a determination to amend an approved Local Development Plan under clause 59(1) of the Deemed Provisions, where it is considered by the delegate to be minor and inconsequential in nature.<br>(d) Make a determination to extend the period of approval of a Local Development Plan,<br>(i) if there are no changes to the terms of the plan; or<br>(ii) the conditions attached to the approval under clause 57(3) of the Deemed |

| | |
|---|---|
| | Provisions.<br>**5. Local Planning Policies**<br>The determination to make an amendment to a local planning policy without advertising the amendment if, in the opinion of the delegate, the amendment is minor and inconsequential in nature under clause 5(2) of the Deemed Provisions.<br>**6. Heritage**<br>The authority to:<br>(a) Make a determination under clause 11 of the Deemed Provisions to require a Heritage Assessment to be carried out prior to the approval of any development proposed in a heritage area or a place on a heritage list.<br>(b) Make a determination under clause 12 of the Deemed Provisions to vary site or development requirements to<br>(i) facilitate the built heritage conservation of a place entered in the State Register of Heritage Places under the Heritage Act 2018 or included on the heritage list; or<br>(ii) enhance or preserve the heritage values in a heritage area<br>subject to undertaking public consultation if required by clause 12(3), |
| **Conditions of Delegation:** | **1. Granting of Development Approval**<br>(a) Land Use and Application Type<br>The granting of Development Approval does not extend to the following land uses and application types:<br>(i) Child Care Premises.<br>(ii) Fast Food Outlet.<br>(iii) Hotel.<br>(iv) New Residential Aged Care Facilities.<br>(v) Nightclub.<br>(vi) Place of Worship.<br>(vii) Residential Building.<br>(viii) Tavern.<br>(ix) Telecommunications Infrastructure that is not classified as a low-impact facility |

| | |
|---|---|
| | under the *Telecommunications Act 1997*.<br>(x) Non-residential 'A' uses within the Residential zone, where objections are received during advertising.<br>(xi) Use not listed.<br>(xii) Change to a Non-Conforming Use.<br>(xiii) Residential development comprising five (5) or more dwellings.<br>(xiv) Applications which require an assessment of significant obstruction of views in accordance with Local Planning Policy 5.1 – Salter Point Escarpment or Local Planning Policy 7.2 – Significant Views.<br>(xv) Except for applications involving 'prescribed single house development', a~~A~~pplications which propose tree damaging activity to a regulated tree in accordance with 7.2(c) of Local Planning Policy 3.2 – Tree Retention (i.e. where the redesign of the development to accommodate the regulated tree is unfeasible).<br>(xvi) Applications for Heritage Listed properties or within a Heritage Area except where, in the opinion of the delegated, the proposal is minor in nature and will not detract from the heritage significance of the place.<br>(xvii) Applications on or involving City owned or managed land by a private entity which propose significant works or a change of land use.<br>(xviii) Applications for illuminated and/ or digital content signage opposite (directly or diagonally) to or adjoining a residential zone.<br>(xix) Applications previously considered by Council, unless, in the opinion of the delegate, the application is of a minor nature and in the opinion of the delegate, the proposal is consistent with the objectives and intent of Local Planning Scheme No.7 and any Local Planning Policy, as well as the principles of orderly and proper planning. |

| | |
|---|---|
| | (xx) Development where the requirements of the Local Planning Scheme, State Planning Policies and/or Local Planning Policies have not been complied with except where, in the opinion of the Delegate:<br>a. The proposal is consistent with the objectives of the Local Planning Scheme and relevant Policy;<br>b. The proposal would not have a detrimental impact on the streetscape or any other property; or<br>c. The variation is minor in nature; or<br>d. The variation can be overcome by imposing a condition(s) on any development approval granted.<br>**2. Advertising**<br>Where advertising of an application is required, the granting of Development Approval may only occur where:<br>(i) Consent, no objection or no response is received from those consulted; or<br>(ii) Any objection received can be overcome by imposing a condition(s) on any Development Approval granted, or by modifying the design of the development; or<br>(iii) The objection does not relate to valid planning and development considerations associated with the proposal. |
| **Delegated To** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Planning & Development (Local Planning Schemes) Regulations 2015:*<br>cl. 83 Local government CEO may delegate powers |

| | |
|---|---|
| **Council Adoption** | 26/03/24 |

| | |
|---|---|
| **Reviewed/Modified:** | 06/24, 03/25, 03/26 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

# Delegation from Council DC705

## *Food Act 2008* - Debt Recovery and Prosecutions

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Food Act 2008* |
| Delegator: | Council |
| Express Power to Delegate:~~Express Power to Delegate:~~ | *Food Act 2008:*<br>s.118 Functions of enforcement agencies and delegation~~Section 118, 118(2)(b), 118(3),118(4)~~ |
| ~~Delegation No.:~~ | ~~DC705~~ |
| ~~Delegation Title:~~ | ~~*Food Act 2008* - Debt Recovery and Prosecutions~~ |
| ~~Legislative Reference of Power:~~Express Power or Duty Delegated: | ~~*Food Act 2008* Sections 54, 125~~*Food Act 2008:*<br>s.54 Cost of destruction or disposal of forfeited item<br>s.125 Institution of proceedings |
| Power or Duty being Delegated: | 1. ~~The a~~Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)].<br>2. ~~The A~~authority to institute proceedings for an offence under the *Food Act 2008* [s.~~-~~125]. |
| Conditions of Delegation: | ~~Exercise of the power under s.54 is confined to the Chief Executive Officer, Director Development and Community Services, and Manager Development Services.~~<br>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time. |
| Delegated To: | Chief Executive Officer<br>Director Development and Community Services<br>Manager Development Services |

| | |
|---|---|
| | ~~*Note: Food Regulations 2009 do not provide for sub delegation.*~~ |
| Express Power to Sub-Delegate: | Nil – *Food Regulations 2009* do not provide for sub-delegation. |

| | |
|---|---|
| Council Adoption | 25/03/2025 |
| Reviewed/Modified: | |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |
| Relevant Delegation: | N/A |

# Delegation from Council DC376

## Infringement Notices under the Building Regulations 2012

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Development Services |
| Responsible Officer | Director Development Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Express Power to Delegate:** | Section 5.42 |
| **Delegation No.:** | DC376 |
| **Delegation Title:** | Infringement Notices under the Building Regulations 2012 |
| **Legislative Reference of Power:** | *Local Government Act 1995* – Section 9.10, 9.16, 9.19 and 9.20<br>Building Regulations 2012 – Regulation 70 (1) and (2) |
| **Power or Duty being Delegated:** | The authority to appoint 'authorised officers' for the purposes of issuing *Building Act 2011* infringement notices in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6 (b) of the *Criminal Procedures Act 2004*.<br>The authority to extend the time to pay or withdraw infringement notices. |
| **Conditions of Delegation:** | Not Applicable |
| **Delegated To** | Chief Executive Officer<br>Director Development and Community Services<br>Manager Development Services |
| **Council Adoption** | 15/10/2019 |
| **Reviewed/Modified:** | 08/21, 03/22, 03/23, 06/24, 03/25 |
| **Relevant Management Practice:** | N/A |
| **Relevant Policy:** | N/A |
| **Relevant Delegation:** | N/A |

REVOKE

# Delegation from Council DC642

## Appointment of Acting CEO

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All business units |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Express Power to Delegate: | Section 5.42 |
| Delegation No.: | DC642 |
| Delegation Title: | Appointment of Acting CEO |
| Legislative Reference of Power: | S5.39(1a) (a) |
| Power or Duty being Delegated: | Authority to appoint a City Director as Acting CEO when the CEO is absent on annual leave. |
| Conditions of Delegation: | Nil. |
| Delegated To | Chief Executive Officer |
| Council Adoption | 26/03/08 |
| Reviewed/Modified: | 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25 |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |
| Relevant Delegation: | N/A |

REVOKE

# Delegation from Council DC684

## Sealed Documents

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All business units |

| | |
|---|---|
| Head of Power: | *Local Government Act 1995* |
| Express Power to Delegate: | Section 5.42 |
| Delegation No.: | DC684 |
| Delegation Title: | Sealed Documents |
| Legislative Reference of Power: | Sections 9.49A (2) |
| Power or Duty being Delegated: | Authorise the affixing of the Common Seal of the City to any document that needs the City's Common Seal to be legally effective. |
| Conditions of Delegation: | Not Applicable |
| Delegated To | Chief Executive Officer |
| Council Adoption | 26/03/2019 |
| Reviewed/Modified: | 08/21, 03/22, 03/23, 06/24, 03/25 |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |
| Relevant Delegation: | N/A |

REVOKE

# Delegation from Council DC711

## Appoint Authorised Officers And Designated Officers – Food Act 2008 - List Of Officers Issuing Infringements

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Food Act 2008* |
| Express Power to Delegate: | Section 126 (2) |
| Delegation No.: | DC711 |
| Delegation Title: | Appoint Authorised Officers And Designated Officers – *Food Act 2008* - list of officers issuing infringements |
| Legislative Reference of Power: | *Food Act 2008* Section 126(2). |
| Power or Duty being Delegated: | 1. The authority to appoint a person to be an 'authorised officer' for the purposes of the *Food Act 2008* [s.126(2)] Issuing infringement notices. |
| Conditions of Delegation: | The *Food Act* requires a separation between officers who may be authorised to issue infringements from those who can withdraw an infringement or extend the period within which a modified penalty may be paid. |
| Delegated To | Manager Development Services<br>Environmental Health Coordinator<br>Senior Environmental Health Officer<br>Environmental Health Officer |
| Council Adoption | 25/03/25 |
| Reviewed/Modified: | |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |

REVOKE

| | |
|---|---|
| **Relevant Delegation:** | N/A |

REVOKE

# Delegation from Council DC712

## Appoint Authorised Officers and Designated Officers - *Food Act 2008* – list of officers (Administration Of Infringement Notices)

| Strategic Direction | Environment (Built and Natural) |
|---|---|
| Responsible Business Unit/s | Chief Executive Officer, Development Services |
| Responsible Officer | Chief Executive Officer, Director Development and Community Services |
| Affected Business Unit/s | Development Services |

| | |
|---|---|
| Head of Power: | *Food Act 2008* |
| Express Power to Delegate: | Section 126 (6) and (7) |
| Delegation No.: | DC712 |
| Delegation Title: | Appoint Authorised Officers And Designated Officers - *Food Act 2008* – List Of Officers (Administration Of Infringement Notices) |
| Legislative Reference of Power: | *Food Act 2008* - Sections 126(6) and (7). |
| Power or Duty being Delegated: | 1. The authority to extend the time for payment of modified penalties and determine withdrawal of an infringement notice. |
| Conditions of Delegation: | a. Prohibited by Section 126 (13) from also being a Designated Officer for the purpose of issuing infringements.<br>b. The *Food Act* requires a separation between officers who may be authorised to issue infringements from those who can withdraw an infringement or extend the period within which a modified penalty may be paid. |
| Delegated To | Director Development Services |
| Council Adoption | 25/03/25 |
| Reviewed/Modified: | |
| Relevant Management Practice: | N/A |
| Relevant Policy: | N/A |
| Relevant Delegation: | N/A |

REVOKE

# Delegation from Council DC380

## SMOKE ALARMS – ALTERNATIVE SOLUTIONS

| | |
|---|---|
| **Head of Power:** | *Building Act 2011* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Building Act 2011:*<br>s.127(1) & (3) Delegation: special permit authorities and local government |
| **Express Power or Duty Delegated:** | *Building Regulations 2015:*<br>r.55 Terms Used (alternative building solution approval)<br>r.61 Local Government approval of battery powered smoke alarms |
| **Power or Duty being Delegated:** | 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].<br>2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61]. |
| **Conditions of Delegation:** | Nil |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Building Act 2011:*<br>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO) |

| | |
|---|---|
| **Council Adoption** | TBA |
| **Reviewed/Modified:** | N/A |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC512

## Obstruction of Footpaths and Thoroughfares

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government (Uniform Local Provisions) Regulations 1996:*<br>r.5(2) Interfering with, or taking from, local government land<br>r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)<br>r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b)<br>r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2) |
| **Power or Duty being Delegated:** | 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to:<br>a. prevent damage to the footpath; or<br>b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].<br>2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].<br>3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].<br>4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].<br>5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is |

DRAFT

| | |
|---|---|
| | encroaching, without lawful authority on a public thoroughfare [ULP r.7]. |
| **Conditions of Delegation:** | a. Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996*. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC513

## Public Thoroughfare – Dangerous Excavation

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government (Uniform Local Provisions) Regulations 1996:*<br>r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6 |
| **Power or Duty being Delegated:** | 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].<br>2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].<br>3. Authority to impose conditions on granting permission [ULP r.11(6)].<br>4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)]. |

DRAFT

| | |
|---|---|
| **Conditions of Delegation:** | a. Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996*.<br>b. Permission may only be granted where, the proponent has:<br>i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.<br>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.<br>iii. Provided evidence of sufficient Public Liability Insurance.<br>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | TBA |
| **Reviewed/Modified:** | N/A |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC514

## Crossing – Construction, Repair and Removal

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government (Uniform Local Provisions) Regulations 1996:*<br>r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2)<br>r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3) |
| **Power or Duty being Delegated:** | 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)].<br>2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)].<br>3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)].<br>4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)]. |
| **Conditions of Delegation:** | 1. Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996*. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

DRAFT

| | |
|---|---|
| **Council Adoption** | TBA |
| **Reviewed/Modified:** | TBA |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC515

## Private Works On, Over or Under Public Places

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government (Uniform Local Provisions) Regulations 1996:*<br>r.17 Private works on, over, or under public places – Sch.9.1 cl. |
| **Power or Duty being Delegated:** | 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].<br>2. Authority to impose conditions on granting permission including those prescribed in r.17(5) and (6) [ULP r.17(5)]. |
| **Conditions of Delegation:** | a. Actions under this Delegation must comply with procedural requirements detailed in *the Local Government (Uniform Local Provisions) Regulations 1996*.<br>b. Permission may only be granted where, the proponent has:<br>i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.<br>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.<br>iii. Provided evidence of sufficient Public Liability Insurance.<br>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

DRAFT

| | |
|---|---|
| **Council Adoption** | TBA |
| **Reviewed/Modified:** | N/A |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC624

## Powers of Entry

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government Act 1995:*<br>s.3.28 When this Subdivision applies<br>s.3.32 Notice of entry<br>s.3.33 Entry under warrant<br>s.3.34 Entry in an emergency<br>s.3.36 Opening fences |
| **Power or Duty being Delegated:** | 1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a local law [s.3.28].<br>2. Authority to give notice of entry [s.3.32].<br>3. Authority to seek and execute an entry under warrant [s.3.33].<br>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].<br>5. Authority to give notice and effect entry by opening a fence [s.3.36]. |
| **Conditions of Delegation:** | Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | TBA |
| **Reviewed/Modified:** | N/A |
| **Relevant Management Practice:** | Nil |

DRAFT

| | |
|---|---|
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC625

## Declare Vehicle is Abandoned Vehicle Wreck

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government Act 1995:*<br>s.3.40A(4) Abandoned vehicle wreck may be taken |
| **Power or Duty being Delegated:** | 1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)]. |
| **Conditions of Delegation:** | Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority DC626 Disposing of Confiscated or Uncollected Goods. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | TBA |
| **Reviewed/Modified:** | N/A |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | DC626 Disposing of Confiscated or Uncollected Goods |

DRAFT

# Delegation from Council DC626

## Confiscated or Uncollected Goods

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government Act 1995:*<br>s.3.46 Goods May be withheld until costs paid<br>s.3.47 Confiscated or uncollected goods, disposal of<br>s.3.48 Impounding expenses, recovery of |
| **Power or Duty being Delegated:** | 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government [s.3.46].<br>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].<br>3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]. |
| **Conditions of Delegation:** | Disposal of confiscated or uncollected goods, including abandoned vehicles, is to be in accordance with any applicable legislation, Council policies and DC612 Disposal of Surplus Property. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |

DRAFT

| | |
|---|---|
| **Relevant Delegation:** | DC612 Disposal of Surplus Property |

DRAFT

# Delegation from Council DC627

## Disposal of Sick or Injured Animals

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government Act 1995:*<br>s.3.47A Sick or injured animals, disposal of |
| **Power or Duty being Delegated:** | Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. |
| **Conditions of Delegation:** | Delegation only to be exercised where the Delegate's reasonable efforts to identify and contact an owner have failed. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

DRAFT

# Delegation from Council DC619

## Rate Record Amendment

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government Act 1995:*<br>s6.39(2)(b) Rate record |
| **Power or Duty being Delegated:** | Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)]. |
| **Conditions of Delegation:** | Delegates must comply with the requirements of s.6.40 of the Act which outlines consequential actions that may be required following a decision to amend the rate record. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | TBA |
| **Reviewed/Modified:** | N/A |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC620

## Rate Record Objections

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government Act 1995:*<br>s.6.76 Grounds of objection |
| **Power or Duty being Delegated:** | 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)].<br>2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)]. |
| **Conditions of Delegation:** | A delegate who participated in any matter contributing to a decision related to the rate record, which is the subject of a rates record objection, must not be party to any determination under this Delegation. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | Tba |
| **Reviewed/Modified:** | n/a |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC621

## Agreement as to Payment of Rates and Service Charges

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government Act 1995:*<br>s.6.49 Agreement as to payment of rates and service charges |
| **Power or Duty being Delegated:** | Authority to<br>a. make an agreement with a person for the payment of rates or service charges [s. 6.49]. |
| **Conditions of Delegation:** | Decisions under this delegation must comply with applicable policies and procedures. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | TBA |
| **Reviewed/Modified:** | N/A |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | P697 Financial Hardship Assistance |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC622

## Recovery of Rates or Service Charges

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government Act 1995:*<br>s.6.56 Rates or service charges recoverable in court<br>s.6.64(1) & (3) Actions to be taken<br>s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings<br>s.6.71 Power to transfer land to Crown or local government<br>s.6.74 Power to have land revested in Crown if rates in arrears 3 years |
| **Power or Duty being Delegated:** | 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].<br>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].<br>3. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including:<br>i. lease the land; or<br>ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months;<br>I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or<br>II. cause the land to be transferred to the City [s.6.71].<br>4. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)]. |
| **Conditions of Delegation:** | In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without |

DRAFT

| | |
|---|---|
| | having, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in the minutes of a council meeting. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | TBA |
| **Reviewed/Modified:** | N/A |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC623

## Panels of Pre-Qualified Suppliers for Goods and Services

| | |
|---|---|
| **Head of Power:** | *Local Government Act 1995* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Local Government Act 1995:*<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limits on delegations to the CEO |
| **Express Power or Duty Delegated:** | *Local Government (Functions and General) Regulations 1996*:<br>r.24AB Local government may establish panels of pre-qualified suppliers<br>r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers<br>r.24AD(1), (3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers<br>r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers<br>r.24AJ(1) Contracts with pre-qualified suppliers |
| **Power or Duty being Delegated:** | 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)].<br>2. Authority to publicly invite persons to apply to join a panel of pre-qualified suppliers [F&G r.24AD(1)].<br>3. Authority to, before inviting submissions, determine the written criteria for deciding which applications for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)].<br>4. Authority to vary information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)].<br>5. Authority to reject an application that does not comply with the requirements specified in the invitation [F&G r.24AH(2)].<br>6. Authority to assess applications, by written evaluation, and decide which applications to accept as most advantageous [F&G r.24AH(3)].<br>7. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)].<br>8. Authority to decline to accept any application [F&G r.24AH(5).<br>9. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of |

DRAFT

| | |
|---|---|
| | a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)]. |
| **Conditions of Delegation:** | Panels of pre-qualified suppliers may only be established by the delegate where the total consideration under the resulting contract is $500,000 or less and the expense is included in the adopted Annual Budget. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | *Local Government Act 1995:*<br>s.5.44 CEO may delegate some powers and duties to other employees |

| | |
|---|---|
| **Council Adoption** | |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | P611 Pre-Qualified Supplier Panels |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC713

## Appoint Authorised Officer or Approved Officer (Asbestos)

| | |
|---|---|
| **Head of Power:** | *Health (Asbestos) Regulations 1992* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Health (Asbestos) Regulations 1992:* r.15D(7) Infringement Notices |
| **Express Power or Duty Delegated:** | *Health (Asbestos) Regulations 1992:* r.15D(5) Infringement Notices |
| **Power or Duty being Delegated:** | Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the *Criminal Procedure Act 2004* Part 2 [r.15D(5)]. |
| **Conditions of Delegation:** | Each person appointed is to be issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)]. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | Nil – the *Health (Asbestos) Regulations 1992* do not provide a power to sub-delegate. |

| | |
|---|---|
| **Council Adoption** | |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC714

## Designate Authorised Officers – Public Health Act 2016

| | |
|---|---|
| **Head of Power:** | *Public Health Act 2016* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Public Health Act 2016:*<br>s.21 Enforcement agency may delegate |
| **Express Power or Duty Delegated:** | *Public Health Act 2016:*<br>s.24(1) and (3) Designation of authorised officers |
| **Power or Duty being Delegated:** | 1. Authority to designate a person or class of persons as authorised officers for the purposes of:<br>i. The *Public Health Act 2016* or other specified Act; or<br>ii. Specified provisions of the *Public Health Act 2016* or other specified Act; or<br>iii. Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act.<br>Including:<br>a. an environmental health officer or environmental health officers as a class; or<br>b. a person who is not an environmental health officer or a class of persons who are not environmental health officers; or<br>c. a mixture of the two. [s.24(1) and (3)]. |
| **Conditions of Delegation:** | a. Subject to each person appointed being;<br>• Appropriately qualified and experienced [s.25(1)(a)]; and<br>• Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31].<br>b. A Register (list) of authorised officers is to be maintained in accordance with s.27. |
| **Delegated To:** | Chief Executive Officer |

DRAFT

| | |
|---|---|
| **Express Power to Sub-Delegate:** | Nil – Unless a Regulation enacted under *the Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. |

| | |
|---|---|
| Council Adoption | |
| Reviewed/Modified: | |
| Relevant Management Practice: | Nil |
| Relevant Policy: | Nil |
| Relevant Delegation: | Nil |

DRAFT

# Delegation from Council DC715

## Appoint Designated Officer – Information Sharing

| | |
|---|---|
| **Head of Power:** | *Public Health Act 2016* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Public Health Act 2016:*<br>s.21 Enforcement agency may delegate |
| **Express Power or Duty Delegated:** | *Public Health Act 2016:*<br>s.299 Information sharing |
| **Power or Duty being Delegated:** | Authority to appoint Designated Officers for the purposes of s.299 [s.299(1)]. |
| **Conditions of Delegation:** | Appointments must be consistent with requirements outlined in the Chief Health Officer's Information Sharing Guideline, prepared in accordance with s.300. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | Nil – Unless a Regulation enacted under *the Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. |

| | |
|---|---|
| **Council Adoption** | |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC716

## Enforcement Agency Reports to the Chief Health Officer

| | |
|---|---|
| **Head of Power:** | *Public Health Act 2016* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Public Health Act 2016:*<br>s.21 Enforcement agency may delegate |
| **Express Power or Duty Delegated:** | *Public Health Act 2016:*<br>s.22 Reports by and about enforcement agencies |
| **Power or Duty being Delegated:** | 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the City [s.22(1)]<br>2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under the *Public Health Act 2016* [s.22(2)]. |
| **Conditions of Delegation:** | Nil |
| **Delegated To:** | Manager Development Services |
| **Express Power to Sub-Delegate:** | Nil – Unless a Regulation enacted under *the Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. |

| | |
|---|---|
| **Council Adoption** | |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC717

## Give Enforcement Orders and Issue Clearance Certificates

| | |
|---|---|
| **Head of Power:** | *Public Health Act 2016* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Public Health Act 2016:*<br>s.21 Enforcement agency may delegate |
| **Express Power or Duty Delegated:** | *Public Health Act 2016:*<br>s.216 Issue of Enforcement Orders<br>s.218 Extension of period of compliance with enforcement order<br>s.223 Certificate of clearance to be given in certain circumstances<br>s.224 Request for assessment |
| **Power or Duty being Delegated:** | Authority to:<br>1. Give an enforcement order [s.216].<br>2. Extend the period for compliance specified in the order [s.218].<br>3. Give a certificate of clearance (in the Department of Health approved form) where an assessment report of an authorised officer finds the enforcement order has been complied with and there is no longer a serious public health risk to be prevented or mitigated [s.223].<br>4. Where requested under s.224, cause an assessment by another authorised officer to be made for the purposes of s.233 (clearance certificate) and give notice of a decision to not give a clearance certificate after assessment [s.224(2)]. |
| **Conditions of Delegation:** | The content of enforcement orders must comply with s. 217 of the *Public Health Act 2016*. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | Nil – Unless a Regulation enacted under *the Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. |

DRAFT

| | |
|---|---|
| Council Adoption | |
| Reviewed/Modified: | |
| Relevant Management Practice: | Nil |
| Relevant Policy: | Nil |
| Relevant Delegation: | Nil |

DRAFT

# Delegation from Council DC718

## Enforcement Orders - Implement and Recover Costs

| | |
|---|---|
| **Head of Power:** | *Public Health Act 2016* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Public Health Act 2016:*<br>s.21 Enforcement agency may delegate |
| **Express Power or Duty Delegated:** | *Public Health Act 2016:*<br>s.219 Enforcement agency may implement enforcement order<br>s.221 Recovery of costs incurred by or on behalf of enforcement agency |
| **Power or Duty being Delegated:** | 1. Authority to take any action reasonably necessary to implement sufficient compliance with an enforcement order that has not been complied with [s.219(2)].<br>2. Authority to sign a certificate stating the amount of any costs and the manner in which they were incurred as evidence of the matters certified [s.221(2)]. |
| **Conditions of Delegation:** | Costs incurred in taking action under s.219 are to be recovered, including recovery in a court of competent jurisdiction [s.221(1)]. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | Nil – Unless a Regulation enacted under *the Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. |

| | |
|---|---|
| **Council Adoption** | |
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

# Delegation from Council DC719

## Dealing with Seized Items

| | |
|---|---|
| **Head of Power:** | *Public Health Act 2016* |
| **Delegator:** | Council |
| **Express Power to Delegate:** | *Public Health Act 2016:*<br>s.21 Enforcement agency may delegate |
| **Express Power or Duty Delegated:** | *Public Health Act 2016:*<br>s.260 Return of seized item<br>s.262 Cost of destruction or disposal of forfeited items<br>s.263 Return of forfeited items<br>s.264 Compensation |
| **Power or Duty being Delegated:** | 1. Authority to determine if no contravention of the *Public Health Act 2016* has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263].<br>2. Authority to recover the cost of destruction or disposal of forfeited items [s.262].<br>3. Authority to, in response to an application for compensation, determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264]. |
| **Conditions of Delegation:** | Compensation is limited to a maximum value of $10,000, with any proposal for compensation above this value to be referred for Council's determination. |
| **Delegated To:** | Chief Executive Officer |
| **Express Power to Sub-Delegate:** | Nil – Unless a Regulation enacted under *the Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. |

| | |
|---|---|
| **Council Adoption** | |

DRAFT

| | |
|---|---|
| **Reviewed/Modified:** | |
| **Relevant Management Practice:** | Nil |
| **Relevant Policy:** | Nil |
| **Relevant Delegation:** | Nil |

DRAFT

1

# Policy P605 Purchasing

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Financial Services |
| Responsible Officer | Director Corporate Services |
| Affected Business Unit/s | All Business Units |

## ~~Policy~~ Objectives

~~Local government buyers operate in an increasingly dynamic commercial environment. It is essential to have a structured and consistently applied approach to the purchase of goods and services that are both transparent and accountable. The process should deliver both legislative compliance and value for money outcomes by applying a best practice approach.~~The purpose of this policy is to demonstrate Council's commitment to ensuring that all purchasing activities of the City of South Perth (the City) are best practice and:

1. Achieve value for money.
2. Comply with all relevant legislation and regulatory obligations.
3. Mitigate risk by establishing consistent and demonstrated processes that promote transparency, accountability and fairness.

## ~~Policy~~ Scope

This Policy applies ~~ffects~~ to all purchasing activities by~~all the business units within~~ the City ~~of South Perth~~.

## ~~Policy~~ Statement

The City is committed to creating and deploying efficient, effective, economic and sustainable procedures for all purchasing activities. ~~The City's purchasing policies are designed to deliver:~~

- ~~Risks identified are managed within the City's Risk Management Strategy; and~~
- ~~Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the City's Record Keeping Plan.~~

Council endorses t~~T~~he following principles ~~must~~being observed through all stages of the purchasing activity by all employees of the City:

1. **Ethics and Integrity:** All ~~officers and~~ employees of the City shall observe the highest standards of ethics and integrity in undertaking purchasing activitiesy and act with honesty and professionalism supporting the standing of the City. The following principles,

standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- Consistent, efficient and accountable processes and decision-making;
- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- All purchasing practices shall comply with relevant legislation, regulations; and requirements consistent with the City's policies and Code of Conduct;
- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. **Purchasing Assessment Criteria.** It is important that the purchase of goods or services deliver the best possible outcome for the City. In assessing the procurement of products and services, employees should responsibly balance Value for Money, Environmental Sustainability & Social Responsibility considerations. A higher-priced conforming offer may be recommended should there be clear and demonstrable benefits over and above the lowest-priced conforming offer. The establishment of appropriately weighted selection criteria will assist in this regard. Compliance with a comprehensive and thoughtfully prepared specification is considered more important than obtaining the lowest price, particularly considering user requirements, quality standards, service benchmarks, social impact, sustainability; and life cycle costs.

3. **Value for Money Assessment.** Value for money is an over-arching principle governing the City's purchasing. When officers are undertaking a purchasing action, they should consider goods services and processes that maximise value for money. Considerations that may be taken into account include:

- All relevant whole-of-life costs and benefits (for goods) and whole-of-contract life costs (for services), including transaction costs associated with acquisition, delivery and; distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- Financial viability and capacity to supply without risk of default - including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history; and
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

4. **Consideration of Repetitive Purchases.** In making regular or repetitive purchases for the same goods or services, officers should be conscious of the potential for ~~the~~ triannual (across a rolling three (3) year period) purchases to accumulate to an amount in excess of the tender threshold (currently more than $250,000). ~~Where this repetitive purchasing issue is relevant and such occurrence is subsequently identified, officers should take appropriate actions to ensure that future purchases for these items are progressed according to Policy P607 - Tenders & Expressions of Interest requirements.~~

5. **Environmental Sustainability Assessment.** Where appropriate, in developing specifications, City officers should consider goods, services and processes that minimise negative environmental impacts or provide positive environmental impacts. Sustainability considerations that may be taken into account include consideration of:

- Products or services that demonstrate energy efficiency as demonstrated through suitable rating systems and eco-labelling;
- Products that demonstrate water efficiency;
- Products that are environmentally sound in their manufacture, use and disposal with a preference for products that use a minimal amount of raw materials from a non-sustainable resource and for those that are free of toxic or polluting materials;
- Products that may be re-used, recycled or reclaimed to minimise waste; and
- Fuel/energy efficiency.

6. **Corporate Social Responsibility Assessment.** Where appropriate, in developing specifications, City officers should consider goods, services and processes that minimise negative social impacts or provide positive social impacts. This responsibility may be reflected in the supplier's demonstrated respect for people, communities and the environment around the world. Considerations that may be taken into account include:

- The social impact of the good or service before, during or after its deployment;
- Whether the supplier follows international conventions and labour laws; and
- The suppliers demonstrated commitment to healthy and safe work practices.

7. **Legislative compliance. ~~Requirements.~~** All purchases must be made in accordance with ~~Section 6.8(1) of~~ the *Local Government Act 1995* and *Local Government (Functions & General) Regulations 1996* as well as any relevant legislation, ~~Codes of Practice,~~ Standards and the City's Policies and procedures.

**~~Anti-Avoidance~~**

When making purchases City officers are to ensure that actions taken are in accordance with the Anti-~~a~~Avoidance provisions of the *Local Government (Functions ~~and~~& General) Regulations 1996* ~~(Part 4) and Section 3.57 of the *Local Government Act 1995*~~.

~~The rationale for the procurement decision should be documented and recorded as per the City approved Records Management Policy.~~

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

8. **Obtaining Quotations for Purchases.** The general principles for obtaining quotations from suppliers are: The request for written quotation should include as a minimum:

~~understood by the City employee seeking the quotations;~~

- Ensure that the requirement is clearly, accurately and consistently communicated to each supplier being invited to quote.

- As the purchasing becomes more complex and/or the purchasing thresholds increase, a more sophisticated written specification is required for the quotation to be sought.

- ~~**Written Quotatio**~~

~~Should officers be seeking written quotations, the general principles relating to written quotations are:~~
~~An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.~~
~~The request for written quotation should include as a minimum:~~
~~Written specification~~
~~Selection criteria to be applied~~
~~Price schedule~~
~~Conditions of responding~~
~~Terms and conditions of contract~~
~~How long the offer is valid for~~

- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made.

9. **Local Economic Benefit.** The City encourages the development of competitive local businesses within its ~~boundary~~ district first and second within its broader region. As much as practicable, the City will:
   - where appropriate, consider the capability of local businesses, buying practices, procedures and specifications that do not unfairly disadvantage local businesses; and
   - consider indirect benefits that have flow-on benefits for local suppliers (i.e. servicing and support).

To this extent, a qualitative weighting is encouraged for inclusion in the evaluation criteria for quotes and Tenders where suppliers may be located within the boundaries of the City or substantially demonstrate a benefit or contribution to the local economy. This criterion will relate to local economic benefits that result from quote ~~or Tender~~ processes.

~~The City will also consider adopting KPIs for successful suppliers that encourage the placement of the local workforce.~~

## Purchasing Thresholds

The table below prescribes Purchasing Value Thresholds and Purchasing Activities that must be followed in conjunction with the above principles:

| **Purchasing Value Threshold** (GST exclusive) | **Purchasing Activity** |
|---|---|
| Up to $4,000 | One Written Quotation Required<br>~~The value of goods or services is of a minimal amount, less than $4,000 it is permissible to direct purchase based on a single written quote where the market is known, and the purchase is very low riThis instance should only apply for a single, simple purchase where the cost of seeking competitive quotes would~~ |

| | |
|---|---|
| | be unreasonable on a cost to benefit analysis basis (e.g., purchasing library books or minor catering supplieThe rationale for the procurement decision should be documented and recorded within a 1System Purchase Requestion to comply with the City Records Management Policy. |
| $4,001 up to $10,000 | Two Written Quotations RequiredThis instance should only apply for a single, simple purchase where the cost of seeking competitive quotes would be unreasonable on a cost to benefit analysis basis. |
| $10,001 up to $50,000 | Three Written Quotations RequiredWhere the value of procurement of goods or services is between $10,001 and $50,000, it is permitted to purchase based on at least three written quotations. However, it is recommended to use professional discretion and occasionally test the market with a greater number or more formal forms of quotation to ensure the best value is maintained.<br><br>This purchasing method is suitable where the purchase is in a known market or is relatively small and low risk. |
| $50,001 up to $250,000 | A Formal Request for Quote (RFQ) with a Written Specification & Predetermined Evaluation Criteria areis required in accordance with the Act and Regulations.<br><br>For the procurement of goods or services where the value exceeds $50,001 but is not more than $250,000, it is necessary to seek at least Three Written Quotations containing price and sufficient information relating to the specification of goods and services being acquired.<br><br>For procurement of goods and services in this range, the selection should not be based on price alone. It is required to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, the organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quotes.<br><br>Formal Requests for Quote are to be undertaken in conjunction with Finance/Procurement. |
| Purchases in Excess of $250,000 | This Policy does not apply to the purchase of goods or services where the expected consideration is more than $250,000 (excluding GST). Such transactions are the subject of the Tender Regulations and are to be progressed in accordance with Policy P607 - Tenders & Expressions of Interest. |

| | |
|---|---|
| | A formal Request For Tender process must be followed in accordance with the Act and the Regulations. ~~Policy P607 - Tenders & Expressions of Interest.~~ |

**~~Purchasing from Disability Enterprises~~**

~~An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:~~

- ~~the contract value is or is worth $250,000 or less, and~~
- ~~a value for money assessment demonstrates benefits for the City's achievement of its strategic and operational objectives.~~

~~A qualitative weighting may be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises in instances where not directly contracted.~~

**~~Purchasing from Aboriginal Businesses~~**

~~A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:~~

- ~~the contract value is or is worth $250,000 or less, and~~
- ~~a best and sustainable value assessment demonstrates benefits for the City's achievement of its strategic and operational objectives.~~

~~A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.~~

**Purchasing Exemptions (under $250,000)**

In circumstances where it is inappropriate or not reasonably practicable to adhere to the requirements of this Policy, and where the total value of a purchase does not exceed $250,000, an exemption may apply for: ~~In the following instances, public tenders or quotation procedures are not required (regardless of the value of expenditure):~~

- Emergency purchases and/or an emergency situation as provided by the *Local Government Act 1995* and/or *Emergency Management Act 2005*.
- Purchase of stock that is to be on sold (for example: refreshments).
- Services ~~The purchase is~~ acquired from an Australian Disability Enterprise, a person/organisation registered on the WA Aboriginal Business Directory, WALGA (Preferred Supplier Arrangements), LGIS, Department of Treasury and Finance (Common Use Arrangements), or ~~from a Regional Council, or another Local Government, or a State Government, or the Federal Government;~~
  from government entities including, but not limited to Federal, State, Local government entities and Government Trading Enterprises (GTE's).
- The purchase contract is for petrol, oil or other liquid or gas used for internal combustion engines.
- Newspaper advertising (or online equivalent).
- Memberships, Subscriptions and/or Training Courses that are of a unique nature.
- Annual Services / Software maintenance / Support Fees.
- Provision of utility services.

- Purchases for maintenance of equipment from Original Equipment Manufacturer (OEMs) and where warranty provisions may be void.
- Purchases of urgent or unique nature or where exceptional circumstances arise and it is considered in the best interest of the City, an exemption may be granted by the CEO in writing.
- Where the City needs to acquire Services from an uncontested market where there is only a single provider for a service such as but not limited to Landgate Valuation Services, WA Electoral Commission, Fines Enforcement Registry or Water Authority; there is no requirement to seek quotations.
- Any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* that apply.

**State Government (Department of Treasury & Finance) Common Use Agreements (CUA)**

Officers are encouraged to make use of government supply contracts for goods and services where possible - as these items have been the subject of a competitive tendering process to pre-qualify them prior to their inclusion on the relevant government supply contract. They are likely to offer the City reliable quality, value for money outcomes and administrative cost savings.

Where a purchase is made from a listed CUA the purchasing instructions of the CUA agreement are to be followed in full. The relevant CUA Reference number should be recorded within a 1System Purchase Requestion to comply with the City Records Management Policy.

**WALGA Preferred Supplier Panels**

A collective bargaining initiative has been established on behalf of local governments by WALGA through the WALGA Preferred Supplier Panels. The City may elect to use these panels for services including, but not limited to, insurance services, telephone and data services and software licencing.

Officers may utilise the WALGA E-Quotes process to obtain competitive quotations from a series of pre-qualified suppliers. The E-Quotes service is a secure web-based tool that covers a broad range of goods and services, it streamlines the quotation process, and meets all statutory reporting requirements in a transparent manner.

**Other Exemptions**

***Emergency Purchases***

Emergency purchases are defined as the supply of goods or services associated with:

- A local emergency and the expenditure is required to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 and F&G Reg. 11(2)(a); or
- A State of Emergency declared under the *Emergency Management Act 2005* and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this Policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

***Statutory Authorities & Uncontested Markets***

Where the City needs to acquire services from an uncontested market where there is only a single provider for a service such as Landgate Valuation Services, WA Electoral Commission, Fines Enforcement Registry or Water Authority; there is no requirement to seek quotations.

***Pre-Qualified Supplier Panels***

The City may wish to establish its own panel of pre-qualified suppliers (for purchases such as legal services, catering or project management). In these cases, the City must be satisfied that there is a continuing and ongoing requirement for the goods and services, and the purchasing must be low to medium risk.

The establishment of the panel, distribution of work and purchasing from the panel are in accordance with Policy P611 Pre-Qualified Supplier Panels.

***Sole Source of Supply***

A sole source of supply arrangement may only be approved where the:

- Purchasing value is estimated to be over $5,000; and
- The purchasing requirement has been documented in a detailed specification; and
- The specification has been extensively market tested, and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- The market testing process and outcomes of supplier assessments have been documented, including a rationale for why the supply is unique and cannot be sourced through more than one supplier.

Finance will only approve a sole source of supply arrangement for a period not exceeding one (1) year. The approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists for any continuing purchasing requirement. Sole Source of Supply procurement is to be in accordance with *Local Government (Functions & General) Regulations 1996* regulation 11(2)f.

~~**Purchasing Policy Non-Compliance**~~

~~Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the City's policies and procedures.~~

~~Failure to comply with the requirements of this Policy will be subject to investigation, with findings to be considered in the context of the responsible person's training, experience, seniority and reasonable expectations for the performance of their role.~~

~~Where a breach is identified, it may be treated as:~~

- ~~an opportunity for additional training to be provided;~~
- ~~a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*;~~
- ~~misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.~~

| Document Control Box | | | |
|---|---|---|---|
| **Legislation** | *Local Government Act 1995*<br>*Local Government (Functions and General) Regulations 1996*<br>*State Records Act 2000* | | |
| **Organisational:** | DM605 Purchasing & Invoice Approval<br>M605 Purchasing & Invoice Approval | | |
| **Version #** | **Decision:** | **OCM Date:** | **Council Decision Number:** |
| **1** | Adopted | 22 October 2002 | 10.7.1 |
| **2** | Reviewed | 27 March 2012 | 10.7.1 |
| **3** | Reviewed | 26 March 2013 | 10.7.1 |
| **4** | Reviewed | 25 March 2014 | 10.7.1 |
| **5** | Reviewed | 24 March 2015 | 10.7.1 |
| **6** | Modified | 22 March 2016 | 10.7.1 |
| **7** | Reviewed | 28 March 2017 | 10.7.1 |
| **8** | Modified | 27 November 2018 | 10.7.1 |

| | | | |
|---|---|---|---|
| **10** | Modified | 29 March 2021 | 0321/050 |
| **11** | Modified | 27 September 2022 | 0922/146 |
| **12** | Modified | 27 June 2023 | 0623/121 |
| **13** | Modified | 22 October 2024 | 1024/194 |

# Policy P630 Workplace Health and Safety

| Strategic Direction | Leadership |
|---|---|
| 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) is committed to ensuring a healthy and safe working environment for all workers (employees, contractors, consultants and volunteers) at our offices, worksites and other approved premises. Activities associated with a particular task must cease if safety cannot be ensured.

## Policy Scope

This Policy is relevant to all workers and Council Members. It applies to all City workplaces and other approved premises such as home based locations.

## Definitions

A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as

(a) an employee; or

(b) a contractor or subcontractor; or

(c) an employee of a contractor or subcontractor; or

(d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or

(e) an outworker; or

(f) an apprentice or trainee; or

(g) a student gaining work experience; or

(h) a volunteer; or

(i) a person of a prescribed class.

## Policy Statement

The City believes that health and safety responsibilities are of the utmost importance and ~~it~~ will provide the necessary resources to achieve positive health, safety and wellbeing outcomes.

~~The City's~~ Council will:

- Build a sustainable communication process with the City's Chief Executive Officer and Leadership Team to understand the City's Safety Management System Objectives and Targets.
- Set the Chief Executive Officer's safety Key Performance Indicator based on the Safety Management System Objectives and Targets and monitor the Chief Executive Officer's performance.

The City's Leadership Team will:

- Comply with the relevant Health and Safety Act and Regulations, Codes of Practice, and ensure that appropriate standards and industry best practices are reviewed and implemented, when reasonable to do so.
- Provide safe and healthy working conditions seeking to prevent work related injuries and ill health.
- Develop a framework to support Work Health and Safety (WHS) objectives.
- Implement systems and processes for identifying and eliminating hazards, including psychosocial hazards, and reduce WHS risks as far as reasonably practicable.
- Provide appropriate health and safety inductions, training, information and instructions to workers.
- Build a sustainable reporting workplace culture where hazards and incidents are reported to ensure adequate controls are in place and effective~~.~~
- Implement WHS systems and processes for consultation and participation between the City's leadership and workers and the worker's representatives.
- Support programs and strategies that promote psychological health, injury prevention and early intervention.
- Implement, maintain and continually improve the safety management system.

- Develop systems for ~~recognizing~~ recognising and rewarding individuals for their achievements in improving the workplace health and safety culture.

Workers are required to:

- Take reasonable care for their own health and safety and welfare of other people who may be affected by their actions including visitors.
- Comply with all relevant legislative and other requirements as identified in the relevant City policies, procedures and instruction and undertake relevant safety training.
- Actively participate in all work health and safety programs and follow all inductions, training, information and instructions provided and seek clarification from the Supervisor, Coordinator or Manager if they do not understand.
- Actively participate in the two-way annual performance review process and to provide feedback on individual performance on the workers own performance to understand and meet the work health and safety objectives as outlined in this Policy~~.~~
- Report all incidents and hazards.
- Use and maintain all safety equipment and clothing in accordance with the City's and manufacturer's requirements.

## ~~Legislation / Local Law Requirements~~

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

## ~~Other Relevant Policies / Key Documents~~

~~M651 WHS Leadership and Accountability~~

~~City of South Perth Employee Code of Conduct~~

~~City of South Perth Council Member Code of Conduct~~

~~Council Member Workplace Behaviours Policy~~

~~City of South Perth Strategic Plan 2021-2031~~

| Document Control Box | |
|---|---|
| **Legislation** | *Local Government Act 1995*<br>*Local Government (Model Code of Conduct) Regulations 2021*<br>*Work Health and Safety Act 2020*<br>*Work Health and Safety (General) Regulations 2022* |
| **Organisational:** | M651 WHS Leadership and Accountability<br>City of South Perth Employee Code of Conduct<br>City of South Perth Council Member, Committee Member and Candidate Code of Conduct |

| | ~~Council Member Workplace Behaviours Policy~~<br>City of South Perth Strategic Plan 2021-2031 | | |
|---|---|---|---|
| **Version #** | **Decision:** | **OCM Date:** | **Council Decision Number:** |
| 1 | Adopted | 27 July 2021 | 0721/121 |
| 2 | Reviewed | 27 September 2022 | 0922/146 |
| 5 | | | |

# Policy P639 CEO Recruitment, Performance and Termination

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | People & Performance |
| Responsible Officer | Manager People & Performance, Mayor of the City of South Perth |
| Affected Business Unit/s | Council |

## Policy Objectives

To set out the minimum standards and guidelines in which Council manage the Recruitment & Selection, Performance Review and Termination processes for the position of Chief Executive Officer (CEO) at the City of South Perth (the City), in accordance with the *Local Government Act 1995* (Act) and the Local Government (Administration) Regulations 1996, as amended (Regulations).

~~The minimum standards are set by the Regulations and the Department of Local Government, Sport and Cultural Industries Industry Regulation and Safety (the Department) provide recommended guidelines which can be customised to suit the City's policies, practices, processes and capabilities. Where the Department has documented 'must' in the guidelines, Council are required to undertake the relevant action. These have been incorporated in this Policy.~~

When Council are undertaking a Recruitment & Selection, Performance Review and/or Termination process for the CEO position, the following documents should be referred to:

- The City of South Perth Model Standards for CEO Recruitment, Performance and Termination;~~- the Department's minimum standards and guidelines CEO Recruitment and Selection, Performance Review and Termination (Operational Guidelines)~~
- the City's Recruitment & Selection Management Practice;
- the CEO's contract; and

- this Policy.

# Policy Scope

This Policy applies to Council with regards to the Recruitment & Selection, Performance Review and Termination processes for the position of CEO as well as Acting and Interim CEO appointments.

# Policy Statement

## 1. RECRUITMENT AND SELECTION

The minimum standard for recruitment and selection will be met if:

- The Council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within the City of South Perth.
- The Council has approved, by absolute majority, the Position Description (PD) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The PD is made available to all applicants.
- The City has established a selection panel or committee to conduct the recruitment and selection process.
- The City attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The City must advertise a vacancy for the position of CEO in the manner prescribed.
- The City has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- The City has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.
- The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- The Council has endorsed by absolute majority the final appointment.
- The Council has approved the employment contract by absolute majority.

- The City re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten consecutive years

*Advertising*

The City must advertise in accordance with section 5.36(4) of the Act. It is recommended the City also advertises on other platforms as used by the City at that point in time to attract applicants to the vacant position.

*Recruitment & Selection Panel (or Committee)*

The Recruitment & Selection Panel is made up of current City Elected Members and must include at least one independent panel member. The independent panel member cannot be a current Federal, State or Local Government Elected Member, a previous Federal, State or City Elected member, a recruitment/human resources consultant, or a current or previous employee of the City. The independent panel member shall be selected from a City generated candidate list.

The Panel is responsible for assessing applicants and making recommendations to Council regarding the most suitable applicant or applicants. The role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

Where possible, the Council should ensure diversity on the Panel.

*Recruitment & Selection Panel (or Committee) Terms of Reference*

The Recruitment and Selection Panel should have a terms of reference to facilitate the CEO recruitment and selection and should include the following information:

- Primary function of the Panel
- Roles and responsibilities of all panel members
- Composition of the Panel
- Duration of the term
- Desirable criteria for appointment to the Panel
- A requirement that panel members sign a confidentiality agreement and agree to the duties and responsibilities of their role
- Declaration of any conflicts of interest and
- Any other information the City deems necessary for the Panel to effectively carry out their role.

*Independent Recruitment/Human Resources Person*

Where a Council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it), the City may seek to engage an independent external recruitment/human resources person or agency in accordance with the City's procurement policies and practices.

The independent external recruitment/human resources person is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision maker.

If engaging an independent recruitment person or agency, they will require to demonstrate experience as well as an employment agent license under the *Employment Agents Act 1976 (WA)*.

The independent recruitment/human resources person may be engaged to support one or more of the following aspects of the recruitment process:

- Development or review of the position description
- Development of selection criteria
- Development of assessment methods in relation to the selection criteria
- Drafting of the advertisement
- Executive search
- Preliminary assessment of the applications
- Shortlisting
- Drafting questions for interview
- Coordinating interviews with the City
- Preparing the selection summary assessment and recommendations with the City
- Arranging for an integrity check and/or police clearance and
- Assisting the City/Council in preparing the employment contract.

*Employment Contract*

The Council must ensure the CEO's employment contract includes the necessary provisions required under section 5.39 of the Act and associated Regulations.

Section 5.39 of the Act provides that a CEO's contract must not be for a term exceeding five years.

The term of a contract for an Aacting or ~~temporary position i~~Interim CEO cannot exceed one (1) year.

Independent legal advice may be sought to ensure the contact is lawful, with Council approving budget for this to occur.

CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the City (Band 2).

Council must approve by absolute majority the CEO's employment contract and the person they appoint as CEO.

As soon as practicable after the person is employed in the position of CEO, ~~the local government~~Council must, by absolute majority resolution, certify that the person was employed in accordance with the City of South Perth's adopted standards ~~and Policy~~ in relation to the recruitment of CEOs. The ~~local government~~ City must give a copy of the resolution to the Local Government Inspector within 14 days after the resolution is passed by the Council.

## 2. PERFORMANCE REVIEWS

The minimum standard for performance review will be met if:

- Performance criteria is specific, relevant, measurable, achievable and time-based.
- The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and Council.
- The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- The collection of evidence regarding performance outcomes is thorough and comprehensive.
- Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- The Council has endorsed the performance review assessment by absolute majority.

Section 5.38 of the Act provides that for a CEO who is employed for a term of more than one year, the performance of the CEO is to be reviewed formally at least every year of their employment.

*Performance Criteria/Key Performance Indicators (KPI's)*

One of the CEO's key responsibilities is to oversee the implementation of Council's strategic direction so it is important to align the CEO's KPI's to the goals contained in

the Strategic Community Plan and Corporate Business Plan. As these plans are updated, the CEO's KPI's should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the Council. It is important that the outcomes associated with these tasks are measurable and clearly defined.

These could be in relation to:

- Service delivery targets from the Council's Strategic Community Plan
- Budget compliance
- Organisational capability
- Operational and project management
- Financial performance and asset management
- Timeliness and accuracy of information and advice to Councillors
- Implementation of Council resolutions
- Management of organisational risks
- Leadership and human resource management and
- Stakeholder management and satisfaction.

Council needs to be realistic in terms of their expectation of a CEO's performance and provide appropriate resources and support to facilitate the achievement of KPI's.

*Performance Review Panel (or Committee)*

The Performance Review Panel is made up of Elected Members; and may include an independent observer if appropriate. The Panel's role is to develop the performance agreement, conduct the performance review and report on the findings and recommendations of the review to Council.

It is recommended that the Performance Review Panel have a Terms of Reference for the performance review process, including all elements as listed in the Recruitment and Selection section above.

*Independent Consultant*

Where a Council lacks the resources or expertise to meet the expected standard of performance review (or any aspect of it), the City may seek to engage an independent consultant in accordance with the City's procurement policies and



| | | | |
|---|---|---|---|
| y Number: | P639 | Relevant Council Delegation: | N/A |
| ıcil Adoption: | 04/21 | Relevant Delegation: | N/A |

practices. The independent consultant may be engaged to support one or more of the following aspects of the performance review process:

- Setting performance criteria (KPI's)
- Preparing the performance agreement
- Collecting performance evidence
- Writing the performance appraisal report
- Facilitating meetings between the Panel
- Assisting with the provision of feedback to the CEO
- Formulating plans to support improvement (if necessary), and
- Providing an objective view regarding performance management related matters between the parties.

## 3. TERMINATION

The standards for the termination of the CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

The minimum standards for the termination of the CEO's contract will be met if:

- Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- Performance issues have been identified as part of a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The Council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the City.
- The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- Decisions are impartial and transparent.
- The Council has endorsed the termination by absolute majority.

- The required notice of termination (which outlines the reasons for termination) is provided to the CEO in writing.
- ~~And in accordance with the City of South Perth Model Standards, this Policy and CEO contract.~~

The early termination of a CEO's employment may end due to:

- Poor performance;~~;, or~~
- Misconduct;~~; or~~
- Non-performance or repudiation of contract terms.

The City may seek independent legal, employment or industrial relations advice prior to a CEO termination.

~~A~~ Council may also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances.

~~The~~ Council is required to endorse the decision to terminate the CEO's employment by way of absolute majority decision. ~~The~~

As soon as practicable after the CEO's employment is terminated, Council must by absolute majority resolution, certify that the employment was terminated in accordance with the City of South Perth's adopted standards in relation to the termination of CEOs. The City must give a copy of the resolution to the Local Government Inspector within 14 days after the resolution is passed by the Council. ~~City must certify that the termination was in accordance with the adopted standards in regulations.~~

## 4. ACTING AND INTERIM CEO

A. ~~(A)~~ Council provides consent through this Policy for the CEO to appoint a City Director as the Acting CEO when the CEO is absent on leave (refer to types of leave at (4.A(~~-~~i)), for a period not exceeding 20 working days.

Where it becomes apparent during the period of leave that the CEO will require longer than 20 working days of leave, the Acting CEO is responsible for liaising with ~~the~~ Council in writing prior to the 20th working day to seek a resolution of Council~~'s~~ to extend~~sion of~~ the current Acting CEO arrangement or for Council to consider alternative arrangements.

(i) ~~(i)~~ The types of leave which may warrant the appointment of an Acting CEO may include: annual, personal, long service, bereavement, parental, jury service, ceremonial/cultural, ~~-~~family & domestic violence, community service~~;~~ or executive/study leave.

~~A.~~B. Should ~~the~~a CEO become incapacitated, ~~or~~ exit the City due to one of the reasons outlined above during the course of their tenure~~;~~ or ~~should a CEO's~~ their leave extend beyond 20 working days, Council ~~have the option to~~ may temporarily appoint or temporarily employ a person to the position of Interim CEO for no greater than one year.

Council in the first instance should consider the skills, capabilities, experience and qualifications of the Directors employed by the City ~~to act in the CEO position~~. Underpinned by the City's recruitment and selection processes, Council should consider:

- Written e~~E~~xpressions of interests by the Directors (letter and CV) to Council via Manager People & Performance.
- Conducting interviews and/or brief presentations by the Directors to the ~~Recruitment & Selection Panel~~ Council.
- ~~The Council~~Panel discussing ~~S~~suitability to be determined following interviews and/or brief presentations, utilising the CEO position description, feedback from the interview/presentations and the Director's expression of interest and experience.

Following which, ~~The Panel~~ Council ~~to~~ may ~~make a recommendation~~resolve (via an Officer Report) ~~to Council for~~to appoint a Director as Interim CEO ~~appointment to~~for a term no greater than one year.

Where ~~the~~ Council~~Panel~~ deems that none of the Directors are suitable to temporarily fill the position of Interim CEO following the above process, Council may seek a suitable Interim CEO's listing via WALGA and/or may seeks to ~~hould~~ engage an external independent recruitment consultant or agency to undertake a recruitment process as outlined in part ~~A~~ 1 of this Policy, ~~however~~ for an appointment of no greater than one year.

~~The~~ Council may amend ~~anthe~~ Interim~~Acting~~ CEO arrangements as required by absolute majority.

~~The CEO must publish an up to date version of this Ppolicy on the City's website.~~

It is recommended that Council liaise with the City's Manager ~~Human Resources~~People & Performance on all aspects of this Policy (excluding all Council decisions and Panel composition requirements). ~~Legislation / Local Law Requirements~~

~~*Local Government Act 1995*~~

## Local Government (Administration) Regulations 199Other Relevant Policies / Key Documents

Guidelines for Local Government CEO Recruitment & Selection, Performance Reviews and Terminations by the Department of Local Government, Sport, and Cultural Industries

City of South Perth Strategic Plan 2021-2031

City of South Perth Corporate Business Plan 2021-2023

M652 Recruitment and Selection

P637 Employee Separation Payments

City of South Perth Model Standards CEO Recruitment, Performance & Termination

| Document Control Box | | | |
|---|---|---|---|
| Legislation | *Local Government Act 1995*<br>*Local Government (Administration) Regulations 1996* | | |
| Organisational: | Guidelines for Local Government CEO Recruitment & Selection, Performance Reviews and Terminations by the Department of Local Government, Sport, and Cultural Industries<br>City of South Perth Strategic Community Plan 2021-2031<br>City of South Perth Corporate Business Plan 2025/26-2028/29<br>M652 Recruitment and Selection<br>P637 Employee Separation Payments<br>City of South Perth Model Standards CEO Recruitment, Performance & Termination | | |
| Version # | Decision: | OCM Date: | Council Decision Number: |
| 1 | Adopted | 27 April 2021 | 0421/064 |
| 2 | Reviewed | 27 September 2022 | 0922/146 |
| 3 | | | |



y Number: P639 Relevant Council Delegation: N/A

ıcil Adoption: 04/21 Relevant Delegation: N/A

# Policy P648 Motor Vehicles

| | |
|---|---|
| Strategic Direction | Leadership |
| **Responsible Business Unit/s** | **Waste, Fleet and Facilities** |
| **Responsible Officer** | **Manager Waste, Fleet and Facilities** |
| **Affected Business Unit/s** | **All Business Units** |

## Policy Objectives

The City is required to maintain a light vehicle fleet to effectively support the diverse activities of the organisation as a local government authority. ~~This fleet is tailored to meet the expected activities of the organisation and, where practicable, the preferences of the officers assigned responsibility for the vehicles. The Mayor, Chief Executive Officer, Directors, Managers and certain senior staff are assigned vehicles for both organisational and private use purposes and act as custodians of those vehicles.~~

The light vehicle fleet will adhere to responsible standards regarding fuel consumption, greenhouse gas emissions, minimum 5-star ANCAP safety rating, ~~and~~ whole-of life-costs, operational suitability and fiscal responsibility. This policy establishes the principles by which the light vehicle fleet will be purchased and operated.

## Policy Scope

The policy is relevant to all persons who are assigned City vehicles. ~~the Mayor, Chief Executive Officer, Directors, Managers and City staff.~~

## Policy Statement

### General

1. When acquiring and disposing of light vehicles, the City will apply a structured test based on four key sustainability principles to ensure compliance with the policy. All principles will carry equal weighting, or as determined by the Chief Executive Officer on an as-needed basis.

    - **Economic** – Whole-of-life costs will be estimated from the best available data, with the highest preference given to vehicles that have the lowest optimised whole-of-life costs.
    - **Functional** (Tool of Trade Vehicle Test) – The highest preference will be given to the vehicle that best meets the ~~functional~~ operational requirements of the position for which it is being acquired. ~~However, it is acknowledged that the vehicle must also~~

~~accommodate the needs of the employee, particularly those on negotiated salary packages.~~

- **Environmental –** The highest preference will be given to vehicles that when compared to similar classed vehicles cause the least environmental damage, with greenhouse emissions, air pollution and fuel efficiency being the primary performance indicators.
- **Social –** The highest preference will be given to vehicles that project a responsible and accountable image that is aligned with the City's corporate objectives.

2. ~~-~~To support the structured test outlined in Part 1 above, the following criteria will be applied to new light vehicle purchases:

   a) Vehicles will generally not be considered if their fuel consumption exceeds 8.5 litres per 100 kilometres travelled.

   b) Carbon emissions ($CO_2$) should not exceed 185 grams per kilometre.

   c) Purchasing evaluations will use the most economical cost per kilometre, based on a whole of life cost.

   d) Generally, all light fleet vehicles must have a minimum 5 star ANCAP (safety) rating.

   e) When the only option available is to procure internal combustion engine powered vehicles, the first option considered is to be a hybrid 4 cylinder powered engine.

   ~~e)~~f) Where available and having consideration to value-for-money purchasing, the preference will be to purchase electric or hybrid powered vehicles.

3. The annual budget allocates funds for each category of vehicle within the light vehicle fleet, ensuring consistency with and support for the needs of the organisation and the officers responsible for the vehicles. Any position may elect to have a vehicle from a lower category.

4. Fleet vehicles are allocated to the Directorates and the officers within them. The conditions of use will be determined by the relevant Management Practice.

## CATEGORIES OF VEHICLES

The Light Vehicle Fleet is categorised as follows:

Category 1 - Executive type vehicles assigned to the Mayor, Chief Executive Officer~~,~~ and Directors, with the right to use for private purposes.

Category 2 - Fleet vehicles allocated to Departmental Managers or similar positions ~~for~~ with restricted ~~or~~ private use. These vehicles must also be available for City use during normal business hours.

Category 3 - Fleet vehicles allocated to senior professional staff~~;~~ and operational coordinators ~~, or similar roles, allowing limited~~ with restricted private use. These vehicles must also be available for City use during normal business hours.

Category 4 - All other vehicles, including fleet vehicles allocated to officers for commuting and operational purposes~~, are based on City business~~ after hours (e.g., utilities, vans and ranger vehicles). This category may also include vehicles not allocated for commuting, which are secured on City property when not in use.

## TYPES OF VEHICLES

For all categories of vehicles, the City will ensure an economical, functional, environmental and socially responsible light vehicle fleet by:

- Considering alternative fuel types, including~~,~~ diesel hybrids, petrol hybrids ~~electric~~ or electric ~~-~~powered ~~sedans or wagons~~;
- Meeting the criteria specified in Part 1 and 2 (General) above;
- Purchasing the required vehicles through the State Government Common Use Agreement, WALGA Preferred Supplier Panel ~~by tender~~ or through a formal tender or quotation process; and
- The City may purchase at ~~it's~~its discretion a vehicle configured to suit operational requirements.

## ~~Legislation / Local Law Requirements~~

~~*Local Government Act 1995*~~

~~*Local Government (Miscellaneous Provisions) Act 1960*~~

## ~~Other Relevant Policies / Key Documents~~

~~P692 Sustainability Policy~~

~~City of South Perth Sustainability Strategy 2012-2015~~

~~City of South Perth Strategic Community Plan 2021—2031~~

| Document Control Box | | | |
|---|---|---|---|
| Legislation | *Local Government Act 1995* | | |
| Organisational: | M648 Motor Vehicles<br>P692 Sustainability Policy<br>City of South Perth Strategic Community Plan 2021 – 2031 | | |
| Version # | Decision: | OCM Date: | Council Decision/Item Number: |
| 1 | Adopted | 28 July 2009 | |
| 2 | Reviewed | 22 February 2011 | 10.7.1 |
| 3 | Reviewed | 27 March 2012 | 10.7.1 |
| 4 | Reviewed | 26 March 2013 | 10.7.1 |
| 5 | Reviewed | 25 March 2014 | 10.7.1 |
| 6 | Reviewed | 24 March 2015 | 10.7.1 |
| 7 | Reviewed | 22 March 2016 | 10.7.1 |
| 8 | Reviewed | 28 March 2017 | 10.7.1 |
| 9 | Reviewed | 6 March 2018 | 10.7.1 |
| 10 | Reviewed | 27 September 2022 | 0922/146 |
| 11 | Reviewed | 10 December 2024 | 1224/241 |

# Council Policy P649 Mayoral Vehicle

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Governance |
| Responsible Officer | Manager Governance, Chief Executive Officer |
| Affected Business Unit/s | Governance |

## ~~Policy Objectives~~ Purpose

~~The Mayor of Council is required to perform a number of functions in the fulfilment of his/her duties.~~ The City of South Perth provides the position of Mayor with a motor vehicle for use in the performance of the Mayoral duties.

This policy outlines the conditions of use of that ~~Mayoral~~motor vehicle. ~~allowance available to enable the Mayor to effectively fulfil the Mayoral duties.~~

## ~~Policy Scope~~

~~This Policy is relevant to the Mayor and the wider community to identify the Mayoral vehicle allowance available to the position of Mayor.~~

## ~~Policy~~ Statement

### ~~Member Allowances~~

~~Under the *Local Government Act 1995* ("the LGA") the Council is required to determine the amount of allowances that members are entitled to receive within prescribed limits which are set out in the Local Government (Administration) Regulations 1996. The amount of these allowances will be reviewed each year by Council as part of the annual budget development process and the revised amount will then be set by a resolution of Council made by an absolute majority.~~

### ~~Mayoral Vehicle~~

The ~~position of~~ Mayor shall, ~~for the purposes of carrying out the functions of the Mayoral office~~ be ~~entitled to receive the provision of~~provided with a fully maintained motor ~~local government~~ vehicle ~~to the equivalent standard of that provided to the CEO.~~on the following basis: ~~The vehicle provided to the Mayor:~~

1. As per Policy P648 Motor Vehicles, up to a Category 1 Vehicle ~~A vehicle up to executive specification,~~ will be provided ~~as per Policy 648 Motor Vehicles~~.

~~1.~~

2. ~~2.~~ The provision of ~~a~~the motor vehicle is:
   a) ~~to be~~ in lieu of travel ~~/~~ mileage claims otherwise claimable by the Mayor for the use of ~~his / her~~their personal vehicle;~~:~~ and
   ~~a)~~b) does not diminish the fees and allowances approved by Council under sections 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*.

~~2.~~3. ~~3.~~ The motor vehicle can be used for ~~person~~ private purposes within the State of Western Australia, ~~not for any commercial purpose,~~ but only on the basis that the cost of that private use is fully reimbursed by the Mayor to the City ~~local government;~~.

4.

5. A logbook for the motor vehicle must be kept at all times to distinguish between private use and travel in the performance of Mayoral duties. The log book must be submitted to the City by 31 July of each year.
6. The calculation of the reimbursement for private use will be in accordance with the Australian Tax Office Logbook method.
~~3.~~7. The City will invoice the Mayor for private use ~~once per annum~~ retrospectively following the end of the financial year.
8. Details of the arrangement for the provision, use and responsibilities of the motor vehicle are to be stipulated in an agreement between the City and the Mayor in accordance with regulation 34AD(2) of the *Local Government (Administration) Regulations 1996*.

- ~~will not occur at the reduction of the fees, allowances and reimbursement (other than the travel / mileage claims) otherwise ordinarily payable to the Mayor's position as approved by Council accordance with the relevant provisions of the *Local Government Act 1995*; and~~
- ~~will be administered in accordance with any related Management Practice to this Policy that the local government has in place.~~

~~**Provision and Use of Mayoral Vehicle**~~

~~The provision and use of the vehicle to be administered as follows:~~

- ~~the type / standard of vehicle to be provided to be determined by Council;~~

- the use of the vehicle by the Mayor for both official and private purposes shall be consistent with the conditions applicable to the Chief Executive Officer; and
- the purchase and replacement / changeover of the Mayoral vehicle will be administered in accordance with the City's Light Fleet Acquisition Policy (P648 Motor Vehicles);

### Private Use of Mayor Vehicle

Calculation of the private use component of the Mayoral vehicle costs to be reimbursed to the Council by the Mayor and is determined as follows:

- a logbook is to be kept of both official and private use of the vehicle, which shall be agreed with the Mayor as being the basis upon which the costs of private use will be calculated and subsequently required to be paid by the Mayor to the City;
- on the basis that the predominant use of the vehicle will be for official purposes, only those vehicle costs of a 'variable' nature directly affected by the additional private use will be used for determining the payment for private use to be made by the Mayor. this includes fuel, vehicle servicing costs (and then only the additional servicing costs occasioned by the private use) and depreciation where it can be shown that the additional private use has negatively impacted on the trade value of the vehicle.
- At the conclusion of a log book period, the City will reimburse the Mayor for the private usage component via an equivalent increase in the Mayoral allowance (providing that the aggregate of the base allowance and the reimbursement amount remains less than the statutory maximum for the Mayoral allowance).

## Legislation / Local Law Requirements

*Local Government Act 1995*

## Other Relevant Policies / Key Documents

P648: Motor Vehicles

P667: Member Entitlements

P665: Use of Council Facilities

P669: Travel

City of South Perth Strategic Community Plan 2017-2027

| Document Control Box | |
|---|---|
| **Legislation** | *Local Government Act 1995*<br>*Local Government (Administration) Regulations 1996* |

| | *Salaries and Allowances Act 1975*<br>*Local Government Officers' (Western Australia) Award 2021* | | |
|---|---|---|---|
| **Organisational:** | P648 Motor Vehicles<br>P667 Elected Member Entitlements | | |
| **Version #** | **Decision:** | **OCM Date:** | **Resolution/Item Number:** |
| 1 | Adopted | 28 June 2011 | 10.7.1 |
| 2 | Reviewed/Modified | 27 March 2012 | 10.7.1 |
| 3 | Reviewed/Modified | 25 March 2014 | 10.7.1 |
| 4 | Reviewed/Modified | 24 March 2015 | 10.7.1 |
| 5 | Reviewed/Modified | 22 March 2016 | 10.7.1 |
| 6 | Reviewed/Modified | 28 March 2017 | 10.7.1 |
| 7 | Reviewed/Modified | 27 March 2018 | 10.7.1 |

Attachment (a) to Policy
P699 Breaches of the Councillor Code of Conduct

City of South Perth

# Complaint About Alleged Breach Form ~~-~~
# Code of Conduct for Ceouncil Mmembers, Ceommittee Mmembers and Ceandidates

~~Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021~~

~~NOTE: A complaint about an alleged breach must be made -~~

~~(a) in writing in the formapproved by the local governmenon this form~~

~~(b) to the Chief Executive Officeran authorised person; and~~

~~(c) within one month after the occurrence of the alleged breach.~~

| DETAILS OF PERSON ~~WHO IS~~ MAKING THE COMPLAINT | |
|---|---|
| Surname: | |
| Given Name(s): | |
| Address: | |
| Email: | |
| Mobile: | |

| ~~NAME OF THE COUNCIL MEMBER, COMMITTEE MEMBER, OR CANDIDATE ALLEGED TO HAVE COMMITTED THE BREACH~~COMPLAINT DETAILS | |
|---|---|
| Name of Person alleged to have committed the breach: | |

| Select the position ~~that~~ the person was fulfilling at the time the person committed the alleged ~~behaviour~~ breach: | |
|---|---|
| Council Member at the City of South Perth | |
| Member of a Committee at the City of South Perth | |
| Candidate for election at the City of South Perth | |

| | |
|---|---|
| Date the alleged breach occurred: | |
| Location where the alleged breach occurred: | |

| WHICH OF THE BEHAVIOURS PRESCRIBED IN DIVISION 3 OF THE ~~CITY OF SOUTH PERTH~~ CODE OF CONDUCT DO YOU ALLEGE THIS PERSON HAS BREACHED?<br>*[Tick all that apply]* | |
|---|---|
| **CLAUSE 8 PERSONAL INTEGRITY** | |
| (1) A council member, committee member or candidate - | |
| (a) must ensure that their use of social media and other forms of communication complies with this code; and | |
| (b) must only publish material that is factually correct. | |
| (2) A council member or committee member — | |
| (a) must not be impaired by alcohol or drugs in the performance of their official duties; and | |
| (b) must comply with all policies, procedures and resolutions of the local government; and | |
| (c) must ensure they are as informed as reasonably possible about matters relating to their role | |
| **CLAUSE 9 RELATIONSHIP WITH OTHERS**<br>A council member, committee member or candidate — | |
| ~~(`)~~(a) must not intimidate, threaten, bully or harass another person in any way; and | |
| ~~(a)~~(b) must not cause a psychosocial hazard or psychological harm to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and | |
| ~~(b)~~(c) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and | |
| ~~(c)~~(d) must not use offensive or derogatory language when referring to another person; and | |

| | |
|---|---|
| ~~(d)~~(e) must not disparage, belittle and/or denigrate the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and | |
| ~~(e)~~(f) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties. | |
| **CLAUSE 10 COUNCIL OR COMMITTEE MEETINGS**<br>When attending a council or committee meeting, agenda briefing, concept forum or workshop, a council member, committee member or candidate — | |
| (a) must not act in an intimidating, abusive or threatening manner towards another person; and | |
| (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and | |
| (c) must not repeatedly disrupt the meeting; and | |
| (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings, or any other procedures adopted by council in relation to such meetings; and | |
| (e) must comply with any direction given by the person presiding at the meeting; and | |
| (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting; | |
| (g) must base decisions on relevant and factually correct information | |
| **10A. DISCLOSURE OF POLITICAL PARTY ASSOCIATIONS** | |
| 1. A council member or committee member who is a member of a political party or who is employed by a political party must disclose the membership or employment. | |
| 2. The disclosure must be made in a written notice to the CEO –<br>(a) within 14 days of -<br>i. the council member being elected to Council; or<br>ii. the committee member being appointed to the committee; or<br>iii. the council member or committee member becoming a member of, or being employed by, the political party; or<br>~~(a)~~(b) within 14 days of this clause being adopted by the Council as an amendment to this Councillor Code of Conduct, | |

| STATE THE FULL DETAILS OF THE ALLEGED BREACH.<br>*You may attach any supporting evidence to your complaint form.* | |
|---|---|
| | |
| Date of Alleged Breach: | |

| SIGNED | |
|---|---|
| Complainant's signature: | |
| Date of signing: | |

| RECEIVED BY AUTHORISED OFFICER | |
|---|---|
| Authorised officer's name: | |
| Authorised officer's signature: | |
| Date received: | |

**NOTE TO PERSON MAKING THE COMPLAINT (DIVISION 3)::**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsectionclause/subclause of the alleged breach.

The complaint must be made to the Chief Executive Officerauthorised officer within one month after the occurrence of the alleged breach.

The sSigned complaint form should be marked as confidential and be forwarded to:

Chief Executive OfficerComplaints Officer (Elected Members)
City of South Perth
Cnr Sandgate St and South Terrace
South Perth ;WA 6151

Email: officeofceo@southperth.wa.gov.au

*Conduct Breach, Recurrent Breaches and Specified Breaches – Division 4:*

~~This~~These types of complaints ~~is~~ are determined by the Local Government Inspector. Please refer to the Local Government Inspector's website for information on how to lodge a Conduct (Recurrent or Specified Breach) Complaint~~)~~ with the Local Government Inspector.

# Policy P699 Breaches of the Code of Conduct for ~~Councillor~~ Council Members, Committee Members and Candidates ~~Code of Conduct~~

| | |
|---|---|
| **Strategic Direction** | **Leadership** |
| **Responsible Business Unit/s** | **Office of the Chief Executive Officer** |
| **Responsible Officer** | **Chief Executive Officer** |
| **Affected Business Unit/s** | **Office of the Chief Executive Officer, Governance** |

## Policy Objectives

~~The City's Councillor Code of Conduct guides decisions, actions and behaviours of council members, elected and unelected committee members, and candidates in the local government elections. The Councillor Code of Conduct provides a high-level process that gives the local government the ability to make a finding on complaints regarding the alleged behaviour of council members, committee members and candidates that have been elected.~~ This policy provides the framework for dealing with ~~to assess~~ alleged breaches of Division 3 of the City of South Perth ~~Councillor~~ Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct). ~~and (where appropriate) prepare and implement a plan to address the behaviour of the person to whom the complaint relates (pursuant to clause 12(4) of the Councillor Code of Conduct).~~

## Policy Scope

This policy applies to ~~all~~ Council Members, ~~elected and unelected~~ Committee Members and ~~candidates~~ Candidates in ~~the~~ local government elections.

A complaint about an alleged breach~~es~~ of Division 3 of the ~~Councillor~~ Code of Conduct by a candidate in ~~the~~ a local government election~~s~~ cannot be dealt with under this policy unless the candidate is elected as a ~~council~~ Council ~~member~~ Member for the City.

~~Definitions~~

~~For the purpose of this policy, the term Councillor includes all Council Members, elected and unelected Committee Members, and candidates in the local government elections.~~

# Policy Statement

The Code of Conduct guides decisions, actions and behaviours of Council Members, Committee Members and Candidates in local government elections. It provides a mechanism that gives the City the ability to make a finding on complaints regarding the alleged behaviour of Council Members, Committee Members and Candidates that have been elected.

Making a Complaint

A complaint about a breach of the ~~Councillor~~ Code of Conduct must be —

(a) ~~Be~~ made on the Code of Conduct Breach Form in ~~attachment~~ Attachment **(a)**;
(b) ~~Be~~ given to the Chief Executive Officer; and
(c) ~~Be~~ made within one month after the occurrence of the alleged breach.

Where a complaint is received against a Council Member who has been found to have committed a behavioural breach more than twice after 1 January 2026, the complaint will be referred to the Local Government Inspector in accordance with regulation 6(3) of the *Local Government (Local Government Inspector) Regulations 2025.*

Within 14 days ~~of~~ after receiving ~~the~~ a complaint, the Chief Executive Officer must give written notice to:

(a) ~~give to~~ the ~~person making the complaint~~ Complainant ~~an~~ acknowledging ~~ment in writing~~ that the complaint has been received; and
(b) ~~give to~~ the Respondent ~~Councillor about whom the complaint is made~~ advising a complaint has been made and including a copy of the complaint.

The Chief Executive Officer is to then commence dealing with the complaint in accordance with ~~the~~ this Policy and Division 3 of the Councillor Code of Conduct. Complaints will ordinarily be dealt with in the order they are received.

Assessment Process

The Chief Executive Officer is to engage a suitably qualified independent person or body~~,~~ external to the City (External Body)~~,~~ to conduct a confidential assessment into the complaint. The Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

The External Body will determine whether the complaint is within jurisdiction, and if not, provide a report to the Chief Executive Officer recommending that the complaint be dismissed.

If the complaint is within jurisdiction, the External Body must ensure that the ~~Councillor about whom the complaint is made~~Respondent is ~~will be~~ provided with an opportunity to respond to the ~~allegations~~ complaint and submit evidence in support of their response. The External Body is to also provide the Complainant with the opportunity to discuss the complaint.

At the conclusion of the assessment process, the External Body is to provide a confidential report to the Chief Executive Officer.

The External Body must include in the confidential report ~~must include~~:

- findings in relation to the allegation based on the available evidence;
- that if a finding alleges that a breach did occur, that it is based on evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur;
- findings as to whether substantiated allegations amount to a breach of Division 3 of the Councillors Code of Conduct; and
- Reasons for those findings.

The External Body must also provide recommendations in accordance with clause 12(4) of the Code of Conduct~~,~~ and reasons for the recommendations~~,~~ in the confidential report. ~~—~~These recommendations must be either:

1. That no further action be taken; or
2. That a plan be prepared to address the behaviour of the person to whom the complaint relates.

If the External Body recommends option 2 (that a plan be prepared), ~~then~~ the External Body is to recommend either:

- Mediation;
- Counselling;
- Training; or
- ~~Or o~~Other action within the meaning of clause 12(6)(d) of the Code of Conduct.

The role of Council

Within 14 days of receiving the confidential report, the Chief Executive Officer is to provide a copy of the confidential report to the ~~Councillor to whom the complaint relates~~ Respondent.

The Chief Executive Officer is to then provide the confidential report from the External Body in a confidential item to be considered at the next available Council meeting.

~~Before Council make a finding on the complaint, the presiding member must give the Councillor to whom the complaint relates a reasonable opportunity to be heard.~~

~~If the Councillor to whom the complaint relates is the presiding member, then the presiding member must step down as chair for that item and the deputy presiding member is to become the chair.~~

A person who is party to a complaint (Respondent or Complainant) is not permitted to participate in the discussion or decision-making procedure relating to the complaint pursuant to section 5.105(4) of the *Local Government Act 1995.*

~~When~~ If Council makes a finding that a~~n alleged~~ breach of Division 3 of the ~~Councillor~~ Code of Conduct has occurred, it must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

If Council makes a finding that a~~n alleged~~ breach of Division 3 of the ~~Councillor~~ Code of Conduct has occurred, ~~the~~ Council may:

- Take no further action; or

- Prepare and implement a plan under clause 12(4)(b) of the ~~Councillor~~ Code of Conduct that incorporates all of the elements of the Plan Recommendation (as recommended by the External Body); or
- Prepare and implement a plan under clause 12(4)(b) of the ~~Councillor~~ Code of Conduct that incorporates some (but not all) of the elements of the Plan Recommendation (as recommended by the External body).

~~For the avoidance of doubt i~~It is not open to Council to prepare and implement a plan under clause 12(4)(b) of the ~~Councillor~~ Code of Conduct that incorporates elements that do not form part of the Plan Recommendation ~~(~~as recommended by the External Body~~)~~.

Should Council determine to impose a plan on the Respondent~~Councillor to whom the complaint relates~~, then that ~~Councillor~~ person must be consulted with when that plan is prepared in accordance with clause 12(5) of the Code of Conduct. ~~That Councillor must comply with all reasonable measures contained within that plan.~~

If Council makes a finding in relation to the complaint, the Chief Executive Officer must give the Ceomplainant~~,~~ and ~~the person to whom the complaint relates,~~ Respondent written notice of:

- Council's finding and the reasons for its finding; and
- If Council's finding is that the alleged breach has occurred – the Council Plan Decision

Should the ~~Councillor~~ Respondent not comply with the plan within a reasonable timeframe, ~~then~~ the Chief Executive Officer is to refer the matter to the Local Government ~~Standards Panel~~Inspector as a breach of ~~regulation~~ clause 23 of the ~~*Local Government (Model Code of Conduct) Regulations 2021.*~~Code of Conduct.

## ~~Legislation / Local Law Requirements~~

~~*Local Government Act 1995*~~

~~Local Government (Model Code of Conduct) Regulations 2021.~~

~~City of South Perth Councillor Code of Conduct.~~

## ~~Other Relevant Policies / Key Documents~~

~~Councillor Code of Conduct Breach Form – **attachment (a)**~~

| Document Control Box | | | |
|---|---|---|---|
| Legislation | *Local Government Act 1995*<br>*Local Government (Model Code of Conduct) Regulations 2021* | | |
| Organisational: | City of South Perth Code of Conduct for Council Members, Committee Members and Candidates<br>Councillor Code of Conduct Breach Form - **Attachment (a)** | | |
| Version # | Decision: | OCM Date: | Council Decision Number: |
| 1 | Adopted | 27 April 2021 | 0421/065 |
| 2 | | | |

# Policy P700 Developers and Lobbyists

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Governance |
| Responsible Officer | Manager Governance |
| Affected Business Unit/s | All Business Units |

## Policy Objectives

This policy provides guidance to Elected Members on ~~disclosing their~~ associations and interactions with developers and lobbyists. ~~to ensure the highest levels of openness and transparency are maintained ensuring integrity in the Council's decision-making. This policy also requires the CEO to develop and maintain a register of the declarations which is to be publicly available.~~

## Policy Scope

This Policy applies to all "Prescribed ~~c~~Ccontact" between Council Members and ~~d~~Developers, as defined in this Policy. ~~This policy applies to all Elected Members.~~

## Policy Statement

Applicants, objectors and members of the community must have trust in Council Members' ability to make decisions free of influence or the perception of influence, particularly in respect of town planning and development decisions.

Whilst contact with developers may occur as a function of the role of a Council Member, implementing transparent decision-making processes reduces the perception of bias, influence or corruption.

Any involvement that a Council Member has with a development application during its assessment has the potential to damage the integrity of the final determination. To avoid prejudicing the eventual decision, Council Members must not make up their minds about a development application until they have read the officer's reports and heard all the debate.

~~The community must have trust in Elected Members' ability to make decisions free of influence, or the perception of influence or in relation to matters requiring a Council decision.~~

## Definitions

**'Contact'** means any communication, conversation or an offer or acceptance of a gift or assistance between a~~n Elected~~ Council Member or ~~Elected~~ Council Member candidate, and a developer or lobbyist regardless of whether it is foreseen, planned, solicited or reciprocated, and includes but is not limited to the following: telephone, email, SMS, multimedia messaging service (MMS), facsimile, web-based networking platforms, written mail, face to face, offers of financial support, social media direct messages etc.

**'Developer'** means an individual, body, trust or company (or a person with a financial interest in a body, trust or company) engaged in a business that involves the making of a relevant planning or development proposal in connection with the ~~residential or commercial~~ development and/~~-~~or use of land, with the ultimate purpose of the sale or lease of the land for profit.

**'Lobbyist'** includes any consultant, advisor, agent, representative or person closely associated with a developer and who promotes or advocates for a developer's interest or proposal.

**'Exempt contact'** means any contact which:

(a) Is made at a Council Forum, Council Briefing or Council Meeting; or

(b) Does not involve the ~~Elected~~ Council Member engaging in any discussion or communication with the developer on a planning or development proposal.

**'Planning or Development Proposal'** means and includes:

(a) A proposed Local Planning Policy or amendment to a Local Planning Policy under the City's ~~Town~~ Local Planning Scheme;

(b) A proposed Structure Plan or Local Development Plan;

(c) A proposed amendment to the City's Heritage List;

(~~b~~d) A proposed amendment to the Metropolitan Region Scheme or the City's ~~Town~~ Local Planning Scheme;

(~~c~~e) An application under the City's ~~Town~~ Local Planning Scheme or the Metropolitan Region Scheme for approval of the use or development of land and which is currently before or at the time of contact known to require determination by Council or, ~~Joint~~ Development Assessment Panel, or any other ~~approving~~ determining body.

**'Prescribed contact'** means any contact between an ~~Elected~~ Council Member and a developer or lobbyist relating to a planning or development proposal for which a developer or lobbyist is a proponent, excluding any exempt contact.

## Policy Provisions

1. Subject to clause 2 below, ~~Elected~~ Council Members shall:
   a. In writing, record every instance of prescribed contact by noting the: —
      - Developer or lobbyist name
      - Date and time of contact
      - Type of contact
      - Nature of any offer made
      - Property or properties within the City which relates to that contact
      - Nature of the issue covered in the contact
      - ~~Elected~~ Council Member's response
   b. Subject to sub-clause (c) below, not more than 10 days after contact with the developer or lobbyist, provide to the City's Chief Executive Officer the details referred to in sub-clause (a) above.
   c. Where the prescribed contact occurs with an ~~Elected~~ Council Member while they are on Approved Leave of Absence, then that ~~Elected~~ Council Member shall provide the information referred to in sub-clause (a) above to the City's Chief Executive Officer within 10 days of the last day of their Approved Leave of Absence.
   d. Where prescribed contact occurs in the form of a group email or other correspondence to all ~~Elected~~ Council Members, a copy is to be provided to the Chief Executive Officer for the purpose of compliance with clauses 2 and 3 below.
2. This policy does not require ~~Elected~~ Council Members to ~~record~~ disclose contact defined as exempt contact.
3. The Chief Executive Officer shall ~~create and thereafter~~ maintain a register of all ~~Elected~~ Council Member contact with developers and lobbyists, incorporating the details referred to in sub-clauses 1(a) and (d) above. Such register shall be made publicly available in an electronic format on the City's website.
4. The Chief Executive Officer shall ensure the public register referred to in 3 above, is updated on a quarterly basis.



| | | | |
|---|---|---|---|
| y Number: | P700 | Relevant Council Delegation: | N/A |
| ıcil Adoption: | 03/22 | Relevant Delegation: | N/A |

# ~~Protocols for Elected Member Relationships with Developers and Lobbyists~~

## ~~ELECTED MEMBERS MEETING WITH DEVELOPERS AND LOBBYISTS INDIVIDUALLY~~

1. ~~If an Elected Member believes there is a need to meet with a developer or lobbyist individually, to avoid the public perception of bias that can arise, the Elected Member should not agree to meet at a venue where it can be perceived that hospitality is being provided.~~
2. ~~It is advisable the Elected Members only meet with a developer or lobbyist after the administration report relating to a planning or development proposal has been prepared and released.~~
3. ~~5~~. Elected Members must not, when lobbied, commit their vote on a planning or development proposal.
6. Information gained by a Council Member(s) at a meeting with a Developer~~s~~ and/or Lobbyist ~~s~~ should be made available to the Chief Executive Officer and other Council Members as soon as practicable.
7. Council Members should refuse an invitation they receive from Developers and/or Lobbyists to attend meetings between the City and the Developer or Lobbyist. Attendance by Council Members at meetings between the City and Developers ~~and~~ or Lobbyists may only occur with the approval of the Chief Executive Officer.
8. To maintain a high degree of integrity, Council Members should not accept any personal gifts from a developer or lobbyist.



| | | | |
|---|---|---|---|
| y Number: | P700 | Relevant Council Delegation: | N/A |
| ıcil Adoption: | 03/22 | Relevant Delegation: | N/A |

## ELECTED MEMBERS ATTENDING MEETINGS BETWEEN EMPLOYEES AND DEVELOPERS AND LOBBYISTS

Elected Members may wish to attend meetings between employees and developers or lobbyists. Approval of Elected Members attending meetings between employees and developers or lobbyists needs to be at the discretion of the Chief Executive Officer as they are best placed to determine whether their attendance compromises his or her legislative role of providing advice and information to Council.

Elected Members should refuse an invitation they receive from developers and lobbyists to attend meetings between employees and the developer or lobbyist.

## BEING OFFERED A GIFT OR BENEFIT

To maintain a high degree of integrity, Elected Members should not accept any personal gifts from a developer or lobbyist.

# Legislation / Local Law Requirements

*Local Government Act 1995*

Local Government (Administration) Regulations 1996

# Other Relevant Policies / Key Documents

Councillor Code of Conduct for Council Members, Committee Members and Candidates

P698 Attendance at Events Policy

| Document Control Box | | | |
|---|---|---|---|
| Legislation | *Local Government Act 1995*<br>*Local Government (Administration) Regulations 1996* | | |
| Organisational: | City of South Perth Code of Conduct for Council Members, Committee Members and Candidates<br>P698 Attendance at Events Policy | | |
| Version # | Decision: | OCM Date: | Council Decision Number: |
| 1 | Adopted | 22 March 2022 | 0322/027 |
| 2 | | | |



y Number: P700 Relevant Council Delegation: N/A

ıcil Adoption: 03/22 Relevant Delegation: N/A

## Comparison Table – Metropolitan Local Government Mayoral Vehicles

| Local Government | Band | Mayoral Vehicle |
|---|---|---|
| City of Armadale | 1 | The Mayor's position shall, for the purposes of conducting the functions of the Mayoral Office, be entitled to receive the provision of a fully maintained City owned vehicle to the equivalent standard and conditions of the CEO, in lieu of travel allowances. Use of this vehicle will be in accordance with the City's policy ADM9 – Vehicle Use. |
| City of Bayswater | 1 | No mayoral vehicle provided. |
| City of Belmont | 1 | A City of Belmont owned and maintained vehicle will be available to the Mayor for the purpose of undertaking official duties. No private use of the vehicle is permitted, nor is the vehicle to be used for electioneering purposes.<br>A logbook will be required to be completed for all travel in the provided vehicle in a manner prescribed by the CEO. |
| City of Canning | 1 | No specific public mention of a dedicated mayoral vehicle. |
| City of Cockburn | 1 | The Mayor will receive a fully maintained local government owned vehicle, to the equivalent standard as provided to the Chief Executive Officer, for the purpose of carrying out the recognised functions of the Mayoral office<br>All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor<br>The calculation of the reimbursement for the private use is by way of a Logbook in accordance with the requirements of the Australian Taxation Office. |
| City of Fremantle | 1 | At the Mayor's request, a serviced, maintained and insured Council owned vehicle will be made available to the Mayor for the purpose of undertaking the functions of an elected member.<br>Reasonable private use within the State, is permitted. |
| City of Gosnells | 1 | No specific public mention of a dedicated mayoral vehicle. |
| City of Joondalup | 1 | The provision of a luxury sedan type motor vehicle with unrestricted use for all official and civic duties connected to the Office of Mayor and for personal private use.<br>The costs associated with the Mayor's private use of the vehicle are to be reimbursed by the Mayor. The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office. |

| | | |
|---|---|---|
| City of Kalamunda | 2 | No specific public mention of a dedicated mayoral vehicle. |
| City of Kwinana | 1 | No specific public mention of a dedicated mayoral vehicle. |
| City of Mandurah | 1 | The Mayor may be provided with a fully maintained local government motor vehicle for the purpose of carrying out the functions of the Mayoral office.<br>The vehicle may be used for personal use by the Mayor subject to reimbursement to the City for the extent of private use and completion of a written agreement with the City detailing the terms and conditions.<br>Where the Mayor is provided with a vehicle as detailed in 3.a. above, the costs associated with the Mayor's private use of the vehicle is to be reimbursed by the Mayor on an annual basis, using the travel rate contained in Schedule F of the Public Service Award 1992 and multiplying the private kilometres travelled from the log book information supplied. |
| City of Melville | 1 | Current policy provision could not be located. |
| City of Nedlands | 2 | No specific public mention of a dedicated mayoral vehicle. |
| City of Perth | 1 | No specific public mention of a dedicated mayoral vehicle. |
| City of Rockingham | 1 | No specific public mention of a dedicated mayoral vehicle. |
| City of Stirling | 1 | The Mayor is entitled to a fully maintained vehicle to the equivalent standard of that provided to the Chief Executive Officer or Executive Team.<br>Mayoral Vehicle use is restricted to Council Business and private purposes within Western Australia only, in accordance with the agreement. |
| City of Subiaco | 2 | No specific public mention of a dedicated mayoral vehicle. |
| City of Swan | 1 | No specific public mention of a dedicated mayoral vehicle. |
| City of Vincent | 2 | The Office of the Mayor will be provided with an electric bicycle for all official duties connected to the office of Mayor. The bicycle will be replaced as part of the normal replacement program. All costs associated with the maintenance and upkeep of the electric bicycle are to be borne by the City of Vincent. |
| City of Wanneroo | 1 | The City provides a serviced and maintained Council owned vehicle for all official duties connected to the office of Mayor, subject to the following: |

| | | |
|---|---|---|
| | | • The vehicle is only to be provided where the Mayor elects the use of the vehicle in lieu of claiming travel allowance in accordance with this policy.<br>• The vehicle is to be to the standard of that provided to the Chief Executive Officer and is to be replaced as part of the normal vehicle replacement program within the City's light vehicle fleet.<br>• All costs associated with the private use of the Mayoral vehicle is to be reimbursed to the City of Wanneroo by the Mayor in accordance with a Deed of Agreement between the City of Wanneroo and the Mayor. |
| Town of Bassendean | 3 | No specific public mention of a dedicated mayoral vehicle. |
| Town of Cambridge | 2 | The Council may resolve to provide a suitable vehicle for the office of the Mayor for all official duties connected to the Office of Mayor. Alternatively, consideration of a vehicle allowance will be given as part of the mayoral allowance. |
| Town of Claremont | 3 | No specific public mention of a dedicated mayoral vehicle. |
| Town of Cottesloe | 3 | No specific public mention of a dedicated mayoral vehicle. |
| Town of East Fremantle | 3 | No specific public mention of a dedicated mayoral vehicle. |
| Town of Mosman Park | 3 | No specific public mention of a dedicated mayoral vehicle. |
| Town of Victoria Park | 2 | No specific public mention of a dedicated mayoral vehicle. |
| Shire of Mundaring | 2 | No specific public mention of a dedicated mayoral vehicle. |
| Shire of Peppermint Grove | 4 | No specific public mention of a dedicated mayoral vehicle. |
| Shire of Serpentine-Jarrahdale | 2 | No specific public mention of a dedicated mayoral vehicle. |

# Policy P706 Execution of Documents

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Office of the CEO |
| Responsible Officer | Chief Executive Officer |
| Affected Business Unit/s | All Business Units |

## Policy Objectives

The objectives of this policy are to ensure that the City's common seal is used, and documents are executed in a consistent and transparent manner, in accordance with the provisions of the *Local Government Act 1995* (Act).

## Definitions

**CEO** means the Chief Executive Officer of the City of South Perth

**City** means the City of South Perth

**Director** means a City employee appointed as a Director at the City

**Document(s)** means any paper or electronic document, including communications such as letters and emails, which:

a) conveys a decision, or

b) establishes an obligation on the City, or

c) is ceremonial

**Manager** means a City employee appointed to the position of Manager at the City

## Policy Scope

This policy applies to all City Employees who have been authorised through the provisions of this policy to execute documents on behalf of the City.

DRAFT

The following will take precedent over this policy:

a) legislation;

b) formal requirements of any Government department, authority or agency; or

c) Council decision.

# Policy Details

## 1. Overview

Section 9.49A of the Act provides a document is considered duly executed by a local government if:

a) the common seal is affixed to it in accordance with section 9.49A; or

b) it is signed on behalf of the City by an officer authorised by the Council to do so.

## 2. Common Seal

In accordance with section 9.49A(3) of the Act, the common seal is to be affixed to a document in the presence of the Mayor and CEO, each of whom is to sign the document to attest that the common seal was so affixed.

The CEO is to have charge of the common seal and is responsible for:

a) the safe custody and proper use of the common seal; and

b) maintaining a register of each time the common seal is used.

## 3. Execution of Documents

Documents commonly executed by the City are grouped into three categories to provide guidance on the appropriate authority for the execution of documents.

Employees may only execute documents relevant to matters within the scope of their business area. Documents relevant to the activities of multiple Business Units, may only be signed by the relevant Director, or Business Units within multiple Directorates, the CEO.

Category 1 Documents

All Category 1 documents:

a) Require the City's common seal to be validly affixed in the presence of the Mayor and CEO in accordance with section 9.49A(3) of the Act; and

b) Are to be recorded in the Common Seal Register referred to in this Policy.

*Category 1A Documents*

These documents require a specific resolution of Council to:

a) Do the act or enter into the agreement; and

b) Execute the document related to the approval above in accordance with this Policy.

The following is a non-exhaustive list of Category 1A documents:

a) Local Laws;

b) Local Planning Schemes and associated amendments;

c) Land transaction documents where the value of the land exceeds the amount determined by Council for the purpose of section 5.43(d) of the Act;

d) Lease and licence documents except for those granted under delegated authority; and

e) Documents requested by the other party to be duly executed by Common Seal.

*Category 1B Documents*

Documents in this category are authorised by Council to be executed under Common Seal without a specific Council resolution to affix the Common Seal.

a) Mortgages, loans and debentures for which Council has resolved to raise;

b) Extensions of Lease under original lease provision;

c) General legal and service agreements not already listed in this policy;

d) Agreements relating to grant funding, where the funder requires the agreement be signed under Common Seal; and

e) Any other documents requested to be duly executed under Common Seal.

Category 2 Documents

Category 2 documents do not require the City's common seal to be affixed.

In accordance with section 9.49A(4) of the Act, the CEO is authorised to execute any document that is necessary or appropriate to enable them to carry out their functions under any written law.

Further, the Employees listed in the table below are authorised to execute Category 2 documents on behalf of the City. Employees may only execute documents relevant to the scope of their responsibility and within their purchasing authority limit.

A Council resolution authorising execution of the document, a decision made under delegated authority or legislative provision is required prior to the execution of any Category 2 document.

| Description | Examples | Authority to Execute |
|---|---|---|
| Offer and Acceptance forms and associated documents required to enact a decision of Council to purchase or sell land | • Standard REIWA terms<br>• Special conditions of offer<br>• Contracts of sale | Chief Executive Officer |
| Documents required to enact a decision to award a tender | • Contractual documents resulting | Chief Executive Officer<br>Responsible Director |

| | | |
|---|---|---|
| | from a tender process<br>• Letter of award | |
| General deeds, legal and service agreements | • Settlements and releases<br>• Confidentiality and non-disclosure agreements<br>• | Chief Executive Officer |
| Documents required in the management of land as landowner or under a management order | • Development Applications<br>• Building Applications<br>• Subdivision Applications<br>• Agreements for access and indemnity<br>• Lessor's consent | Chief Executive Officer |
| Documents prepared for registration at Landgate other than Category 1 documents | • Covenants<br>• Caveats<br>• Memorials<br>• Easements<br>• Rights of carriageway<br>• Notification on title | Chief Executive Officer |
| Documents required to enact a decision of Council other than Category 1 documents | • Contractual documents<br>• Transfer of land forms<br>• Development approval<br>• Letters of correspondence | Chief Executive Officer<br>Responsible Director<br>Responsible Manager |
| Documents required to enact a decision made under delegated authority or as a condition of approval given under delegated authority | • Development approvals<br>• Building approvals<br>• Food business registration | CEO or the Employee exercising the delegated authority |

Category 3 Documents

Category 3 documents are documents created in the normal course of business of an officer's duties and are consistent with the City's policies and procedures

Category 3 documents are to be executed where the authority has been extended to that officer though a City policy, procedure or position description. These documents include but are not limited to:

a) Agreements in the normal course of business for the purchase of goods or services (other than for tenders) and conforming to the requirements of the City's Purchasing Policy and other relevant policies and procedures.
b) General correspondence created in the normal course of business consistent with City policies and procedures.

c) Regular facility/event/asset/equipment hire arrangements.
d) Grant agreements and sponsorship agreements.
e) Memorandum of Understanding (MOU) agreements.

Contracts of Employment and Variations to Contracts of Employment

Contracts of employment and associated documents relating to an officer's employment, including variations of contract may be signed on behalf of the City by the following authorised signatories, according to the level of the position concerned:

| Level of Position | Signatory |
|---|---|
| CEO | Mayor |
| Director and Manager | CEO |
| All other employees | CEO<br><br>Manager People and Performance |

Execution of Documents on behalf of the City

Lawyers appointed by the City to act on its behalf for a matter may, where so instructed:

(a) correspond with third parties on behalf of the City;
(b) sign and lodge court documents on behalf of the City;
(c) electronically sign land transaction Documents identified in Category 2 to this policy in accordance with the Property Exchange Australia (PEXA) process; and
(d) sign such other documents as instructed by the City from time to time.

Employees are to ensure an appropriate level of authority is obtained prior to instructing lawyers to act in accordance with M675 Engaging Legal Advisors.

| Document Control Box | | | |
|---|---|---|---|
| **Legislation** | *Local Government Act 1995* | | |
| **Organisational:** | Delegated Authority Register<br>Common Seal Register | | |
| **Version #** | **Decision:** | **OCM Date:** | **Resolution Number:** |
| 1 | Adopted | | |

# Policy P302 Development Fee Refunds

| Strategic Direction | Leadership |
|---|---|
| Responsible Business Unit/s | Development Services |
| Responsible Officer | Manager Development Services |
| Affected Business Unit/s | Development Services |

## Policy Objectives

Planning fees are established in accordance with Part 7 and Schedule 2 of the Planning and Development Regulations 2009. Under Regulations 48 and 49 of the Planning and Development Regulations 2009, local governments are authorised to recover costs and expenses associated with the provision of specified planning services. It prescribes the maximum amount that can be charged. Fees may be waived or refunded (in whole or part) under Regulation 52 of the Planning and Development Regulations 2009.

The objective of this Policy is to provide a clear framework for when the City may refund development application fees.

## Definitions

**City** means the City of South Perth

**Heritage Protected Place** is per the definition provided for 'heritage-protected place' in the Planning and Development (Local Planning Schemes) Regulations 2015 The Planning and Development (Local Planning Schemes) Regulations 2015 definition is:

*"A heritage-protected place is a place —*

*(a) that is entered in the State Register of Heritage Places under the Heritage Act 2018 section 42; or*

*(b) that is under consideration for entry into the State Register of Heritage Places as described in subclause (2); or*

*(c) that is the subject of an order under the Heritage Act 2018 Part 4; or*

DRAFT

*(d) that is the subject of a heritage agreement that has been certified under the Heritage Act 2018 section 90; or*

*(e) that is included on a heritage list as defined in clause 7; or*

*(f) that is within a heritage area as defined in clause 7."*

**Regulated Tree** is as per the definition contained in Local Planning Policy 3.2 – Tree Retention, means a living tree that:

(a) is 8.0m or more high; and/or

(b) has an average canopy diameter of at least 6.0m; and/or

(c) has trunk circumference of at least 1.5m, measured 1.4m above the ground; and

(d) is of a species that is not included on State or local area weed register

# Policy Scope

This Policy outlines the circumstances in which the City may refund development application fees charged in accordance with the Planning and Development Regulations 2009.

This Policy does not apply to fees that are charged in accordance with the Planning and Development (Development Assessment Panels) Regulations 2011, fees collected by the City on behalf of external agencies or fees that must be refunded under legislation or due to incorrect charges.

# Policy Details

1.1 Development application fees are to be refunded in the following circumstances:

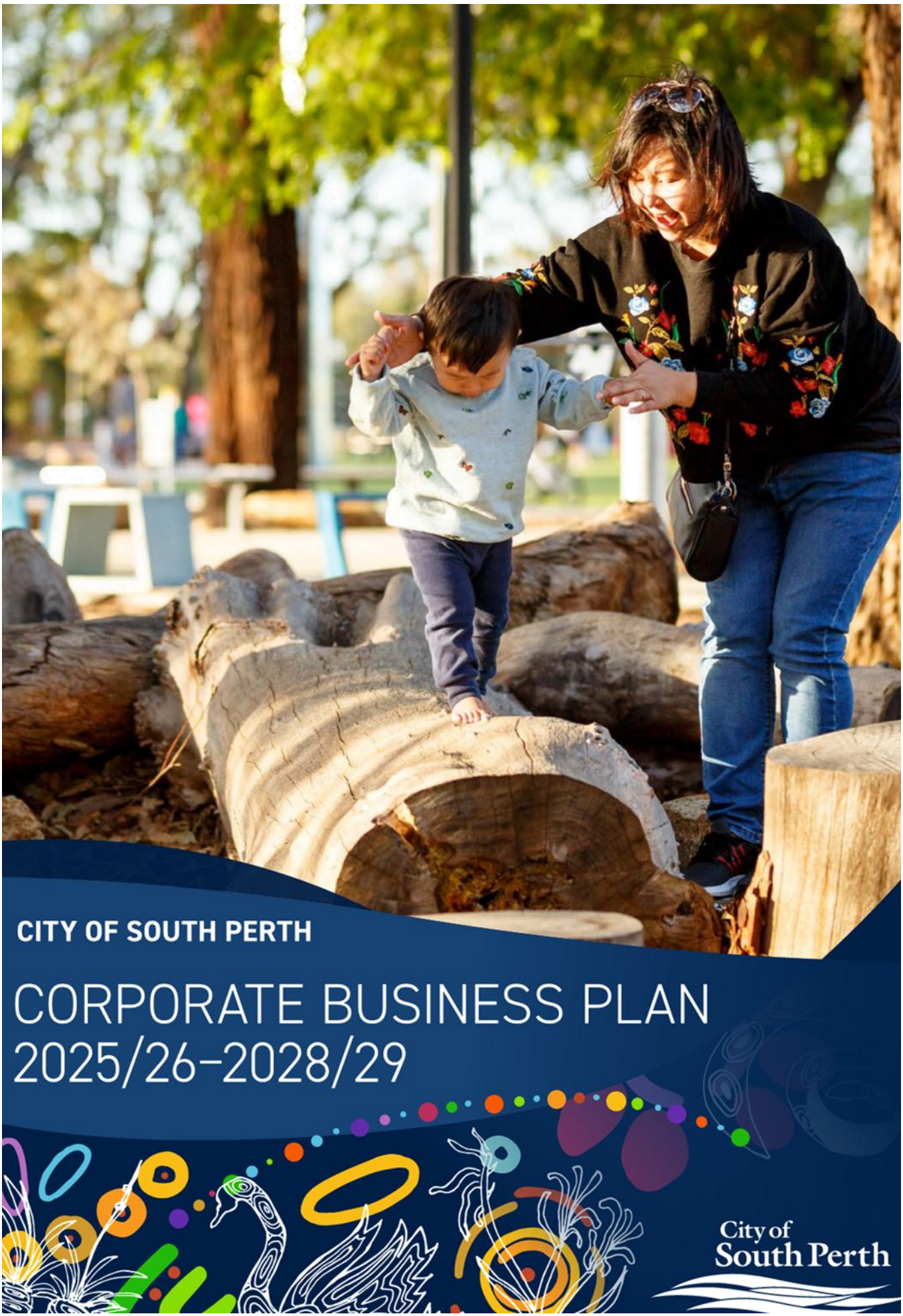
| Application Type | Conditions | Fee Refund |
|---|---|---|
| Heritage Protected Place<br><br>Development applications affecting a heritage protected place. | 1. The heritage protected place is retained (including partial retention).<br>2. Any proposed works satisfy the requirements of Local Planning Policy 8.1 – Heritage Conservation and Development.<br>3. Does not adversely affect the significance of the heritage protected place as outlined in any Statement of Significance. | 100 percent of the development application fee, up to the limit prescribed in Delegation DC617 - Granting Discounts, Concessions, Fee Waiver and Debt Write-Off. |
| Regulated Tree(s) | 1. The tree meets the criteria of a Regulated tree in accordance with | 100 percent of the development application fee up |

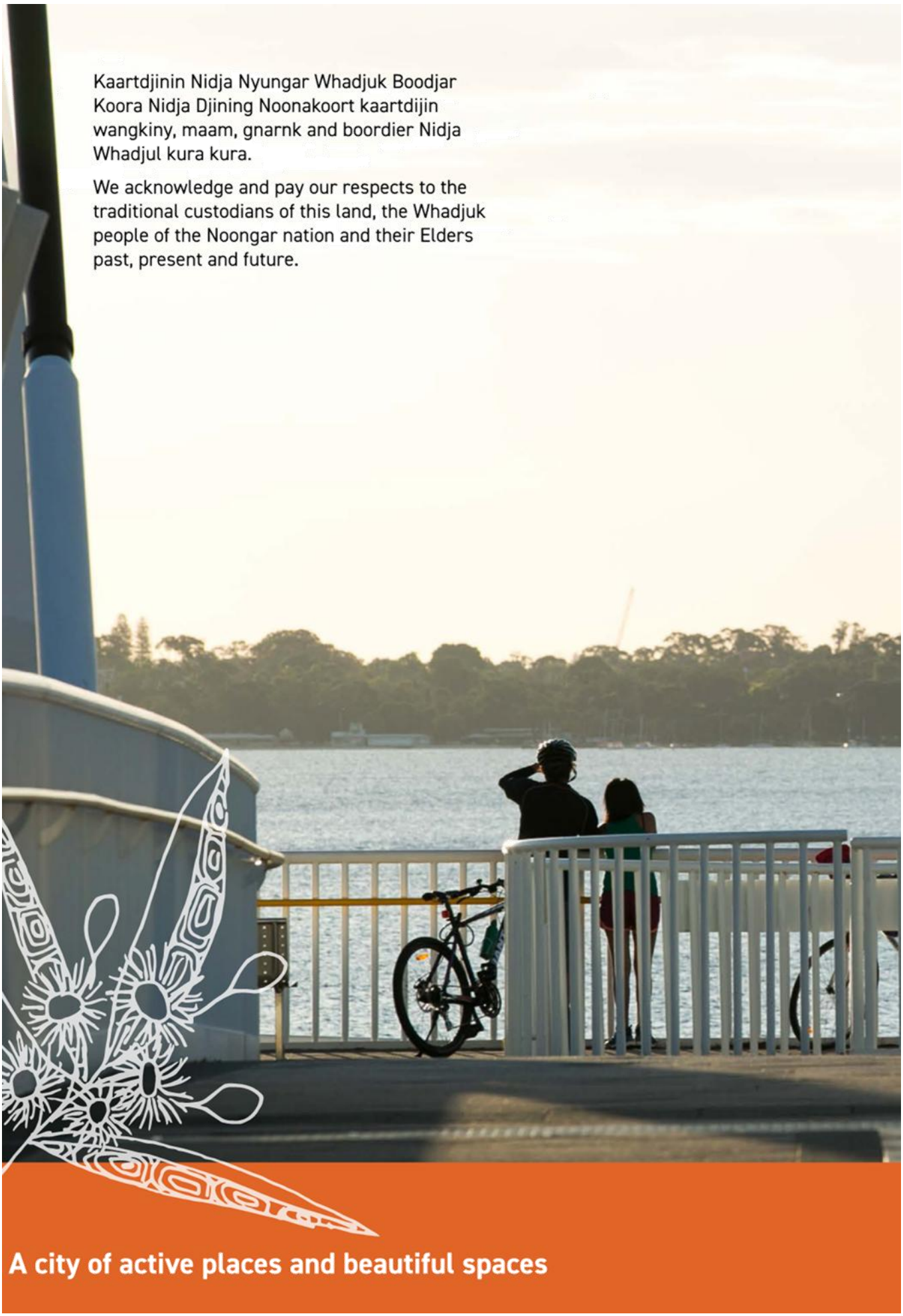
| | | |
|---|---|---|
| Development Application for tree damaging activity to a Regulated Tree(s). | Local Planning Policy 3.2 – Tree Retention.<br>2. The development does not include removal of a Regulated Tree.<br>3. The tree damaging activity to the Regulated Tree(s) does not result in the ongoing viability of the tree being compromised on the advice of an Independent arborist report. | to the limit prescribed in Delegation DC617 - Granting Discounts, Concessions, Fee Waiver and Debt Write-Off. |

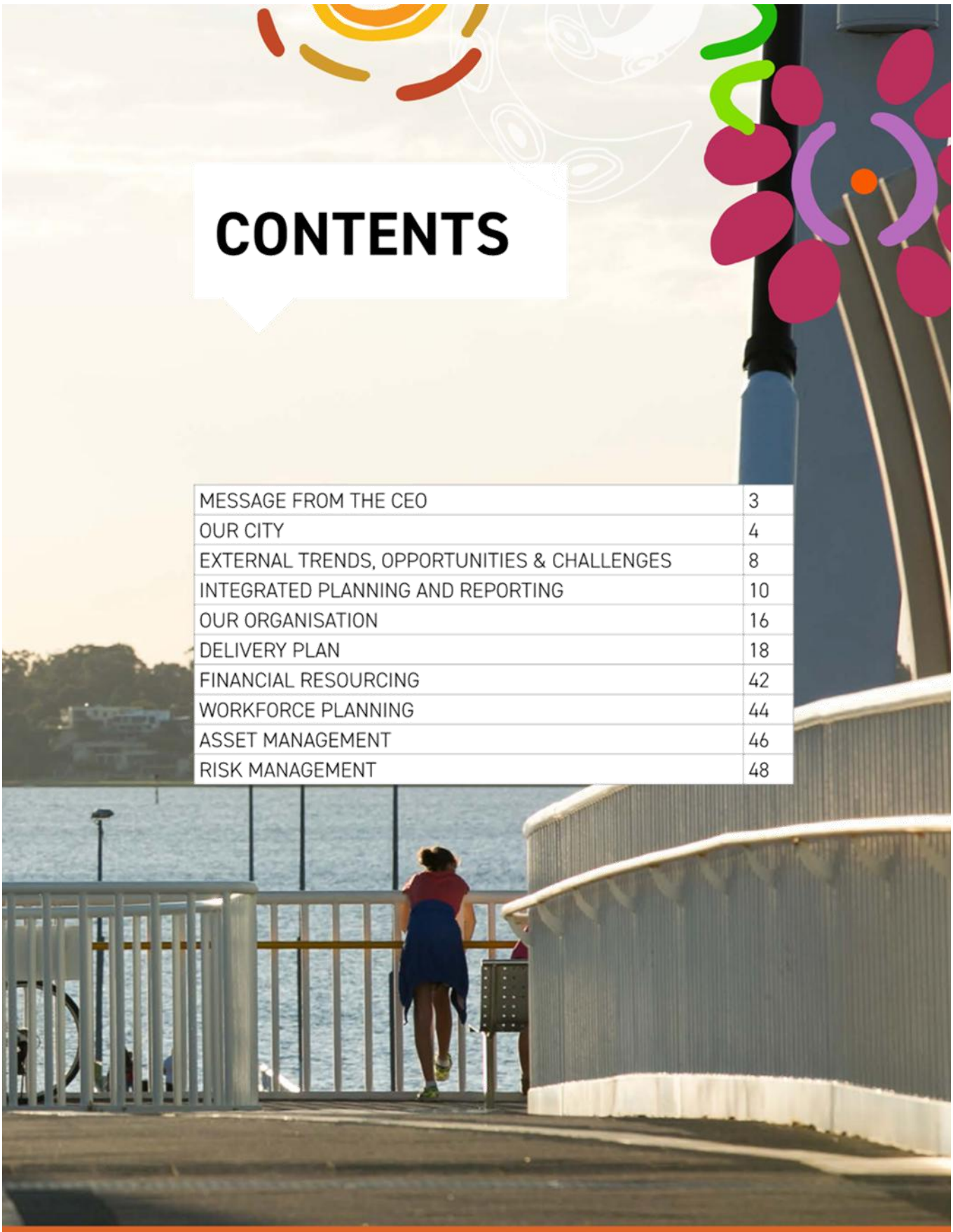
1.2 A fee reduction under Section 1.1 only applies to applications where the works applied for are prospective (have not yet commenced) and the application does not include unauthorised works.

1.3 The fee refund amount cannot exceed the amount paid or owed to the City for the application.

| Document Control Box | | | |
|---|---|---|---|
| **Legislation** | *Local Government Act 1995* | | |
| **Organisational:** | Local Planning Policy 3.2 – Tree Retention<br>Local Planning Policy 8.1 – Heritage Conservation and Development | | |
| **Version #** | **Decision:** | **OCM Date:** | **Resolution Number:** |
| 1 | Adopted | | |


CITY OF SOUTH PERTH
CORPORATE BUSINESS PLAN
2025/26–2028/29
City of
South Perth


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.
A city of active places and beautiful spaces



# CONTENTS


| | |
|---|---|
| MESSAGE FROM THE CEO | 3 |
| OUR CITY | 4 |
| EXTERNAL TRENDS, OPPORTUNITIES & CHALLENGES | 8 |
| INTEGRATED PLANNING AND REPORTING | 10 |
| OUR ORGANISATION | 16 |
| DELIVERY PLAN | 18 |
| FINANCIAL RESOURCING | 42 |
| WORKFORCE PLANNING | 44 |
| ASSET MANAGEMENT | 46 |
| RISK MANAGEMENT | 48 |


## ACCESS AND INCLUSION

This document is available in alternative formats upon request, including Braille, large print, electronic and audio format on CD. National Relay Service (NRS): 133 677. Translating and Interpreting Service (TIS): 131 450

# 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 20km$^2$ of land bounded by the Swan and Canning rivers. With the current population estimated to be over 47,000 residents, the City is predominantly residential, however features major 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.

YOUR CITY OF SOUTH PERTH
THE OLD MILL
MENDS STREET
MINDEERUP
FERRY TRAM AND HERITAGE HOUSE
SOUTH PERTH
KWINANA FWY
JOHN MCGRATH PAVILION
SOUTH PERTH LIBRARY & COMMUNITY HALL
SOUTH PERTH CIVIC CENTRE
OPERATIONS CENTRE, ANIMAL CARE FACILITY & RECYCLING CENTRE
CANNING HWY
COMO
COLLIER PARK GOLF
KARAWARA
GEORGE BURNETT LEISURE CENTRE
MANNING RD
MANNING
WATERFORD
MANNING LIBRARY & COMMUNITY CENTRE
SALTER POINT

# 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 Torres Strait Islander population

**31%** Lone person households

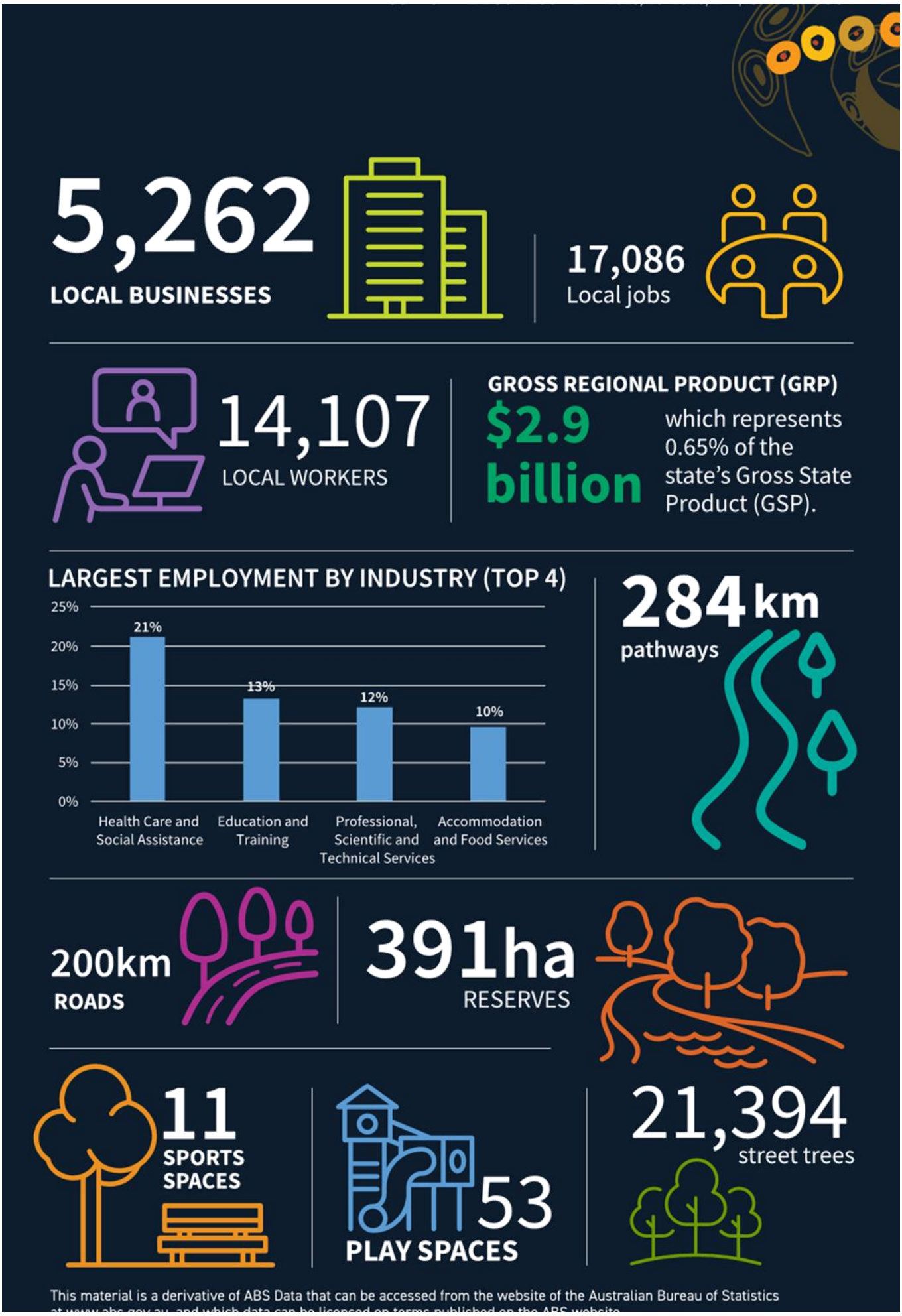
**$1,994** MEDIAN WEEKLY HOUSEHOLD INCOME

**31.4%** HOUSEHOLDS WITH CHILDREN

**20,885** DWELLINGS

## MEDIAN HOUSE PRICE

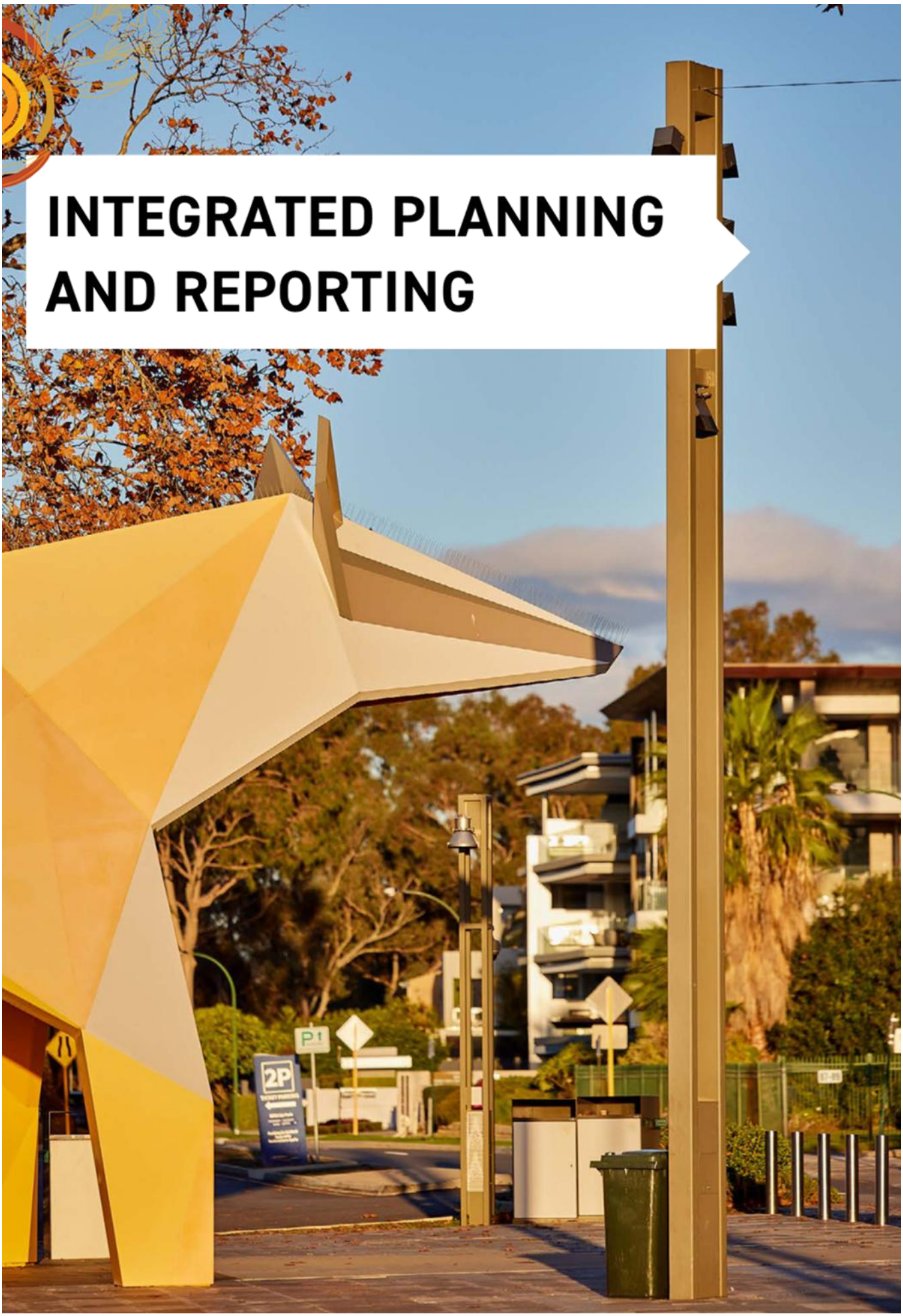
This material was compiled and presented by .id (informed decisions). https://id.com.au and https://reiwa.com.au


5,262
LOCAL BUSINESSES
17,086
Local jobs
14,107
LOCAL WORKERS
GROSS REGIONAL PRODUCT (GRP)
$2.9 billion
which represents 0.65% of the state's Gross State Product (GSP).
LARGEST EMPLOYMENT BY INDUSTRY (TOP 4)
25%
20%
15%
10%
5%
0%
21%
13%
12%
10%
Health Care and Social Assistance
Education and Training
Professional, Scientific and Technical Services
Accommodation and Food Services
284 km
pathways
200km
ROADS
391ha
RESERVES
11
SPORTS SPACES
53
PLAY SPACES
21,394
street trees
This material is a derivative of ABS Data that can be accessed from the website of the Australian Bureau of Statistics

# EXTERNAL TRENDS, OPPORTUNITIES AND CHALLENGES

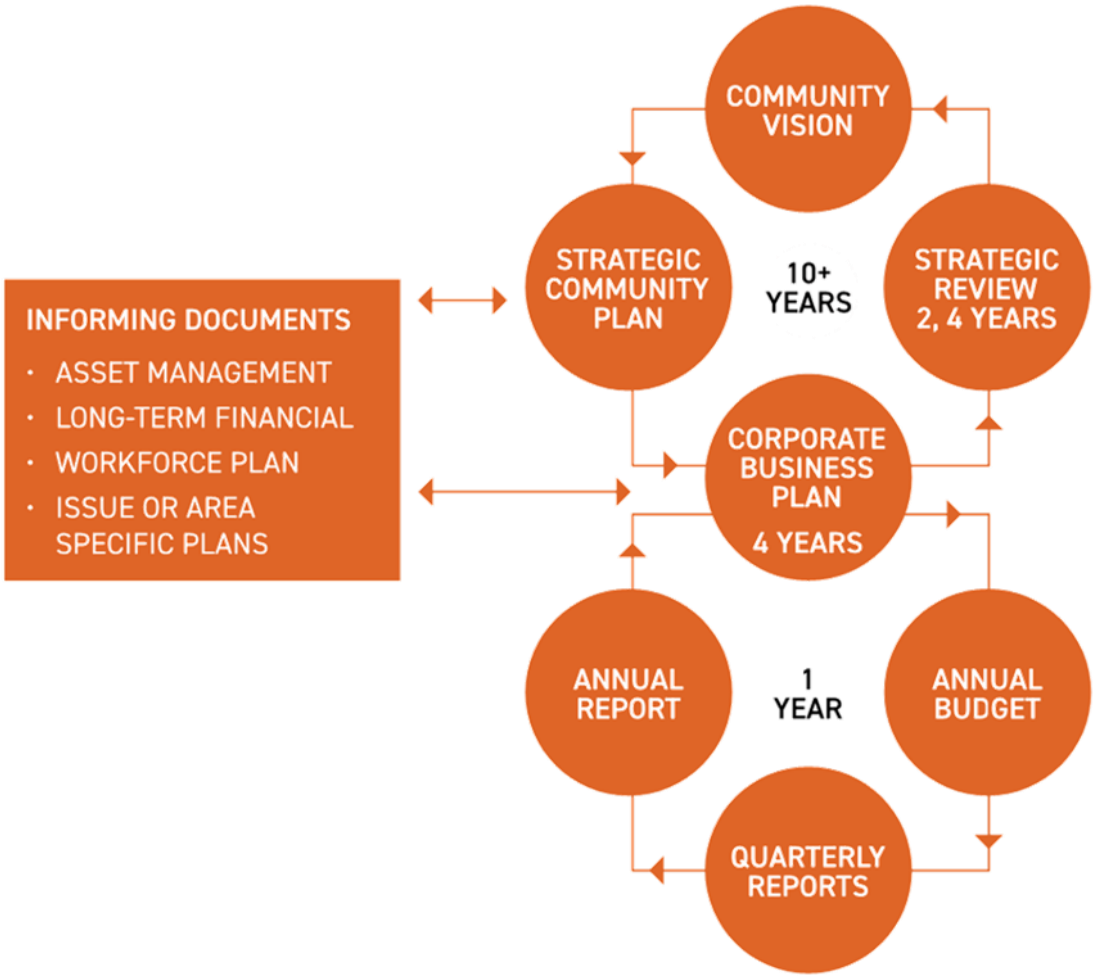
To ensure effective planning and delivery of community objectives, we have considered the following current and emerging trends that present both opportunities and challenges.

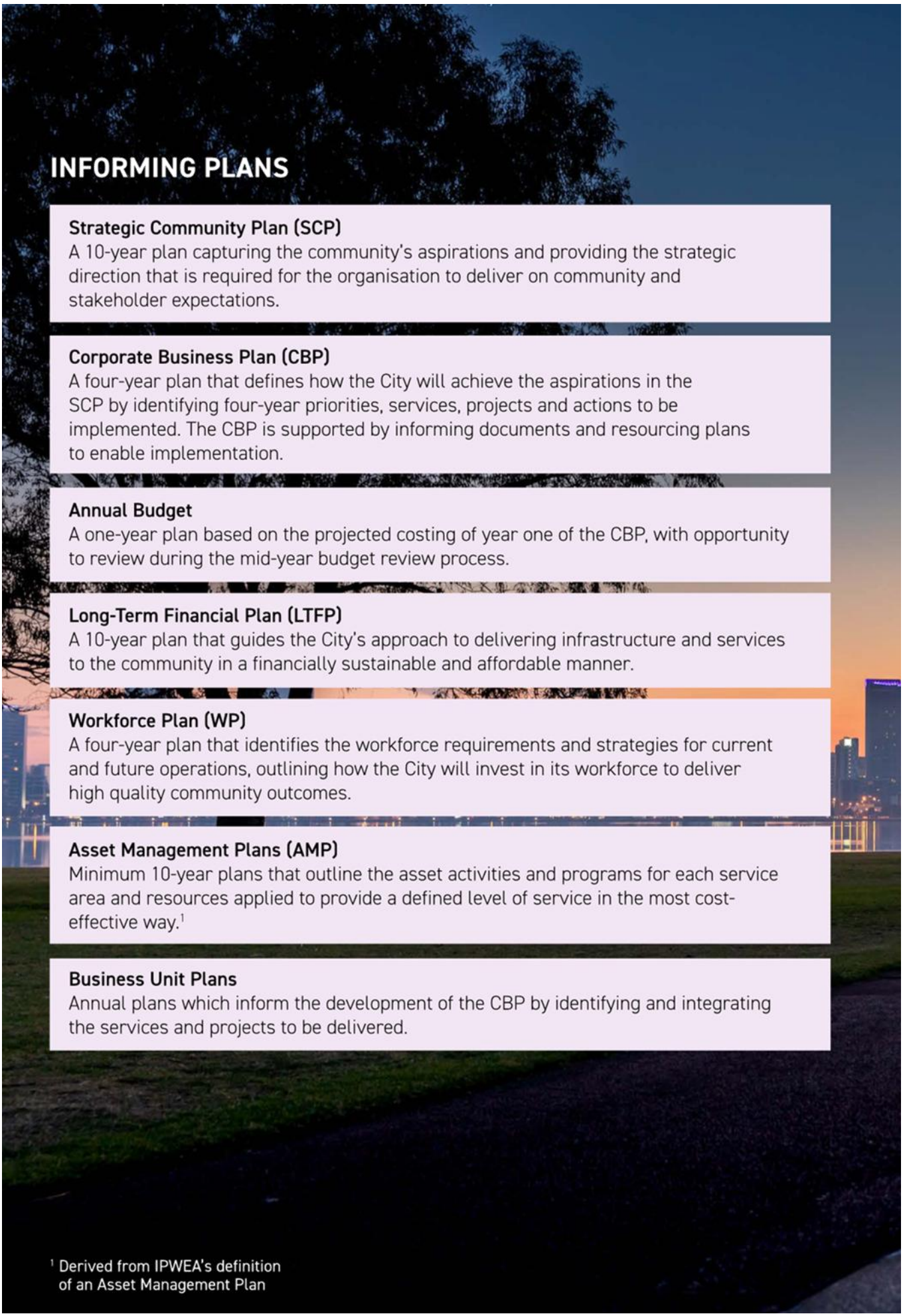
| AREA | TRENDS/OPPORTUNITY/CHALLENGES |
|---|---|
| ROLE OF LOCAL GOVERNMENT | Local governments are going above and beyond the traditional 'roads, rates and rubbish' with increased pressure to provide additional services that meet the evolving needs and expectations of their communities. There is an 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 | Local government collaborates with state and federal governments to facilitate sustainable economic development and has a direct impact on broader economic productivity.<br>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.<br>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. |
| 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 | Changes to the world's climate and the dependence on limited natural resources continues to impact local communities.<br>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. |
| 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 *Local Government Act* and climate change legislation is expected to have a significant impact on the City's operations, changing established systems and processes. |

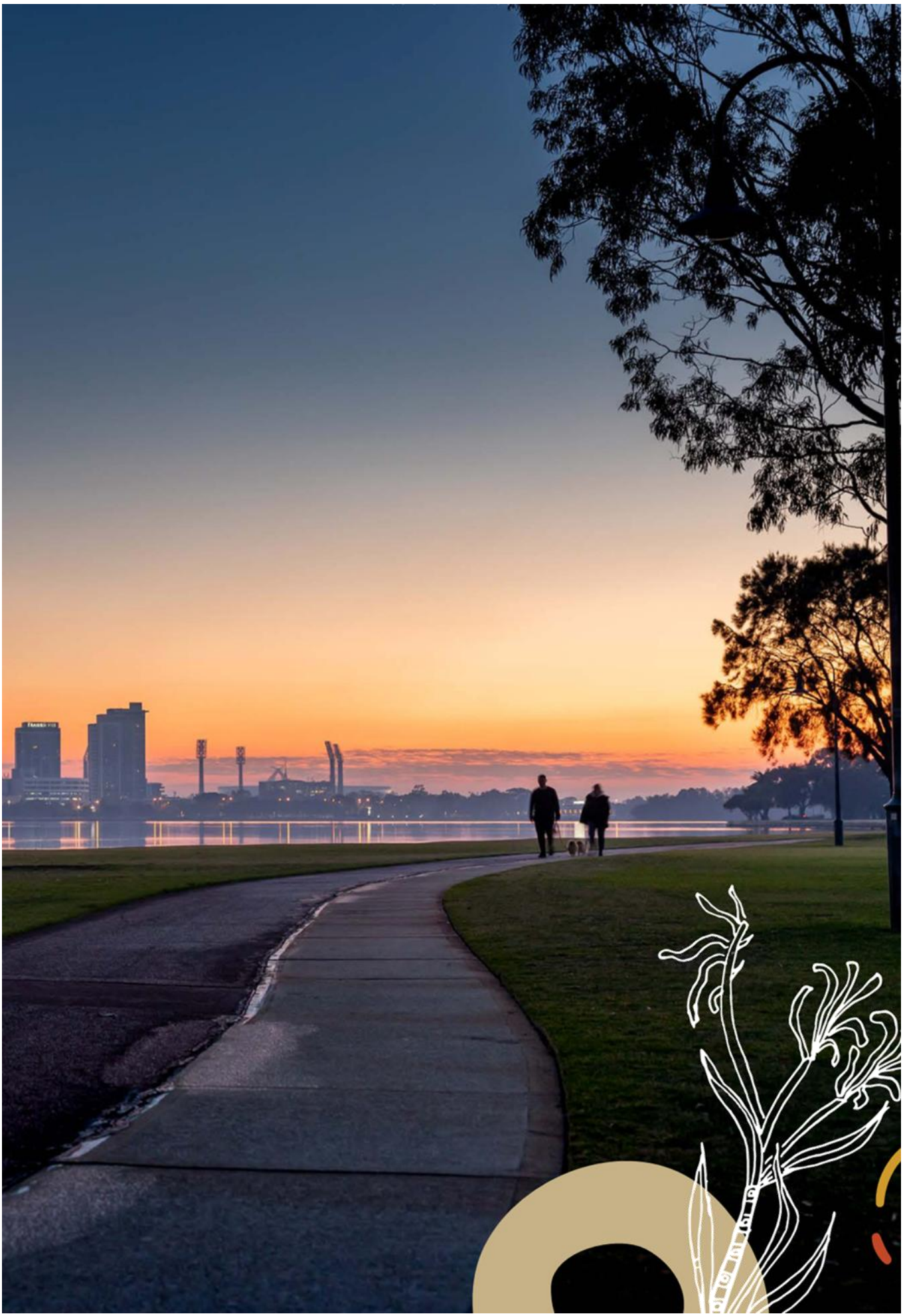

INTEGRATED PLANNING
AND REPORTING
P1
2P

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.

## INTEGRATED PLANNING AND REPORTING PROCESS




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 four-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 one-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 four-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.[1]
Business Unit Plans
Annual plans which inform the development of the CBP by identifying and integrating the services and projects to be delivered.
[1] Derived from IPWEA's definition of an Asset Management Plan



## 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 Masterplan | 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 | |

# OUR ORGANISATION

## OUR VALUES

ACCOUNTABLE
RESPECTFUL
SUPPORTIVE
UNIFIED

## OUR ORGANISATIONAL STRUCTURE

The City's organisation is structured into three directorates and 12 business units.

### OUR ORGANISATIONAL STRUCTURE

# 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<br>A DIVERSE, CONNECTED, SAFE AND ENGAGED COMMUNITY | ECONOMY<br>A THRIVING CITY ACTIVATED BY INNOVATION, ATTRACTIONS AND OPPORTUNITIES |
|---|---|
| **Services**<br>• Animal Management<br>• Arts and Culture<br>• Asset Management<br>• Collier Park Golf Course<br>• Community Connection, Health and Wellbeing<br>• Community Safety and Emergency Management<br>• Environmental Health<br>• Facilities Management<br>• Libraries and Lifelong Learning<br>• Local History<br>• Recreation Services | **Services**<br>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:<br>• Arts and Culture<br>• Strategic Planning<br>• Communications and Marketing<br>• Information Systems |
| **Projects**<br>• Access and Inclusion Plan<br>• Capital Projects Delivery<br>• Challenger Reserve Masterplan<br>• Community Recreation Facilities Plan<br>• Community Safety and Crime Prevention Plan<br>• Cultural Plan<br>• Public Health Plan<br>• Underground Power Program<br>• Youth Plan | **Projects**<br>• South Perth and Canning Bridge Precinct Structure Plans<br>• South Perth Foreshore Strategy and Management Plan |

| ENVIRONMENT (BUILT AND NATURAL)<br>SUSTAINABLE URBAN NEIGHBOURHOODS | LEADERSHIP<br>A VISIONARY AND INFLUENTIAL LOCAL GOVERNMENT |
|---|---|
| **Services**<br>• Building Services<br>• Environmental and Sustainability Management<br>• Integrated Catchment Management<br>• Open Space Management<br>• Parking<br>• Plant Nursery<br>• Statutory Planning<br>• Strategic Planning<br>• Transport Network Management<br>• Waste and Cleansing Services | **Services**<br>• Advocacy and Partnerships<br>• Communications and Marketing<br>• Contracts, Procurement and Purchasing<br>• Customer Service<br>• Elected Members<br>• Financial Management<br>• Fleet Management<br>• Governance and Risk<br>• Grant Funding Support<br>• Human Resources<br>• Information Systems<br>• Infrastructure Financial Analysis and Reporting<br>• Infrastructure Services Support<br>• Land Asset Management<br>• Project Management Support<br>• Rating Services<br>• Stakeholder Engagement<br>• Strategy and Performance<br>• Work Health and Safety |
| **Projects**<br>• Clontarf Waterford Salter Point Foreshore Masterplan<br>• Collier Park Golf Course<br>• Integrated Drainage Catchment Management Plan<br>• Integrated Transport Plan<br>• Joint Bike Plan<br>• Kwinana Freeway Foreshore Management Plan<br>• Local Heritage List<br>• Parking Plan<br>• State Waste Plan<br>• Urban Greening Strategy | **Projects**<br>• Annual Budget<br>• Annual Financial Report<br>• Asset Management Strategy<br>• Corporate Business Plan<br>• Internal Audit Program<br>• Land Utilisation Plan<br>• Long-Term Financial Plan<br>• South Perth Foreshore River Wall<br>• Strategic Community Plan (Council Plan)<br>• Work Health and Safety Management System<br>• Workforce Plan |

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

## 1.1 CULTURE AND COMMUNITY

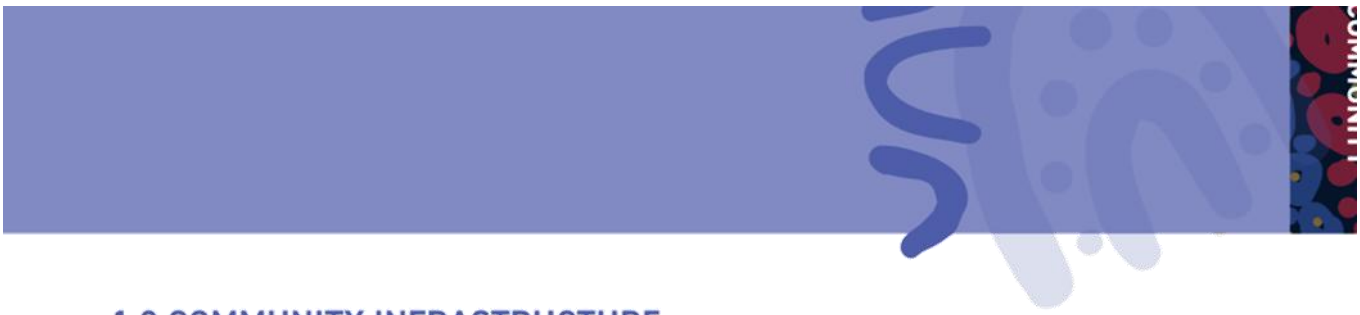
| Strategies | |
|---|---|
| 1.1.1 | Develop, facilitate and/or support events, services and programs to respond to community needs and priorities |
| 1.1.2 | Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City |
| 1.1.3 | Celebrate, 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 & Culture** | |
| Provides opportunities to access and participate in arts and culture through events, activations, installation of public art and community capacity building. | |
| • Cultural Development<br>• Events and Activation | • 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. | |
| • Access and Inclusion<br>• Community Development<br>• Community Funding<br>• Community Partnerships | • Families, Children and Youth<br>• Seniors<br>• 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. | |
| • Education and support | • 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. | |
| • Adult Learning<br>• Digital Literacy<br>• Early Years, Children, Families and Young Adults | • Library Services<br>• Information Services |
| **Recreation Services** | |
| Plans, coordinates and delivers recreational programs and facilities to meet community needs and priorities. | |
| • Club Development<br>• Activations | • 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. | |
| • Asset Information Management<br>• Asset Management Planning and Governance | • Asset Valuations and Capitalisation<br>• 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. | |
| • 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. | |
| • Facility Construction | • Facility Maintenance and Renewal |
| **Recreation Services** | |
| Plans, coordinates and delivers recreational programs and facilities to meet community needs and priorities. | |
| • Recreation Planning | • 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 *Cat Act 2011* and the *Dog Act 1976* 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<br>• Fire Prevention Compliance | • Local Emergency Management Arrangements |
| **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<br>• Environmental Health Compliance | • Environmental Health Monitoring |

| 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 five 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
SPACEX

## 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**

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:

- 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 Plan** | |
| 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<br>• Parking<br>• Pathways | • Roads<br>• 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 three days | 90% | Transport Network Management |
| Jetty and Boardwalk Maintenance Response | The percentage of Jetty and Boardwalk maintenance requests that are responded to within three 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. | |
| • Building Applications<br>• Building Compliance | • Swimming Pool Barrier Inspections |
| **Statutory Planning** | |
| A statutory service that is responsible for administering, regulating and enforcing the *Planning and Development Act 2005*, 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. | |
| • Design Review Panel<br>• Development Assessment<br>• Development Compliance (Planning)<br>• Development Application Referrals | • Street Addressing<br>• Subdivision Assessments and Clearance<br>• 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. | |
| • Local Heritage Planning Framework<br>• Local Planning Scheme and Amendments | • Strategic Land Use Planning<br>• 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 *Planning and Development (Local Planning Schemes) Regulations 2015* | • | • | | |

| 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.<br>Designs and implements improvements to open spaces in accordance with the City's plans and strategies. | |
| • Active Open Space<br>• Natural Areas | • Passive Open Space<br>• 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. | |
| • 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 |

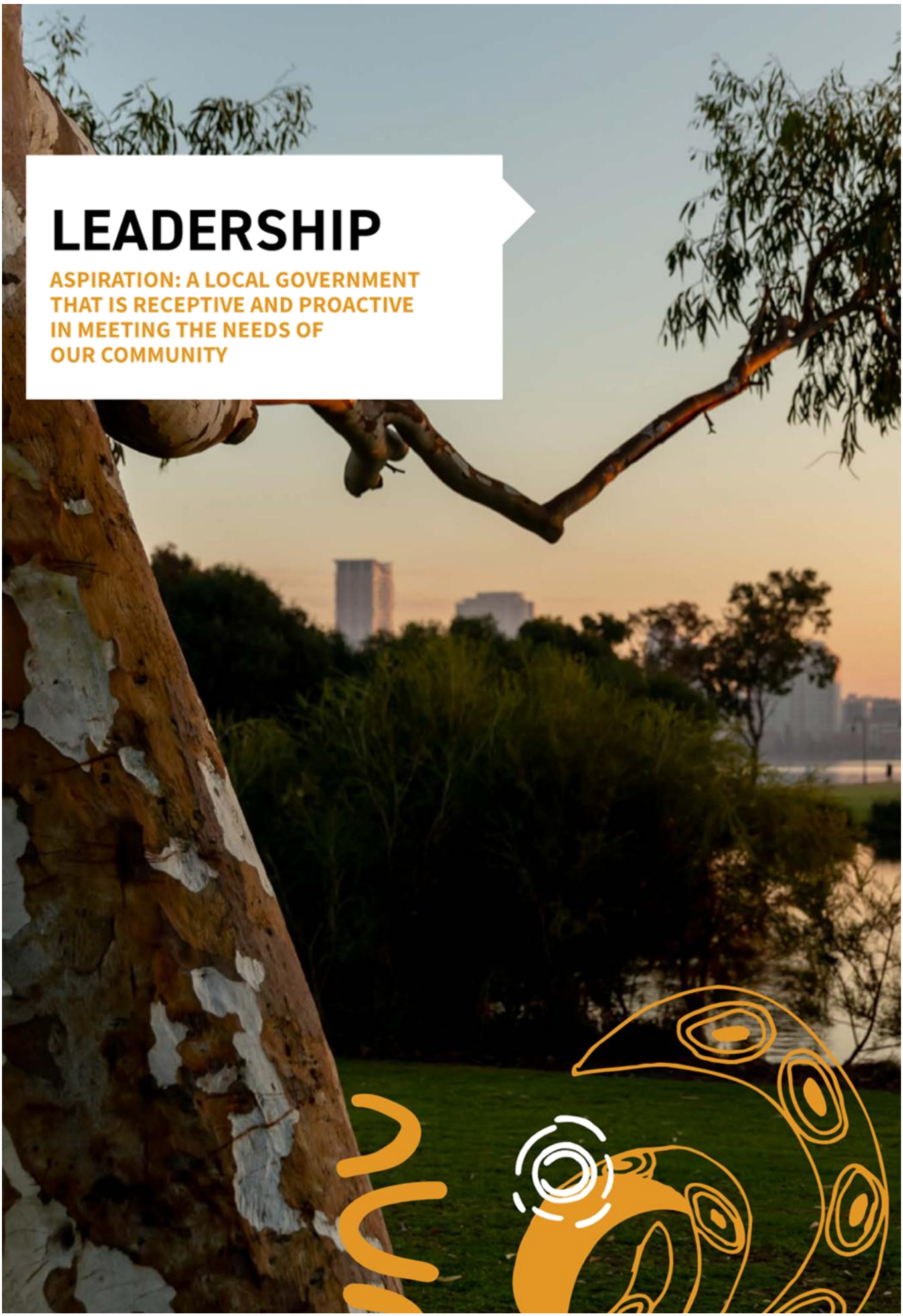
## 3.4 RESOURCE MANAGEMENT AND CLIMATE CHANGE

| 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<br>• Illegal Dumping<br>• Recycling Centre | • Street Sweeping<br>• Waste Collection/Disposal<br>• 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

**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. Provides 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 *Local Government Act 1995*. Facilitate the local government election cycle and associated requirements. | |
| • Council Elections<br>• 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<br>• Financial Planning and Budgeting<br>• Financial Reporting | • Financial Transacting<br>• 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<br>• 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<br>• Grants Support | • Grants Governance |

| Services & Sub Services | |
|---|---|
| **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<br>• Learning and Development | • Payroll<br>• 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. | |
| • Building Security Access<br>• Business Systems<br>• Cyber Security<br>• GIS | • ICT Infrastructure Management<br>• ICT User Support<br>• Information Systems Project Management<br>• Records Management |
| **Infrastructure Financial Analysis and Reporting** | |
| Provides financial accounting, reporting and systems support for Infrastructure Services Directorate. | |
| • Infrastructure Financial Analysis and Reporting | |
| **Infrastructure Services Support** | |
| Provides administrative support and customer service for all business units in Infrastructure Services. | |
| • 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. | |
| • Land Tenure<br>• Land Utilisation | • 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. | |
| • Project Support Office | • 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. | |
| • Land Owner Information Services<br>• Pensioner Rebates and Rates Exemptions | • Rating and Service Charges<br>• 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. | |
| • Business Improvement | • 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. | |
| • Workers' Compensation<br>• Safety Management System | • 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 three 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 shows that the services and projects contemplated by this Corporate Business Plan 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 | 0 | 0 | 0 |
| Budget (Deficit)/Surplus | 7,609,147 | 0 | 0 | 0 |

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

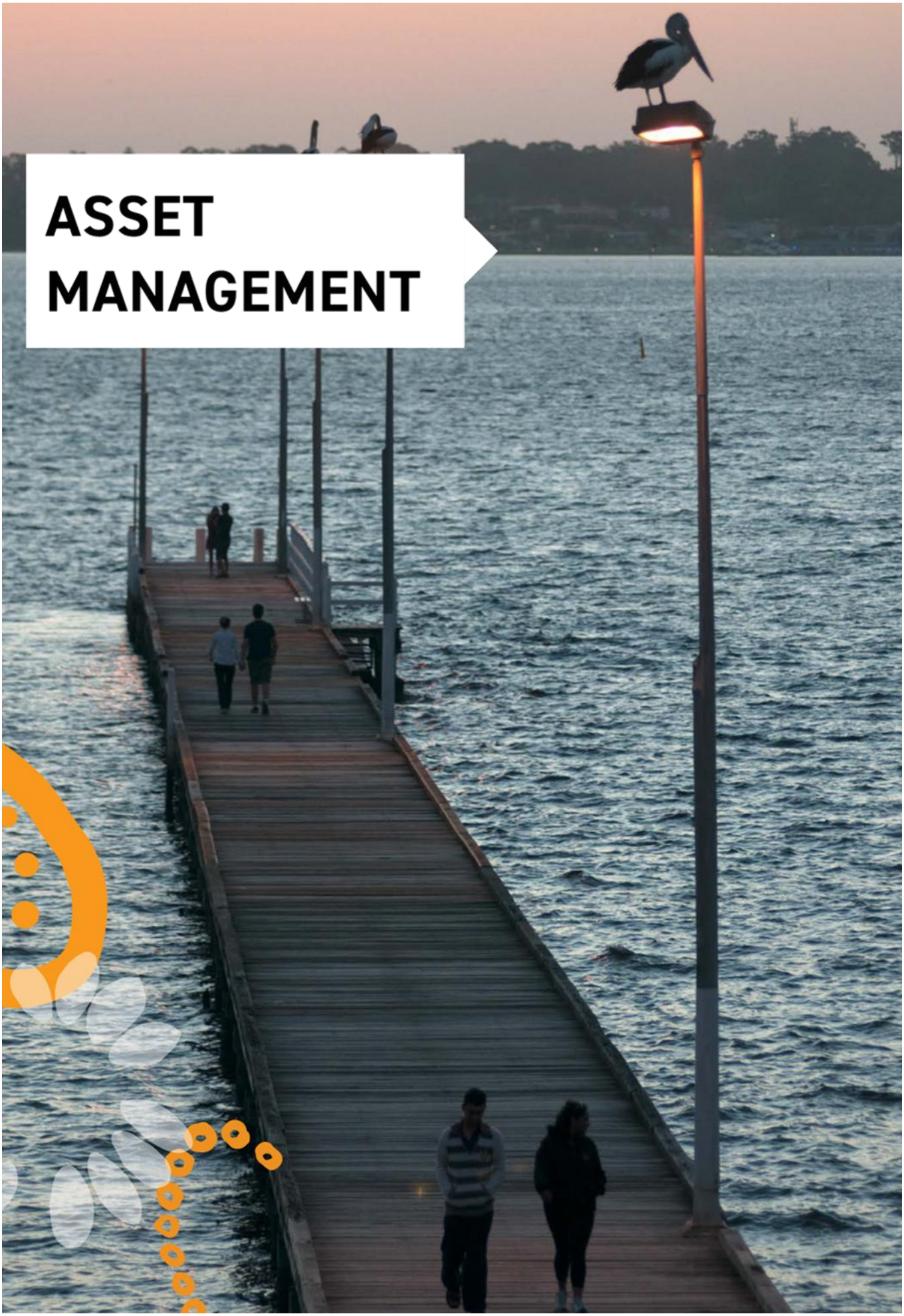
Investing in the physical and mental health and wellbeing of our workforce to create a healthy and safe workplace.

### 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, while implementing a continuous review of this risk information to help inform the City's decision making process at operational and strategic levels.

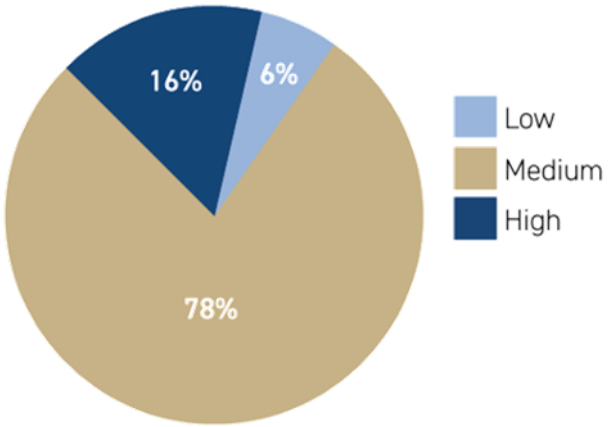
## RISK PROFILE

As at 31 March 2025, the City had 31 risks within its corporate risk profile, made up of eight 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
**manningseniors@bigpond.com**

**Graffiti Hotline**
**1800 007 774**

**Collier Park Golf Course**
**9484 1666**
Hayman Rd, Como
**collierparkgolf.com.au**

9474 0777
#discoversouthperth | southperth.wa.gov.au

City of South Perth

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>24 February 2026 | 0226/004<br><br>8.1.1 | Acting Chief Executive Officer<br><br>Acting Chief Executive Officer | Waterford Entry Statement Petition<br><br>That the petition received 18 February 2026 from Ms Lynlea Miles of 6 Doneraile Court, Waterford, together with 208 unverified signatures in relation to an 'Entry Statement' to be installed in Waterford, on the southern side of the intersection of Manning Road, Kent Street and Waterford Avenue be forwarded to the relevant Director for consideration. | **In Progress** |
| **Ordinary Council Meeting**<br><br>24 February 2026 | 0226/006<br><br>10.1.1 | Coordinator Land and Property<br><br>Acting Director Corporate Services | Lease for Old Mill Theatre<br><br>That Council:<br>1. Recognises the contribution of Old Mill Theatre Inc.<br>2. Authorises the Chief Executive Officer to execute a lease agreement with Old Mill Theatre Inc. (ABN 19 250 378 001) for Part Lot 429 on Deposited Plan 100191, Mends Street South Perth on the terms contained herein. | **Completed**<br>24 April 2026<br><br>Solicitors' instructions issued for the preparation of the Old Mill Theatre lease in accordance with the key lease terms approved by Council. The lease has since been presented to the Old Mill Theatre for review and execution. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>24 February 2026 | 0226/007<br><br>10.1.2 | Acting Chief Executive Officer<br><br>Acting Chief Executive Officer | RFT 7/2025 - Provision of New Changeroom Building for Collier Reserve<br><br>That Council:<br>1. Accepts the tender submitted by Hoskins Investments Pty Ltd / ATF M R Hoskins Family Trust (trading as AE Hoskins Building Services) for the Provision of a New Changeroom Building for Collier Reserve in Como as shown in **Confidential Attachment (a);** and<br>2. Authorises the Chief Executive Officer to execute a contract with Hoskins Investments Pty Ltd / ATF M R Hoskins Family Trust (trading as AE Hoskins Building Services) for the Provision of New Changeroom Building for Collier Reserve in Como. | **Completed**<br>07 April 2026<br><br>The contract with Hoskins Investments Pty Ltd / ATF M R Hoskins Family Trust (trading as AE Hoskins Building Services) for the Provision of New Changeroom Building for Collier Reserve has been executed. |
| **Ordinary Council Meeting**<br><br>24 February 2026 | 0226/008<br><br>10.1.3 | Acting Chief Executive Officer<br><br>Acting Chief Executive Officer | RFT 8/2025 - Provision of New Public Toilets & Changing Places Building at Neil McDougall Park<br><br>That Council:<br>1. Accepts the tender submitted by LKS Constructions (WA) Pty Ltd for the Provision of New Public Toilets & Changing Places Building at Neil McDougall Park, as shown in **Confidential Attachment (a)**;<br>2. Authorises the Chief Executive Officer to execute the contract with LKS Constructions (WA) Pty Ltd for the Provision of New Public Toilets & Changing Places Building at Neil McDougall Park. | **Completed**<br>07 April 2026<br><br>The contract with LKS Constructions (WA) Pty Ltd for the Provision of New Public Toilets & Changing Places Building at Neil McDougall Park has been executed. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>24 February 2026 | 0226/009<br><br>10.3.1 | Director Development and Community Services<br><br>Director Development and Community Services | Proposed Scheme Amendment No.3 to Local Planning Scheme No. 7 - Lot 1 Labouchere Road, South Perth<br><br>That Council:<br>1. Resolves, pursuant to Section 75 of the Planning and *Development Act 2005*, to amend Local Planning Scheme No. 7 by zoning Lot 1 Labouchere Road, South Perth 'Private Community Purposes'.<br>2. Considers the Scheme Amendment is standard under the provisions of Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:<br>1. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;<br>2. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and<br>3. The amendment is not considered a complex or basic amendment.<br>3. In accordance with Regulations 35A of the Planning and Development (Local Planning Schemes) Regulations 2015, the approval of the South Perth Activity Centre Plan and Canning Bridge Activity Centre Plan are not affected by the standard amendment. | **Completed**<br>13 March 2026<br><br>Scheme Amendment document executed and to referred to the Western Australian Planning Commission as required by the Planning and Development (Local Planning Schemes) Regulations 2015. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>24 February 2026 | 0226/010<br><br>10.3.2 | Manager Engineering Services<br><br>Acting Director Infrastructure Services | Response to Council Resolution 1225/250 including Proposed Closure of South Perth Esplanade Car Park No.11<br><br>That Council:<br>1. Notes the progress made on the Council Resolution 1225/60 (Ordinary Council Meeting held on 16 December 2025).<br>2. Authorises the closure of the South Perth Esplanade Car Park (SPE11) for a trial period of 12 months, as follows:<br>(a) closure between 11.45pm and 5am, Monday to Saturday during Summer Services.<br>(b) closure between 10pm and 5am on Sundays during Summer Services.<br>(c) closure between 10pm and 5am, Monday to Sunday during Winter Services. | **Completed**<br>17 April 2026<br><br>The South Perth Esplanade Carpark Closure trial will be locked overnight for a 12-month trial, commencing 5 June 2026. Signage will be in installed at the car park to clearly indicate closure times. |
| **Ordinary Council Meeting**<br><br>24 February 2026 | 0226/012<br><br>10.3.3 | Director Development and Community Services<br><br>Director Development and Community Services | Proposed Tree Damaging Activity to a Regulated Tree - Lot 29 (No.14) Hurlingham Road, South Perth<br><br>That pursuant to the provisions of the City of South Perth Local Planning Scheme No.7, and the Metropolitan Region Scheme, the application for development approval for Tree Damaging Activity to a Regulated Tree on Lot 29 (No.14) Hurlingham Road, South Perth, be **approved**. | **Completed**<br>13 March 2026<br><br>Approved by Council - determination notice issued |
| **Ordinary Council Meeting**<br><br>24 February 2026 | 0226/015<br><br>10.3.4 | Director Development and Community Services<br><br>Director Development and Community Services | Proposed Additions to Tavern (The Station) - Lot 688 (No.1) Mends Street, South Perth<br><br>That pursuant to the provisions of the City of South Perth Local Planning Scheme No. 7 and the Metropolitan Region Scheme, this application for development approval for proposed Additions to Tavern (The Station) on Lot 688 (No.1) Mends Street, South Perth **be approved** subject to the following conditions: | **Completed**<br>13 March 2026<br><br>Approved by Council - determination notice issued |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | 1. The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan.<br>2. All works to be carried out under this development approval, including footings, are required to be contained within the boundaries of the subject lot.<br>3. Prior to occupation or use of the development, the endorsed material and finishes schedule shall be implemented and thereafter maintained to the satisfaction of the City of South Perth.<br>4. A tree protection zone in accordance with Australian Standard AS4970-2009 shall be implemented during construction for the trees notated on the approved plans for retention within the lot, to the satisfaction of the City of South Perth.<br>5. Prior to or in conjunction with the submission of a Building Permit application, a Construction Management Plan must be submitted to, and approved in writing by, the City of South Perth. The Construction Management Plan must address the following issues:<br>(i) Public safety and amenity;<br>(ii) Site plan and security;<br>(iii) Contact details of essential site personnel, construction period and operating hours;<br>(iv) Complaints management details;<br>(v) Noise management;<br>(vii) Traffic, access and parking management;<br>(viii) Waste management; and<br>(xi) Street tree management and protection.<br>The Construction Management Plan must be implemented and adhered to all times, to the satisfaction of the City of South Perth.<br>6. External lighting shall comply with the requirements of *Australian Standard 4282 – Control of Obtrusive Effects of Outdoor Lighting* to the satisfaction of | |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | the City of South Perth.<br>7. All stormwater discharge from the development shall be contained and disposed of on-site unless otherwise approved by the City of South Perth. | |
| **Ordinary Council Meeting**<br>24 February 2026 | 0226/016<br>10.3.5 | Director Development and Community Services<br>Director Development and Community Services | Tree Damaging Activity to a Regulated Tree - Lot 42 (No.20) Karoo Street, South Perth<br>That pursuant to the provisions of the City of South Perth Local Planning Scheme No.7, and the Metropolitan Region Scheme, the application for development approval for Tree Damaging Activity to a Regulated Tree on Lot 42 (No.20) Karoo Street, South Perth, **be approved** subject to the following condition:<br>1. One tree must be planted on site. The tree must be a minimum of 2.0m high and 100-litre pot size at the time of planting and both the tree, and the tree growth zone, must be retained and maintained to the satisfaction of the City of South Perth. | **Completed**<br>13 March 2026<br>Approved by Council - determination notice issued |
| **Ordinary Council Meeting**<br>24 February 2026 | 0226/017<br>10.3.6 | Manager Waste, Fleet & Facilities<br>Acting Director Infrastructure Services | Rivers Regional Subsidiary - Waste to Energy Contract Amendment<br>That Council authorises the execution by the Mayor and Chief Executive Officer, (including application of Common Seal) of the Deed of Variation No 3 Kwinana Waste to Energy Waste Supply Agreement, as contained at **Confidential Attachment (a).** | **Completed**<br>25 March 2026<br>The Deed of Variation No.3 has been executed. |
| **Ordinary Council Meeting**<br>24 February 2026 | 0226/020<br>10.4.1 | Director Corporate Services<br>Acting Director Corporate Services | Royal Perth Golf Club Inc. Stage 3 Works<br>That Council approves the Royal Perth Golf Club Inc's application dated 27 January 2026 (as shown in **Attachment (d)**) for the Stage 3 Works on Crown Reserve 10250, pursuant to clause 6.3 of the Lease with the City of South Perth. The approval is subject to: | **Completed**<br>31 March 2026<br>Notification of Council decision provided to RPGC |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | 1. The Royal Perth Golf Club Inc's carrying out the agreed revegetation activities in accordance with the Vegetation Management Plan as a condition of consent under clause 6.3 of the Lease. This includes the planting of a further 8,000 trees and shrubs in 2028-2029 in the Melville Parade Corridor.<br>2. The Royal Perth Golf Club Inc to keep records of the agreed revegetation activities and to provide a written report to the City of South Perth upon reasonable request and at the end of each financial year. | |
| **Ordinary Council Meeting**<br><br>24 February 2026 | 0226/021<br><br>10.4.4 | Manager Governance<br><br>Acting Director Corporate Services | Meeting Attendance Fees for Independent Committee Members<br><br>That Council approves a meeting fee of $450 for independent committee members of the Audit, Risk and Improvement Committee in accordance with section 5.100 of the *Local Government Act 1995*. | **Completed**<br>13 March 2026<br><br>Council approved $450 meeting fee for independent committee members of the Audit, Risk and Improvement Committee. |
| **Ordinary Council Meeting**<br><br>24 February 2026 | 0226/022<br><br>10.4.7 | Manager Finance<br><br>Acting Director Corporate Services | Listing of Payments - December 2025 and January 2026<br><br>That Council receives the Listing of Payments for the month of December 2025 and January 2026 as detailed in **Attachments (a) and (b)** and notes all payments made by the Chief Executive Officer under Delegation DC602. | **Completed**<br>13 March 2026<br><br>Council received the Listings of Payments for the months of December 2025 and January 2026. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting** | 0226/023 | Manager Finance | Monthly Financial Statements December 2025 | **Completed** 13 March 2026 |
| 24 February 2026 | 10.4.8 | Acting Director Corporate Services | That Council notes the Financial Statements and report for this financial year to 31 December 2025, as shown in **Attachments (a)–(i).** | Council noted the Financial Statements and report for the month of December 2025. |
| **Ordinary Council Meeting** | 0226/024 | Manager Finance | Monthly Financial Statements January 2026 | **Completed** 13 March 2026 |
| 24 February 2026 | 10.4.9 | Acting Director Corporate Services | That Council notes the Financial Statements and report for this financial year to 31 January 2026, as shown in **Attachments (a)–(i).** | Council noted the Financial Statements and report for the month of January 2026. |
| **Ordinary Council Meeting** | 0226/026 | Director Development and Community Services | Delegation DC690 Local Planning Scheme No.7 | **Completed** 13 March 2026 |
| 24 February 2026 | 10.4.2 | Director Development and Community Services | That Council defer Item 10.4.2 Delegation DC690 Local Planning Scheme No.7 to the Ordinary Council Meeting to be held 24 March 2026. | Council deferred Item 10.4.2 Delegation DC690 Local Planning Scheme No.7 to the Ordinary Council Meeting to be held 24 March 2026. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>24 February 2026 | 0226/027<br><br>10.4.3 | Manager Governance<br><br>Acting Director Corporate Services | Council Member, Committee Member and Candidate Code of Conduct<br><br>That Council:<br>1. Adopts the Council Member, Committee Member and Candidate Code of Conduct as contained in **Attachment (a)**. | **Completed**<br>07 April 2026<br><br>Council adopted the Council Member, Committee Member and Candidate Code of Conduct. |
| **Ordinary Council Meeting**<br><br>24 February 2026 (Reconvened on 4 March 2026) | 0226/028<br><br>10.4.5 | Director Development and Community Services<br><br>Director Development and Community Services | Metro Inner Development Assessment Panel<br><br>That Council:<br>1. Nominates Councillor Jacqueline Raison as alternate member of the Metro Inner Development Assessment Panel for the period 27 January 2026 to 26 January 2028.<br>2. Requests the Chief Executive Office advise the Minister for Planning and Lands of the nomination of the City of South Perth's Development Assessment Panel alternate member for the period 27 January 2026 to 26 January 2028. | **Completed**<br>02 April 2026<br><br>Council appointed Cr Jacqueline Raison as an alternate member of the Metro Inner Development Assessment Panel. No further action is required. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>24 February 2026 (Reconvened on 4 March 2026) | 0226/029<br><br>10.4.6 | Chief Executive Officer<br><br>Acting Chief Executive Officer | Urban Greening Advisory Group<br><br>That Council:<br>1. Supports the establishment of an Urban Greening Advisory Group.<br>2. Endorses the Terms of Reference for the Urban Greening Advisory Group as provided at **Attachment (a)**.<br>3. Appoints the following Elected Members to the Urban Greening Advisory Group:<br>i. Councillor Kathy Lees<br>ii. Councillor André Brender-A-Brandis<br>iii. Councillor Tim Houweling | **In Progress**<br><br>Council adopted the Terms of Reference and Elected Members to the Urban Greening Advisory Group. A News Article was published on the City's website 10 April 2026 to seek representation from community members. |
| **Ordinary Council Meeting**<br><br>24 February 2026 (Reconvened on 4 March 2026) | 0226/032<br><br>12.1 | Director Corporate Services<br><br>Acting Director Corporate Services | Notice of Motion - Mayoral Reporting<br><br>That Council resolves that:<br>i. At each Ordinary Council Meeting, the Mayor (or Deputy Mayor acting in the position of the Mayor) will not present a report of the Mayoral engagements and meetings attended by the Mayor in capacity as Mayor, since the last Council Meeting; and<br>ii. The Mayor be requested to prepare for the inclusion in each Ordinary Council Meeting Agenda a table of the Mayor's formal engagements, meetings and events attended in his capacity as Mayor since the previous Ordinary Council Meeting. The format should be consistent with the Concept Briefings and Workshops disclosures as set out in the current meeting agendas. | **Completed**<br>19 March 2026<br><br>The Mayor has provided the table for inclusion in the Ordinary Council Meeting to be held on 24 March 2026. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>24 February 2026 (Reconvened on 4 March 2026) | 0226/033<br><br>12.2 | Acting Chief Executive Officer<br><br>Acting Chief Executive Officer | Notice of Motion - Review of the City's Foreshore Strategy and Management Plan<br><br>That Council requests the CEO to commence a review of the City's Foreshore Strategy and Management Plan 2015 (**Plan**), which will result in a report to Council by the end of September 2026 that summarises:<br>1. How the Plan is tracking in terms of implementation.<br>2. Whether there have been any unintended outcomes and the financial and / or social impact of those outcomes.<br>3. Whether there have been any outcomes that have not been able to be achieved and why. | **In Progress** |
| **Ordinary Council Meeting**<br><br>24 February 2026 (Reconvened on 4 March 2026) | 0226/034<br><br>12.3 | Director Corporate Services<br><br>Acting Director Corporate Services | Notice of Motion - Financial Sustainability Strategy<br><br>That Council requests the CEO to develop and deliver a report to Council by 30 June 2026 that outlines options for strengthening the City's finances including:<br>• Identifying non ratepayer (alternative) sources of revenue.<br>• Strengthening the City's Long-Term Financial Plan.<br>• Strategies for optimising rate revenue. | **In Progress** |
| **Ordinary Council Meeting**<br><br>24 February 2026 (Reconvened on 4 March 2026) | 0226/038<br><br>15.1.1 | Chief Executive Officer<br><br>Acting Chief Executive Officer | Councillor Code of Conduct<br><br>That Council:<br>1. notes the recommendation contained within Confidential **Attachment (g).**<br>2. takes no further action in relation to this complaint.<br>3. requests the CEO to offer training to all councillors on respectful | **In Progress** |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | communication and workplace behaviours.<br>4. requests the CEO to offer to all councillors' access to independent informal resolution mechanisms when disagreement arises prior to considering lodging a complaint. | |
| **Ordinary Council Meeting**<br>24 March 2026 | 0326/043<br>10.1.1 | Manager Waste, Fleet & Facilities<br>Acting Director Infrastructure Services | RFQ 14/2025 - Provision of Minor Changeroom Upgrades at Various City Sites<br>That Council:<br>1. Accepts the tender submitted by West to West Carpentry Services Pty Ltd (trading as West to West Group) for the Provision of Minor Changeroom Upgrades at George Burnett Park, Challenger Reserve, Bill Grayden Reserve, Collier Reserve and Morris Mundy Reserve, as shown in **Confidential Attachment (a)**; and<br>2. Authorises the Chief Executive Officer to execute a contract with West to West Carpentry Services Pty Ltd (trading as West to West Group) for the Provision of Minor Changeroom Upgrades at George Burnett Park, Challenger Reserve, Bill Grayden Reserve, Collier Reserve and Morris Mundy Reserve. | **Completed**<br>14 April 2026<br>Contract executed with West to West Carpentry Services Pty Ltd (trading as West to West Group) for the Provision of Minor Changeroom Upgrades at George Burnett Park, Challenger Reserve, Bill Grayden Reserve, Collier Reserve and Morris Mundy Reserve. |
| **Ordinary Council Meeting**<br>24 March 2026 | 0326/044<br>10.3.1 | Manager Development Services<br>Director Development and Community Services | Local Heritage Survey Place Specific Review<br>That Council:<br>1. Notes the outcome of the place specific reviews of the following places:<br>• Place No. 86, 39 Anstey Street, South Perth.<br>• Place No. 36, 40 Coode Street, South Perth (Wesley College).<br>• Place No. 39, 25 Forrest Street, South Perth (St Columba's Church Group).<br>• Place No. 50, Labouchere Road, South Perth (Royal Perth Golf Club | **Completed**<br>08 April 2026<br>Resolution actioned |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | (course).<br>• Place No. 85, 49 Forrest Street, South Perth (fmr. 44 Angelo Street).<br>2. Requests the Chief Executive Officer prepare and present to Council an updated Local Heritage Survey to reflect the outcomes of the place specific reviews, including the creation of new and modified place records where required. | |
| **Ordinary Council Meeting**<br>24 March 2026 | 0326/045<br>10.3.2 | Director Development and Community Services<br>Director Development and Community Services | Local Planning Policy Policy P351.14 Cygnia Cove Residential Design Guidelines - Revocation<br>That Council, in accordance with the provisions of Schedule 2, Clause 6 of the Planning and Development (Local Planning Schemes) Regulations 2015, revokes Policy P351.14 Cygnia Cove Residential Design Guidelines as contained as **Attachment (a)**. | **Completed**<br>08 April 2026<br>Local Planning Policy revoked. To be removed from website. |
| **Ordinary Council Meeting**<br>24 March 2026 | 0326/046<br>10.3.3 | Manager Engineering Services<br>Acting Director Infrastructure Services | RFT 13/2025 - Provision of Survey Services<br>That Council:<br>1. Accepts the tender submitted by BCE Surveying Pty Ltd for the Provision of Surveying Services in accordance with Tender Number 13/2025 for the initial period of 3 years inclusive, with two options to extend the contract for an additional one year at the City's sole discretion.<br>2. Authorises the Chief Executive Officer to execute the contract with BCE Surveying Pty Ltd for the Provision of Surveying. | **Completed**<br>21 May 2026<br>The contract has been executed with BCE Surveying Pty Ltd. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br>24 March 2026 | 0326/047<br>10.3.4 | Director Development and Community Services<br>Director Development and Community Services | Proposed Tree Damaging Activity to Regulated Trees - Lot 2 (No.23) Monk Street, Kensington<br>That pursuant to the provisions of the City of South Perth Local Planning Scheme No. 7 and the Metropolitan Region Scheme, this application for development approval for Tree Damaging Activity to Regulated Trees on Lot 2 (No.23) Monk Street, Kensington be approved subject to the following condition:<br>1. Three (3) trees must be planted on site. The trees must be a minimum of 250 litre pot size at the time of planting and both the trees, and the tree growth zones, must be retained and maintained to the satisfaction of the City of South Perth. | **Completed**<br>09 April 2026<br>Determination Notice issued |
| **Ordinary Council Meeting**<br>24 March 2026 | 0326/050<br>10.4.1 | Director Development and Community Services<br>Director Development and Community Services | Delegation DC690 Local Planning Scheme No.7<br>That Council adopt amended Council Delegation DC690 Local Planning Scheme No. 7 as contained in **Attachment (d).** | **Completed**<br>07 April 2026<br>Delegation DC690 Local Planning Scheme has been updated on the Delegations Register. |
| **Ordinary Council Meeting**<br>24 March 2026 | 0326/052<br>10.4.2 | Manager Finance<br>Acting Director Corporate Services | Budget Review for the Period up to 31 January 2026<br>That Council:<br>1. Adopts the 2025-2026 Mid-Year Budget Review with the amendments contained in the Statement of Financial Activity in **Attachment (a),** as well as the detailed changes contained in **Attachments (b), (c), (d) and (e).**<br>2. Accumulates 2024/25-year end surplus funds identified, within the City's municipal funds, for consideration as part of the City's consolidated 2026/27 capital and operating budget. Deliberations of the 2024/25 outturn surplus are to be considered in conjunction with all financial parameters as part of | **Completed**<br>07 April 2026<br>Council adopted the 2025/2026 Mid-Year Budget Review for the Period up to 31 January 2026. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | the 2026/27 budget workshops to be held prior to 30 June 2026. | |
| **Ordinary Council Meeting**<br><br>24 March 2026 | 0326/053<br><br>10.4.3 | Director Development and Community Services<br><br>Director Development and Community Services | Design Review Panel - Appointment of Members<br><br>That Council appoints the following candidates to the City of South Perth Design Review Panel for a term of two years:<br>(a) Applicant A as chairperson<br>(b) Applicant B as member<br>(c) Applicant C as member<br>(d) Applicant D as member<br>(e) Applicant E as member<br>(f) Applicant F as member<br>(g) Applicant G as member<br>(h) Applicant H as member<br>(i) Applicant I as member<br>(j) Applicant J as member<br>As contained within **Confidential** **Attachment (a)**. | **Completed**<br>08 April 2026<br><br>Candidates advised of appointments. |
| **Ordinary Council Meeting**<br><br>24 March 2026 | 0326/054<br><br>10.4.4 | Governance Officer<br><br>Acting Director Corporate Services | Annual General Meeting of Electors 2024/25<br><br>That Council<br>1. Receives the minutes of the 2026 Annual General Meeting of Electors held Monday 9 February 2026 and contained in **Attachment (a)**.<br>2. Notes the decision made at the Annual General Meeting of Electors held Monday 9 February 2026, as outlined in the body of this report. | **Completed**<br>07 April 2026<br><br>Council received the Minutes of the Annual General Meeting of Electors Meeting held on 9 February 2026. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br>24 March 2026 | 0326/055<br>10.4.5 | Manager Finance<br>Acting Director Corporate Services | Listing of Payments - February 2026<br>That Council receives the Listing of Payments for the month of February 2026 as detailed in **Attachment (a)** and notes all payments made by the Chief Executive Officer under Delegation DC602. | **Completed**<br>07 April 2026<br>Council received the Listings of Payments for the month of February 2026. |
| **Ordinary Council Meeting**<br>24 March 2026 | 0326/056<br>10.4.6 | Manager Finance<br>Acting Director Corporate Services | Monthly Financial Statements - February 2026<br>That Council notes the Financial Statements and report for this financial year to 28 February 2026, as shown in **Attachments (a)–(i).** | **Completed**<br>07 April 2026<br>Council noted the Financial Statements and report for the month of February 2026. |
| **Ordinary Council Meeting**<br>24 March 2026 | 0326/058<br>12.1 | Acting Chief Executive Officer<br>Acting Chief Executive Officer | Notice of Motion - Transport Advocacy<br>That Council:<br>1. Recognises managing additional travel demand associated with land use change and population growth will be a challenge for the City of South Perth.<br>2. Requests the CEO write to the Minister for Transport, Rita Saffioti MLA, the Shadow Minister for Transport, Steve Martin MLC, and to the State Member for South Perth, Geoff Baker MLA, to:<br>(a) provide the State Government with information relating to additional travel demand associated with land use change and population growth in the City of South Perth; and<br>(b) signal Council's support for: | **In Progress** |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | i. the construction of a South Perth train station along Kwinana Freeway at the end of Richardson Street;<br>ii. the Mends Street Jetty to form part of the expanded ferry route; and<br>iii. investigation into the Como Jetty and Coode Street Jetty as potential sites for ferry stops.<br>(c) query whether the State Government intends to investigate and/or construct the train station and ferry stops described herein, and if so, when. | |
| **Ordinary Council Meeting**<br><br>24 March 2026 | 0326/061<br><br>14 | Governance Officer<br><br>Acting Director Corporate Services | Item 14<br><br>That Council requests the Chief Executive Officer to:<br>1. Discontinue all work on the Psychosocial Risk Assessment described in the email from the Chief Executive Officer to Councillors dated 23 March 2026.<br>2. Convene a workshop inviting:<br>(a) the Chief Executive Officer;<br>(b) Councillors;<br>(c) the two external expert members of the City's Audit, Risk and Improvement Committee; and<br>(d) the Local Government Monitor (Monitor), to discuss:<br>(e) the proper scope of works for a formal assessment of workplace conditions, culture and psychological health and safety (Workplace Assessment); and<br>(f) the appropriate timing of the Workplace Assessment, given that the Monitor is currently anticipated to:<br>(i) assist in the development of an Action Plan setting out any necessary governance and/or relationship improvements | **Completed**<br>07 April 2026<br><br>Council resolved to revoke Council Decision 0326/061 at the Special Council Meeting held 31 March 2026. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | (Action Plan); and<br>(ii) provide a report (Monitor Report) to the Local Government Inspector by 29 April 2026.<br>3. Following the above workshop, present a confidential Item at the next Audit, Risk and Improvement Committee (ARI Committee) meeting, proposing the scope of works for the Workplace Assessment and outlining the process by which Council will appoint the external body that performs the Workplace Assessment (External Body).<br>4. Following the above ARI Committee meeting, present the ARI Committee's recommendation to Council as a confidential Item for decision. | |
| **Ordinary Council Meeting**<br>25 March 2026 | 0326/063<br>8.1.1 | Manager People and Performance<br>Acting Director Corporate Services | Appointment of Acting Chief Executive Officer<br>That Council appoint the Director Infrastructure Services – Ms Anita Amprimo as Acting Chief Executive Officer as detailed in the body of this report, for the period 26 March 2026 to 24 April 2026 inclusive. | **Completed**<br>07 April 2026<br>Council appointed the Director Infrastructure Services – Ms Anita Amprimo as Acting Chief Executive Officer for the period 26 March 2026 to 24 April 2026 inclusive. |
| **Ordinary Council Meeting**<br>31 March 2026 | 0326/063<br>7.0.1 | Acting Manager Governance<br>Acting Director Corporate Services | Revocation - Councillor Tim Houweling - Item 14 - New Business of an Urgent Nature<br>That the motion resolved at the Ordinary Council Meeting held 24 March 2026 which reads:<br>***"COUNCIL DECISION 0326/061***<br>***Moved:*** *Mayor Greg Milner*<br>***Seconded:*** *Councillor Stephen Russell*<br>*That Council requests the Chief Executive Officer to:* | **Completed**<br>21 May 2026<br>Council revoked the Council Decision 0326/061. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | *1. Discontinue all work on the Psychosocial Risk Assessment described in the email from the Chief Executive Officer to Councillors dated 23 March 2026.*<br>*2. Convene a workshop inviting:*<br>*(a) the Chief Executive Officer;*<br>*(b) Councillors;*<br>*(c) the two external expert members of the City's Audit, Risk and Improvement Committee; and*<br>*(d) the Local Government Monitor (**Monitor**),*<br>*to discuss:*<br>*(e) the proper scope of works for a formal assessment of workplace conditions, culture and psychological health and safety **(Workplace Assessment)**; and*<br>*(f) the appropriate timing of the Workplace Assessment, given that the Monitor is currently anticipated to:*<br>*(i) assist in the development of an Action Plan setting out any necessary governance and/or relationship improvements (**Action Plan**); and*<br>*(ii) provide a report (**Monitor Report**) to the Local Government Inspector by 29 April 2026.*<br>*3. Following the above workshop, present a confidential Item at the next Audit, Risk and Improvement Committee (**ARI Committee**) meeting, proposing the scope of works for the Workplace Assessment and outlining the process by which Council will appoint the external body that performs the Workplace Assessment (**External Body**).*<br>*4. Following the above ARI Committee meeting, present the ARI Committee's recommendation to Council as a confidential Item for decision.*<br>Be revoked. | |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>31 March 2026 | 0326/065 | Acting Chief Executive Officer<br><br>Acting Chief Executive Officer | Council Decision - Special Council Meeting<br><br>1. That Council notes that the Acting Chief Executive Officer is undertaking a psychosocial risk assessment in accordance with the City's responsibility as the Person Conducting a Business or Undertaking (**PCBU**).<br>2. That Council requests the Acting Chief Executive Officer report back to Council on the findings of the psychosocial risk assessment.<br>3. That Council requests the Acting Chief Executive Officer to consider:<br>(a) whether the issue of psychosocial risk should be added to the Agenda for the next Audit, Risk and Improvement Committee; and<br>(b) whether a special meeting of the Audit, Risk and Improvement Committee should be convened prior to 16 June 2026,<br>and advise Council of the outcome. | **In Progress** |
| **Ordinary Council Meeting**<br><br>16 April 2026 | 0426/067<br><br>8.1.1 | Manager People and Performance<br><br>Acting Director Corporate Services | Notice of Motion - Chief Executive Officer Leave and Acting Chief Executive Officer Arrangements<br><br>That Council:<br>1. Approves the terms of leave contained in **Confidential Attachment (a)** for the Chief Executive Officer's leave.<br>2. Approves the continuation of Mrs Anita Amprimo in the role of Acting CEO for the duration of the CEO's leave of absence or until alternative arrangements are determined by Council, provided that the duration of Mrs Amprimo's acting role shall not exceed 12 months. | **Completed**<br>01 May 2026<br><br>Council approved Ms Anita Amprimo as the Acting Chief Executive Officer, in accordance with the Resolution. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br>28 April 2026 | 0426/077<br>10.1.1 | Manager Parks and Environment<br>Acting Director Infrastructure Services | eQuote WLG000004 - Provision of Collier Park Golf Course Underground Services Upgrade<br>That Council:<br>1. Accepts the eQuote submitted by Saltire Infrastructure Pty Ltd for the Provision of Collier Park Golf Course Underground Services Upgrade in accordance with WLG000004 for the period of 12 Months.<br>2. Authorises the Chief Executive Officer to execute the contract with Saltire Infrastructure Pty Ltd for the Provision of Collier Park Golf Course Underground Services Upgrade.<br>3. Adopts an amendment to the 2025/26 Annual Budget to address the $132,000 funding shortfall to be managed through the reprioritisation of Collier Park Golf Course project budgets already approved for capital expenditure in the 2025/26 program. | **Completed**<br>21 May 2026<br>The contract has been executed with Saltire Infrastructure Pty Ltd. |
| **Ordinary Council Meeting**<br>28 April 2026 | 0426/078<br>10.3.1 | Manager Development Services<br>Director Development and Community Services | Draft Amended Local Heritage Survey (Advertising)<br>That Council advertises the draft amended Local Heritage Survey at **Attachment (a)**. | **Completed**<br>11 May 2026<br>Action completed |
| **Ordinary Council Meeting**<br>28 April 2026 | 0426/079<br>10.3.2 | Leasing and Land Project Officer<br>Acting Director Corporate Services | Proposed Management Order for Bush Forever Site 333<br>That Council:<br>1. Accepts the care, control and management of a 1.5756ha portion of Lot 5000 on Deposited Plan 70746, Waterford via a management order granted by the Minister for Lands, subject to receiving an Area Assistance Grant from the Western Australian Planning Commission to complete necessary remediation | **In Progress** |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | works.<br>2. Authorises the Chief Executive Officer to execute any documents necessary to effect the management order set out in 1. above. | |
| **Ordinary Council Meeting**<br>28 April 2026 | 0426/080<br>10.3.3 | Manager Development Services<br>Director Development and Community Services | Proposed Change of Use - Grouped Dwelling to Unhosted Short-Term Rental Accommodation - Lot 1, No. 27A Pether Road, Manning<br>That pursuant to the provisions of the City of South Perth Local Planning Scheme No. 7 and the Metropolitan Region Scheme, the application for development approval for a Change of Use from a Grouped Dwelling to Unhosted Short-Term Rental Accommodation on Lot 1, No. 27A Pether Road in Manning **be approved** subject to the following conditions:<br>1. A maximum of six guests are permitted on site at any one time.<br>2. The Management Plan received on 8 January 2026 shall be implemented and adhered to at all times, to the satisfaction of the City of South Perth.<br>3. The approval is valid for a period of 12 months only from the date of the determination. The applicant will be required lodge a subsequent application to extend to the term of the approval and in determining such an application, the City of South Perth will have regard to the performance of the Unhosted Short-Term Rental Accommodation over the previous period.<br>**Note:** The City will include any relevant advice notes in the determination notice. | **Completed**<br>11 May 2026<br>Decision notice issued. |
| **Ordinary Council Meeting**<br>28 April 2026 | 0426/081<br>10.3.4 | Manager Development Services<br>Director Development and Community Services | Proposed Change of Use - Grouped Dwelling to Unhosted Short-Term Rental Accommodation - Lot 5 (No.16) Saunders Street, Como<br>That pursuant to the provisions of the City of South Perth Local Planning Scheme No. 7 and the Metropolitan Region Scheme, the application for development approval for a Change of Use from a Grouped Dwelling to Unhosted Short-Term Rental Accommodation on Lot 5 (No. 16) Saunders Street, Como be approved subject to the following conditions: | **Completed**<br>11 May 2026<br>Decision notice issued |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | 1. A maximum of four guests are permitted on site at any one time.<br>2. The Management Plan received on 4 March 2026 shall be implemented and adhered to at all times, to the satisfaction of the City of South Perth.<br>3. The approval is valid for a period of 12 months only from the date of the determination. The applicant will be required lodge a subsequent application to extend to the term of the approval and in determining such an application, the City of South Perth will have regard to the performance of the Unhosted Short-Term Rental Accommodation over the previous period.<br>**Note:** The City will include any relevant advice notes in the determination notice. | |
| **Ordinary Council Meeting**<br><br>28 April 2026 | 0426/082<br><br>10.3.5 | Manager Development Services<br><br>Director Development and Community Services | Proposed Change of Use - Multiple Dwelling to Unhosted Short -Term Rental Accommodation - Lot 22 (No. 22/181) Mill Point Road, South Perth<br><br>That pursuant to the provisions of the City of South Perth Local Planning Scheme No. 7 and the Metropolitan Region Scheme, the application for development approval for a Change of Use from a Multiple Dwelling to Unhosted Short-Term Rental Accommodation on Lot 22 (No. 22/181) Mill Point Road, South Perth be approved subject to the following conditions:<br>1. A maximum of two guests are permitted on site at any one time.<br>2. The Management Plan received on 13 January 2026 shall be implemented and adhered to at all times, to the satisfaction of the City of South Perth.<br>3. The approval is valid for a period of 12 months only from the date of the determination. The applicant will be required lodge a subsequent application to extend to the term of the approval and in determining such an application, the City of South Perth will have regard to the performance of the Unhosted Short-Term Rental Accommodation over the previous period.<br>**Note:** The City will include any relevant advice notes in the determination notice. | **Completed**<br>11 May 2026<br><br>Decision notice issued |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>28 April 2026 | 0426/083<br><br>10.3.6 | Manager Development Services<br><br>Director Development and Community Services | Proposed Two Grouped Dwellings - Lot 23 (No. 72) Comer Street, Como<br><br>That pursuant to the provisions of the City of South Perth Local Planning Scheme No. 7 and the Metropolitan Region Scheme, the application for development approval for a Grouped Dwellings on Lot 23 (No. 72) Comer Street, Como be approved subject to the following conditions:<br>1. The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan.<br>2. All works to be carried out under this development approval, including footings, are required to be contained within the boundaries of the subject lot.<br>3. External fixtures, including but not limited to, air-conditioning units, clothes drying facilities, satellite dishes and non-standard television aerials, but excluding solar collectors, are to be integrated into the design of the building and shall be located so that they are not visible from the street to the satisfaction of the City of South Perth.<br>4. All street trees in the verge adjacent to the lot will be required by the City to be protected by a tree protection zone (TPZ) to Australian Standards during the works. The City requires that mulch is provided around the base of each tree within the TPZ and watered regularly for the duration of the works.<br>5. Prior to or in conjunction with the submission of a building permit application, the applicant must be in receipt of an approved 'Stormwater Drainage Application' that confirms the design is to the satisfaction of the City of South Perth. All stormwater discharge from the development shall be contained and disposed of on-site unless otherwise approved by the City of South Perth.<br>6. Prior to occupation or use of the development, the boundary wall(s) shall be constructed and finished in a clean material to the same standard as the rest of the development to the satisfaction of the City of South Perth. | **Completed**<br>11 May 2026<br><br>Decision notice issued. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | 7. Prior to the submission of a demolition permit or building permit application (whichever occurs first), a Tree Retention Plan is to be submitted to and approved by the City of South Perth. The Tree Retention Plan is to detail the methods of protection for the tree nominated for retention on the approved site plan and is to demonstrate compliance with the requirements of AS 4970–2009 - Protection of Trees on Development Sites.<br><br>The tree to be retained shall be clearly identified on site and protected for the duration of all demolition and construction works in accordance with the endorsed Tree Retention Plan and the Australian Standard. Protection measures are to be installed prior to the commencement of any works and maintained for the duration of the development.<br><br>The retained tree shall be adequately watered, mulch provided to the base of the tree, and maintained at all times during demolition and construction to the satisfaction of the City of South Perth.<br><br>8. Prior to occupation or use of the development, landscaping areas shall be installed in accordance with the approved landscaping plan or any approved modifications to the satisfaction of the City of South Perth. All landscaping areas shall be maintained for the lifetime of the development to the satisfaction of the City of South Perth.<br><br>9. Prior to occupation or use of the development, two (2) replacement trees shall be planted on each lot in accordance with the approved landscaping plan. Each tree shall be a minimum height of 2.0 metres at the time of planting and sourced from a minimum 100-litre container. All planted trees, together with their designated growth zones, shall be retained and maintained for the life of the development to the satisfaction of the City of South Perth.<br><br>10. Prior to occupation or use of the development, the proposed driveways shall be constructed with brick paving or concrete and suitably drained to the satisfaction of the City of South Perth.<br><br>11. Prior to occupation or use of the development, all vehicle crossings are required to be upgraded, designed, and constructed to the satisfaction of the City of South Perth. | |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | 12. Prior to occupation or use of the development, any redundant crossovers shall be removed and the verge and kerbing reinstated, at the expense of the applicant to the satisfaction of the City of South Perth.<br>**Note:** The City will include any relevant advice notes in the determination notice. | |
| **Ordinary Council Meeting**<br>28 April 2026 | 0426/084<br>10.4.1 | Manager Finance<br>Acting Director Corporate Services | Listing of Payments - March 2026<br>That Council receives the Listing of Payments for the month of March 2026 as detailed in **Attachment (a)** and notes all payments made by the Chief Executive Officer under Delegation DC602. | **Completed**<br>11 May 2026<br>Council received the Listings of Payments for the month of March 2026. |
| **Ordinary Council Meeting**<br>28 April 2026 | 0426/085<br>10.4.2 | Manager Finance<br>Acting Director Corporate Services | Monthly Financial Statements - March 2026<br>That Council notes the Financial Statements and report for this financial year to 31 March 2026, as shown in **Attachments (a)–(i).** | **Completed**<br>11 May 2026<br>Council noted the Financial Statements and report for the month of March 2026. |
| **Ordinary Council Meeting**<br>28 April 2026 | 0426/089, 0426/090<br>10.5.1 | Governance and Legal Coordinator<br>Acting Director Corporate Services | Minutes of the Audit, Risk and Improvement Committee Meeting held on 10 March 2026<br>That Council:<br>1. Receives the unconfirmed minutes of the Audit, Risk and Improvement Committee (ARIC) meeting held on 10 March 2026 as contained in **Attachment (a)**.<br>2. Adopts all recommendations contained within the unconfirmed ARIC minutes, except where a specific ARIC related matter is included as a separate report on this Ordinary Council Meeting agenda, in which case the Council determination on that report shall prevail. | **Completed**<br>11 May 2026<br>Council received the unconfirmed minutes of the Audit, Risk and Improvement Committee (ARIC) meeting held on 10 March 2026 and the Integrity Framework has been updated. |

## 2026 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| | | | 3. Adopt the Integrity Framework as contained in **Attachment (b)**. | |
| **Ordinary Council Meeting**<br><br>28 April 2026 | 0426/091<br><br>10.5.2 | Governance and Legal Coordinator<br><br>Acting Director Corporate Services | Risk Management - Quarterly Report<br><br>That Council:<br>1. Requests that the Chief Executive Officer hold a Strategic Risk Workshop with all Councillors and ARIC members invited and delivered using the framework and definitions within the existing Risk Framework at the City of South Perth, the existing Strategic Risk Register and the existing Strategic Community Plan.<br>2. That the OAG Exit Debrief 2019, OAG Exit Debrief 2020 and the paper tabled under item 7.6 Response to Notice of Motion be tabled at the June ARIC meeting. | **In Progress**<br><br>Scheduling of Strategic Risk Workshop and tabling items to ARIC |
| **Ordinary Council Meeting**<br><br>28 April 2026 | 0426/093<br><br>15.1.1 | Leasing and Land Project Officer<br><br>Acting Director Corporate Services | Assignment of Sublease - Boatshed Restaurant/Cafe<br><br>That Council:<br>1. Consents to the proposed assignment of the Sublease for Lot 1203 on Plan 28824 from Millar Holdings Pty Ltd to Global Transformation Services Pty Ltd.<br>2. Authorises the CEO to provide written consent on behalf of the City and prepare a Deed of Assignment on the terms set out in this report. | **In Progress** |

## 2025 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting** | 0625/110 | Director Infrastructure Services | Provision of e-Scooter Services | **In Progress** 22 August 2025 |
| 24 June 2025 | 10.3.6 | Director Infrastructure Services | That Council requests the Chief Executive Officer to put on hold the tender process for an e-scooter share system trial to operate within the City of South Perth, until the outcome of the Parliamentary inquiry into the safety of e-rideables is known. | Tender process is on hold. |
| **Ordinary Council Meeting** | 0725/140 | Director Infrastructure Services | Notice of Motion - Councillor Nic Coveney - Removal of the Six Trees Planted on the South Side of Lake Douglas During Winter 2024 | **In Progress** 11 September 2025 |
| 22 July 2025 | 12.1 | Director Infrastructure Services | That Council requests the CEO to:<br>1. Remove the six juvenile trees planted on the south side of Lake Douglas during winter 2024;<br>2. Investigate the appropriate location within the vicinity of Lake Douglas to plant approximately 135m$^2$ of low-level planting, not higher than two metres at maturity, as a comparative replacement for the removed trees canopy cover at maturity at paragraph 1;<br>3. Include the adjustment of an additional $30,000 expenditure within the operational budget in the mid-year budget review, to cover the costs associated with removal of the trees and preparation and planting of the low-level replacement planting; and<br>4. No earlier than 1 January 2026, host a Councillor workshop to develop a policy on planting trees on public land. | Item 1 – complete.<br>Item 2 – in progress.<br>Item 3 – will be addressed at mid-year review.<br>Item 4 – will be scheduled for 2026. |

## 2025 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>26 August 2025 | 0825/153<br><br>10.1.2 | Coordinator Land and Property<br><br>Director Corporate Services | Proposed Closure and Amalgamation of Road Reserves Near the Collins Street Centre - Submissions<br><br>That Council:<br>1. Authorises a request being made to the Minister for Lands and the Mayor and Chief Executive Officer to execute all necessary documentation under the City's Common Seal, to effect the following road closures and amalgamations in accordance with section 58 and section 87 of the *Land Administration Act 1997* and regulation 9 of the Land Administration Regulations 1998:<br>a. Close and amalgamate a 817m² portion of dedicated road bounded by Broome Street, Collins Street, Shaftesbury Street and Douglas Avenue, South Perth with adjoining Lot 24 on Plan 576.<br>b. Close and amalgamate a 748m² portion of dedicated road bounded by Cliffe Street, Shaftesbury Street, Collins Street and Canning Highway, South Perth with adjoining Lot 16 on Plan 576.<br>c. Close and amalgamate a 728m² portion of dedicated road bounded by Collins Street, Shaftesbury Street, Canning Highway and Salisbury Avenue, South Perth with adjoining Lot 13 on Plan 576.<br>d. Close and amalgamate a 817m² portion of dedicated road bounded by Shaftesbury Street, Salisbury Avenue, Broome Street and Collins Street, South Perth with adjoining Lot 11 on Plan 576. | **Completed**<br>24 April 2026<br><br>Crown Land Enquiry submitted to DPLH. DPLH due diligence process has since been completed. Landgate valuation services has been engaged to undertake a valuation assessment of the unallocated Crown Land. Once the valuations have been determined, a further report will be prepared for Council to consider acquiring the unallocated Crown Land to progress the amalgamation with the City's freehold site. |

## 2025 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting** | 0825/160 | Director Development and Community Services | Draft Local Planning Policy - Trees | **In Progress** |
| 26 August 2025 | 10.3.2 | Director Development and Community Services | That Council:<br>1. Pursuant to Schedule 2, Part 2, Clause 4(3) of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Local Planning Policy – Tree Retention – as presented to Council at its 23 July 2024 Ordinary Meeting.<br>2. Requests the Chief Executive Officer present a report on the effectiveness of adopted Local Planning Policy – Tree Retention (if adopted), by no later than the 25 August 2026 Ordinary Council Meeting. | Part 2 requires report by no later than August 2026. |
| **Ordinary Council Meeting** | 0825/175 | Manager Finance | Notice of Motion - Councillor Bronwyn Waugh - Oversight of Non-Standard or Changes to Lease/Partnership Terms | **In Progress** |
| 26 August 2025 | 12.2 | Director Corporate Services | That Council:<br>1. Notes that the City is undertaking a review of Policy P609 Management and Sale of City Property, a Cost Recovery Analysis and a Lease Analysis.<br>2. Requests the Chief Executive Officer to prepare information to inform a workshop on Policy P609 Management and Sale of City Property with Council that:<br>a. Identifies the City's current standard terms and conditions for leases, licence agreements and partnership agreements with third parties, including but not limited to community groups, not-for-profits, and commercial tenants;<br>b. Outlines the process by which variations or amendments to these standard lease terms are currently approved; and<br>c. Recommends a governance mechanism to ensure that:<br>i. Any material departure from the City's standard lease terms, or any amendments that significantly alter a tenant's ongoing | A workshop is scheduled to be held on 9 March 2026. |

## 2025 Status Report on Council Resolutions

| | | | | |
|---|---|---|---|---|
| | | | rights under an existing agreement, obligations, or tenure, are reported to Council for transparency; and<br>ii. A clear and fair framework is established to guide future lease, licence and partnership negotiations and amendments, particularly where they relate to community or public benefit users. | |
| **Ordinary Council Meeting**<br><br>28 October 2025 | 1025/195<br><br>10.1.1 | Director Development and Community Services<br><br>Director Development and Community Services | Draft Heritage List (Adoption)<br><br>That Council:<br>1. Adopts the draft Heritage List as contained in **Attachment (a)**, subject to deletion of the following places:<br>• Place No. 86, 39 Anstey Street, South Perth.<br>• Place No. 36, 40 Coode Street, South Perth (Wesley College).<br>• Place No. 39, 25 Forrest Street, South Perth (St Columba's Church Group).<br>• Place No. 50, Labouchere Road, South Perth (Royal Perth Golf Club (course).<br>2. Requests the Chief Executive Officer undertake place specific reviews (including consideration of built form) of the following places in the Local Heritage Survey and where relevant, ensuring the Statement of Significance is consistent with the State Register of Heritage Places.<br>• Place No. 86, 39 Anstey Street, South Perth.<br>• Place No. 36, 40 Coode Street, South Perth (Wesley College).<br>• Place No. 39, 25 Forrest Street, South Perth (St Columba's Church Group).<br>• Place No. 50, Labouchere Road, South Perth (Royal Perth Golf Club (course).<br>• Place No.85, 44 Angelo Street, South Perth. | **Completed**<br>13 March 2026<br><br>Heritage List adopted and copy provided to Department of Planning, Lands and Heritage and on website. Place specific reviews for places on Local Heritage Survey to be presented to March 2026 Council Meetings. |

## 2025 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>16 December 2025 | 1225/233<br><br>10.1.1 | Director Development and Community Services<br><br>Director Development and Community Services | Challenger Reserve Concept Design / Masterplan Project Update<br><br>That Council:<br>i. Notes the outcome of the community and stakeholder engagement, staging and cost estimates for the Challenger Reserve Concept Design/Masterplan.<br>ii. Requests the Chief Executive Officer to undertake a Councillor workshop to determine parameters for:<br>a. The essential, discretionary or excluded components which can comprise of a combination of renewal, upgrade or new assets; and<br>b. Establish the capital budget to provide the financial constraint for this project.<br>iii. Requests the Chief Executive Officer to engage with the consultant to provide alternative concepts with cost estimates as part of a scoping review, based on the outcomes of the workshop. Residual unspent project budget available from the Design/Masterplan is to be applied for the engagement with the project consultant.<br>iv. Requests the Chief Executive Officer to undertake a Councillor workshop to present the results of the consultants work with alternative concepts and cost estimates for consideration as soon as practical.<br>v. Notes, Capital expenditure proposed for the Challenger Reserve Masterplan, will be considered as part of the Annual Budget workshop process. | **Completed**<br>18 May 2026<br><br>In respect to part (ii) - Elected Member workshop held 3 February 2026.<br>In respect to part (iii) – Consultant engaged as per resolution<br>In respect to part (iii) – Elected Member workshop held 12 May 2026<br>In respect to part (iv) – Information provided as part of budget preparation pre-reading and workshop (3) – (18 May 2026). |

## 2025 Status Report on Council Resolutions

| Meeting Type / Meeting Date | Resolution No./ Item No. | Report Author / Responsible Officer | Title of Report / Council Resolution | Current Status |
|---|---|---|---|---|
| **Ordinary Council Meeting**<br><br>16 December 2025 | 1225/250<br><br>12.8 | Director Infrastructure Services<br><br>Director Infrastructure Services | Notice of Motion - Councillor Tim Houweling - Hooning and Nitrous Oxide Use on the South Perth Foreshore<br><br>That Council, recognises the negative impact this issue is having on residents living near the land on/ adjacent Sir James Mitchell Park on South Perth Esplanade and the South Perth Peninsula, and<br>1. Endorses the CEO to identify up to $60,000 unspent funds (prior to the Mid-Year Budget Review) in the 2025/26 Budget and reallocate to:<br>i. Support employee costs for Ranger and Environmental Health Services to provide monitoring and patrols, to be undertaken as soon as possible.<br>ii. Install bollards or similar infrastructure around the perimeter of the green islands on the west end of the Peninsula to prevent parking.<br>iii. Install "no stopping road or verge" signs on the western side of South Perth Esplanade between Queens Street and Mill Point Close.<br>2. Requests the Chief Executive Officer to review and present as part of the 2026/27 budget process, opportunities and costs associated with the following:<br>i. Modification to the local road network in respect to traffic calming and management.<br>ii. Additional rubbish bins and waste collection along the South Perth foreshore from the Narrows Bridge to Ellam Street.<br>iii. Landscaping and beautification of the verge on the western side of South Perth Esplanade from Queen Street to Mill Point Close; and<br>iv. Having monitored the impact of 1(iii) above, recommendations on any further restrictions.<br>v. Additional CCTV cameras and the fibre cabling required.<br>3. Requests the Chief Executive Officer to write to the Hon. Reece Whitby MLA, Minister for Police, requesting police assistance and enforcement for anti- | **In Progress**<br><br>1. In Progress - Parts (i) and (iii) have been completed on 18 December 2025. Part 1 (ii) has been ordered and awaiting materials and contractor availability.<br><br>2. In Progress – full details of the current status can be found in item 10.3.2 of the Agenda for the Ordinary Council Meeting of 24 February 2026.<br><br>3. Completed – A letter was sent to the Minister for Police Mr Reece Whitby MLA on 22 January 2026 to request police assistance and enforcement in accordance with paragraph 3 of the resolution. |

**2025 Status Report on Council Resolutions**

| | | | | |
|---|---|---|---|---|
| | | | social behaviour, nitrous oxide misuse, hooning and modified vehicles.<br>4. Notes the City of South Perth is procuring an additional mobile CCTV camera, anticipated to be deployed in early mid-2026, with images, data and footage provided to the WA Police for investigation and enforcement. | |

## 7.6 RESPONSE TO NOTICE OF MOTION - CITY OF SOUTH PERTH FINANCIAL INDICATORS

File Ref: D-25-7658
Author(s): Abrie Lacock, Manager Finance
Reporting Officer(s): Danielle Cattalini, A/ Director Corporate Services

**Summary**

This report provides the response to the Notice of Motion considered at the Audit, Risk and Governance Committee meeting held 11 March 2025, received from External Member Ms Shona Zulsdorf.

**Officer Recommendation AND COMMITTEE RECOMMENDATION**

**Moved:** Ms Shona Zulsdorf
**Seconded:** Mr Warwick Gately

That the Audit, Risk and Governance Committee notes the report on the improvement of the financial indicators at South Perth over the last 10 years.

**CARRIED (5/0)**

**For:** Mayor Greg Milner, Councillors André Brender-A-Brandis and Glenn Cridland, Mr Warwick Gately and Ms Shona Zulsdorf.

**Against:** Nil.

### Background

The Audit, Risk and Governance Committee resolved at its meeting held 11 March 2025 to request the CEO to '*provide a report to the Committee at its next meeting on the improvement of the financial indicators at South Perth over the last 10 years.'*

External Member Ms Shona Zulsdorf submitted a Notice of Motion regarding a report on the improvement of the financial indicators at the City of South Perth over the last 10 years. The reason given was as follows:

*'The report requested is to provide a clear and summarised representation with regards to significant improvement in the City of South Perth's financial position over the last few financial years.'*

### Comment

The City of South Perth recognised some years ago that its financial position needed to improve for it to remain financially sustainable into the future. Whilst a plan was put in place to improve the financial position at each budget and each half yearly budget review from 2017/18 onward, the impacts of the COVID-19 pandemic presented significant hurdles in achieving these improvements.

**7.6 Response to Notice of Motion - City of South Perth Financial Indicators**

The City, along with Council developed budgets that worked towards achieving a net operating surplus in the short to medium term. Achieving and maintaining an operating surplus served two purposes. Firstly, it ensured that funds were available to transfer to the City's reserve funds to fund future asset renewals and secondly, it ensured the City was able to achieve a Financial Health Indicator (FHI) score well above the benchmark of 70 as set by the Department of Local Government, Sport and Cultural Industries. An operating surplus position was weighted heavily in the FHI contributing 21 points out of a total of 100. As stated above - achieving operational surpluses is prudent financial management aimed at achieving long term sustainability, by ensuring funds are available for future asset renewals.

The FHI score is calculated from 7 weighted ratio's that were previously defined by the Local Government (Financial Management) Regulations 1996.

During June 2022, the first tranche of amendments to the Local Government (Financial Management) Regulations 1996 (Finance Regulations) and Local Government (Audit) Regulations 1996 (Audit Regulations) came into effect. The amendment removed, amongst other things, the legislated 7 ratios and the requirement for local governments to include financial ratios in the annual financial reports. The State Government has since designed a new Local Government Financial Index (LGFI) with four ratios, which replaces the previous Financial Health Indicator (FHI) as used on the MyCouncil website. Presented in the table below for comparative purposes.

The (old) ratios were calculated by the City for comparative purposes and to inform the FHI calculation as if still in use. These were used to measure our performance against the stated objective of improving the City's financial sustainability and deliver an improved FHI.

The City reached its goal and achieved operating surpluses for the 2022/23 ($2.6m) and 2023/24 ($4.5m) financial years, excluding underground power and including discontinued operations, being Collier Park Village. The City is forecasting an operating surplus of $1.8m for 2024/25 financial year. These results were achieved by careful management of expenditure and optimising alternative revenue sources. The City divested from Collier Park Village as part of its cost management activities, eliminating an annual circa $500,000 operating loss and tens of millions of dollars worth of future capital investment. This village is now being operated by a for-purpose operator to the benefit of residents.

The table below provides a summary of the City's operating financial results, showing the percentage rate increase against the March CPI. It should be noted that since 2019/20, the total rates increases were below CPI. The table also illustrates the improvement in the operating result turning operating losses (in red) into an operating surplus (in black). For information purposes, the FHI compared to the LGFI is also provided. As can be seen the FHI clearly illustrates the strong financial performance of the City in the last few years. The LGFI is less explicit, however it confirms the same upward trend. Some of the significant differences between the two indicators are as follows. The FHI consisted of 7 ratios, the LGFI only 4 (the LGFI does not consider asset management). The ratio composition has changed - in the LGFI it is easier to achieve the benchmark given that in the LGFI, an operating loss still scores points, whereas any operating loss scored zero under the FHI.

## 7.6 Response to Notice of Motion - City of South Perth Financial Indicators

| | Forecast 2024/25 $'000 | Actual 2023/24 $'000 | Actual 2022/23 $'000 | Actual 2021/22 $'000 | Actual 2020/21 $'000 | Actual 2019/20 $'000 | Actual 2018/19 $'000 | Actual 2017/18 $'000 | Actual 2016/17 $'000 | Actual 2015/16 $'000 | Actual 2014/15 $'000 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Total Revenue* | 74,881 | 73,155 | 67,867 | 62,147 | 59,241 | 59,250 | 59,100 | 56,698 | 56,172 | 53,152 | 52,871 |
| % Rate Increase | 3.4% | 5.0% | 4.5% | 1% | -1% | 1% | 1.6% | 3% | 3.7% | 4.0% | 6.0% |
| March CPI | 3.4% | 5.8% | 7.6% | 1% | 2.1% | 1.1% | 0.9% | 1.0% | 0.7% | 1.4% | 3.1% |
| Local Government Cost Index | 3.6% | 3.6% | 4.4% | 6.4% | 1.4% | 1.2% | 1.7% | 1.5% | 1.0% | N/A | N/A |
| * Excluding UGP including CPV | | | | | | | | | | | |
| Total Expenses | 72,731 | 68,178 | 64,632 | 62,541 | 61,074 | 62,232 | 61,632 | 59,471 | 57,579 | 54,744 | 50,984 |
| * Excluding UGP including CPV | | | | | | | | | | | |
| Interest Expense | 343 | 463 | 589 | 348 | 327 | 353 | 463 | 578 | 636 | 517 | 537 |
| Operating Result | 1,806 | 4,514 | 2,646 | -741 | -2,160 | -3,335 | -2,995 | -3,350 | -2,044 | -2,108 | 1,350 |
| FHI | 89 | 87 | 90 | 74 | 71 | 59 | 68 | 60 | 64 | 84 | 91 |
| LGFI | 91 | 92 | 90 | 88 | 87 | 87 | 86 | 85 | 86 | 88 | 88 |

### Consultation

Nil.

### Policy and Legislative Implications

Nil.

### Financial Implications

No additional costs were incurred in providing the information requested.

### Key Risks and Considerations

| | |
|---|---|
| **Risk Event Outcome** | **Reputational Damage**<br>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 risk above is mitigated as the information provided is informative and legislative requirements around this information has changed. Although not required comparative information for the last two financial years were prepared on the same basis as if the legislative requirements for the old ratios were still in place. |

**7.6 Response to Notice of Motion - City of South Perth Financial Indicators**

## 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: | 4.3.3 Maintain a culture of fiscal efficiency |

## Attachments

Nil.