

ATTACHMENTS

Ordinary Council Meeting

28 July 2026

Part 3 - 7.2.2, 10.3.3, 10.3.4, 10.3.5, 10.3.6,
10.3.7, 10.4.1, 10.4.2, 10.4.3, 10.4.5,
10.4.6, 10.4.7, 10.4.8, 10.4.10, 10.5.1,
10.5.2

ATTACHMENTS TO AGENDA ITEMS

Ordinary Council Meeting - 28 July 2026

Contents

7.2.2 COUNCIL AGENDA BRIEFING - 21 JULY 2026

Attachment (a):	Briefing Notes	4
-----------------	----------------	---

10.3.3 PROPOSED AMENDMENT TO CHILD CARE PREMISES. LOT 21 AND LOT 22 (NO.15 AND NO.17) BOWMAN STREET, SOUTH PERTH

Attachment (a):	Development Plans	11
-----------------	-------------------	----

Attachment (b):	Aerial and Zoning Maps	17
-----------------	------------------------	----

10.3.4 PROPOSED CHANGE OF USE TO UNHOSTED SHORT-TERM RENTAL ACCOMMODATION - LOT 47 (NO. 11) SCENIC CRESCENT, SOUTH PERTH - SECTION 31 RECONSIDERATION

Attachment (a):	Development Plans	19
-----------------	-------------------	----

Attachment (b):	Applicant Letter, Management Plan and Code of Conduct	21
-----------------	---	----

Attachment (c):	Aerial and Zoning Map	46
-----------------	-----------------------	----

Attachment (d):	Schedule of Submissions	48
-----------------	-------------------------	----

10.3.5 PROPOSED CHANGE OF USE - MULTIPLE DWELLING TO UNHOSTED SHORT-TERM RENTAL ACCOMMODATION - LOT 38 (NO. 308/29) MELVILLE PARADE, SOUTH PERTH

Attachment (a):	Management Plan and Code of Conduct	49
-----------------	-------------------------------------	----

Attachment (b):	Aerial and Zoning Maps	61
-----------------	------------------------	----

Attachment (c):	Schedule of Submissions	63
-----------------	-------------------------	----

10.3.6 PROPOSED CHANGE OF USE FROM CAFE/RESTAURANT TO FAST FOOD OUTLET AND SIGNAGE (ILLUMINATED AND NON-ILLUMINATED) - LOT 21 (NO. 459-463) CANNING HIGHWAY, COMO

Attachment (a):	Development Plans	65
-----------------	-------------------	----

Attachment (b):	Cover Letter	95
-----------------	--------------	----

Attachment (c):	Aerial and Zoning Map	98
-----------------	-----------------------	----

Attachment (d):	Schedule of Submissions	100
-----------------	-------------------------	-----

Attachment (e):	MRWA Referral Response	112
-----------------	------------------------	-----

Attachment (f):	Waste Management Plan	114
-----------------	-----------------------	-----

Attachment (g):	Traffic Impact Statement	121
-----------------	--------------------------	-----

Attachment (h):	Road Safety Assessment	147
-----------------	------------------------	-----

10.3.7 PROPOSED ALTERATIONS TO RESIDENTIAL AGED CARE FACILITY - LOT 3650 (NO. 10) ROEBUCK DRIVE, SALTER POINT

Attachment (a):	Development Plans	170
-----------------	-------------------	-----

Attachment (b):	Applicant Justification	179
-----------------	-------------------------	-----

Attachment (c):	3D Images and Perspectives	183
-----------------	----------------------------	-----

Attachment (d):	Schedule of Submissons	192
Attachment (e):	Aerial and Zoning Map	193
10.4.1	LISTING OF PAYMENTS - JUNE 2026	
Attachment (a):	Payment Listing June 2026	195
10.4.2	MONTHLY FINANCIAL STATEMENTS - JUNE 2026 (INTERIM)	
Attachment (a):	Statement of Financial Position	204
Attachment (b):	Statement of Change in Equity	205
Attachment (c):	Statement of Financial Activity	206
Attachment (d):	Operating Revenue and Expenditure	207
Attachment (e):	Capital Revenue and Expenditure	211
Attachment (f):	Significant Variance Analysis	214
Attachment (g):	Statement of Council Funds	219
Attachment (h):	Summary of Cash Investments	220
Attachment (i):	Statement of Major Debtor Categories	222
10.4.3	AUDIT, RISK AND IMPROVEMENT COMMITTEE	
Attachment (a):	Terms of Reference - Audit, Risk and Improvement Committee	223
10.4.5	CITY OF SOUTH PERTH COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY GROUP	
Attachment (a):	Terms of Reference	228
10.4.6	LOCAL EMERGENCY MANAGEMENT COMMITTEE FOR CANNING/SOUTH PERTH	
Attachment (a):	Terms of Reference	231
10.4.7	CITY OF SOUTH PERTH ARTS ADVISORY GROUP	
Attachment (a):	Terms of Reference - Arts Advisory Group	235
10.4.8	CITY OF SOUTH PERTH INCLUSIVE COMMUNITY ADVISORY GROUP	
Attachment (a):	Terms of Reference - Inclusive Community Advisory Group	238
10.4.10	URBAN GREENING ADVISORY GROUP	
Attachment (a):	Terms of Reference - Urban Greening Advisory Group	241
10.4.11	CITY OF SOUTH PERTH PUBLIC HEALTH ADVISORY GROUP	
Attachment (a):	Terms of Reference - Public Health Advisory Group	244
10.5.1	POLICY REVIEW	
Attachment (a):	Amended Policies - Tracked Changes	247
Attachment (b):	P704 Execution of Documents	287
Attachment (c):	P302 - Development Fee Refunds	292
10.5.2	POLICY P649 MAYORAL VEHICLE	
Attachment (a):	Amended Policy P649 - Tracked Changes	295
Attachment (b):	Comparison Table – Metropolitan Local Government Mayoral Vehicles	299



Meeting Date & Time: 6.00pm, Tuesday 21 July 2026
Meeting Location: Council Chamber

1. DECLARATION OF OPENING

The Presiding Member opened the Briefing at 6.01pm and welcomed everyone in attendance.

Councillor Blake D'Souza was authorised to attend the meeting via Electronic Means in accordance with regulation 14C and 14CA of the *Local Government (Administration) Regulations 1996*.

Councillor Blake D'Souza declared that he was able to maintain confidentiality during the meeting in accordance with regulation 14CA(5) of the *Local Government (Administration) Regulations 1996*.

ITEMS FOR COUNCIL

The Presiding Member informed the meeting that Agenda Items 2, 3, 6, 7, 8.1, 8.2, 9, 11, 13 and 14 will be dealt with at the Ordinary Council Meeting to be held 28 July 2026.

4. ATTENDANCE

Presiding Member

Mayor Greg Milner

Councillors

Como Ward

Councillor Kathy Lees

Manning Ward

Councillor André Brender-A-Brandis

Manning Ward

Councillor Blake D'Souza (via Electronic Means)

Mill Point Ward

Councillor Bronwyn David

Moresby Ward

Councillor Stephen Russell

Officers

Acting Chief Executive Officer

Ms Anita Amprimo

Acting Director Corporate Services

Ms Donna Shaw

Acting Director Development and Community Services

Ms Fiona Mullen

Acting Director Infrastructure Services

Ms Olaya Lope

Manager Finance

Mr Abrie Lacock (Retired at 8.04pm)

Manager Governance

Mr Morgan Hindle

Governance Officer

Ms Jane Robinson

Governance Officer

Ms Rebecca de Boer

Governance Officer

Ms Sarah Gould

Guests

Local Government Monitor

Ms Gail McGowan PSM

Gallery

There were approximately 9 members of the public present.

4.1 Apologies

- Councillor Gavin Denton.

The Presiding Member advised the meeting, as follows:

‘Councillor Gavin Denton has informed the City that he is unable to attend the July Council Agenda Briefing and next week’s Ordinary Council Meeting, due to preexisting work commitments prior to his appointment to Council. Councillor Denton has rearranged his calendar for the remainder of the year to accommodate the new duties as a Mill Point Ward Councillor.’

4.2 Approved Leave of Absence

Nil.

5. DECLARATIONS OF INTEREST

- Mayor Greg Milner – Financial and Proximity Interest in Item 10.3.1 as ‘some of the proposed listings either include, or are adjacent to, or are across the road from, properties that are owned or indirectly owned by persons who contributed to my Mayoral re-election campaign in 2023.’
- Councillor Stephen Russell – Financial, Proximity and Impartiality Interest in Item 10.3.1 as ‘my property is on the heritage survey. Adjacent properties to my property are on the heritage survey. I know of persons whose properties are on the heritage survey.’
- Councillor Bronwyn David – Impartiality Interest in Item 10.3.1 as ‘before joining Council, I wrote heritage submissions and made deputations to Council on Heritage matters. My children attended Wesley College, although they are no longer students and I served for many years on the Parents and Citizens Association at Wesley College.’
- Councillor Kathy Lees – Impartiality Interest in Item 10.3.1 as ‘prior to my election, as a ratepayer I requested that 49 Forrest Street, South Perth be considered for inclusion on the Local Heritage Survey. I also have friends who are members of the Royal Perth Golf Club, which is proposed for inclusion. On this basis I am declaring an impartiality interest but confirm that I will consider the matter on its merits and vote accordingly.’
- Councillor André Brender-A-Brandis – Impartiality Interest in Item 10.3.1 as ‘I know of someone who is not a closely associated person to me, and their property is on the Local Heritage Survey for final adoption. The Impartiality Interests will not impair my decision making, which will be based on merit.’
- Councillor Kathy Lees – Impartiality Interest in Item 10.3.3 as ‘I declare an impartiality interest in this item due to my association with the South Perth and WA Tree Canopy Advocates, as it relates to the future development of a large area of land with significant tree canopy cover. I will consider the matter on its merits and vote accordingly.’
- Mayor Greg Milner – Proximity Interest in Item 10.3.7 as ‘a party who contributed to my Mayoral re-election campaign in 2023 either owns or has an interest in 464 Canning Highway, which is opposite the subject site.’

- Councillor Kathy Lees – Impartiality Interest in Item 10.3.7 as ‘I know one of the people who has submitted an objection to this development application. As a result I declare an impartiality interest but confirm that I will consider the matter on its merits and vote accordingly.’
- Councillor Kathy Lees – Impartiality Interest in Item 10.5.1 as ‘as this item includes a policy dealing with development applications for tree-damaging activity, I declare an impartiality interest due to my association with the South Perth and WA Tree Canopy Advocates. I will consider the matter on its merits and vote accordingly.’
- Mayor Greg Milner – Financial Interest in Item 10.5.2 as ‘this Item proposes revisions to Policy P649 (Mayoral Vehicle).’

8. PRESENTATIONS

8.3 Deputations

1. Dr Mark Brogan of Kensington who spoke **FOR** the Officer Recommendation at Item 10.3.1
2. Ms Lena Jaetschmann and Mr Ross Barron of South Perth who spoke **FOR** the Officer Recommendation at Item 10.3.1
3. Mr Eric Denholm of Perth who spoke **FOR** the Officer Recommendation at Item 10.3.3

10. DRAFT JULY 2026 REPORTS

The Presiding Member advised the meeting that Item 10.3.2 South Perth Mill Point Road Traffic Safety Review had been withdrawn from the July Agenda to enable an Elected Member workshop.

The Acting Chief Executive Officer, Ms Anita Amprimo then gave a brief summary of the July 2026 Agenda Items to be considered by Council, as follows.

Mayor Greg Milner declared a Financial and Proximity Interest in Item 10.3.1 and accordingly left the meeting at 7.07pm. Councillor André Brender-A-Brandis assumed the Chair.

Councillor Stephen Russell declared a Financial, Proximity and Impartiality Interest in Item 10.3.1 and accordingly left the meeting at 7.07pm.

Councillor Bronwyn David, André Brender-A-Brandis and Kathy Lees declared an Impartiality Interest in Item 10.3.1.

10.3.1 Local Heritage Survey (Final Adoption)

This Item was the subject of two Deputations.

At its meeting held 28 April 2026, Council supported advertising of proposed changes to the Local Heritage Survey to reflect the outcomes of a place specific review of several places.

This report presents the outcome of advertising and seeks final approval for the amended Local Heritage Survey.

Mayor Greg Milner returned to the meeting at 7.14pm prior to consideration of Item 10.3.3 and resumed the Chair.

Councillor Stephen Russell returned to the meeting at 7.14pm prior to consideration of Item 10.3.3. Councillor Kathy Lees declared an Impartiality Interest in Item 10.3.3.

10.3.3 Bentley Technology Park Precinct Structure Plan

This Item was the subject of one Deputation.

The purpose of this report is for Council to consider the Bentley Technology Park Precinct Structure Plan, the submissions made as part of consultation, and the recommendation report which is to be submitted to the Western Australian Planning Commission.

10.3.4 Proposed Amendment to Child Care Premises. Lot 21 and Lot 22 (No.15 and No.17) Bowman Street, South Perth

The purpose of this report is to consider an amendment to an application for development approval for a Child Care Premises at Lot 21 and Lot 22, (No.15 and No.17) Bowman Street, South Perth.

The item is referred to Council as a Child Care Premises land use falls outside of the delegation to Officers.

For the reasons outlined in the report, it is recommended that the application be approved subject to the addition of relevant conditions.

10.3.5 Proposed Change of Use to Unhosted Short-Term Rental Accommodation - Lot 47 (No. 11) Scenic Crescent, South Perth - Section 31 Reconsideration

The purpose of this report is for Council reconsider a previous decision made under delegated authority to refuse a development application for a proposed Unhosted Short-Term Rental Accommodation on Lot 47 (No.11) Scenic Crescent, South Perth, under section 31 of the *State Administrative Tribunal Act 2004 (WA)*.

The item is referred to Council as the proposed land use falls outside of the delegation to Officers. It proposes a non-residential 'A' use within the Residential zone, and an objection has been received during advertising.

For the reasons outlined in the report, it is recommended that the application be approved subject to conditions.

10.3.6 Proposed Change of Use - Multiple Dwelling to Unhosted Short-Term Rental Accommodation - Lot 38 (No. 308/29) Melville Parade, South Perth

The purpose of this report is to consider an application for development approval for a Change of Use from a Multiple Dwelling to Unhosted Short-Term Rental Accommodation on Lot 38 (No. 308/29) Melville Parade, South Perth.

The item is referred to Council as land use falls outside the delegation to Officers.

For the reasons outlined in the report, it is recommended that the application be conditionally approved.

Mayor Greg Milner declared a Proximity Interest in Item 10.3.7 and accordingly left the meeting at 7.50pm. Councillor André Brender-A-Brandis assumed the Chair.

Councillor Kathy Lees declared an Impartiality Interest in Item 10.3.7.

10.3.7 Proposed Change of Use from Cafe/Restaurant to Fast Food Outlet and Signage (Illuminated and Non-Illuminated) - Lot 21 (No. 459-463) Canning Highway, Como

The purpose of this report is to consider an application for development approval for a proposed Change of Use (Café/Restaurant to Fast Food Outlet) and Signage (Illuminated and Non-Illuminated) on Lot 21 (No. 459-463) Canning Highway, Como.

The item is referred to Council as Fast Food Outlet is a land use that falls outside the delegation to Officers.

For the reasons outlined in the report, it is recommended that the application be approved subject to conditions.

Mayor Greg Milner returned to the meeting at 7.57pm prior to consideration of Item 10.3.8 and resumed the Chair.

10.3.8 Proposed Alterations to Residential Aged Care Facility - Lot 3650 (No. 10) Roebuck Drive, Salter Point

The purpose of this report is to consider an application for development approval for re-roofing and changes to the roof form of a Residential Aged Care Facility on Lot 3650 (No. 10) Roebuck Street, Salter Point.

The item is referred to Council as the works proposed fall outside the delegation to Officers.

For the reasons outlined in the report, it is recommended that the application be approved.

10.4.1 Listing of Payments - June 2026

This report presents to Council:

- the list of accounts paid under delegated authority between 1 June 2026 to 30 June 2026.
- purchase card (credit and fleet cards) transactions included in the total monthly balance settled between 1 June 2026 and 30 June 2026.

10.4.2 Monthly Financial Statements - June 2026 (Interim)

To present to Council the Financial Statements for June 2026 (interim).

10.4.3 Audit, Risk and Improvement Committee

This report seeks the appointment of Elected Members to the Audit, Risk and Improvement Committee for the period 28 July 2026 to 16 October 2027.

10.4.4 Western Australian Local Government Association South East Metropolitan Zone

This report seeks the appointment of two Elected Members as a Delegate and a Deputy Delegate to the Western Australian Local Government Association South East Metropolitan Zone for the period 28 July 2026 to 16 October 2027.

10.4.5 City of South Perth Community Safety and Crime Prevention Advisory Group

This report seeks the appointment of one Elected Member to the City of South Perth Community Safety and Crime Prevention Advisory Group for the period 28 July 2026 to 16 October 2027.

10.4.6 Local Emergency Management Committee for Canning/South Perth

This report seeks the appointment of one Elected Member to the Local Emergency Management Committee for Canning/South Perth for the period 28 July 2026 to 16 October 2027.

10.4.7 City of South Perth Arts Advisory Group

This report seeks the appointment of one Elected Member to the City of South Perth Arts Advisory Group for the period 28 July 2026 to 16 October 2027.

10.4.8 City of South Perth Inclusive Community Advisory Group

This report seeks the appointment of an Elected Member to the City of South Perth Inclusive Community Advisory Group for the period 28 July 2026 to 16 October 2027.

10.4.9 Metro Inner Development Assessment Panel

This report seeks the appointment of Elected Members to the Metro Inner Development Assessment Panel for the period 28 July 2026 to 26 January 2028.

10.4.10 Urban Greening Advisory Group

This report seeks the appointment of Elected Members to the Urban Greening Advisory Group.

10.4.11 City of South Perth Public Health Advisory Group

This report seeks the appointment of an Elected Member to the City of South Perth Public Health Advisory Group for the period 28 July 2026 to 16 October 2027.

Councillor Kathy Lees declared an Impartiality Interest in Item 10.5.1.

10.5.1 Policy Review

A number of policies were presented for consideration by the Audit, Risk and Improvement Committee for review and referred to Council for adoption.

Mayor Greg Milner declared a Financial Interest in Item 10.5.2 and accordingly left the meeting at 8.11pm. Councillor André Brender-A-Brandis assumed the Chair.

10.5.2 Policy P649 Mayoral Vehicle

Policy P649 was presented for consideration by the Audit, Risk and Improvement Committee for review and is referred to Council for adoption.

Mayor Greg Milner returned to the meeting at 8.12pm prior to consideration of Item 12.1 and resumed the Chair.

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

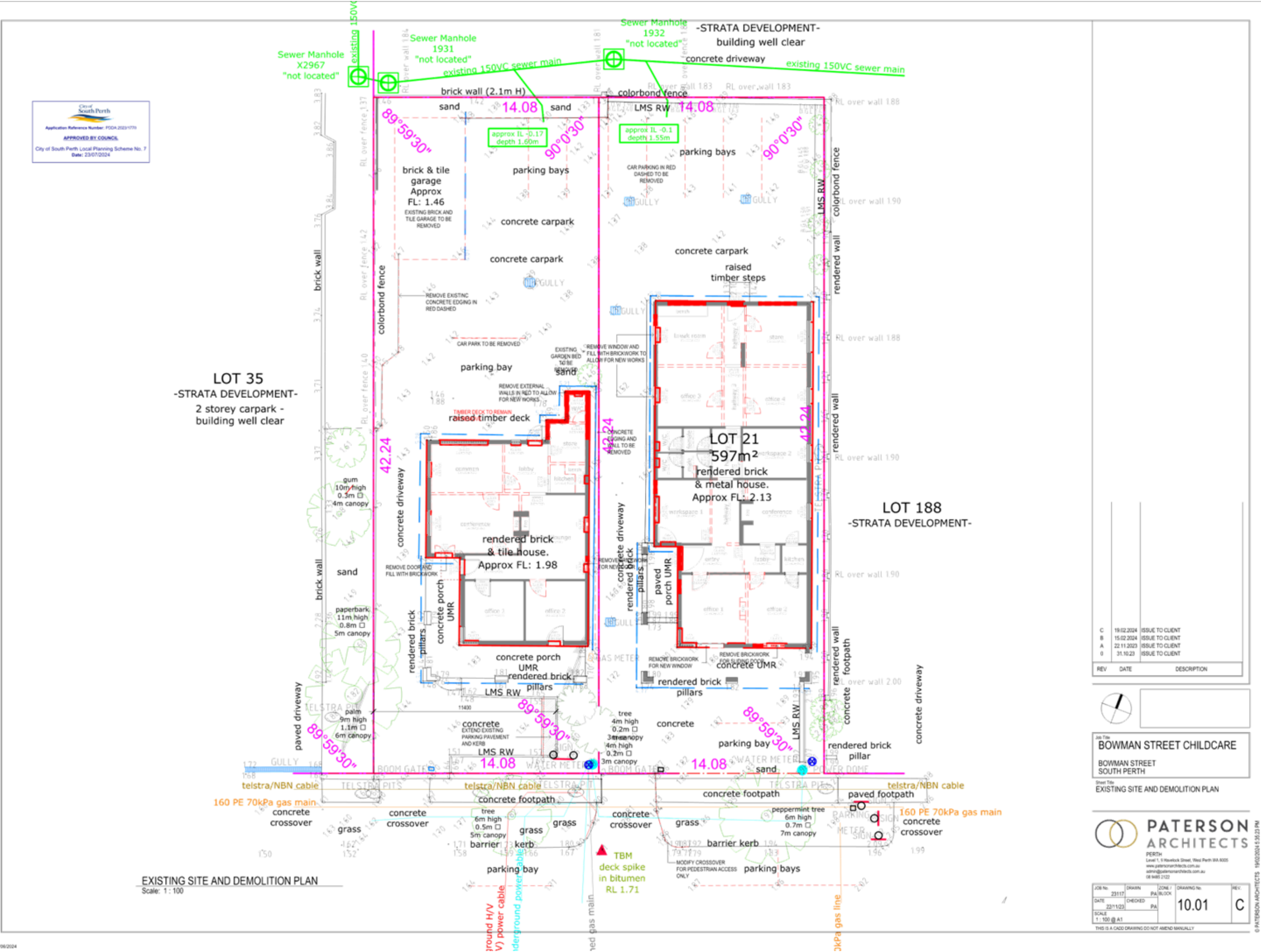
- 12.1 Notice Of Motion - Cessation Of The Blessing, Prayers Or Other Religious Impartations Of The Australian Flag At City Of South Perth Managed Citizenship Ceremonies**

15. MEETING CLOSED TO THE PUBLIC

Nil.

16. CLOSURE

At 8.16pm the Presiding Member closed the Council Agenda Briefing and thanked everyone for their attendance.





NOTES

1. LANDSCAPE WORKS
 - 1.1 All areas are to be fine graded to conform with kerb levels and surrounding surfaces.
 - 1.2 Surfaces shall be free from depressions, irregularities, and noticeable changes in grade.
2. SOIL PREPARATION
 - 2.1 Planted areas shall be spread with min of 50mm soil conditioner ripped into soil to a min depth of 200mm.
 - 2.2 Trees in carpark shall have a 2000x2000x600mm deep pit filled with Eclipse structural soil and compacted every 150mm as per specification.
3. PLANTING
 - 3.1 Planted areas shall be mulched with pine chip mulch to a minimum of 75mm.
 - 3.2 Tree locations are as shown please refer to plan.
 - 3.3 Shrubs & groundcovers in mixed planting areas are to be planted in random groupings.
 - 3.4 All garden beds to be mulched with pine chip at a min of 50mm depth.

PLANT SCHEDULE					
	SPECIES	SPACINGS	SIZE	MATURE SIZE	QTS
TREES					
Pca	PYRUS CALLERYANA	AS SHOWN	AS SHOWN	10 M	3
Jmi	JACARANDA MIMOSIFOLIA	AS SHOWN	AS SHOWN	15 M	3
Wmu	WEeping MULBERRY	AS SHOWN	AS SHOWN	10 M	1
SHRUBS					
Ase	ADENATHOUS SERICEUS	600 MM	140 MM	1 M	30
Acu	ADENATHOUS CUNEATUS "CORAL CARPET"	600 MM	140 MM	1 M	80
Lco	LOMANDRA CONFERTIFOLIA	600 MM	140 MM	1.5 M	42
Lof	LAVANDULA OFFICINALIS	600 MM	140 MM	1.5 M	44
Dre	DIANELLA REVOLUTA	600 MM	140 MM	1 M	43
GRASS					
GRASS			93 m ²		
DEEP SOIL AREA					
DEEP SOIL PER TREE 9m ²			TOTAL DEEP SOIL= 63m ²		

* EXISTING TREES

TREES:



PYRUS CALLERYANA



WEeping MULBERRY



JACARANDA MIMOSIFOLIA

SHRUBS:



ADENANTHOS SERICEUS



LAVANDULA OFFICINALIS



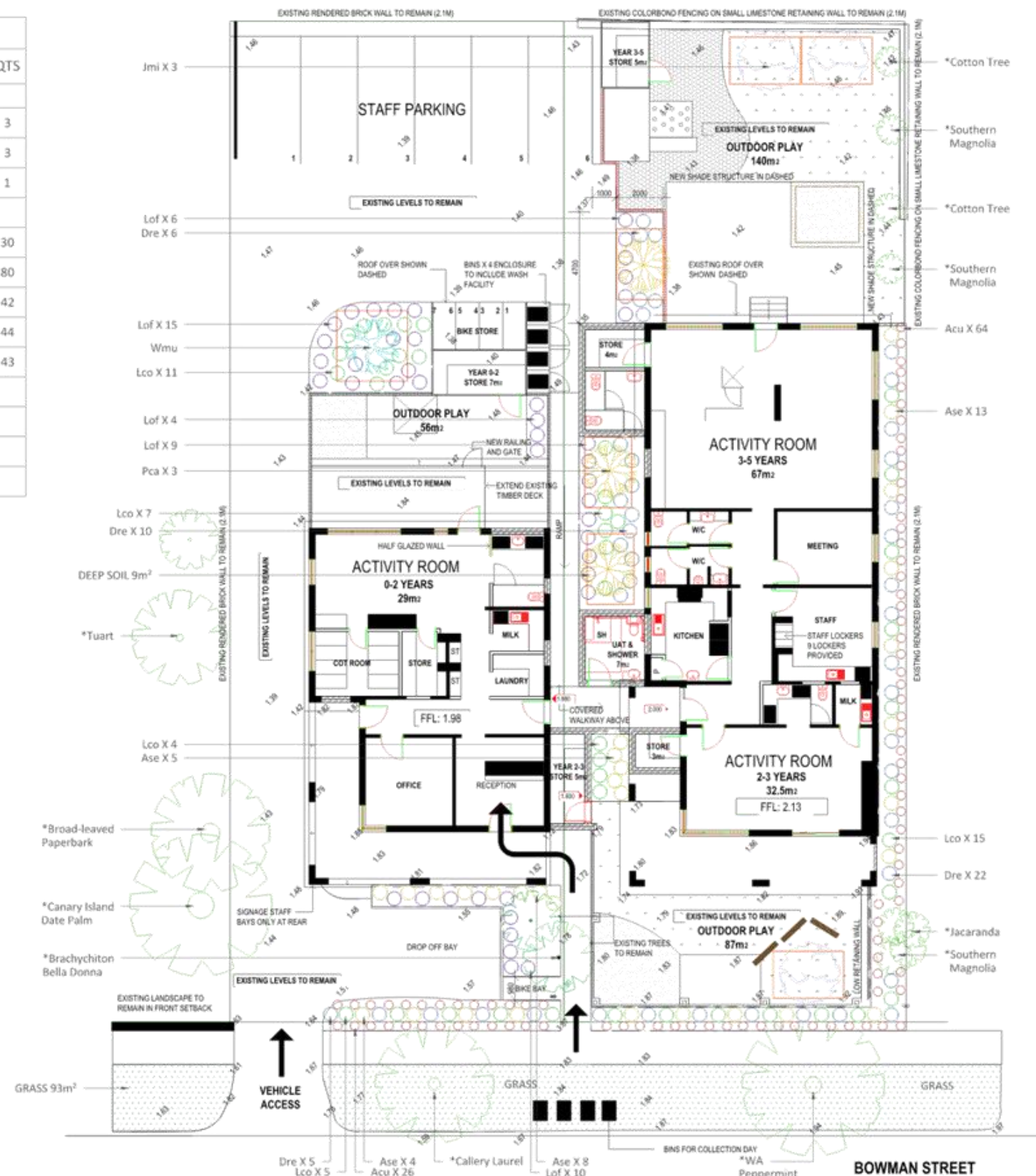
ADENANTHOS CUNEATUS 'CORAL CARPET'



DIANELLA REVOLUTA



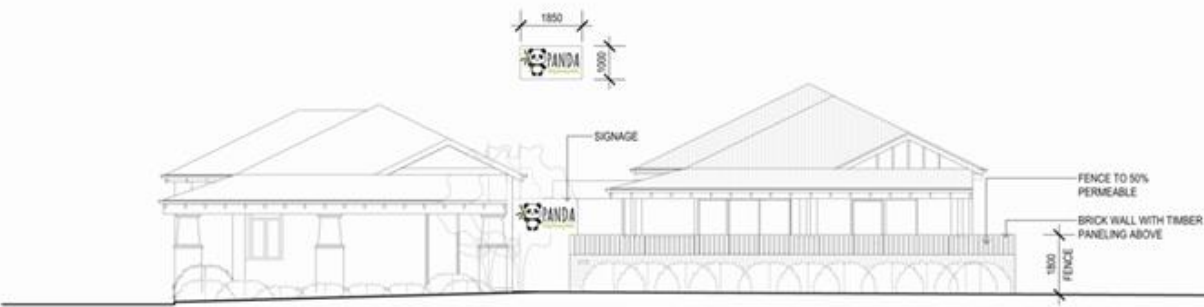
LOMANDRA CONFERTIFOLIA



P.O. Box 774
e-mail: admin@childscapes.com.au
web: childscapes.com.au

PROJECT		DRAWING				ISSUE		REVISIONS			
BOWMAN		PLANTING PLAN				ISSUED FOR FEEDBACK		No.	DATE	DRAWN	DETAILS
CLIENT		DRAWING NO	SCALE	SHEET	REVISION	DRAWN	DATE	0	15/03/24	NK	PLANTING - ISSUED FOR FEEDBACK
		L-01	1:100	A1	4	NK	28/05/24	1	18/03/24	NK	PLANTING - ISSUED FOR FEEDBACK
								2	17/03/24	NK	PLANTING - ISSUED FOR FEEDBACK
								3	27/05/24	NK	PLANTING - ISSUED FOR FEEDBACK
								4	28/05/24	NK	PLANTING - ISSUED FOR FEEDBACK





1 ELEVATION 01- THE SOUTH-EASTERN ELEVATION OF BOTH LOTS TO BOWMAN STREET
Scale: 1 : 100



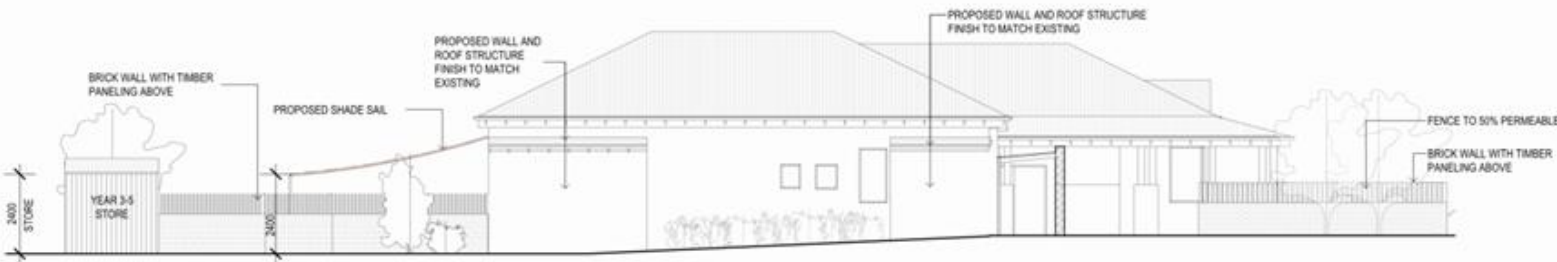
2 ELEVATION 02 -THE NORTH-EASTERN (INTERNAL FACING) ELEVATION OF NO. 15 BOWMAN STREET
Scale: 1 : 100



3 ELEVATION 03 - YR 3-5 STORE SIDE ELEVATION
Scale: 1 : 100



4 ELEVATION 04 - YR 3-5 STORE SIDE ELEVATION
Scale: 1 : 100



5 ELEVATION 05- THE NORTH-WESTERN (INTERNAL FACING) ELEVATION OF NO. 17 BOWMAN STREET
Scale: 1 : 100



6 ELEVATION 06- THE NORTH-WESTERN ELEVATION OF BOTH LOTS AT THE REAR LOT BOUNDARY
Scale: 1 : 100

D	14.06.2024	ISSUE TO CLIENT
C	18.02.2024	ISSUE TO CLIENT
B	15.02.2024	ISSUE TO CLIENT
A	22.11.2023	ISSUE TO CLIENT
0	31.10.23	ISSUE TO CLIENT

REV	DATE	DESCRIPTION
-----	------	-------------

Job Title
BOWMAN STREET CHILDCARE
BOWMAN STREET
SOUTH PERTH

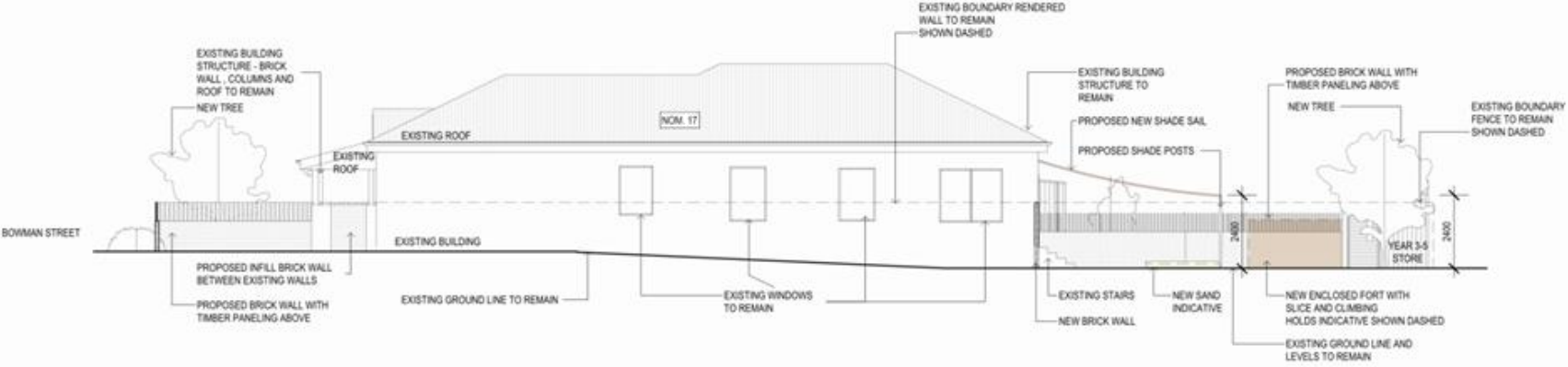
Sheet Title
EXISTING AND PROPOSED ELEVATIONS

PATERSON ARCHITECTS
PERTH
Level 1, 8 Havelock Street, West Perth WA 6005
www.patersonarchitects.com.au
info@patersonarchitects.com.au
08 9485 2122

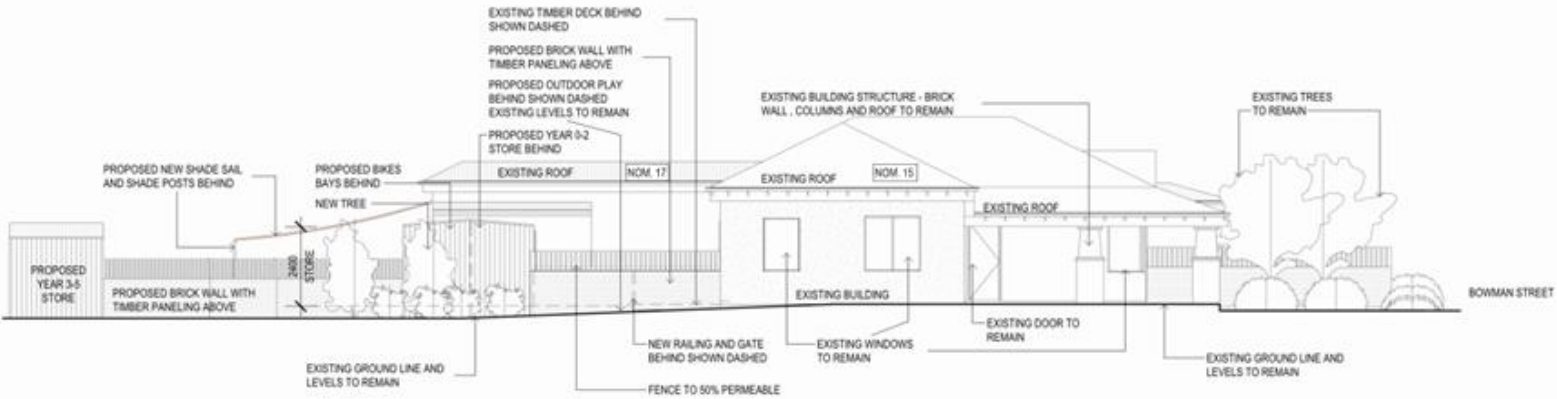
JOB No.	23117	DRAWN	PA	ZONE 1	DRAWING No.	REV.
DATE	14.06.24	CHECKED	PA	50.01	D	
SCALE	1:100 @ A1					

THIS IS A CAD DRAWING DO NOT AMEND MANUALLY

© PATERSON ARCHITECTS 14/06/2024 11:20:02 AM



7 ELEVATION 07 - THE EXISTING AND PROPOSED NORTH-EASTERN SIDE ELEVATION OF NO. 17
Scale: 1 : 100



8 ELEVATION 08 - THE EXISTING AND PROPOSED NORTH-WESTERN SIDE ELEVATION OF NO. 15
Scale: 1 : 100

0	14.06.2024	ISSUE TO CLIENT
REV	DATE	DESCRIPTION

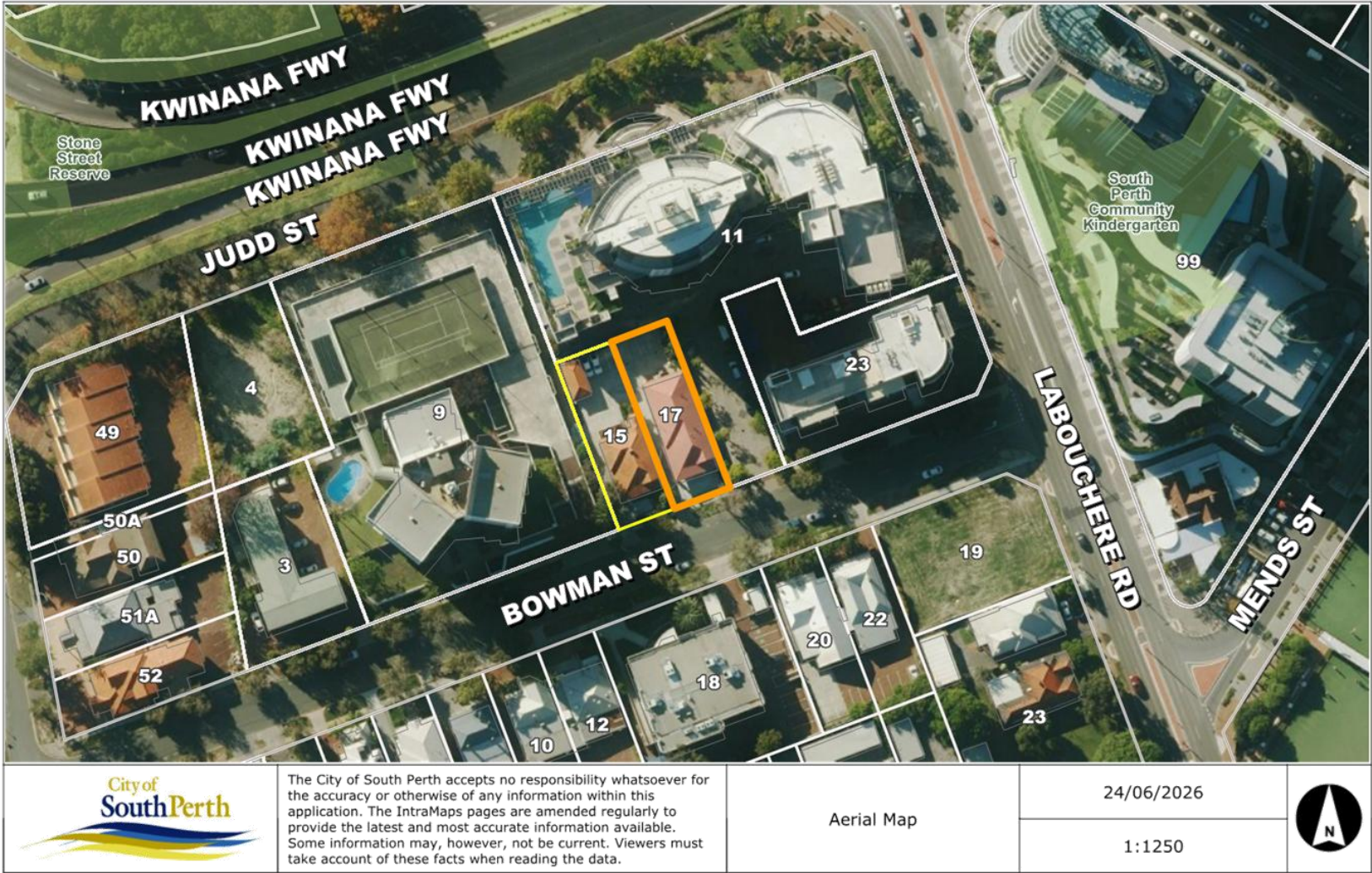
Job Title
BOWMAN STREET CHILDCARE
BOWMAN STREET
SOUTH PERTH
Sheet Title
EXISTING AND PROPOSED ELEVATIONS

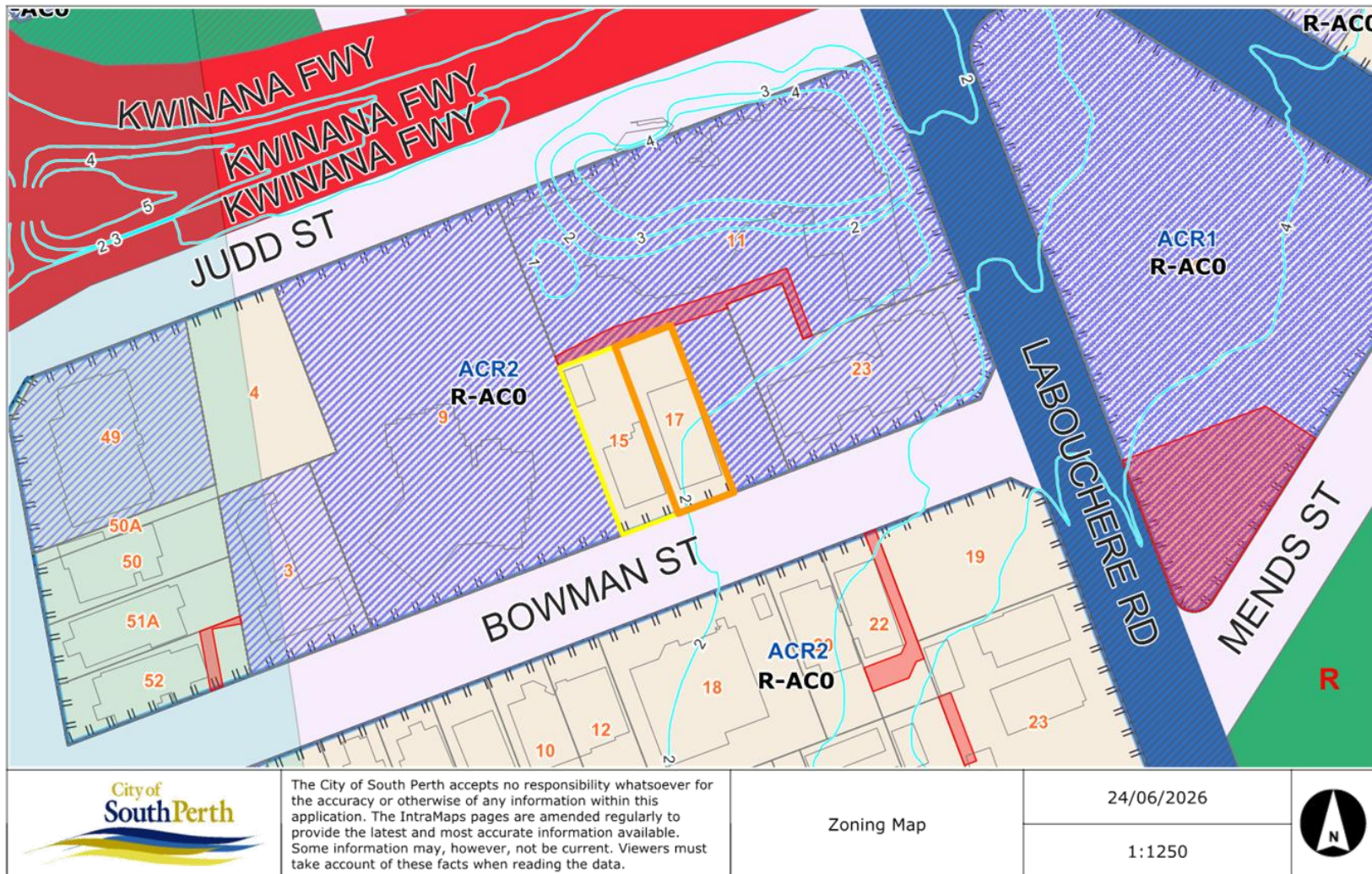


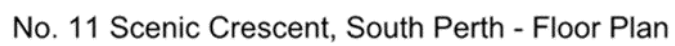
JOB No.	23117	DRAWN	PA	ZONE 1	DRAWING No.	50.02	REV.	0
DATE	14.06.24	CHECKED	PA					
SCALE	1:100 @ A1							

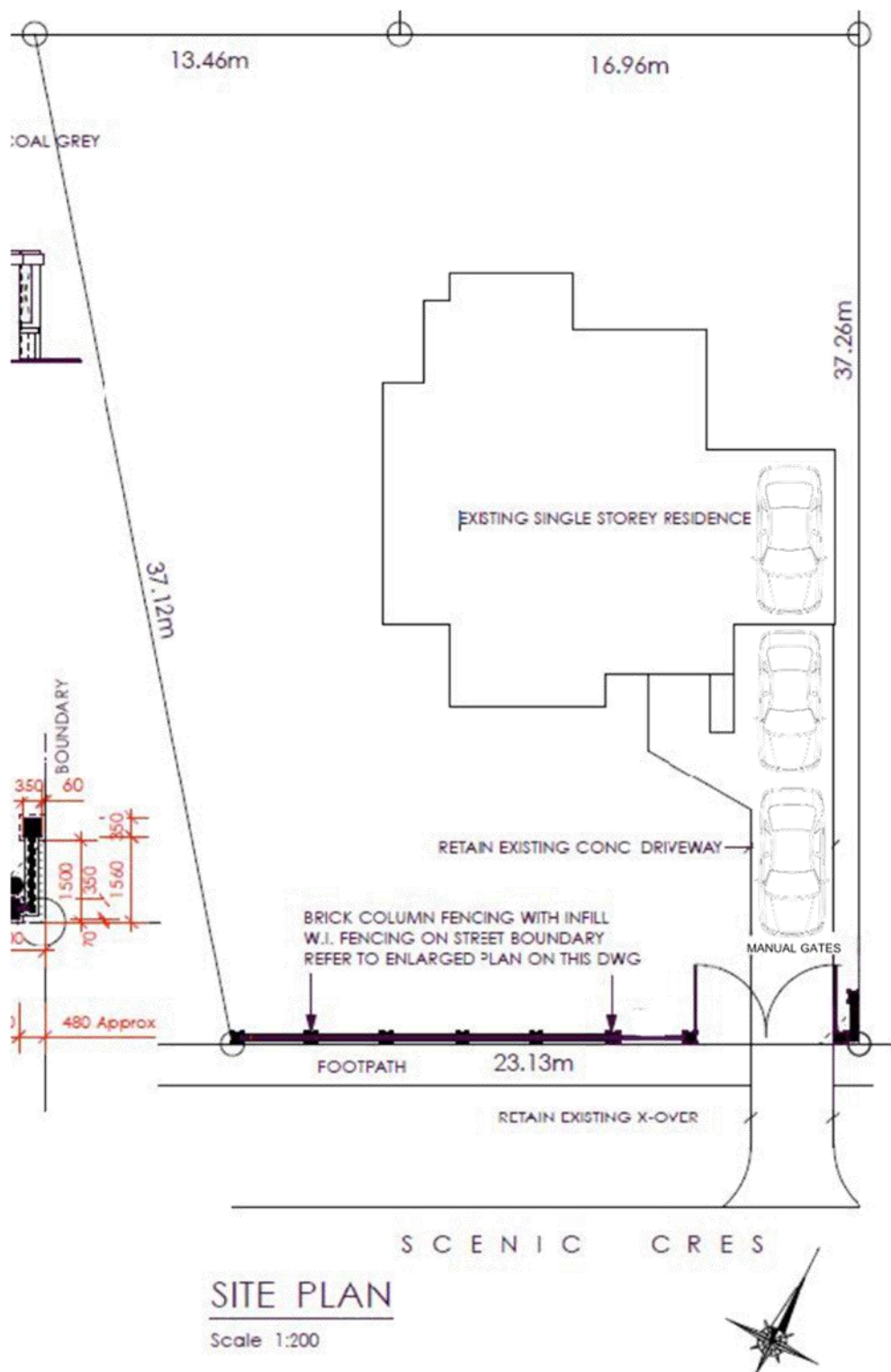
THIS IS A CAD DRAWING DO NOT AMEND MANUALLY

© PATERSON ARCHITECTS 14/06/2024 11:30:36 AM











19 June 2026

City of South Perth

Cnr Sandgate Street and South Terrace
SOUTH PERTH WA 6151

Dear Sir / Madam,

NO. 11 (LOT 47) SCENIC CRESCENT, SOUTH PERTH

SECTION 31 RECONSIDERATION – UNHOSTED SHORT TERM RENTAL ACCOMMODATION

Urbanista Town Planning has been engaged by the owners of the subject site to prepare and lodge an application to the State Administrative Tribunal in relation to a proposed Unhosted Short-Term Rental Accommodation development at No. 11 Scenic Crescent, South Perth, which was previously refused by the City of South Perth.

Following discussions with the City's officers during mediation, a revised proposal is now presented for reconsideration pursuant to Section 31 of the *State Administrative Tribunal Act 2004*.

In support of this revised application, please find attached the following documents:

- Management Plan
- Code of Conduct
- Guest Complaints Procedure

We look forward to continuing to work collaboratively with the City toward a positive planning outcome and the granting of development approval for the proposal.

BACKGROUND

An application for development approval for a change of use to Unhosted Short-Term Rental Accommodation was initially lodged by the owners of the subject site to the City of South Perth on 7 January 2026.

The application was subsequently considered and determined by the City on 19 March 2026, with the proposal refused for the following reasons:

1. *The proposal does not comply with the City of South Perth Local Planning Policy 2.5 Unhosted Short-Term Rental Accommodation Clause 5.6 – Location Requirements as the property is not located:*
 - (a) *Within 200 metres of the Perth Zoo site;*
 - (b) *Within 400 metres of a Neighbourhood Centre zone; or*
 - (c) *Within 400 metres of a Centre zone.*
2. *The proposed development is inconsistent with Clause 67(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 as the development is inconsistent with the requirements of orderly and proper planning.*

Following the refusal, the owners engaged Urbanista Town Planning to review the City's decision and provide planning advice regarding the merits of the proposal and the pathways available to seek reconsideration of the application.

Subsequently, an application for review was lodged with the State Administrative Tribunal on 24 March 2026. Since lodgement, the matter has been the subject of ongoing discussions and mediation with the City's officers, during which the proposal has been discussed in further detail.

As a result of these discussions, a revised proposal is now submitted for reconsideration pursuant to Section 31 of the *State Administrative Tribunal Act 2004*. The revised application is accompanied by additional planning justification and operational measures intended to address the matters previously raised by the City and demonstrate that the proposal is capable of achieving an appropriate planning outcome within the locality.

THE PROPOSAL

This application seeks retrospective development approval for the continued use of the existing single house at No. 11 Scenic Crescent, South Perth as Unhosted Short-Term Rental Accommodation, commonly associated with platforms such as Airbnb.

The existing dwelling comprises three bedrooms, one bathroom, kitchen, dining area, lounge room, laundry, alfresco area and a single garage. The accommodation is proposed to host a maximum of six guests at any one time, which is consistent with the scale and layout of the dwelling. The internal configuration of the dwelling is shown in the floor plan below.

The proposal does not involve any physical changes to the dwelling or the surrounding residential streetscape. The planning considerations therefore primarily relate to the ongoing management of the use, including guest behaviour, parking, noise, waste and protection of the amenity of adjoining residential properties.

A number of operational management measures are proposed to ensure the accommodation is appropriately managed and remains compatible with the surrounding residential area. These include:

- guest vetting and screening prior to booking confirmation;
- a maximum occupancy limit of six guests;
- a strict prohibition on parties, functions and events;
- quiet hours between 10:00pm and 7:00am;
- a requirement for guests to use on-site parking only;
- a guest code of conduct;
- waste management procedures; and
- noise monitoring through the Minut monitoring system, including an escalation process for property management intervention where required.

It is also relevant that the property has already been operating for approximately 90 days with no reported adverse amenity impacts. During this period, the accommodation has also received consistent 5-star guest reviews, which indicates that the property is being managed to a high standard and is operating in a manner that is suitable for short-term guest accommodation.

On this basis, the proposed use is capable of being appropriately managed and is considered compatible with the established residential setting, subject to compliance with the proposed management measures and any relevant conditions of approval.

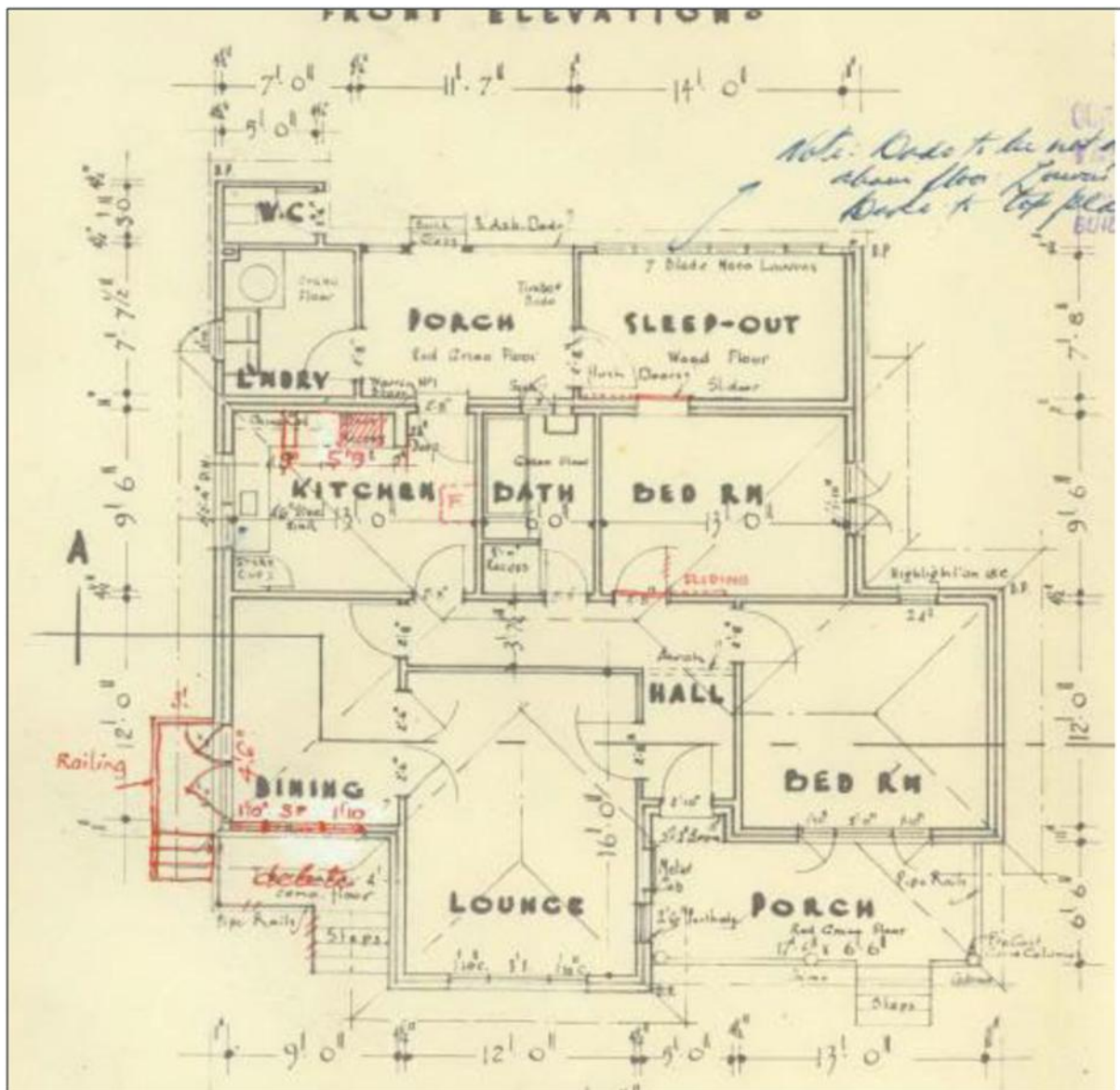
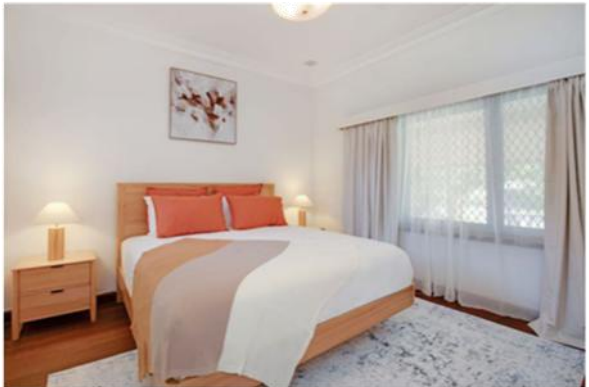


Figure 1: Floor Plan of Dwelling

**Front****Backyard****Living Room****Dining Room****Bedroom 1****Bedroom 2**

**Bedroom 3****Bathroom****Kitchen****Laundry**

SITE DETAILS AND CONTEXT

The subject site is located at No. 11 Scenic Crescent, South Perth, on the southern side of Scenic Crescent, between Heppingstone Street to the west and Ellam Street and Canning Highway to the east.

The site has a land area of 984m² with a frontage of 23.13m to Scenic Crescent and currently contains a modest single residential dwelling, with generous front and rear setbacks, extensive garden areas and mature vegetation.

The immediate locality is largely residential in character, but it is not an isolated suburban setting. Scenic Crescent forms part of a connected local street network, with direct links to Heppingstone Street, Ellam Street, Mill Point Road and Canning Highway. The surrounding area contains a mix of original single houses, redeveloped single dwellings and medium-density grouped and multiple dwelling housing typologies, reflecting a large variance in housing stock and character.



Figure 2: No. 11 Scenic Crescent, South Perth

PROXIMITY TO TOURISM, RECREATION AND VISITOR DESTINATIONS

The subject site is exceptionally well located in relation to South Perth's key tourism, recreation and lifestyle destinations, as well as broader metropolitan attractions within the Perth CBD and Burswood Peninsula. This locational context is directly relevant to the suitability of the dwelling for short-term accommodation, as it provides visitors with convenient access to established destinations, entertainment venues, public open space, hospitality offerings and transport connections.

South Perth is a well-recognised visitor destination, particularly due to its riverfront setting, views to the Perth CBD, ferry connections and proximity to major attractions. Key tourism and visitor destinations within close proximity to the subject site include:

- South Perth Foreshore, which is one of the City's most prominent recreational and tourism destinations, offering uninterrupted views across the Swan River to the Perth CBD, together with walking and cycling paths, picnic areas, public open space and riverfront amenities.
- Sir James Mitchell Park, which provides a significant foreshore recreation area with large areas of public open space, barbecue facilities, playgrounds, walking trails and access to Swan River activities.
- Mindeerup and the Mends Street precinct, which functions as a key visitor, dining and hospitality destination, incorporating cafés, restaurants, public art, ferry access and spaces for community events and recreation.
- Perth Zoo, one of Western Australia's major tourist attractions and a long-established destination within South Perth, attracting both local, interstate and international visitors.
- The Old Mill, a recognised heritage landmark and tourism destination, representing one of Perth's oldest surviving colonial-era buildings.
- Coode Street Jetty and the South Perth ferry network, which provide access to the Swan River and convenient links between South Perth, Elizabeth Quay and the Perth CBD.

Beyond the immediate South Perth locality, the site also benefits from convenient access to a range of major metropolitan attractions, including Kings Park and Botanic Garden, Elizabeth Quay, The Bell Tower, Crown Perth, Optus Stadium, the Matagarup Bridge precinct, the Burswood Peninsula and the wider Perth CBD entertainment and business precinct. These destinations are readily accessible via the surrounding road network, public transport services and ferry connections.

Collectively, these attractions demonstrate that the subject site is located within a strong and well-established tourism, recreation and visitor catchment. The site's proximity to these destinations supports the proposed short-term accommodation use, particularly for guests visiting Perth for tourism, sporting events, concerts, business, family visits and other short-stay purposes.

In this context, the proposed use is consistent with the visitor-oriented nature of the broader South Perth locality and is capable of operating as an appropriate form of accommodation, subject to suitable management measures to protect the amenity of surrounding residential properties.

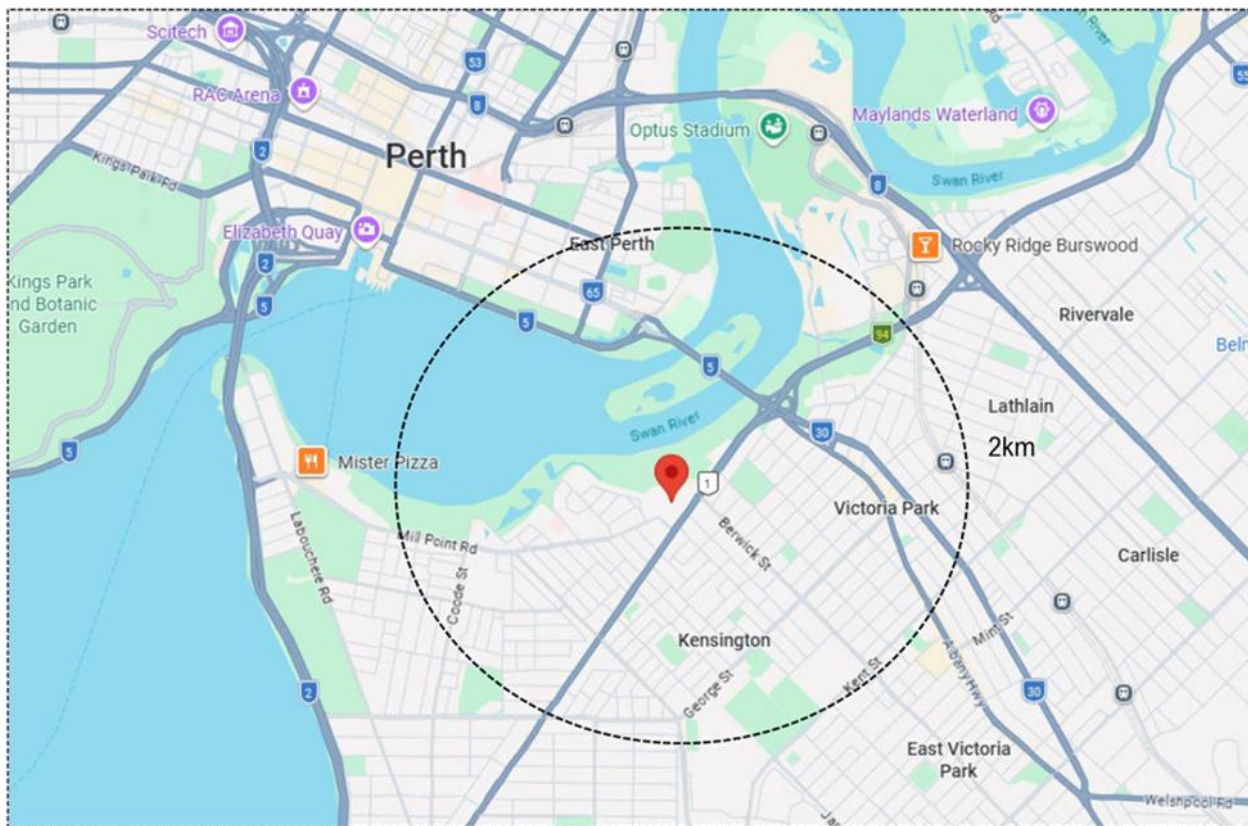


Figure 3: Wider Context Map

PROXIMITY TO TRANSPORT OPTIONS

The subject site is well serviced by public transport and benefits from convenient access to the broader metropolitan transport network.

The main public transport options available to the site include:

- Bus services along Canning Highway and Mill Point Road — located within a short distance of the property and providing regular connections to the Perth CBD, Elizabeth Quay, Victoria Park, Applecross, Fremantle and surrounding activity centres. These services also provide onward connections to major public transport interchanges and the wider Transperth network.
- Causeway Bus Station — located a short drive or bus trip from the site and operating as a key public transport interchange for services travelling into the Perth CBD, Burswood, Victoria Park and other inner-metropolitan destinations.
- Train connections — while there is no train station located directly within South Perth, nearby bus services provide convenient connections to the broader Transperth rail network, including Perth Station and the Armadale Line.

- Major transport corridors — the site is located close to Canning Highway, Mill Point Road and the Causeway, which provide efficient regional access and support frequent public transport movements throughout the metropolitan area.

The subject site has extremely well serviced with public transport infrastructure and enjoys easy access to major regional road networks. This provides strong connectivity to employment, retail, entertainment, tourism and community destinations, including the Perth CBD, South Perth foreshore, Perth Zoo, Crown Perth, Optus Stadium and the Burswood Peninsula.

As mentioned, the site is well accommodated with public transportation. The closest bus stops are Canning Highway before Gwennyfred Road, which services two low-frequency bus services (32 and 33) and one high-frequency bus service (910). Buses 32, 33, and 910 provide public transportation access for visitors, with a 15-minute or less interval between arrivals during peak periods (7 am – 9 am and 5 pm to 7 pm).

This level of accessibility supports the suitability of the dwelling for unhosted short-term accommodation, particularly for guests visiting Perth for tourism, major events, business, sporting fixtures, concerts, family visits or other short-stay purposes.

PLANNING FRAMEWORK AND ASSESSMENT

LOCAL PLANNING SCHEME NO. 7

Under the City of South Perth Local Planning Scheme No. 7, the subject site, as well as the south side of Scenic Crescent is zoned Residential R40. The north side of Scenic Crescent is partly zoned R40 and partly R15, whilst the properties to the rear of the site are zoned Residential R60.

The site is located within 150m of a Mixed-Use precinct centred around the intersection of Canning Highway and Mill Point Road and approximately 100m from the South Perth foreshore.

This Mixed Use precinct currently provides a mix of high commercial type land uses including the following:

- KFC South Perth
- Hungry Jacks South Perth
- mycar Tyre & Auto South Perth
- Shell Reddy Express South Perth
- McDonald's South Perth

In addition to the above, the site is within proximity to various other mixed-use precincts along Canning Highway and Albany Highway, as well as a local centre precincts throughout South Perth.

Accordingly, the subject site benefits from close proximity to an established and active mixed use locality which provides a range of commercial services, food and beverage outlets and lifestyle amenities within convenient walking distance.

The site's location adjacent to the City of South Perth and Town of Victoria Park mixed use interface therefore contributes positively to residential amenity and supports access to services, employment opportunities and public activity areas consistent with orderly and proper planning outcomes.



USE AND DEVELOPMENT CLASS	ZONES					
	Residential	Private Community Purposes	Mixed Use	Local Centre	Neighbourhood Centre	Centre
Trade supplies	X	X	X	X	X	
Transport depot	X	X	X	X	X	
Veterinary centre	X	X	P	A	D	
Unhosted short term rental accommodation <i>AMD 1 GG 18/07/2025</i>	A	A	A	A	A	
Warehouse/storage	X	X	A	X	X	

Figure 5: Excerpt of LPS7 Zoning Table

LOCAL PLANNING POLICY 2.5 UNHOSTED SHORT-TERM RENTAL ACCOMMODATION

Applications that contemplate Unhosted Short Term Rental Accommodation must be assessed against the provisions of Local Planning Policy 2.5: Unhosted Short-Term Rental Accommodation (LPP 2.5).

The purpose of LPP 2.5 is to guide the location, design and operation of Unhosted Short-Term Rental Accommodation (USTRA) within the City of South Perth to ensure development is compatible within its context and the amenity of the surrounding area. Specifically, Clause 4. *Objectives* of LPP 2.5 state the following:

- "4.1 To encourage USTRA in localities located near visitor attractions, activity centres and areas of high tourism value.
- 4.2 To ensure the location, scale, design and operation of USTRA is appropriate to its setting to preserve the amenity of adjoining development and the locality.
- 4.3 To ensure USTRA is appropriately serviced to meet the needs of visitors and prevent impacts on the local environment or infrastructure."

In addition to the above, Clause 5.6 *Location Requirements* of LPP 2.5 states the following:

5.6.1 *Proposals will generally not be supported unless they are:*

- (a) Within 200 metres of the Perth Zoo site;
- (b) Within 400 metres of a Neighbourhood Centre zone; or
- (c) Within 400 metres of a Centre zone

It is acknowledged that the subject site does not strictly satisfy the locational criteria under Clause 5.6.1. However, the wording of the Policy provides that proposals will "generally" not be supported unless these criteria are met. This wording does not impose an absolute prohibition. Rather, it allows the City to exercise

discretion where a proposal can demonstrate that it satisfies the broader objectives of the Policy and is capable of operating without adverse amenity impacts.

In this instance, the departure from Clause 5.6.1 is considered to be technical rather than substantive. The subject site is located within an established inner-urban area that has strong access to tourism destinations, visitor attractions, public transport, commercial services and major event venues.

The site is also approximately 150 metres from the Mixed-Use precinct along Canning Highway, which contains a range of commercial, food and beverage, retail and service-based uses. That precinct directly adjoins additional commercial land within the Town of Victoria Park, creating a broader activity node that functions, in practical terms, as a centre environment.

Accordingly, while the site may not fall within the strict mapped locational catchments identified in Clause 5.6.1, it clearly displays the characteristics that the Policy is seeking to capture, being proximity to visitor attractions, activity, services and transport infrastructure.

Objective 4.1 – Proximity to Visitor Attractions, Activity Centres and Areas of Tourism Value

As identified above, the subject site is located within close proximity to a range of established tourism, recreation and visitor destinations that support the suitability of the locality for short-term accommodation.

These include the South Perth Foreshore, Sir James Mitchell Park, Mends Street precinct, Coode Street Jetty, Perth Zoo, the Old Mill, the Swan River ferry network and the broader Perth CBD tourism catchment. The site also has convenient access to Crown Perth, Optus Stadium, Matagarup Bridge, the Burswood Peninsula, Kings Park, Elizabeth Quay and the Perth CBD.

This locational context is important. The subject site is not situated in an isolated suburban area with limited visitor appeal. Rather, it is located in an established inner-metropolitan locality that already accommodates visitors, tourism activity, hospitality uses and short-stay demand.

The site's proximity to Canning Highway and Mill Point Road also provides convenient access to major transport corridors, allowing guests to travel efficiently to surrounding activity centres, employment areas, entertainment venues and tourist destinations. This directly supports the intent of Objective 4.1, which is to encourage USTRA in areas that are attractive and convenient for visitors.

The nearby Mixed-Use precinct along Canning Highway further supports the proposed use. While it may not be formally identified as a Neighbourhood Centre or Centre zone for the purpose of Clause 5.6.1, it provides many of the same practical benefits, including access to food and beverage premises, local services, convenience-based commercial uses and public transport. This reinforces that the site is appropriately located for short-stay visitors.

Objective 4.2 – Compatibility with Setting and Protection of Amenity

The proposal is modest in scale and appropriate to its residential setting. The proposal relates to the use of an existing single house, with no external alterations, additions or intensification of built form proposed. The

dwelling will continue to present to the street as a residential property and will remain visually compatible with the surrounding residential character.

The maximum occupancy of six guests is also consistent with the size and layout of the dwelling, which contains three bedrooms. This occupancy level is comparable to the ordinary use of a family dwelling and does not represent an unreasonable intensity of occupation for the site.

The proposal is also materially different from more intensive visitor accommodation models such as serviced apartments, lodging houses, hostels or function accommodation. There is no reception, no commercial kitchen, no events, no functions, no signage and no change to the residential appearance of the property.

Importantly, the proposal includes a comprehensive suite of management measures to protect the amenity of adjoining and nearby residents. These include:

- guest vetting and screening prior to bookings being confirmed;
- a maximum occupancy limit of six guests;
- a strict prohibition on parties, events and functions;
- quiet hours between 10:00pm and 7:00am;
- a guest code of conduct;
- on-site parking requirements;
- waste management procedures;
- noise monitoring through the Minut system; and
- an escalation process for property management intervention where required.

These measures are directly responsive to the amenity matters typically associated with short-term accommodation, including noise, guest behaviour, parking and waste. They provide a clear operational framework to ensure the use is managed proactively rather than reactively.

It is also relevant that the property has reportedly operated for approximately 90 days without any complaints or adverse amenity impacts being identified. While this does not remove the need for formal approval, it provides practical evidence that the use is capable of operating in a manner that is compatible with the locality.

The City also has the ability to impose conditions of approval requiring ongoing compliance with the management plan, guest limits, quiet hours, parking arrangements and complaint response procedures. This provides an additional mechanism to ensure that residential amenity is maintained.

Objective 4.3 – Servicing, Infrastructure and Visitor Needs

The site is appropriately serviced to accommodate the proposed use.

The property benefits from existing residential services and infrastructure, including vehicle access, on-site parking, waste collection arrangements and standard utility connections. The proposal does not involve any building works, additional floor area or physical intensification that would place unreasonable pressure on local infrastructure.

The site also has convenient access to public transport services, including bus routes along Canning Highway and Mill Point Road, as well as onward connections to the Perth CBD, Causeway Bus Station, the Armadale Line and the broader Transperth network. This reduces reliance on private vehicles and supports accessibility for visitors who may not require a hire car during their stay.

The site is also close to local shops, food and beverage premises, recreational areas, tourism destinations and major transport corridors. This ensures that guests have convenient access to day-to-day services and visitor amenities without creating any unusual demand on the surrounding residential area.

In terms of parking, the proposed use of the existing three-bedroom dwelling for a maximum of six guests is not anticipated to generate parking demand beyond that which would reasonably be associated with the property's standard residential use. The site provides a total of three on-site parking spaces, comprising one single garage bay and two additional parking spaces located along the driveway.

The image below illustrates the parking space available on site.

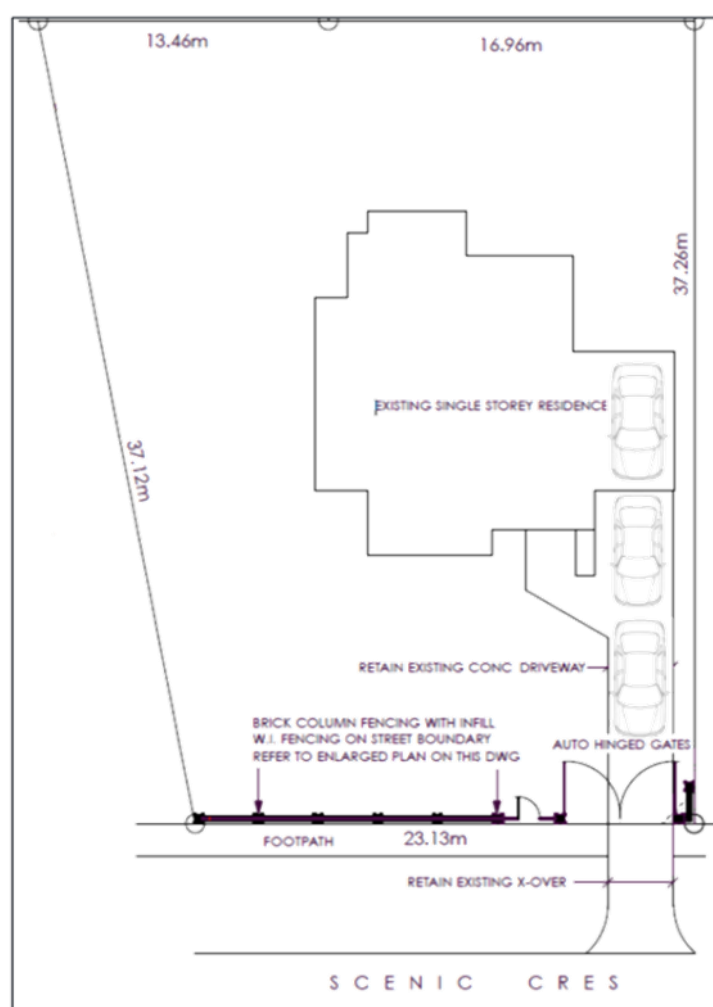


Figure 6. Parking space available on site

Furthermore, the property is situated within approximately 150 metres of public transport services, providing guests with convenient access to alternative transport options and reducing reliance on private vehicles. In addition, the operational management measures for short-term rental accommodation require guests to utilise the available on-site parking facilities, thereby minimising potential parking impacts on Scenic Crescent and the surrounding local road network.

Accordingly, whilst the proposal does not strictly satisfy the locational criteria prescribed under Clause 5.6 of LPP 2.5, it is considered that the application appropriately satisfies the overarching objectives of the Policy and demonstrates that the proposed use is capable of operating in a manner consistent with orderly and proper planning and the protection of residential amenity.

ORDERLY AND PROPER PLANNING

As included in the refusal reasons, the City determined that the proposal is inconsistent with Clause 67(2) of the Deemed Provisions on the basis that it does not satisfy the location requirements of Local Planning Policy 2.5 – Unhosted Short-Term Rental Accommodation.

Notwithstanding this, it is considered that the proposal remains consistent with the broader principles of orderly and proper planning. The development does not involve any physical alterations to the dwelling and seeks approval only for a change of use of an existing residential dwelling for unhosted short-term rental accommodation. The proposal is supported by a comprehensive Management Plan, Guest Code of Conduct and Complaints Procedure, which will ensure the premises operates in a responsible manner and minimises impacts on the surrounding locality.

Furthermore, the subject site is situated in a highly accessible location within South Perth, in close proximity to public transport, tourism and recreational attractions, commercial services and the Perth CBD. The proposal will provide additional short-term accommodation opportunities within the City while maintaining the residential amenity of the locality through appropriate management measures.

Having regard to the scale of the proposal, the absence of any built form changes, and the management measures proposed, it is considered that approval of the development would not undermine the objectives of the Scheme or result in any adverse planning outcome. Accordingly, the proposal is considered to be consistent with the principles of orderly and proper planning.

AMENITY

A key consideration in assessing the appropriateness of Unhosted Short-Term Rental Accommodation is ensuring that any potential amenity impacts associated with the use are appropriately managed and do not adversely affect surrounding residents. In considering this, the applicant has prepared the following supporting documents:

- Management Plan
- Guest Code of Conduct
- Guest Complaints Procedure

These documents establish a management framework for the operation of the accommodation and are specifically designed to minimise potential impacts relating to noise, anti-social behaviour, parking, waste management and guest conduct.

The Management Plan outlines the day-to-day operation of the accommodation, including occupancy limits, booking procedures, guest screening processes and the responsibilities of both guests and the property manager. The Guest Code of Conduct clearly communicates behavioural expectations and house rules to all guests prior to and during their stay, ensuring guests are aware of their obligations to respect neighbouring properties and maintain the amenity of the locality.

In addition, the Guest Complaints Procedure provides a clear and responsive process for neighbouring residents to raise concerns, including direct contact details for the property manager and provisions for prompt investigation and resolution of any complaints received.

Collectively, these measures ensure the accommodation will be professionally managed and operated in a manner that is compatible with the surrounding residential environment. Accordingly, it is considered that the proposal is capable of operating without generating unreasonable amenity impacts and is therefore an appropriate land use in this location.

CONCLUSION

The proposed Unhosted Short-Term Rental Accommodation at No. 11 Scenic Crescent, South Perth has been carefully considered against the relevant provisions of the City of South Perth Local Planning Scheme No. 7, Local Planning Policy 2.5 – Unhosted Short-Term Rental Accommodation, and the broader principles of orderly and proper planning. While it is acknowledged that the subject site does not strictly satisfy the locational criteria prescribed under Clause 5.6 of LPP 2.5, it is considered that the proposal appropriately satisfies the overarching objectives of the Policy and represents a suitable circumstance for the exercise of planning discretion.

The subject site is located within close proximity to a range of established tourism, recreation and lifestyle attractions, public transport infrastructure and commercial services, including a Mixed Use precinct located approximately 75 metres from the property. The proposal utilises an existing dwelling with no physical alterations to the built form and maintains compatibility with the established residential character of the locality. Furthermore, the accommodation is supported by a comprehensive Management Plan, Guest Code of Conduct and Guest Complaints Procedure, which collectively provide a robust framework to ensure the use is appropriately managed and any potential amenity impacts are effectively mitigated.

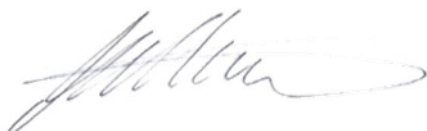
Importantly, the property has reportedly operated for approximately 90 days without complaint or adverse amenity impacts, providing practical evidence that the use is capable of functioning compatibly within the surrounding residential environment. The proposal will contribute to the supply of visitor accommodation within South Perth while supporting tourism and visitor activity in a location that is well connected to local attractions and services.

Having regard to the above, it is considered that the proposal is consistent with the objectives of the planning framework, will not result in unreasonable impacts on the amenity of adjoining properties or the locality, and does not offend the principles of orderly and proper planning. Accordingly, the City is respectfully requested to support the Section 31 reconsideration application and grant development approval for the proposed Unhosted Short-Term Rental Accommodation at No. 11 Scenic Crescent, South Perth.

We respectfully request that the City consider the revised application package and support the proposal.

Should you have any queries in relation to the above information, please contact the undersigned on 08 6444 9171 or andra@urbanistaplanning.com.au.

Yours Sincerely



ANDRA BIONDI

Principal Planning Officer | **Urbanista Town Planning**



SHORT-TERM ACCOMMODATION MANAGEMENT PLAN

NO. 11 SCENIC CRESCENT, SOUTH PERTH

1 INTRODUCTION

No. 11 Scenic Crescent, South Perth is an existing single-storey residential dwelling comprising three (3) bedrooms, one (1) bathroom, kitchen, dining room, lounge room, laundry, alfresco area and garage parking. The property is capable of accommodating a maximum of six (6) guests at any one time.

The property is located within close proximity to a range of tourism, recreation and lifestyle destinations including the South Perth Foreshore, Sir James Mitchell Park, Perth Zoo, Mends Street precinct and the Perth CBD. The property also benefits from proximity to public transport services along Canning Highway and surrounding mixed use amenities.

2 OBJECTIVES OF MANAGEMENT PLAN

2.1 Accommodation Excellence

Our short-term accommodation ensures a comfortable, well maintained and professionally managed accommodation experience within a highly accessible inner metropolitan location. The accommodation provides visitors, families and tourists with access to a range of tourism, recreation and lifestyle attractions within South Perth and the wider Perth metropolitan area.

The property aims to contribute positively to the diversity of accommodation options available within the City of South Perth while providing a high standard of guest experience and amenity.

2.2 Community Enrichment

By establishing this short-term accommodation, guests will have the opportunity to immerse themselves in the South Perth and wider Perth community, supporting local businesses and contributing positively toward the local economy.

The property serves as a convenient base for visitors to access nearby tourist and recreation attractions including the South Perth foreshore, Sir James Mitchell Park, Perth Zoo, Mends Street precinct, Kings Park and Perth CBD. Guests will also have access to nearby restaurants, cafes, parks, public transport infrastructure and mixed use activity areas.

3 PROPERTY DETAILS

3.1 Property Description

The accommodation operates from an existing single-storey dwelling at No. 11 Scenic Crescent, South Perth. The dwelling comprises three (3) bedrooms, one (1) bathroom, kitchen, dining room, lounge room, laundry, alfresco area and garage.

The property is capable of accommodating a maximum of six (6) guests at any one time and will continue to function as a residential dwelling. No physical alterations to the dwelling are proposed as part of this application.

The operation of the accommodation is intended to provide short-term accommodation for tourists, families, business travellers and visitors seeking accommodation within South Perth and the wider Perth metropolitan area.

3.2 Property Management

The property is professionally managed by:

Vacation Investments Pty Ltd

The property manager is responsible for the day-to-day operation of the accommodation platforms including Airbnb and Stayz.

3.3 Occupancy Limits

The property accommodates a maximum of six (6) guests at any one time. The maximum occupancy limit will be clearly states within all booking advertisements, booking confirmations and guest information materials.

Parties, events, functions, wedding and other gatherings are strictly prohibited. Only registered guests are permitted to stay overnight at the property.

4 MANAGEMENT STRATEGIES

4.1 Guest Screening and Booking Procedures

Bookings will primarily be facilitated through recognised short-term accommodation platforms, including Airbnb and Stayz.

All guests will be screened prior to confirmation of booking. Guests may be refused accommodation where:

- Identification requirements are not satisfied.
- Booking information is incomplete or inaccurate.
- Previous reviews indicate unacceptable guest behaviour.
- There is reason to believe the property may be used for parties, events or other inappropriate activities.
- The proposed booking is otherwise considered inconsistent with the residential nature of the property.

Prior to arrival, guests will be provided with:

- An occupancy agreement
- Guest Code of Conduct
- Complaints Management Procedure
- Waste Management Procedures
- Property information and house rules
- Emergency contact information
- Public transport options to various tourist destinations around Perth

Guests must acknowledge and agree to these requirements before a booking is confirmed.

4.2 Check-In and Check-Out Procedures

The property operates a secure contactless entry system. Guests are provided with access instructions and lockbox details prior to arrival.

Standard check-in- and check-out times are:

- Check-in from 2:00pm
- Check-out by 10:00am

Alternative arrangements may only occur with the prior approval of the Property Manager. A security bond of \$1,500 may be held to cover damage, excessive cleaning, unauthorised guests or breaches of the Occupancy Agreement.

4.3 Noise Management

The protection of residential amenity is a primary objective of the operation of the accommodations. The property is subject to the following noise management measures:

- Parties and events are strictly prohibited
- Quiet hours apply between 10:00pm and 7:00am daily
- Guests are required to respect neighbouring residents at all times
- Outdoor areas must not be used in a manner that cause unreasonable disturbance to neighbouring properties
- Excessive noise, anti-social behaviour or nuisance activities are prohibited.

To assist with monitoring compliance, the property is equipped with Minut Noise Monitoring System. The system monitors noise levels within the dwelling and automatically notifies the Property Manager where elevated noise levels are detected for a sustained period. Upon receiving a notification, the Property Manager will:

1. Contact guests immediately
2. Direct guests to reduce noise
3. Monitor ongoing compliance
4. Where necessary, terminate the booking and require guests to vacate the property

4.4 Complaints Management

A formal complaints management process has been established to ensure the concerns raised by neighbouring residents can be addressed promptly and effectively. The Property Manager's contact details will be provided to adjoining neighbours and included within the Guest Information Pack.

Where a complaint is received, the Property Manager will:

- Record the complaint
- Investigate the matter as soon as practicable
- Contact guests where necessary
- Implement corrective action where required
- Maintain records of complaints and outcomes

Complaints relating to excessive noise, anti-social behaviour, parking issues or breaches of this Management Plan will be treated as a priority.

4.5 Parking Management

The property includes an existing garage and driveway that can accommodate a maximum of 3 vehicles. Guests will be directed to use on-site parking and are prohibited from:

- Obstructing neighbouring driveways
- Parking on footpaths
- Parking in a manner that restricts access to adjoining properties
- Creating traffic or safety issues within the street

Parking arrangements will be communicated to guests before arrival and reinforced through the Guest Information Pack.

4.6 Waste Management

Guests are required to use the waste and recycling facilities provided on-site. Waste collection will occur in accordance with the City of South Perth's waste collection schedule. The Property Manager will ensure bins are presented for collection and return to the property where necessary. Guests will be provided with information regarding:

- Waste separation requirements
- Recycling procedures
- Bin locations
- Collection days

Guests must not leave rubbish, bulk waste or recycling materials within public areas or on the verge outside collection periods.

4.7 Public Transport Information

Information relating to public transport options from the site to various tourist destinations around the Perth and beyond will be provided to the guests prior to their arrival (clause 3.1.3). In addition, a number of popular bus, train and ferry timetables will be available inside the dwelling.

4.8 Animals

The property does not permit animals/pets. The City of South Perth Ranger Services have been made aware of this. For any pet animal noise-related matters, emergencies or after-hours situations, please contact the City of South Perth on 9474 0777 or the Property Manager.

4.9 Smoking

Smoking is prohibited on the premises.

4.10 Security Measures

The property incorporates a range of security measures to ensure the safety of guests and the surrounding community. These measures include:

- Secure locks and deadbolts to external doors
- Lockable windows
- Security key lockbox access
- External lighting
- Ring doorbell camera monitoring the front entry area only
- Emergency contact details available within the dwelling

The Ring doorbell camera is limited to external entry monitoring and does not record internal areas of the property.

4.11 Property Maintenance

The property will be maintained in a clean, safe and well presented condition at all times. Professional cleaning is undertaken following each guest stay.

The property is also subject to routine inspections and ongoing maintenance to ensure it remains suitable for accommodation purposes.

Quarterly inspections are undertaken to verify that the property is maintained to a high standard and to identify any maintenance issues requiring attention. Any maintenance concerns raised by guests or neighbours will be addressed as soon as possible.

5 CONSEQUENCES OF NON-COMPLIANCE

Guests must comply with this Management Plan, the Occupancy Agreement and the Guest Code of Conduct at all times. Failure to comply may result in:

- Verbal or written warnings
- Immediate contact from the Property Manager
- Cancellation of the booking
- Eviction from the property
- Forfeiture of part or all of the security bond
- Refusal of future bookings

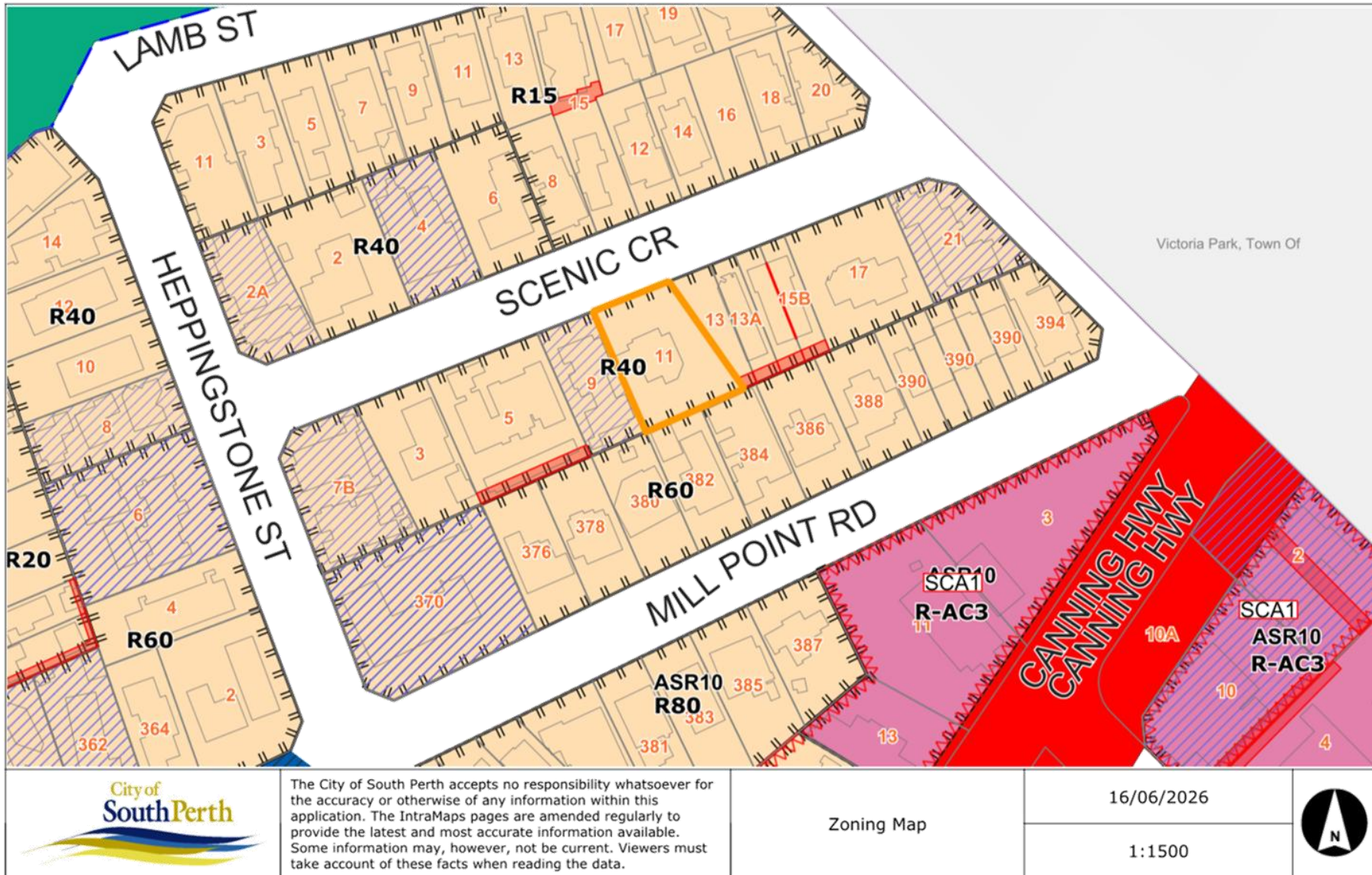
Records of significant incidents and complaints will be maintained by the Property Manager and made available to the City upon request.

6 GUEST PROTECTION

6.1 Safety

The safety of guests is of paramount importance. As such, each unit is equipped with smoke alarms and a comprehensive first aid kit.





Schedule of Submissions

Proposed Change of use to Unhosted Short Term Rental Accommodation on Lot 47 No.11 Scenic Crescent, South Perth – Section 31 Reconsideration

1	Greg Davies Via email -	
Objection		
Summary of Submission		Comment
1.1	We would like to object to the proposal for 11 Scenic Crescent as short term unsupervised accommodation. We have built and lived in this street for over 20 years and in that time the number of owner/occupiers (like ourselves has risen creating a much improved community. In addition, the incidence of short term accommodation has also dropped over that period further enhancing the neighbourhood. Notwithstanding, it seems there remains some short-term accommodation in the precinct which is problematic. In addition our property has been re-zoned to single dwelling, presumably to promote at least part of the street as stable single residential. It would then appear to be a contradiction to permit a transient occupation which will do nothing to enhance the residential experience of the street.	The proposed USTRA is compatible with the wider character and amenity of the area as the proposed use and operation is minor in scale and intensity, hosting a maximum of six guests and space for a minimum of two vehicles which is consistent with the expected number of persons within a single house. A Code of Conduct and Management Plan has been provided with guidance for the expected behaviour of guests, to minimise potential impacts to surrounding properties and the locality. The approval is time limited, impact from operation and adherence to the Management Plan and Code of Conduct will form factors in determining whether to extend the use after the approval period.
1.2	As an aside the drawing in the application documentation of the front fence is incorrect as there is no pedestrian gate. This results in the larger vehicle gate(s) being used whenever there is any access or egress, vehicular or pedestrian, with resulting noise issued.	Noted. The proposed plan of the site and elevation of the fence has been updated to match what is onsite.



MANAGEMENT PLAN.

Property description / Use

Apartment 308/29 Melville Parade South Perth is a two bedroom third floor apartment with a living/dining room/kitchen, bathroom, laundry and small balcony.

Up to four guests can stay at the apartment during each booking.

Bookings will be for a minimum of three nights and a maximum of ninety nights.

Parking for one vehicle in a designated parking bay.

Cafes, restaurants, shopping, a supermarket, the Perth Zoo and the ferry to the CBD are all within walking distance.





MANAGEMENT PLAN.

Guest Screening

Platform Listings

The property will be listed on reputable short-stay rental platforms such as Airbnb, Booking.com, and VRBO. These platforms require guests to register verified profiles and agree to house rules as part of the booking process. This provides an initial layer of screening.

I then leverage these systems to ensure all guests are accountable and traceable.

Booking Requirements

When a guest makes an inquiry or reservation request, I thoroughly screen the guest's profile and information before confirming the booking. I confirm that the prospective guest has completed all required platform verification steps, including:

Providing full contact details (valid name, phone number, and email)

Acceptance of house rules and agreement to our Terms of Stay

Payment verification (booking is fully paid through the platform)

A profile with a photo and a verified Government ID (e.g. driver's licence or passport) attached

A history of positive reviews/ratings from other hosts (demonstrating good behaviour, cleanliness, and compliance in past stays)

Stated number of guests and confirmation that it does not exceed our limit

The reason for travel to assess suitability (e.g. holiday, business, visiting family)

If a guest's profile is incomplete or lacks a track record, I may request additional information prior to acceptance. I will often conduct a brief pre-booking questionnaire to gather details on all guests' names and ages, and I may ask for proof of identity for each adult guest as needed.

I also cross-check any linked social media (if available) for consistency and ask the guest to confirm understanding of the no visitor policy.

Right to Refuse

Only once I am satisfied with the guest's credentials and intent will I approve the booking.

I reserve the right to decline or cancel a reservation request if screening raises any red flags (e.g. local residents booking one night for "gatherings"). Even after acceptance, I send a friendly but explicit "no social events reminder" message to every guest, reiterating that visitors are not allowed and that they should cancel if they do not agree. This proactive stance helps discourage any guests who might have misrepresented their plans.

Booking Policies

To further prevent misuse, I implement booking policies based on industry best practices:

A minimum stay of 2 nights is required for all bookings to discourage social gatherings.

Same-day last-minute bookings are not allowed after a cutoff (e.g. no new booking check-ins after 7:00 PM). This prevents opportunistic late-night party bookings, ensuring I have adequate time to screen guests.

All booking correspondence is handled through the platform messaging (for record-keeping), and my house rules are posted on the listing page for guests to review before they book



MANAGEMENT PLAN.

Complaints management

Neighbours should alert me if guests are not adhering to the Code of Conduct they agreed to as a condition of their booking being accepted.

I will contact the guests immediately and remind them of their obligations. If there is a further complaint I will terminate their stay.

My contact details are as follows:

Paige Garvey

0401 363 603

paigecgarvey@gmail.com

A Register of Complaints will be maintained and available for inspection by an authorised Council Officer.

The complaints register will contain the following information:

- 1: The date and time of the complaint;
- 2: The name and address of the complainant;
- 3: The nature of the complaint;
- 4: Investigations carried out;
- 5: Action taken; and
- 6: Response provided to complainant.

A copy of this Management Plan can be made available to neighbours. Neighbours will also be provided with my contact details.

Neighbours can to be provided with the following:

- 1: A copy of the Code of Conduct;
- 2: A copy of the complaints management procedure;
- 3: Contact details which allows neighbours to engage with me in the event of anti-social behaviour, particularly after hours.





MANAGEMENT PLAN.

Complaints management

Complaints are divided into two categories, the process for each is detailed below:

Level 1: Complaint (minor noise disturbance and/or complaint)

Examples of Level 1 complaints include: television or music too loud, raised voices, noisy children, parking outside of designated areas, not disposing of rubbish correctly.

In the event of a Level 1 complaint the following procedure is to be adopted:

The neighbour is to contact me. I will contact the guests to advise them of the complaint and remind them of their obligations under the Code of Conduct.

If the issue is not resolved and a further complaint is received within 12 hours, I, or an appointed security firm, will attend the site and if necessary evict the guests in accordance with the Code of Conduct.

Level 2 Complaint (major noise disturbance or anti-social behaviour)

Guests are encouraged to enjoy their time on the property, but as specified in the Code of Conduct, visitors are not permitted and noise should be minimised after 9pm and before 7am.

If a Level 2 complaint is received, the following procedure is to be adopted:

I, or security firm, will attend the premises within one hour of the complaint to verify if this is a major noise disturbance;

If the complaint is verified as a Level 2 complaint, the guests will be evicted in accordance with the Code of Conduct.





MANAGEMENT PLAN. Check-In and Check-Out

Check-In

At the time of booking online, guests must review and agree to accept the house rules which specifically state:

1: No visitors;

2: Quiet house after 9.00 pm

Check-in time is from 10:00am until 9:00pm.

To accommodate flights I allow guests to check-in up to 8:00pm the day before their actual booking.

Self Check-In Process

Entry is via a secure smart lock (keyless entry system) located at the unit's entrance.

Each guest booking is assigned a unique digital access code valid only for the duration of their stay.

Detailed step-by-step instructions for self check-in are provided to guests a few days before arrival (including the exact address, parking instructions, access code, and a contact number for assistance). (In the event of any issue with the smart lock, a backup lockbox with a key is available.) Upon arrival, guests can let themselves in using the code. Full check-in instructions are provided prior to arrival through the booking platform messaging.

Check-out

Check-out time is between 7am and 10:00 on the day of departure, unless other arrangements have been made.

In the event that guests need to check-out earlier than 7:00am to catch a flight for example, I emphasise that noise should be kept to a minimum to avoid disturbing neighbours.





MANAGEMENT PLAN.

On-site register / Maintenance

On-site register.

A register of all occupants will be kept and available for inspection by an authorised Council Officer, and shall contain:

- 1: The full names and usual place of residence of all occupants
- 2: The dates of arrival and departure of the occupants.

Maintenance.

Maintenance will preferably be performed at a time between occupancy unless it is urgent and requires attendance at time of occupancy.

Other than in the case of an emergency, any maintenance contractors or staff will be engaged to attend during normal business hours to minimise disruptions to neighbours





MANAGEMENT PLAN.

Guest guide

A guide containing the following information is displayed prominently on the premises :

- 1: My name and contact details.
- 2: Code of Conduct.
- 3: Procedure in the event of the house alarm activating.
- 4: Wi-Fi Device name and password.
- 5: Key lockbox code.
- 6: TV Information.
- 7: Air Conditioner operation.
- 8: Location of the first aid kit.
- 9: Extra towels and sheets.
- 10: Hot water systems operation.
- 11: Rubbish bin location and procedure for collection of rubbish bins.
- 12: Check-in time.
- 13: Check-out time.
- 14: Local restaurants and shopping.
- 15: Local parks and recreation services.
- 16: Other major attractions.
- 17: Important contact numbers.
- 18: Any other information as required.

Manager's Guide and Responsibilities.

A guide documenting tasks and processes will be retained by me for the following:

- 1: General hosting (Including liaisons with clients, providers and Local Government);
- 2: Cleaning information between occupants;
- 3: Procedure for bin collection;
- 4: Laundry requirements;
- 5: Garden preventative maintenance; and
- 6: Building preventative maintenance.

As the Manager I shall maintain:

The Register of Complaints as referred to in this Management Plan;

A register of all occupants referred to in this Management Plan;



MANAGEMENT PLAN.

Code of conduct for guests

The Code of Conduct is provided at the property to ensure that guests know and comply with specific behaviour governing their permission to enter and occupy the property.

The Code of Conduct will be displayed in a conspicuous place in the property so that it can be easily viewed by guests.

General Principles

Short-Term Accommodation is a unique experience and the guiding principles of this Code of Conduct are:

- 1: Treat the property as if it is your own home.
- 2: Respect your neighbours.
- 3: Leave it in the appropriate condition as it was upon occupation.

General Requirements

- 1: Guests must comply with this Code of Conduct and instructions from me during their stay.
- 2: Guests must notify me of any disputes or complaints from neighbours as soon as practicable.

Noise and Residential Amenity

- 1: Guests must not create noise which is offensive or has the potential to create a nuisance to occupiers of neighbouring properties especially between 9pm and 7am Monday to Saturday and 9pm – 9am on Sunday and public holidays, during arrival and departure, and at any time throughout the occupancy.
- 2: Offensive noise is prohibited and may result in termination of permission to occupy the property, eviction, loss of rental paid and extra charges for security and other expenses, which may be deducted from the security deposit or bond under the terms and conditions.
- 3: Guests and visitors must not engage in any anti-social behaviour and must minimise their impact upon the residential amenity of the neighbours and the local community.

Visitors

No visitors or guests other than those who are booked to stay at the property can stay in the property.



MANAGEMENT PLAN.

Code of conduct for guests

Gatherings and Functions.

Not permitted

Parking.

Parking is available for one vehicle in a dedicated car bay.

Waste Management

- 1: Guests receive instructions of how to dispose of general rubbish and recycled goods in accordance with the usual practice at the property and that excess rubbish must not be left in a public area.
- 2: Rubbish and recycling arrangements at the property are in the form of large commercial bins which are emptied on a regular basis by a Waste Management Company.

Security.

- 1: Whenever guests are absent from the property they must close and lock all windows and doors to maintain security and prevent rain and water damage.
- 2: The mains electricity RCD's (Residual Current Devices) are located in the property's meter box.

Outdoor Areas.

- 1: .Guests are to minimise noise when in the outdoor areas.

Smoking.

Smoking is not permitted within the residence.

Pets.

Pets are permitted.

Motorcycles and Bicycles.

Motorbikes and bicycles are not permitted within the residence.

Damages and Breakages.

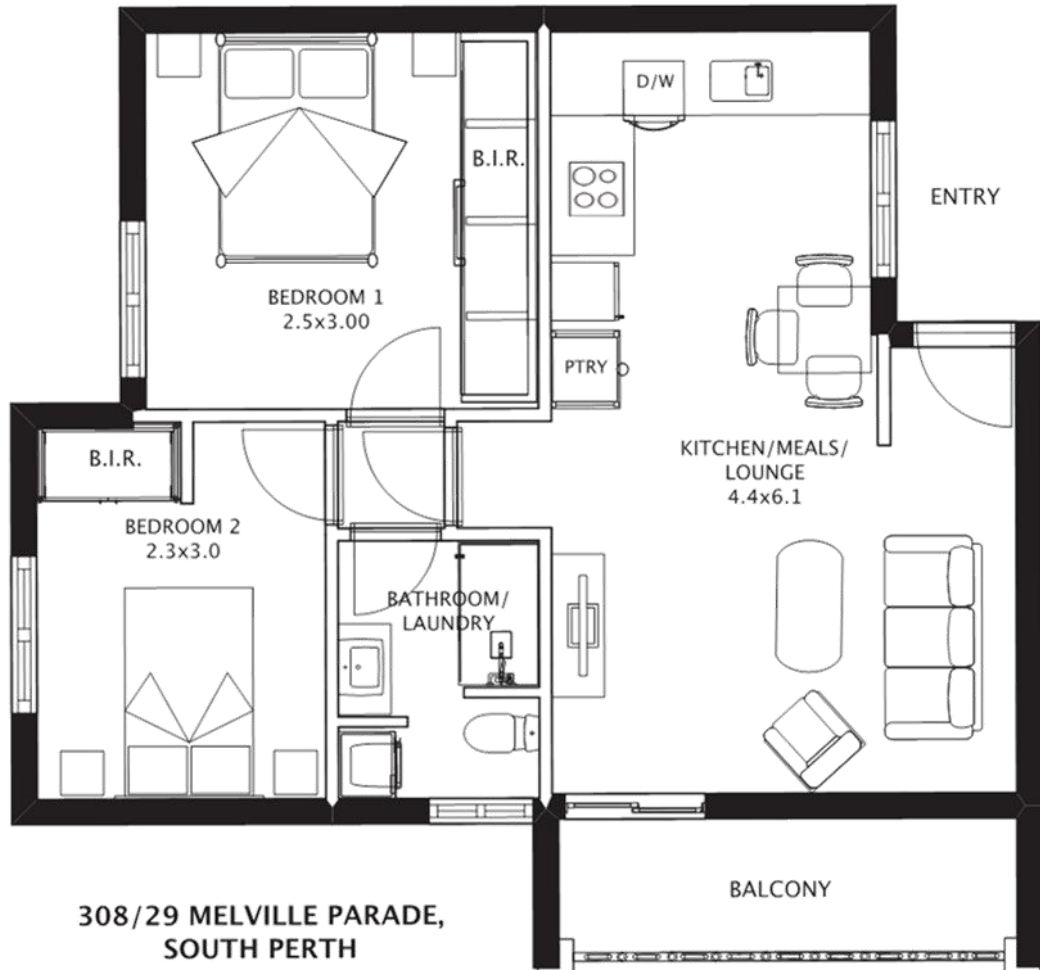
Any damage or breakages must be reported to the Manager.

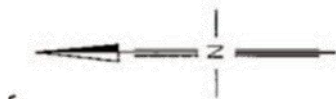
Compliance.

- 1: Breach of the Code of Conduct is a breach of The Terms and Conditions of Contract and permission to occupy of the property.
- 2: As the owner I reserve the right, in accordance with the law, to terminate permission to occupy and to evict from the property guests who refuse to follow the Code of Conduct, or who cause a nuisance.

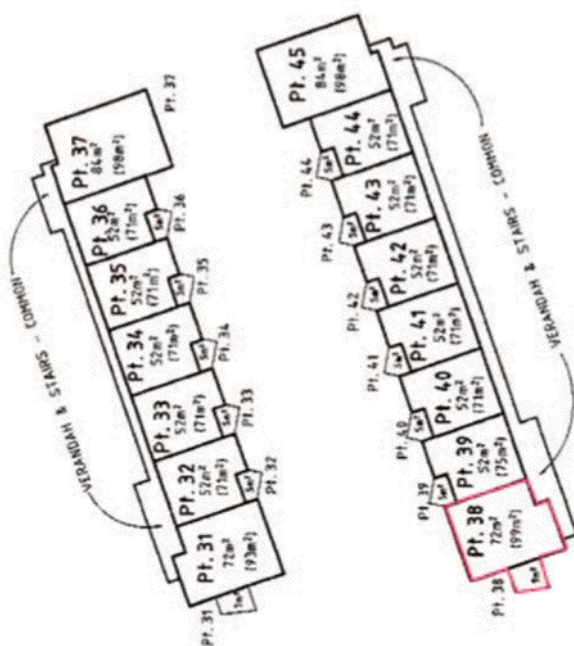


FLOOR PLAN





המחיר: 1,200 ₪



0 30 SCALE 1:400
ALL DISTANCES ARE IN METRES

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

PLAN 34582

SHEET 4 OF 4 SHEETS

THE BOUNDARIES OF THE LOTS OR PART LOTS WHICH ARE BUILDINGS SHOWN ON THE STRATA PLAN ARE THE INNER SURFACES OF THE WALLS, THE UPPER SURFACE OF THE FLOOR AND THE UNDER SURFACE OF THE CEILING, AS PROVIDED BY SECTION 3 (2)(a) OF THE STRATA TITLES ACT 1985

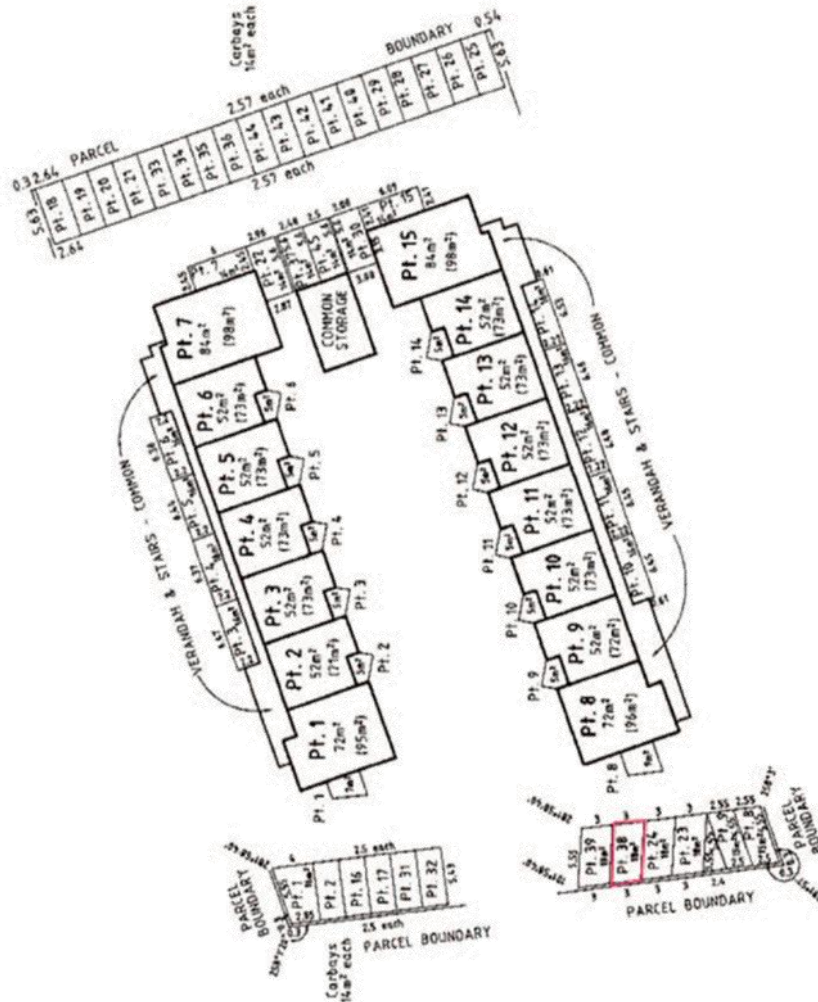
THE STRUTUM OF THE BALCONIES EXTENDS FROM THE UPPER SURFACE OF THE BALCONY TO THE UNDERSIDE OF THE CEILING PROJECTED OF THE LOT.

THE EDGE OF CONCRETE FORMS THE BOUNDARY OF THE BALCONY PART LOT

FOR OTHER PART LOTS SEE SHEETS 2 OF 4



PARKING



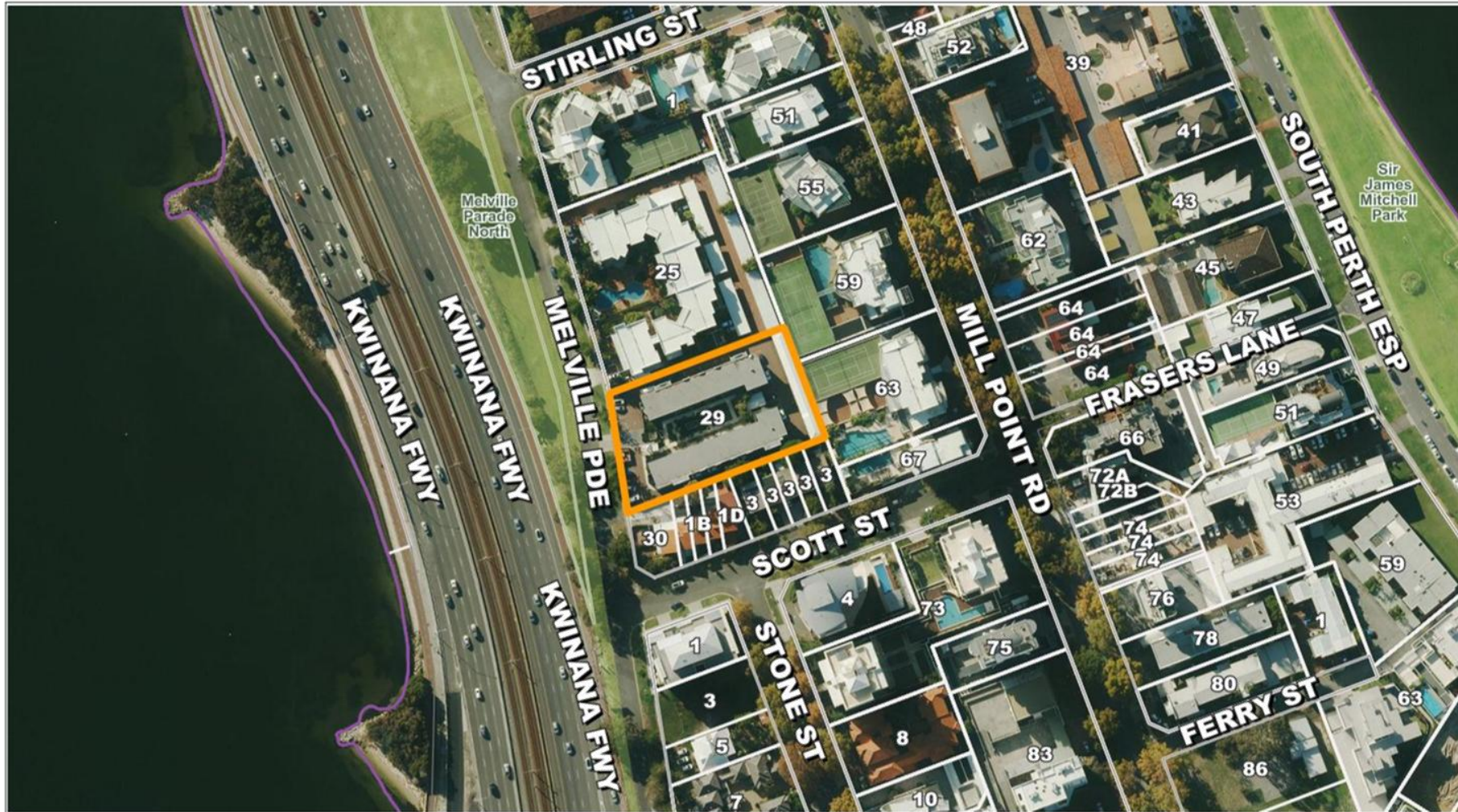
FLAT 1
SHEET 2 OF 4 SHEETS

THE BOUNDARIES OF THE LOTS OR PART LOTS WHICH ARE BUILDINGS SHOWN ON THE STRATA PLAN ARE THE INNER SURFACES OF THE WALLS, THE UPPER SURFACE OF THE FLOOR AND THE UNDER SURFACE OF THE CEILING, AS PROVIDED BY SECTION 3 (2) (1) OF THE STRATA TITLES ACT 1985

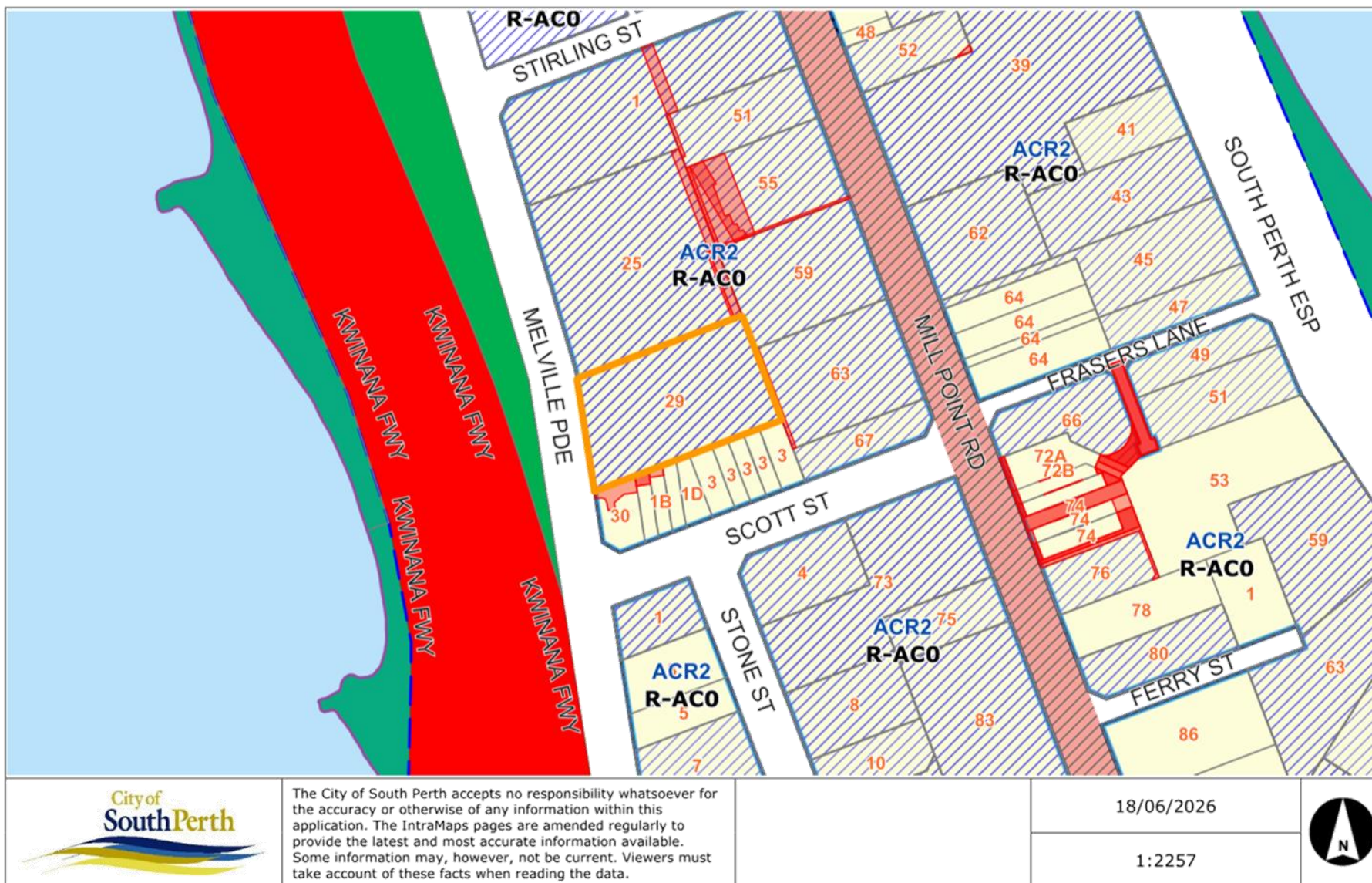
THE STRATUM OF LOTS EXTERNAL TO THE BUILDING EXTEND FROM 1 METRE BELOW THE UPPER SURFACE OF THE FLOOR OF THE RESPECTIVE ADJOINING UNIT TO THE UNDERSIDE OF THE FIRST FLOOR BALCONY PROJECTED OF THE LOT ABOVE.

THE STRATUM OF THE CARRAYS EXTENDS FROM 1 METRE BELOW TO 3 METRES ABOVE THE UPPER SURFACE OF THE FLOOR LEVEL ON LOT 1.

ALL ANGLES 90° UNLESS OTHERWISE SHOWN



	The City of South Perth accepts no responsibility whatsoever for the accuracy or otherwise of any information within this application. The IntraMaps pages are amended regularly to provide the latest and most accurate information available. Some information may, however, not be current. Viewers must take account of these facts when reading the data.	18/06/2026	
		1:2257	



Schedule of Submissions

Proposed Change of Use - Multiple Dwelling to Unhosted Short Term Rental Accommodation - Lot 38 (No. 308/29) Melville Parade, South Perth

1	A Rigby Via Email	
Submission (Objection)		Comment
I oppose the use of unhosted short term stay accommodation. We have too many unhosted short term stay accommodation and this causes us daily problems. Owners do not follow strata rules, we receive anti social behaviour and recent thefts. Owners do not take responsibility for their guests. This also puts a drain on emergency services. This also causes problems for our neighbours		There is no requirement which limits the number of properties operating as USTRA within a building, and this does not form part of the City's assessment. While the proposal is considered to comply with LPP 2.5 regarding the management of guest behaviour, an initial 12 month approval is recommended to properly assess any issues or complaints received regarding misconduct.
2	W Wiley 110/29 Melville Parade, South Perth	
Submission (Objection)		Comment
We wish to object to this submission due to the following reasons: There are too many short stay units in this complex, the owners take no interest in their property - this is demonstrated by the lack to attendance at the Annual General Meetings or nominees for the strata body at the AGM. Matters are often delayed due to lack of interest and comm The short stay occupant is not made aware of the strata regulations; resident occupants often get strangers knocking on their doors asking questions about how to contact owners because of the uncleanliness and lack of security of the unit they have booked. The short-term occupants do not park in the nominated and marked bay for that unit, which makes it difficult for the permanent resident to find who the vehicle belongs to. This is an often occurrence. Rubbish is left often outside units on the terrace or rubbish is not left in the correct bins and permanent residents are left to		As the proposal is located within a Centre zone, it may be considered for development approval in accordance with the City's Local Planning Policy 2.5 – Unhosted Short Term Rental Accommodation. The Management Plan states that guests will be provided with guidance on the disposal of general waste and recyclables in accordance with normal property practices, including a requirement that excess rubbish is not left in public areas. The Manager will also be responsible for cleaning, bin collection, laundry and general maintenance to ensure the property is maintained to a high standard. The Management Plan outlines procedures for managing guest screening, noise complaints, house rules and behavioural expectations, helping to ensure guests act appropriately within

clean up the mess in order for council to collect rubbish.	the multiple dwelling complex and shared areas. If the Management Plan is not being effectively enforced, affected parties are encouraged to notify the City, which may investigate the matter through its compliance processes. Matters relating to strata meetings, rules and governance are the responsibility of the landowner and the strata management/council. The City generally does not become involved in these matters.
3 T Jackiewicz 215/29 Melville Parade, South Perth	
Submission (Objection)	Comment
As only a single parking bay is assigned to this property a max occupancy of 3 persons may occupy premises as per South Perth 2025 short stay policy. As this property is requesting to be outside of the policy of South Perth it should not be approved.	The R-Codes (Volume 2) are applicable to the development and outline a minimum of 1 car parking bay required in this instance. No shortfall is proposed and the development is compliant with the car parking requirements of LPP 2.5.



COMO, WA

Dwg #	SITE DRAWINGS	Issue A	Issue B	Issue C	Issue D	Issue E
A0.01	INDEX & TITLE SHEET LOCATION PLAN	26/03/26	30/03/26	31/03/26	-	-
A0.02	SITE PLAN	26/03/26	30/03/26	31/03/26	-	-
A1.01	GENERAL NOTES	26/03/26	30/03/26	31/03/26	-	-
A1.02	CONSTRUCTION NOTES	26/03/26	30/03/26	31/03/26	-	-
A1.03	CONSTRUCTION NOTES	26/03/26	30/03/26	31/03/26	-	-
A1.04	ELECTRICAL AND DATA NOTES	26/03/26	30/03/26	31/03/26	-	-
A2.01	GENERAL ARRANGEMENT	26/03/26	30/03/26	-	-	09/05/26
A3.01	FURNITURE & EQUIPMENT LAYOUT PLAN	26/03/26	30/03/26	31/03/26	-	-
A4.01	REFLECTED CEILING PLAN	26/03/26	30/03/26	31/03/26	-	-
A5.01	ELECTRICAL PLAN	26/03/26	30/03/26	31/03/26	-	-
A6.01	WALLS SETOUT PLAN	26/03/26	30/03/26	-	-	-
A7.01	FLOOR FINISHES PLAN	26/03/26	30/03/26	-	-	-
A7.02	WALL FINISHES PLAN	26/03/26	30/03/26	31/03/26	-	-
A8.01	HYDRAULIC PLAN	26/03/26	30/03/26	31/03/26	-	-
A9.01	INTERNAL ELEVATIONS	26/03/26	30/03/26	31/03/26	-	-
A9.02	INTERNAL ELEVATIONS	26/03/26	30/03/26	31/03/26	-	-
A9.03	EXTERNAL ELEVATIONS	26/03/26	30/03/26	31/03/26	-	-
A9.04	EXTERNAL ELEVATION	-	30/03/26	31/03/26	-	-
A10.01	BOH WALL DETAILS	26/03/26	30/03/26	31/03/26	-	-
A11.01	JOINERY - J1 COUNTER DETAILS	26/03/26	30/03/26	31/03/26	-	-
A11.02	JOINERY - J1 COUNTER DETAILS	26/03/26	30/03/26	31/03/26	-	-
A11.04	JOINERY - J3 MANAGER'S DESK DETAILS	26/03/26	30/03/26	31/03/26	-	-
A11.05	WINDOW LCD SCREEN SUPPORT DETAIL	26/03/26	30/03/26	31/03/26	-	-

SIGNAGE NOTE

DETAILS OF ALL GRAPHIC/SIGNAGE COMPONENT TO BE SUPPLIED BY PIZZA HUT.

ENSURE PROPORTIONS, COLOURS AND ORIENTATIONS ARE IN ACCORDANCE TO PIZZA HUT'S (NEW) PLAYBOOK/IGNITE GUIDELINES

SIGNAGE CONTRACTOR TO PROVIDE WORKSHOP DRAWINGS TO PROJECT MANAGER FOR APPROVAL PRIOR TO FABRICATION

Dwg #	SITE DRAWINGS	Issue A	Issue B	Issue C		
A13.01	S/STEEL DETAILS - SS1 CUT TABLE	26/03/26	30/03/26	31/03/26	-	-
A13.02	S/STEEL DETAILS - SS2 WORK BENCH	26/03/26	30/03/26	31/03/26	-	-
A13.03	S/STEEL DETAILS - SS3 SINK	26/03/26	30/03/26	31/03/26	-	-
A13.04	S/STEEL DETAILS - SS4 PASS THROUGH BENCH	26/03/26	30/03/26	31/03/26	-	-
A13.05	OVEN AND MAKELINE	26/03/26	30/03/26	31/03/26	-	-
A13.06	MIXER AND PROOFER	26/03/26	30/03/26	31/03/26	-	-
	SCHEDULE OF EQUIPMENT	20/03/26	-	-	-	-
	SCHEDULE OF FINISHES	20/03/26	-	-	-	-
	SCHEDULE OF LIGHTING AND SIGNAGE	20/03/26	-	-	-	-



LOCATION PLAN
NOT TO SCALE

FOR APPROVAL



McCredie Group Pty Ltd
13/213 Miller St
North Sydney, NSW, 2060
Australia
t+61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

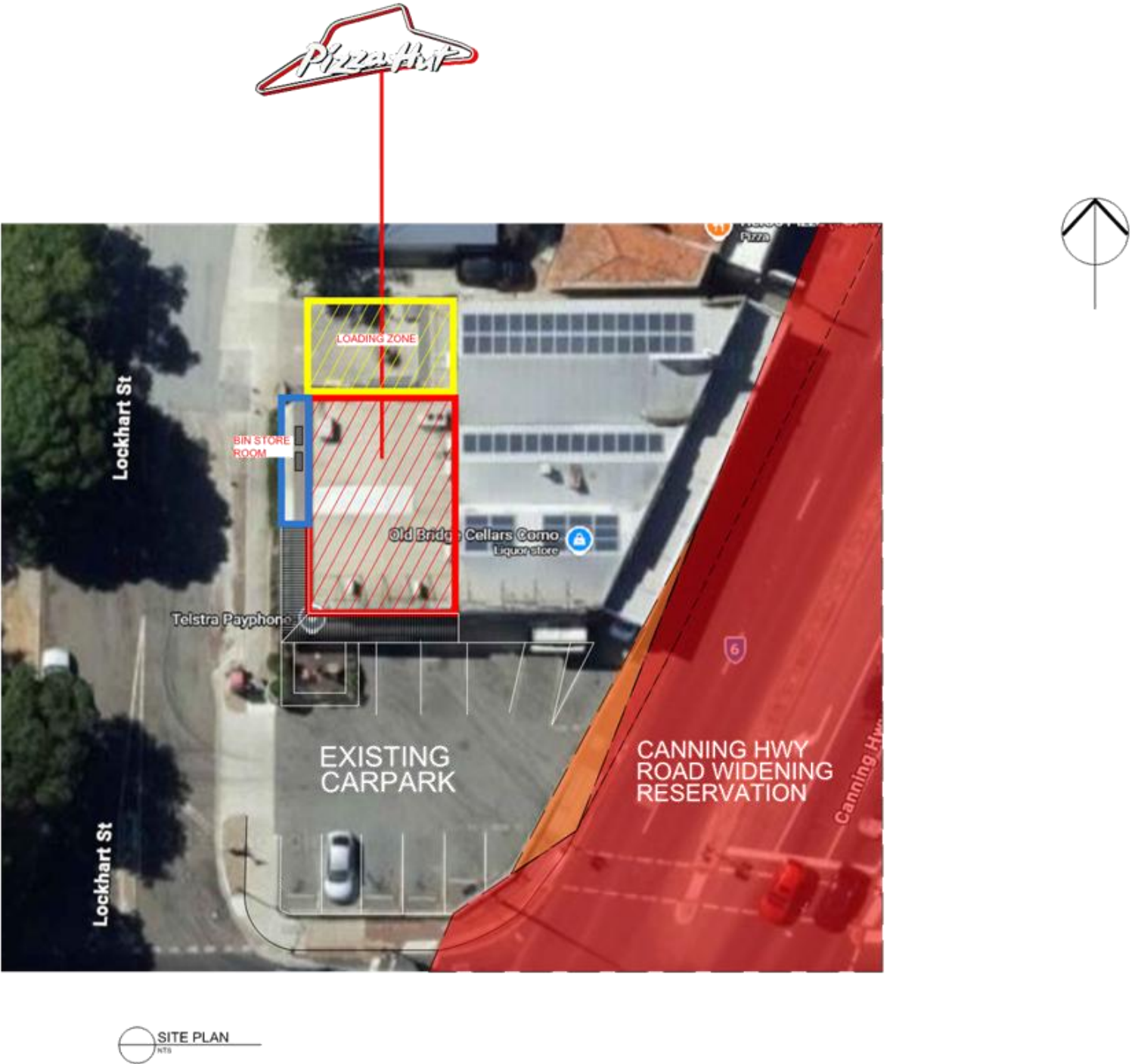
TOTAL AREA=134SQM

Drawn
FZ
Drawing
TITLE SHEET AND
LOCATION PLAN

Approved
HT
Scale
As shown

Drawing No.
A0.01
Issue
E

Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.

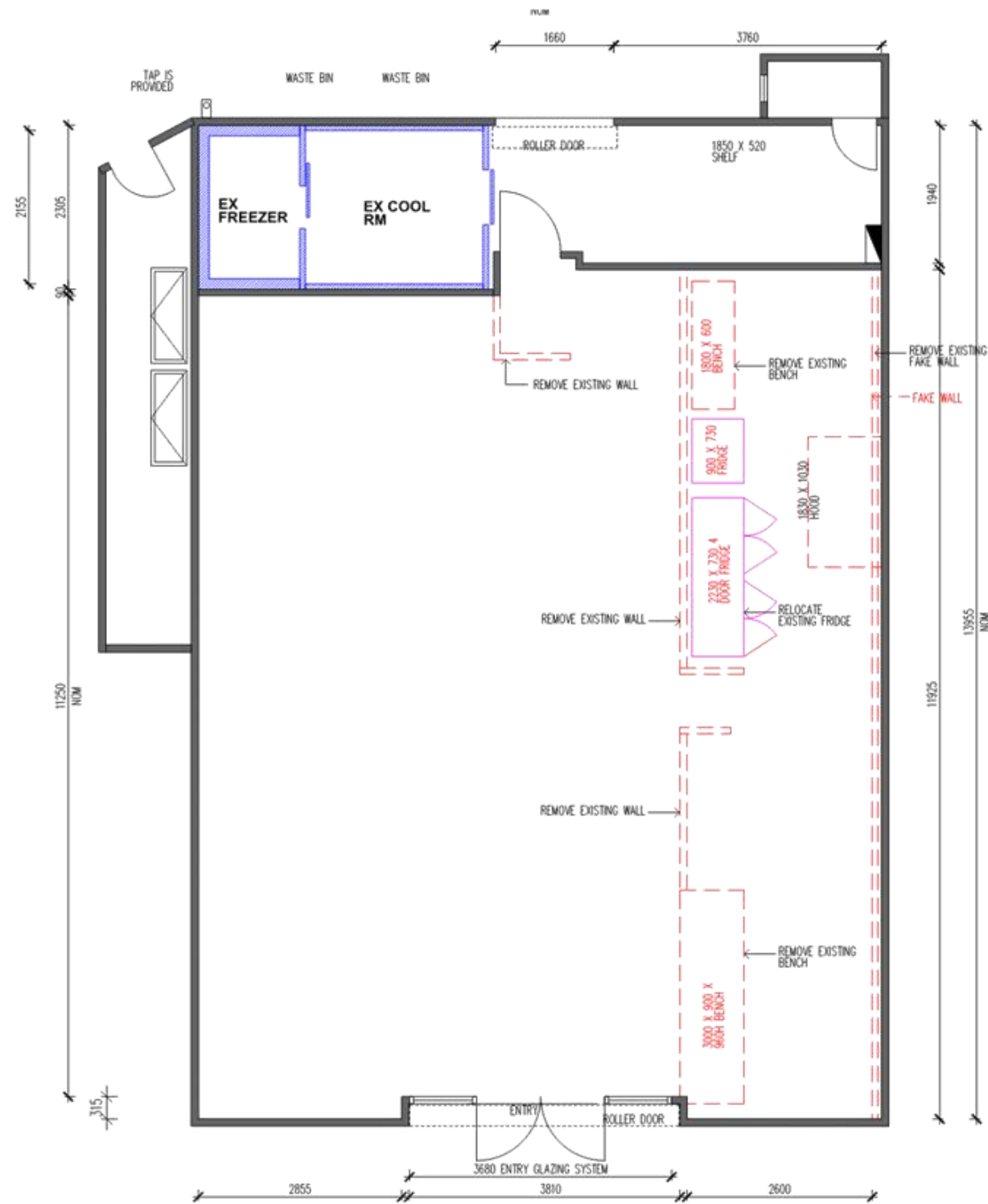


FOR APPROVAL



	McCredie Group Pty Ltd 1/9/213 Miller St North Sydney, NSW, 2060 Australia t+61 2 9929 0966 www.mccredie.com.au		Note This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.		TOTAL AREA=134SQM		Drawn FZ Drawing SITE PLAN	Approved HT Scale As shown	Drawing No. A0.03 Issue E Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.
	E	COUNCIL APPROVAL	19/05/26	PIZZA HUT COMO					
	D	COUNCIL APPROVAL	28/04/26	459 Canning Hwy,					
	C	ROAD WIDENING -SITE PLAN	31/03/26	Como					
	B	FOR APPROVAL	30/03/26	WA 6152					
	A	FOR APPROVAL	26/03/26						
Issue		Description of Change		Date					

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026



NOTE
FRIGDES, FREEZERS, PIZZA OVEN AND MAKELINE ARE ALL ON CASTORS

LEGEND

- NEW EQUIPMENT
- EXISTING EQUIPMENT/JOINERY
- EXISTING TENANCY WALL
- NEW STUD WALL
- EXISTING COOL RM PANEL

FOR APPROVAL



McCredie Group Pty Ltd
L9/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9529 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

TOTAL AREA 13450M

Drawn
FZ
Drawing
TENANCY & DEMO PLAN

Approved
HT
Scale
As shown

Drawing No.
A2.01
Issue
E

Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.

GENERAL NOTES:

THIS COVER PAGE MUST BE CIRCULATED WITH ALL ISSUED DOCUMENTATION

THE INFORMATION CONTAINED WITHIN THIS DOCUMENTATION IS TO THE BEST OF OUR KNOWLEDGE

ACCURATE & CORRECT HOWEVER ALL INFORMATION IS INDICATIVE AND EXACT DIMENSIONS, SPECIFICATIONS AND OTHER RELEVANT INFORMATION SHOULD BE SOUGHT FROM THE APPROPRIATE SOURCE

SHOPFITTER TO CONFIRM ALL DIMENSIONS ON SITE PRIOR TO CONSTRUCTION ALL DIMENSIONS ARE BASED ON EXISTING FITOUT PLANS

SHOPFITTER TO CROSS CHECK ALL DIMENSIONS PRIOR TO CONSTRUCTION ON SITE
SHOPFITTER TO CONFIRM LOCATIONS OF ALL EXISTING SERVICES ON SITE PRIOR TO COMMENCING ANY WORKS

SHOP DRAWINGS OR FABRICATION FIGURED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS,

ANY DISCREPANCIES SHOULD BE IMMEDIATELY REFERRED TO FRANCHISE FITOUT GROUP IMMEDIATELY

SHOPFITTER TO CONSULT & BUILD ACCORDING TO THE LANDLORD'S SITE SPECIFIC DESIGN GUIDELINES,

FITOUT GUIDE & LATEST LEASE PLANS & BASE BUILDING DRAWINGS SUPPLIED BY LANDLORD

SHOPFITTER TO REFER TO THE LANDLORD'S SITE SPECIFIC DESIGN GUIDELINES AND FIT OUT GUIDE TO CONFIRM WHETHER ANY PENETRATIONS IN BLOCKWORK WALLS ARE ALLOWED

CONTRACTORS TO ENSURE CONSISTENCY BETWEEN MATERIALS IS MAINTAINED
PREPARE & MAKE GOOD ALL SURFACES & SUBSTRATES AS REQUIRED TO RECEIVE NEW FINISHES AS PER MANUFACTURER'S SPECIFICATION

MAKE GOOD TO ALL SURFACES AS REQUIRED TO MATCH ADJACENT SURFACES
CHASING AND CORE HOLES TO BE CONFIRMED WITH ENGINEER TO DETERMINE ANY STRUCTURAL LIMITATIONS ON SIZE & LOCATION

A/C REGISTERS, SPRINKLERS & ACCESS PANEL LOCATIONS TO BE ADVISED/CONFIRMED ANY COST VARIATIONS MUST BE APPROVED BY CLIENT PRIOR TO EXECUTION BY SHOPFITTER NON APPROVED COST VARIATIONS WILL NOT BE MET

ALL PLANS APPROVED BY CENTRE/LANDLORD/PLANNING AUTHORITY TO BE KEPT ON SITE AT ALL TIMES

SHOPFITTER TO SUPPLY HOT WATER UNIT AND APPROPRIATE TUNISH OR DRAINAGE AS REQUIRED TO COMPLY WITH STATUTORY REQUIREMENTS SHOPFITTER TO CONFIRM USAGE WITH CLIENT PRIOR TO INSTALLATION

EACH DRAWING FROM THIS DOCUMENTATION PACKAGE TO BE READ IN CONJUNCTION WITH FINISHES SCHEDULE ATTACHED

IF NOT NOTED ON DETAIL/TYPICAL ELEVATIONS REFER TO PLAN FOR FINISHES TYPE & EXTENT

PAINT A/C GRILLES, A/C DIFFUSERS & ACCESS PANELS THE SAME AS ADJACENT CEILING FINISH UNLESS OTHERWISE NOTED

ALL LOGO/ARTWORK FILES TO BE SUPPLIED BY CLIENT UNLESS OTHERWISE NOTED
APPOINTED SHOPFITTER IS RESPONSIBLE FOR ANY SUB CONTRACTORS WORKING FROM THESE DRAWINGS

SHOPFITTER TO ENSURE SUBCONTRACTORS HAVE THE COMPLETE SET OF DOCUMENTATION PRIOR TO COMMENCEMENT OF PROJECT SHOPFITTER TO ENSURE ALL CODES OF THE BCA ARE MET FROM ALL SUBCONTRACTORS WORKING ON THIS PROJECT
ALL TENDER PRICES TO ALLOW FOR ALL FITOUT WORKS TO COMPLY W/ CENTRE MANAGEMENT "CONDITION OF APPROVAL" & "FITOUT GUIDE".

WORKS SHOULD BE COMPLETED WITHIN THE HOURS AS INSTRUCTED BY LANDLORD ALLOW FOR 'OUT OF HOURS' CONSTRUCTION IF REQUIRED

AT COMPLETION OF THE BUILDING PROJECT, CERTIFICATES CERTIFYING THAT ALL THE MECHANICAL, HYDRAULIC, PLUMBING, STRUCTURAL, ELECTRICAL SERVICES & THE FIRE SAFETY MEASURES HAVE BEEN DESIGNED & INSTALLED IN ACCORDANCE WITH THE REQUIRED STANDARDS ARE TO BE PROVIDED BY SUITABLE QUALIFIED PERSONS

COMPLIANCE NOTES:

ALL WORK TO BE IN ACCORDANCE WITH THE BUILDING CODE OF AUSTRALIA (BCA), ALL RELEVANT AUSTRALIAN STANDARDS, STATUTORY REGULATIONS, LOCAL AUTHORITY, REQUIREMENTS AND ALL CONDITIONS OF COUNCILS OR PCA'S

DEVELOPMENT/PLANNING CONSENT AND THE CONDITIONS OF THE CONSTRUCTION CERTIFICATE/BUILDING PERMIT

CONSTRUCTION OF FOOD PREMISES IS TO COMPLY WITH THE LATEST REQUIREMENTS OF THE FOOD ACT REGULATIONS,

NATIONAL CODE FOR THE CONSTRUCTION & FITOUT OF FOOD PREMISES & AS4674-2004 AS APPROPRIATE AND COUNCIL'S FOOD CODE

ALL WORK TO COMPLY WITH THE REQUIREMENTS OF ALL OTHER AUTHORITIES AND APPLICABLE LAWS INCLUDING BUT WITHOUT LIMITATION TO ANY
ANTI-DISCRIMINATION LEGISLATION DISABILITY DISCRIMINATION ACT & AS1428.1 & AS1428.2 1992 DESIGN FOR ACCESS AND MOBILITY APPLY

THE BCA REQUIRES THAT DISABLED ACCESS IS A KEY DESIGN CONSIDERATION FOR BOTH INDIVIDUALS STORES AND COMMON AREAS THIS DOCUMENTATION IS NOT
CONFIRMATION OF ANY LEGAL REQUIREMENT AND MORRIS CO DESIGN WILL NOT BE LIABLE FOR ANY FAILURE TO COMPLY WITH LEGISLATION OR OTHER REGULATORY REQUIREMENTS

IF STAIR/RAMPS ARE PROPOSED TO BE UTILISED BY THE PUBLIC THAT TACTILE INDICATORS WILL BE PROVIDED IN ACCORDANCE WITH AS1428.4 IN ORDER TO WARN PERSONS WITH VISION IMPAIRMENT THAT THEY ARE APPROACHING

RAMP - IF APPLICABLE THE PRIVATE CERTIFIER TO CONFIRM

REFRIGERATED CHAMBERS TO BE DESIGNED AND INSTALLED IN ACCORDANCE WITH BCA G1.2

OPENINGS IN FLOOR, SHAFTS, OPENINGS FOR SERVICE INSTALLATIONS & CONSTRUCTION JOINTS WILL BE PROTECTED IN ACCORDANCE WITH C3 OF THE BCA

PROVIDE PORTABLE FIRE EXTINGUISHERS TO COMPLY WITH AS2444 &/OR 208 (E) ENSURE EXTINGUISHER IS PROVIDED ADJACENT TO SWITCHBOARD

THE PROVISIONS FOR EGRESS WILL COMPLY WITH PART D1 OF THE BCA A MAXIMUM OF 20M TO REACH A POINT OF CHOICE IN ACCORDANCE WITH THE DEEMED-TO-SATISFY PROVISIONS OF THE BCA

ALL ELECTRICITY / DISTRIBUTION BOARDS, OR CENTRAL TELECOMMUNICATIONS DISTRIBUTION BOARDS LOCATED IN THE PATH OF TRAVEL, WILL BE ENCLOSED IN NON-COMBUSTIBLE CONSTRUCTION OR A FIRE PROTECTIVE COVERING, WITH DOORS PROVIDED WITH SMOKE SEALS IN ACCORDANCE WITH CLAUSE D2.7 OF THE BCA

WATER PROOFING WILL BE UNDERTAKEN IN ACCORDANCE WITH CLAUSE F1.7 AND AS3740
ENCLOSED SPACES ARE TO BE ACCESSIBLE IN ACCORDANCE WITH CLAUSE D3.3 OF THE BCA & AS1428 - 2099

SPRINKLER SYSTEM TO COMPLY WITH SPECIFICATION E1.5 & AS2118.1 THE FIRE ENGINEERED SOLUTIONS APPLICABLE TO THE DEVELOPMENT ARE TO BE STRICTLY ADHERED TO

BUILDING OCCUPANT WARNING SYSTEM TO COMPLY WITH E2.2 & CLAUSE 6 OF SPECIFICATION E2.2A

ANY NEW ARTIFICIAL LIGHTING IS TO BE DESIGNED TO COMPLY WITH J6.2 ANY NEW LIGHTING MUST HAVE POWER CONTROLS IN ACCORDANCE WITH J6.3 INTERIOR DECORATIVE & DISPLAY LIGHTING MUST COMPLY WITH J6.4 & SPECIFICATION J6

EMERGENCY LIGHTING IS TO COMPLY WITH E4.2, E4.4 & AS2293.1-2005 AMDT 1

EXIT SIGNS ARE TO COMPLY WITH E4.5, E4.8 & AS2293.1-2005 AMDT 1

NEW EXIT DIRECTIONAL SIGNS WITHIN THE TENANCY MUST BE INSTALLED IN ACCORDANCE WITH CLAUSE NSW E4.6, E4.8 & AS2293.1-2005 AMDT 1

MECHANICAL VENTILATION TO ENCLOSED SPACES SHALL BE PROVIDED IN ACCORDANCE WITH BCA NSW F4.5(B) & AS1668.2

HOT WATER SUPPLY MUST BE DESIGNED & INSTALLED IN ACCORDANCE WITH SECTION B OF AS/NZS 3500.

JOINERY FINISHES

FOR FINISHES TO JOINERY & ADJACENT AREAS REFER TO THE FINISHES SCHEDULE
ALL LOOSE FURNITURE & JOINERY WITHIN EXISTING PERIMETER BUILT ENVIRONMENT TO BE PROTECTED & MASKED OFF DURING COMMENCEMENT OF ANY BUILDING WORKS

IF NOT NOTED ON DETAIL/TYPICAL ELEVATIONS REFER TO PLAN FOR FINISHES TYPE & EXTENT

SHOPFITTER TO ENSURE NO SHARP EDGES ON ANY JOINERY ITEMS

CONCEAL ALL FIXINGS & SCREW CAP ALL FIXINGS UNLESS INSIDE CUP'DS

USE ADHESIVES, FASTENERS & FIXINGS CAPABLE OF TRANSMITTING THE LOADS IMPOSED & TO ENSURE THE RIGIDITY OF THE ASSEMBLY, WITHOUT SPLITTING OR DAMAGING MATERIALS

FINISH ALL EXPOSED EDGES OF THE UNITS WITH EDGE STRIPS TO MATCH FACES, UNLESS OTHERWISE NOTED

ALL HINGES TO BE HIGH QUALITY METAL FITTING OF A CONCEALED TYPE PROVIDE IN NUMBER & LOCATION NECESSARY TO PREVENT DROPPING OF THE DOOR

ALL SUBSTRATE SURROUNDING COOKING AREA AS REQUIRED TO WITHSTAND/PREVENT HEAT TRANSFER FROM ALL COOKING EQUIPMENT

ALL S/S SUBSTRATE MUST HAVE FOLDED EDGE IN ONE PIECE & THEN SEAL ALL PANEL JOINTS ON TOP

ALL SUBSTRATES FOR BENCHTOPS, CUPBOARD & JOINERY TO BE EO OR E1 MDF UNLESS OTHERWISE NOTED

ALL SUBSTRATES FOR BENCHTOPS & CUPBOARD FOR FOOD TENANCES, WET AREAS & KITCHENS TO BE WATERPROOF PLYWOOD OR EQUAL UNLESS OTHERWISE NOTED

WALL FINISHES
ANY EXPOSED BLOCKWORK WALLS TO BE SHEETED WITH PLASTERBOARD LINING & PAINTED IN SPECIFIED FINISH

(UNLESS OTHERWISE SPECIFIED) ANY FRAMING REQUIRED SHALL CONSIDER THE REQUIREMENTS OF AS1170 PARTS 1 & 4 WHERE APPLICABLE

FIRE INDICES OF MATERIALS, LINING & SURFACE FINISHES TO COMPLY WITH SPECIFICATION C1.10 OF THE BCA

ALL GLAZING TO COMPLY WITH AS1288 - 2006 GLAZING PARTITIONS TO BE PROVIDED WITH MANIFESTATIONS, OR MARKINGS OF GLASS BETWEEN 700-1200MM ABOVE THE FLOOR WITH AN OPAQUE BAND 20MM IN HEIGHT TO PREVENT THE PANE BEING MISTAKEN AS A DOORWAY OR OPENING

MATERIALS, LININGS AND SURFACE FINISHES USED IN THE BUILDING WILL COMPLY WITH THE FIRE HAZARD PROPERTIES IN ACCORDANCE WITH SPECIFICATION C1.10 OF THE BCA

AT COMPLETION OF THE PROJECT CERTIFICATES ARE TO BE SUBMITTED DETAILING COMPLIANCE WITH THIS SPECIFICATION

ALL WET AREAS ARE REQUIRED TO BE PROTECTED BY A WATERPROOF MEMBRANE WHICH IS TURNED UP A MINIMUM OF 300MM AT THE FLOOR/WALL JUNCTION

FLOOR FINISHES
REFER TO PLANS FOR FLOOR FINISHES

ALL FLOORING IS TO BE LAID ON CLEAN, SOUND AND APPROPRIATE SUBSTRATES

ALL FLOORING TO BE LAID STRICTLY IN ACCORDANCE WITH THE MANUFACTURERS INSTRUCTIONS

UPON COMPLETION, FLOOR IS TO BE CLEANED AND SEALED AS PER MANUFACTURERS INSTRUCTIONS

SHOPFITTER TO ASSESS WHETHER FLOOR NEEDS TO BE TOPPED TO ENSURE A LEVEL SURFACE IS ACHIEVED BETWEEN THE MALL FLOOR AND SPECIFIED STORE FLOOR FINISH

PRIOR TO INSTALLING SPECIFIED FLOORING A RECESSED ALUMINUM FLATBAR OR SIMILAR DEMISING STRIP TO BE PROVIDED AT ALL FLOOR FINISH JUNCTIONS

WET AREAS ARE TO COMPLY WITH THE REQUIREMENTS OF PART F1.7 OF THE BCA AND PROTECTED IN ACCORDANCE WITH THE RELEVANT PARTS OF AS3740

100MM HIGH COVED SKIRTING TO ALL BOH WALL & FLOOR JUNCTIONS REFER TO DRAWINGS FOR COVING SPECIFICATION IF APPLICABLE

ALL FLOOR PENETRATIONS TO BE TREATED IN ACCORDANCE WITH CLAUSE C3.15 OF THE BCA IN ORDER TO MAINTAIN THE FIRE RESISTANCE LEVEL OF THE EXISTING FLOOR

VENTILATION
ALL ROOMS TO HAVE ADEQUATE VENTILATION AS REQUIRED VENTILATION IS TO COMPLY WITH PART F4.5 OF THE BCA

MECHANICAL VENTILATION IS TO BE INSTALLED IN ACCORDANCE WITH THE RELEVANT PROVISIONS OF AS1668.1-1998 & AS1668.2-1992

REQUIREMENTS OF THE FIRE ENGINEERED SOLUTION IN TERMS OF MECHANICAL VENTILATION WILL BE STRICTLY ADHERED TO WHERE APPLICABLE

DOOR NOTES
ALL REQUIRED EXIT DOORS WILL HAVE AN UNOBSTRUCTED HEIGHT OF 1980MM & AN UNOBSTRUCTED WIDTH OF 800MM IN ACCORDANCE WITH CLAUSE D1.6 OF THE BCA THE UNOBSTRUCTED WIDTHS IN THE REQUIRED EXITS & IN THE PATHS OF TRAVEL TO THE REQUIRED EXITS, EXCEPT THE DOORWAYS WILL NOT BE LESS THAN 1000MM

REQUIRED EXIT DOORS WILL BE READILY OPENABLE WITHOUT A KEY FROM THE SIDE THAT FACES A PERSON REQUIRING EGRESS, BY A SINGLE HANDED DOWNWARD ACTION ON A SINGLE DEVICE WHICH IS LOCATED BETWEEN 900MM & 1200MM ABOVE THE FLOOR, IN ACCORDANCE WITH CLAUSE D2.21 OF THE BCA

SHOPFRONT
ALL WORKS TO BE INDEPENDENTLY SUPPORTED FROM MAIN STRUCTURE AND/OR STEEL BEAM OVER ONLY

ALLOW FOR MOVEMENT IN THE STRUCTURE, DO NOT CHASE OR PENETRATE STRUCTURAL COMPONENTS

PROVIDE CERTIFICATES OF STRUCTURAL ADEQUACY FROM REGISTERED STRUCTURAL ENGINEER ON COMPLETION OF WORKS

CLEAR LAMINATE GLAZING TO BE SET INTO FRAMELESS GLAZING CHANNEL ADAPTER FULLY RECESSED AT BOTTOM & TOP

ALL GLAZING TO BE INSTALLED IN ACCORDANCE WITH AS1288-2006 & LANDLORD'S DESIGN GUIDELINES

EQUIPMENT
ALL EQUIPMENT ON THESE DRAWINGS SHOWN INDICATIVELY

CONTRACTOR TO CONFIRM ALL DIMENSIONS & EQUIPMENT REQUIREMENTS WITH CLIENT PRIOR TO INSTALLATION

ALL EQUIPMENT TO BE INSTALLED AS PER MANUFACTURERS INSTRUCTIONS

CONTRACTOR TO CONFIRM SUPPLY & INSTALLATION OF ALL EQUIPMENT WITH CLIENT

SHOPFITTER TO PROVIDE APPROPRIATE & APPROVED CUTOUTS IN JOINERY ITEMS AS REQUIRED TO ALLOW FOR CABLE ACCESS.

ENERGY EFFICIENCY
NEW AIR-CONDITIONING NOT FORMING PART OF THE BASE BUILDING SHALL COMPLY WITH ALL PARTS SECTION J5 OF THE BCA

NEW AIR-CONDITIONING DUCTWORK IN ADDITION TO THAT PROVIDED BY BASE BUILDING TO BE INSULATED TO ACHIEVE AN R1.0 RATING & IS TO BE INSTALLED IN ACCORDANCE WITH AS/NZS4859.1

ARTIFICIAL LIGHTING NOT FORMING PART OF THE BASE BUILDING IS TO COMPLY WITH SECTION J6 OF THE BCA

CLIENT
IT IS YOUR RESPONSIBILITY TO CHECK THIS DOCUMENTATION PRIOR TO CONSTRUCTION

IT IS YOUR RESPONSIBILITY TO ENSURE ALL APPROVALS & REGISTRATION SUCH AS LODGING YOUR BUSINESS WITH RELEVANT GOVERNMENT & FOOD AUTHORITIES

IT IS YOUR RESPONSIBILITY TO ORGANISE ANY HEALTH INSPECTIONS PRIOR TO TRADING

FOR APPROVAL



McCredie Group Pty Ltd
4/9/213 Miller St
North Sydney, NSW, 2060
Australia
t+61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

TOTAL AREA=134SQM

TENANCY PLANS

Drawn
FZ
Drawing
GENERAL NOTES

Approved
HT
Scale
As shown

Drawing No.
A1.01
Issue
E

Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026

CONSTRUCTION NOTES 1.0 CONSTRUCTION –HYDRAULICS SERVICES 1.1 STANDARDS PLUMBING AND DRAINAGE: TO AS/NZS 3500.0, AS/NZS 3500.1, AS/NZS 3500.2, AS/NZS 3500.3AND AS/NZS 3500.4AND THE PLUMBING CODE OF AUSTRALIA. LOCAL AUTHORITY REQUIREMENTS: SYDNEY WATER BY-LAWS. SANITARY FIXTURES: TO ATS 5200. COPPER PIPE AND FITTINGS-INSTALLATION AND COMMISSIONING: TO AS 4809. 1.2 COMPLETE THE ENTIRE HYDRAULICS INSTALLATION IN ACCORDANCE WITH THE COUNCIL STAMPED AND APPROVED DOCUMENTS. 1.3 CUT FLOOR AND LAY SUB FLOOR DRAINAGE AS SHOWN ON THE DRAWINGS, IN ACICORDANCE WITH THE STANDARDS. 1.4 FLOOR WASTES ARE TO BE FITTED OFF WITH ECO GUARD F660 150MM X 150MM STAINLESS STEEL DRAIN GUARDS TO SUIT 100MM Ø DRAINS. FIT OFF TUNDISHES AND CLEAROUTS TO NORMAL TRADE PRACTICE AND IN ACCORDANCE WITH THE STATUTORY REGULATIONS. 1.5 SUPPLY AND INSTALL INSULATED HOT WATER AND COLD WATER RETICULATION COMPLETE WITH EASILY ACCESSIBLE STOP COCKS, IN ACCORDANCE WITH THE DOCUMENTS AND ALL RELEVANT STATUTORY REGULATIONS. BRACE/SADDLE ALL PIPEWORK SUFFICIENTLY TO ENSURE TOTAL ABSENCE OF HAMMER THROUGHOUT THE INSTALLATION. 1.6 SUPPLY AND INSTALL HOT WATER UNIT IN ACCORDANCE WITH ALL RELEVANT STATUTORY REGULATIONS. 1.7 INSTALL WHERE SHOWN ON THE DRAWINGS STAINLESS STEEL BOWL WASH SINK BENCH. FIT EACH SINK WITH ECO GUARD S450 90MMØ SINK DRAIN PROTECTOR. 1.8 SUPPLY AND INSTALL WHERE SHOWN ON THE DRAWINGS STAINLESS STEEL KNEE OPERATED WASHBASIN(S). SUPPLY EACH BASIN WITH FACTORY FITTED TEMPERING VALVES. SET THE TEMPERING VALVE AT 320C. 1.9 SUPPLY AND INSTALL HOT COLD WATER TAPS TO MOP SINK. 1.10 SUPPLY AND INSTALL MOP SINK AS PER THE DRAWINGS. 1.11 SUPPLY AND INSTALL PAPER TOWEL DISPENSERS; SOAP DISPENSERS; AND SANITIZING GEL AS PER SCHEDULE. 2.0 CONSTRUCTION –CONCRETE 2.1 STANDARDS CONCRETE MATERIALS: TO AS 3600 2.2 SET OUT, AND LOCATE FORMWORK FOR 75MM HIGH PLINTH UNDER THE MANAGER'S DESK TO SUIT 6M SAFE MEASURING 440MMW X 310MMØ X 500MMH. SET OUT WITH 440MM WIDE SAFE FRONT IN A LINE WITH THE LEADING EDGE OF THE DESK OVER. ALLOW TO SCABBLE EXISTING FLOOR SURFACE TO A DEPTH OF 3MM WITHIN THE PERIMETER OF THE PLINTH, THEN COAT WITH EPOXY RESIN AND POUR CONCRETE PLINTH WHILE EPOXY IS STILL WET. THOROUGHLY VIBRATE PLINTH TO REMOVE ALL AIR FROM CONCRETE, AND LEAVE CLEAN, SMOOTH FACES ON THE PLINTH. ALLOW MINIMUM 48 HRS SETTING TIME BEFORE REMOVAL OF FORMWORK AND SUPPORTS. ON COMPLETION, TRIM PLINTH WITH COVING ALL ROUND. 3.0 CONSTRUCTION –REFRIGERATION 3.1 SUPPLY AND INSTALL REFRIGERATION SERVICES AS SHOWN ON THE DRAWINGS, AND IN ACCORDANCE WITH THE RELEVANT STANDARDS AND STATUTORY REGULATIONS. 3.2 CONSTRUCT MEDIUM TEMPERATURE COOL ROOM TO OVERALL HEIGHT (AS INDICATED ON DRAWINGS) OUT OF 75MM X .6 COLORBOND SLIPJOINT OFF WHITE STEEL SKINS BONDED TO A CORE OF TREATED POLYSTYRENE FOAM BY A TWO PART HEAT POLYMERISING ADHESIVE. THE QUOTED PRICE WILL INCLUDE HEAVY DUTY CATCHING AND SLIDING MECHANISM TO THE 800MM SILL-LESS CLEAR OPENING IMPER SEAL SLIDING DOORS. ALL INTERNAL WALL AND CEILING CORNERS WILL BE ALUMINIUM COVED, ALL JOINTS AND COVING WILL BE BLACK SILICON SEALED ON COMPLETION. COOLROOM DOOR HARDWARE WILL INCLUDE EMERGENCY EXIT COMPONENTS AND ALARM BELL TO AUSTRALIAN STANDARDS. SPECIAL NOTE: THE COOLROOM WILL NOT INCLUDE AN INSULATED PANEL RAISED FLOOR. REFER TO DRAWINGS AND SCHEDULES FOR FINISH. 3.3 INSTALL ALUMINIUM ANGLED VERTICAL TRIMS TO BOTH ENDS OF THE COOLROOM TO RENDER THE ENDS OF THE ROOM VERMIN-PROOF. 3.4 INSTALL REFRIGERATION COMPRESSOR ON A METAL SUPPORT FRAME FXED TO THE REAR WALL OF THE TENANCY. CONNECT TO ISOLATING SWITCH INSTALLED BY THE HEAD CONTRACTOR. 3.5 INSTALL INDUCED DRAFT COOLER (FAN COIL UNIT) COMPLETE WITH VALVES; SOLENOIDS; COILS; ORIFICES & FILTERS; JUNCTION BOXES; TEMPERATURE SENSORS; MOUNTING BOXES; BRACKETS; AND CONTROL PANELS NECESSARY TO COMPLETE THE PROJECT. 3.6 INSTALL WATERPROOF FLUORESCENT LIGHT FITTING TO COOLROOM CEILING. 3.7 INSTALL TRAPPED CONDENSATE DRAIN WITH 25MMØ PVC TO SUIT STATUTORY AUTHORITY REQUIREMENTS. THE DRAIN WILL TERMINATE IN A TUNDISH AS SHOWN ON THE DOCUMENTS. 4.0 CONSTRUCTION –GLASS PARTITIONING (IF APPLICABLE) 4.1 MATERIAL CONSTRUCT PARTITION OUT OF 10MM TOUGHENED GLASS WITH POLISHED EDGES, SET INTO GLAZING CHANNEL WITH NEOPRENE GASKETS. CHANNEL TO BE FIXED TO LOW HT WALL ADJACENT SERVICE COUNTER . SET THE 900 CORNER WITH CLEAR SILICONE. GLAZING CHANNEL TO BE SAME WOTH AS WALL AND TO BE FINISHED IN NATURAL ANODISED ALUMINIUM.	5.0 CONSTRUCTION –SHEET LININGS 5.1 STANDARDS 5.2 MATERIALS AND COMPONENTS FIBRE CEMENT: TO AS/NZS 2908.2. FIBRE CEMENT WALL LININGS: TYPE B CATEGORY 2. LOCATION: ALL NEW INTERNAL FRONT OF HOUSE (FOH) AND BACK OF HOUSE (BOH) WALLS AND ALL PERIMETER WALLS, WHERE NOT COMPLETED BY THE LANDLORD. THICKNESS: 6 MM. SCOPE: CONSTRUCT NEW FIBRE CEMENT SHEETED WALLS AS SHOWN ON THE DOCUMENTS. 5.3 CONSTRUCTION GENERALLY SUBSTRATES OR FRAMING GENERAL: BEFORE FIXING LININGS CHECK AND, IF NECESSARY, ADJUST THE ALIGNMENT OF SUBSTRATES OR FRAMING. ACCESSORIES AND TRIM GENERAL: PROVIDE ACCESSORIES AND TRIM NECESSARY TO COMPLETE THE INSTALLATION. ADHESIVES GENERAL: PROVIDE ADHESIVES OF TYPES APPROPRIATE TO THEIR PURPOSE, AND APPLY THEM SO THAT THEY TRANSMIT THE LOADS IMPOSED, WITHOUT CAUSING DISCOLOURATION OF FINISHED SURFACES. 5.4 JOINTS FLUSH JOINTS (WALLS): PROVIDE RECESSED EDGE SHEETS AND FINISH FLUSH USING PERFORATED PAPER REINFORCING TAPE. EXTERNAL CORNER JOINTS (WALLS): MAKE JOINTS OVER METALLIC-COATED STEEL CORNER BEADS. WET AREAS: PROVIDE ADDITIONAL SUPPORTS, FLASHINGS, TRIM AND SEALANTS AS REQUIRED. JOINTS IN TILED WALL AREAS: BED PERFORATED PAPER TAPE IN BEDDING COMPOUND. DO NOT APPLY A TOPPING COAT. INTERNAL WALL CORNERS: REINFORCE WITH METALLIC-COATED STEEL ANGLES. IN CORNERS SUBJECT TO CONTINUOUS MOISTURE, FLASH OVER THE ANGLE AND UNDER THE SHEETING WITH CONTINUOUS BITUMEN COATED ALUMINIUM FLASHING. JOINTS IN FLOORS: SEAL ALL JOINTS WITH TWO PART EPOXY. SEAL ALL SCREWS WITH EPOXY. CEILING STANDARDS SUSPENDED CEILING: TO AS/NZS 2785. LUMINAIRE AND AIR DIFFUSER INTERFACE: TO AS 2946. SCOPE: NEW SET PLASTER CEILING THROUGHOUT TENANCY. 5.5 SUSPENSION SYSTEM GENERALLY SUPPLY AND INSTALL A FLUSH SET PROPRIETARY SUSPENDED CEILING SYSTEM OVER THE ENTIRE TENANCY AREA, PROFILED TO FORM THE CEILING LEVELS OVER THE FRONT OF HOUSE AND BACK OF HOUSE AREAS AND TO THE VERTICAL FACES WHERE SHOWN ON THE DRAWINGS. 5.6 HEIGHT ADJUSTMENT: PROVIDE HEIGHT ADJUSTMENT BY MEANS OF A LENGTH ADJUSTMENT DEVICE AT EACH SUSPENSION POINT, PERMITTING LENGTH VARIATION OF AT LEAST 50 M 5.7 SERVICES, FITTINGS AND FIXTURES SUPPORT: SPACE THE SUPPORT MEMBERS AS REQUIRED BY THE LOADS ON THE SYSTEM AND THE TYPE OF CEILING, AND ALLOW FOR THE INSTALLATION OF SERVICES AND ACCESSORIES, INCLUDING DUCTWORK, LIGHT FITTINGS AND DIFFUSERS. ALLOW FOR ADDITIONAL CEILING SUPPORT FOR FITTINGS & FIXTURES, INCLUDING AIR CONDITIONING PACKAGE UNITS; OVEN EXHAUST AND MAKE UP AIR DUCTS; CEILING MOUNTED MENU PANEL UNITS; AND LIGHT FITTINGS AS NECESSARY. PROVIDE ADDITIONAL BACK SUPPORT OR SUSPENSION MEMBERS FOR THE FIXING OF SUCH ITEMS TO ENSURE THAT DISTORTION, OVERLOADING OR EXCESSIVE VERTICAL DEFLECTION IS PREVENTED. DO NOT FIX SUSPENSION MEMBERS TO SERVICES (E.G. DUCTWORK) UNLESS THE SERVICE HAS BEEN DESIGNED TO ACCEPT THE CEILING LOAD. IN LOCATIONS WHERE SERVICES OBSTRUCT THE CEILING SUPPORTS, PROVIDE BRIDGING AND SUSPENSION ON EACH SIDE OF THE SERVICES. DO NOT SUPPORT SERVICES TERMINALS ON CEILING PANELS. 5.8 PROTECTION GENERAL: PROTECT EXISTING WORK FROM DAMAGE DURING THE INSTALLATION. 5.9 STABILITY GENERAL: INSTALL THE CEILINGS LEVEL; AND FIX SO THAT UNDER NORMAL CONDITIONS THERE IS NO LOOSENESS OR RATTLING OF CEILING COMPONENTS. 5.10 BRACING GENERAL: PROVIDE BRACING TO PREVENT LATERAL MOVEMENT. 5.11 FASTENERS GENERAL: INSTALL FASTENERS SO THAT THEY ARE NOT VISIBLE IN THE FINISHED CEILING. 5.12 MOVEMENT JOINTS 5.13 ABUTMENTS: INSTALL THE CEILING TO ALLOW FOR DIFFERENTIAL MOVEMENT AT ABUTTING SURFACES. 5.14 LIGHT FITTING RECESSES GENERAL: PROVIDE LIGHT FITTING RECESSES, INCLUDING: -LINING. -LIGHT FITTING SUPPORT.	6.0 CONSTRUCTION –GAS SERVICES 6.1 STANDARDS PLUMBING AND DRAINAGE: TO AS/NZS 3500.0, AS/NZS 3500.1, AS/NZS 3500.2, AS/NZS 3500.3 AND AS/NZS 3500.4 AND THE PLUMBING CODE OF AUSTRALIA. RETICULATED GAS SYSTEMS: TO AS 5601. COPPER PIPE AND FITTINGS-INSTALLATION AND COMMISSIONING: TO AS 4809. 6.2 GAS SUPPLY IS THE RESPONSIBILITY OF THE PRINCIPAL. THE GAS LINE AND METER INSTALLATION IS THE RESPONSIBILITY OF THE SHOPFITTER AND WILL BE LOCATED IN DESIGNATED AREA AS ADVISED BY GOVERNING AUTHORITY. 6.3 GAS INSTALLATION IS TO INCLUDE ALL NECESSARY PIPE WORK AND FITTINGS, INCLUDING ANY ALLOWANCES NECESSARY AS PART OF THE GAS COMPANY'S SUPPLY. FIX ALL EXPOSED RIGID GAS LINES USING STAINLESS STEEL BRACKETS KEEPING LINES 25MM CLEAR OF WALLS. DO NOT RUN HORIZONTALLY BELOW CEILING. ATTACH ADHESIVE LABELS TO GAS LINES INDICATING CONTENT AND FLOW DIRECTION, ACCORDING TO THE STANDARDS. 6.4 RUN THE GAS SUPPLY LINE AND GAS SUPPLY POINTS READY FOR CONNECTION OF FLEXIBLE LINES TO SUIT OVEN AS SPECIFIED. REFER TO SCHEDULE 6.5 TERMINATE THE OVEN GAS SUPPLY LINE WITH 3/8 25MMØ ISOLATION VALVES AT 1250MM AFFL. 6.6 SET GAS PRESSURE AT MAXIMUM 2.62 KPA AND MINIMUM 1.12 KPA. 6.7 THE FLEXIBLE FITTINGS, INSTALLATION AND COMMISSIONING OF THE OVENS WILL BE BY THE OVEN NOMINATED SUB-CONTRACTOR. 6.8 HEAD CONTRACTOR TO PROVIDE ATTENDANCE AND PROJECT PROGRAMME MANAGEMENT. 7.0 CONSTRUCTION –MECHANICAL SERVICES 7.1 FIBRE CEMENT: TO AS/NZS 2908.2. STANDARDS MECHANICAL VENTILATION: TO AS/NZS 1668.1 AND AS 1668.2 AS REQUIRED BY THE BUILDING CODE OF AUSTRALIA. 7.2 SUPPLY AND INSTALL OVEN EXHAUST SYSTEM AND CONNECT TO CONVENTIONAL EXTRACTION HOOD, IN ACCORDANCE WITH RELEVANT STATUTORY REGULATIONS. THE SYSTEM IS TO CONSIST OF 7.3 EXHAUST FAN -DUTY 2480 L/S ◦ ELECTRICAL ISOLATOR TO BE INSTALLED BY SITE ELECTRICAL SUB- CONTRACTOR ◦ FAN POWER CONNECTION TO BE BY SITE ELECTRICAL SUB- CONTRACTOR ◦ SUPPLY AIR FAN (MAKE UP AIR) -DUTY 1860 L/S ◦ ELECTRICAL ISOLATOR TO BE INSTALLED BY SITE ELECTRICAL SUB- CONTRACTOR ◦ FAN POWER CONNECTION TO BE BY SITE ELECTRICAL SUB- CONTRACTOR ◦ SUPPLY (MAKE UP)AIR DUCTING ◦ RUN FLEXIBLE DUCTWORK THROUGH CEILING PLENUM. ENSURE APPROPRIATE SEPARATION BETWEEN EXHAUST OUTLET AND SUPPLY INLET. 7.4 SUPPLY AND INSTALL 1200MM X 600MM SUPPLY AIR DIFFUSERS AS REQUIRED, ADJACENT EXTRACTION HOOD, BUT CLEAR OF PIZZA MAKELINE. 7.5 SUPPLY AND INSTALL 1Ø CONVENTIONAL EXTRACTION HOOD (WHERE REQUIRED) AS PER SCHEDULE WITH HEIGHT TO SUIT CEILING, WITH 6Ø MESH FILTERS, AND 75MM CHANNEL ON ALL SIDES. CONNECT TO APPROPRIATELY SIZED EXHAUST SPIGOT. 7.6 SUPPLY AND INSTALL AIR CONDITIONING PLANT. IT WILL BE SIZED AT 32KW/100M2. ALLOW TO INSTALL FLEXIBLE DUCTING AND FLUSH MOUNT AIR SUPPLY DIFFUSERS WHERE SHOWN ON THE DRAWINGS.
--	--	--

FOR APPROVAL

		McCredie Group Pty Ltd 1/9/213 Miller St North Sydney, NSW, 2060 Australia t +61 2 9929 0966 www.mccredie.com.au	Note This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.	<table><tr><td>E</td><td>COUNCIL APPROVAL</td><td>19/05/26</td></tr><tr><td>D</td><td>COUNCIL APPROVAL</td><td>28/04/26</td></tr><tr><td>C</td><td>ROAD WIDENING -SITE PLAN</td><td>31/03/26</td></tr><tr><td>B</td><td>FOR APPROVAL</td><td>30/03/26</td></tr><tr><td>A</td><td>FOR APPROVAL</td><td>26/03/26</td></tr><tr><td>Issue</td><td>Description of Change</td><td>Date</td></tr></table>	E	COUNCIL APPROVAL	19/05/26	D	COUNCIL APPROVAL	28/04/26	C	ROAD WIDENING -SITE PLAN	31/03/26	B	FOR APPROVAL	30/03/26	A	FOR APPROVAL	26/03/26	Issue	Description of Change	Date	PIZZA HUT COMO 459 Canning Hwy, Como WA 6152 TOTAL AREA=134SQM	Drawn FZ Drawing CONSTRUCTION NOTES 1	Approved HT Scale As shown	Drawing No. A1.02 Issue E Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.
E	COUNCIL APPROVAL	19/05/26																								
D	COUNCIL APPROVAL	28/04/26																								
C	ROAD WIDENING -SITE PLAN	31/03/26																								
B	FOR APPROVAL	30/03/26																								
A	FOR APPROVAL	26/03/26																								
Issue	Description of Change	Date																								

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026

CONSTRUCTION NOTES

8.0 CONSTRUCTION –OVEN INSTALLATION

- 8.1 STANDARDS
RETICULATED GAS SYSTEMS: TO AS 5601 COPPER PIPE & FITTINGS INSTALLATION & COMMISSIONING: TO AS 4809 PLUMBING: TO PLUMBING CODE OF AUSTRALIA, AS/NZS 3500.0; AS/NZS 3500.1; AS/NZS 3500.2; AS/NZS 3500.3; AND AS/NZS 3500.4.
- 8.2 OVEN ASSEMBLY AND COMMISSIONING IS TO BE BY NOMINATED SUB- CONTRACTOR. OVEN CONNECTION TO GAS AND ELECTRICAL SUPPLY IS TO BE BY SHOPFITTER.
- 8.3 SHOPFITTER TO TAKE DELIVERY OF OVEN ARRANGE FOR ASSEMBLY BY NOMINATED SUB-CONTRACTOR.
- 8.4 ON COMPLETION OF OVEN ASSEMBLY, SHOPFITTER IS TO CONNECT OVENS TO GAS SUPPLY LINES AND OBTAIN APPROVAL FOR GAS SUPPLY SERVICES FROM THE RELEVANT AUTHORITIES BEFORE ARRANGING COMMISSIONING BY NOMINATED SUB-CONTRACTOR.
- 8.5 NOMINATED SUB-CONTRACTOR TO TEST AND COMMISSION OVENS, INCLUDING MAKING ANY ADJUSTMENTS TO GAS PRESSURE REGULATORS; TEMPERATURES; AND OR AIR FLOWS AS REQUIRED.

9.0 CONSTRUCTION –SECURITY SYSTEM INSTALLATION

- 9.1 SECURITY INSTALLATION WILL BE BY NOMINATED SUB-CONTRACTOR. HEAD CONTRACTOR TO PROVIDE ATTENDANCE AND CO-ORDINATION.

10.0 CONSTRUCTION –SIGNAGE SUPPLY AND INSTALLATION

- 10.1 SIGNAGE INSTALLATION WILL BE BY NOMINATED SUB-CONTRACTOR. HEAD CONTRACTOR TO PROVIDE ATTENDANCE AND PROJECT PROGRAMME MANAGEMENT. COST OF SIGNAGE INSTALLATION DOES NOT FORM PART OF THIS TENDER.
- 10.2 POWER SUPPLY TO INTERNALLY ILLUMINATED SIGN BOXES TO BE PROVIDED BY HEAD CONTRACTOR, WITH FINAL CONNECTION TO SIGN BOXES ALSO BY HEAD CONTRACTOR .

11.0 CONSTRUCTION –VINYL FLOORING

- 11.1 GENERAL
LAY VINYL FLOORING AS SUPPLIED AS PER SCHEDULE.
- 11.2 VINYL INSTALLATION GENERALLY
ROLL OUT SHEETING FACING UPWARDS.
PAY PARTICULAR ATTENTION TO WHERE SEAMS OCCUR AVOIDING PLACES SUCH AS CENTRE OF DOORWAYS OR PASSAGEWAYS.
SUBCONTRACTORS
USE SPECIALIST INSTALLERS RECOMMENDED BY THE MATERIALS MANUFACTURERS.
- 11.3 PREPARATION SUBSTRATES
REMOVE ALL DEBRIS AND VACUUM SUBFLOOR . GRIND AND SAND ANY NIBS OR RIDGES TO PROVIDE SMOOTH FINISH. ENSURE SURFACE IS DRY.
- 11.4 ADHESIVE
USE MANUFACTURE APPROVED POLYURETHANE; EPOXY OR SUITABLE HIGH TEMPERATURE ADHESIVE.

SPREAD ADHESIVE USING SUITABLE TROWEL ENSURING CORRECT NOTCH SIZE IS MAINTAINED THROUGH OUT INSTALLATION.

WORKING ENVIRONMENT

GENERAL: DO NOT START WORK BEFORE THE BUILDING IS ENCLOSED, WET WORK IS COMPLETE AND DRY, AND GOOD LIGHTING IS AVAILABLE. PROTECT ADJOINING SURFACES.

11.05 VINYL INSTALLATION

LAY THE SHEETING IN ACCORDANCE TO MANUFACTURER'S RECOMMENDATION. AFTER EACH SECTION IS LAID THOROUGHLY ROLL THE SHEET IN BOTH DIRECTIONS WITH A 68KG ARTICULATED FLOOR ROLLER.

ONLY LIGHT TRAFFIC SHOULD BE ALLOWED WITH 24 HOURS OF LAYING THE VINYL.NO FURNITURE OR EQUIPMENT TO BE ALLOWED WITHIN THIS TIME FRAME. FLOORING TO BE PROTECTED WITH HARDWOOD OR PLYWOOD IF HEAVY TRAFFIC IS EXPECTED WITHIN 48 HOURS OF LAYING.

11.06 COMPLETION PROTECTION OF SHEET MATERIALS COVER COMPLETED FLOOR WITH BUILDERS PLASTIC TO PREVENT DAMAGE UNTIL DATE OF PRACTICAL COMPLETION. REPAIR OR REPLACE FAULTY OR DAMAGED WORK. IF THE WORK CANNOT BE REPAIRED SATISFACTORILY, REPLACE THE WHOLE AREA AFFECTED.

WARRANTIES

GENERAL: SUBMIT THE INSTALLER'S WARRANTY OF THE WORKMANSHIP AND APPLICATION.

CLEANING

GENERAL: CLEAN THE FINISHED SURFACE. BEFORE HANDOVER, MOP AND LEAVE THE FINISHED SURFACE CLEAN AND UNDAMAGED ON COMPLETION.

12.0 CONSTRUCTION –PAINTING

- 12.1 STANDARDS
PREPARATION: TO AS/NZS 2311 SECTION 3 PAINTING: TO AS/NZS 2311 SECTION 6 SCOPE:
-ALL INTERIOR WALLS & CEILINGS
-ALL AL. SHOPFRONT WINDOW FRAMES AND DOOR FRAMES

12.2 PREPARATION ORDER OF WORK

OTHER TRADES: BEFORE PAINTING, COMPLETE THE WORK OF OTHER TRADES AS FAR AS PRACTICABLE WITHIN THE AREA TO BE PAINTED, EXCEPT FOR INSTALLATION OF FITTINGS, FLOOR SANDING AND LAYING FLOORING MATERIALS. PROTECTION FIXTURES: REMOVE DOOR FURNITURE, SWITCH PLATES, LIGHT FITTINGS AND OTHER FIXTURES BEFORE STARTING TO PAINT, AND REFIX IN POSITION UNDAMAGED ON COMPLETION OF PAINTING. ADJACENT SURFACES: PROTECT ADJACENT FINISHED SURFACES LIABLE TO DAMAGE FROM PAINTING OPERATIONS.

CAREFULLY MASK ALL OPPOSING AND ADJACENT EDGES/FACES TO PREVENT OVER PAINTING, PARTICULARLY AT CEILINGS AND CERAMIC WALL TILES. REMOVE MASKING BEFORE PAINT DRIES. ENSURE ALL UNPAINTED SURFACES TO FLOORS, JOINERY, EQUIPMENT, ETC ARE PROPERLY PROTECTED WITH DROP SHEETS OR OTHER ACCEPTABLE PROTECTION METHODS. 'WET PAINT'WARNING

GENERAL: PLACE NOTICES CONSPICUOUSLY AND DO NOT REMOVE THEM UNTIL PAINT IS DRY. REPAIR GENERAL: CLEAN OFF MARKS, PAINT SPOTS AND STAINS PROGRESSIVELY AND RESTORE DAMAGED SURFACES TO THEIR ORIGINAL CONDITION. TOUCH UP NEW DAMAGED DECORATIVE PAINTWORK OR MISSES ONLY WITH THE PAINT BATCH USED IN THE ORIGINAL APPLICATION.

SUBSTRATE PREPARATION

GENERAL: PREPARE SUBSTRATES TO RECEIVE THE PAINTING SYSTEMS. CLEANING: CLEAN DOWN THE SUBSTRATE SURFACE. DO NOT CAUSE UNDUE DAMAGE TO THE SUBSTRATE OR DAMAGE TO, OR CONTAMINATION OF, THE SURROUNDINGS. FILLING: FILL CRACKS AND HOLES WITH FILLERS, SEALANTS, PUTTIES OR GROUTING CEMENTS AS APPROPRIATE FOR THE FINISHING SYSTEM AND SUBSTRATE, AND SAND SMOOTH.

12.3 PAINTING DRYING

GENERAL: USE A MOISTURE METER TO DEMONSTRATE THAT THE MOISTURE CONTENT OF THE SUBSTRATE IS AT OR BELOW THE RECOMMENDED MAXIMUM LEVEL FOR THE TYPE OF PAINT AND THE SUBSTRATE MATERIAL.

PAINT APPLICATION

GENERAL: APPLY THE FIRST COAT IMMEDIATELY AFTER SUBSTRATE PREPARATION AND BEFORE CONTAMINATION OF THE SUBSTRATE CAN OCCUR. APPLY SUBSEQUENT COATS AFTER THE MANUFACTURER'S RECOMMENDED DRYING PERIOD HAS ELAPSED.

FOR METAL SURFACES SUCH AS WINDOW FRAMES, APPLY USING SPRAY METHODS ONLY. NOTE: METAL SURFACES WHERE BRUSH OR ROLLER APPLICATION HAS BEEN IMPLEMENTED, WILL BE REJECTED. PAINTING CONDITIONS GENERAL: DO NOT PAINT IN DUSTY CONDITIONS, OR OTHERWISE UNSUITABLE WEATHER AS FOLLOWS UNLESS THE PAINT IS SUITABLE AND RECOMMENDED FOR SUCH CONDITIONS:
RELATIVE HUMIDITY: ≥85%
SURFACE TEMPERATURE ≤ 10°C OR ≥35°C.

SANDING

CLEAR FINISHES: SAND THE SEALER USING THE FINEST POSSIBLE ABRASIVE (NO COARSER THAN 320 GRIT) AND AVOID CUTTING THROUGH THE COLOUR. TAKE SPECIAL CARE WITH ROUND SURFACES AND EDGES. TINTING GENERAL: TINT EACH COAT OF AN OPAQUE COATING SYSTEM SO THAT EACH HAS A NOTICEABLY DIFFERENT TINT FROM THE PRECEDING COAT, EXCEPT FOR TOP COATS IN SYSTEMS WITH MORE THAN ONE TOP COAT. DOOR LEAFS

DRYING: LEAVE DOORS FIXED OPEN TO ALLOW DRYING. DO NOT ALLOW DOOR HARDWARE, ACCESSORIES OR THE LIKE TO DAMAGE THE DOOR FINISH DURING THE DRYING PROCESS. ENSURE UNDERSIDE OF BOTTOM RAILS AND TOPSIDE OF TOP RAILS ARE PROPERLY COATED.

NUMBER OF COATS

UNLESS SPECIFIED AS ONE OR TWO COAT SYSTEMS, EACH PAINT SYSTEM CONSISTS OF AT LEAST 3 COATS.

FOR APPROVAL



McCredie Group Pty Ltd
13/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

Drawn FZ	Approved HT	Drawing No. A1.03
Drawing CONSTRUCTION NOTES 2	Scale As shown	Issue E
Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.		

ELECTRICAL AND DATA NOTES

1.0 ELECTRICAL SERVICES

- 1.1 STANDARDS
GENERAL: TO AS/NZS 3000. QUALIFICATIONS GENERAL: USE ONLY PERSONS APPROPRIATELY EXPERIENCED AND QUALIFIED TO UNDERTAKE THE ELECTRICAL DESIGN WORK ON THE SYSTEMS DOCUMENTED. PERFORMANCE
GENERAL: CARRY OUT VERIFICATION TESTS AND MEASUREMENTS TO SHOW COMPLIANCE WITH THE DOCUMENTATION.
- 1.2 CONFIRM TENANCY EDB IS MIN. 3 PHASE 80/100 AMP TO SUIT PIZZA HUT REQUIREMENTS. CONTRACTOR TO ARRANGE MAINS POWER UPGRADE IF NECESSARY.
- 1.3 MINIMUM 36 POLE SUB BOARD WHERE INDICATED ON THE DOCUMENTS. CONTRACTOR TO MAKE ALL CONNECTIONS TO TERMINALS WITHIN THE SWITCHBOARD, COMPLETE WITH RESIDUAL CURRENT DEVICES AS PER THE SCHEDULE. ALL CABLES ENTERING TERMINAL STRIPS ARE TO BE TAGGED, INDICATING THE TERMINAL NUMBER.
- 1.4 SUPPLY AND INSTALL LIGHT FITTINGS, ASSOCIATED CONTROL GEARS AND SWITCHING. ALL INTERNAL LIGHT FITTINGS EXCEPT SURFACE MOUNTED AND EMERGENCY FITTINGS ARE TO BE WIRED USING A PLUG AND SOCKET SYSTEM AND WILL BE DELIVERED TO SITE PRE-WIRED WITH PLUG AND LEAD.
- 1.5 ALL EMERGENCY LIGHT FITTINGS AND EXIT SIGNS ARE TO COMPLY WITH AS 2293-2005. ALL EXIT AND EMERGENCY LIGHTS ARE TO BE PROVIDED WITH A SEPARATE, ACTIVE NEUTRAL AND EARTH CONDUCTOR EMANATING FROM THE LOCAL LIGHTING CIRCUIT BREAKERS AT THE DISTRIBUTION BOARD, BY-PASSING ANY LOCAL SWITCHING AND/OR CONTRACTOR CONTROL. MAKE PROVISION TO ALLOW EMERGENCY AND EXIT LIGHTS TO BE TESTED WITHOUT INTERRUPTING SUPPLY TO THE GENERAL LIGHTING. AFTER COMMISSIONING SUBMIT A COMPLETED INSTALLATION CERTIFICATE AS PART OF THE HANDOVER DOCUMENT PACK.
- 1.6 RESIDUAL CURRENT DEVICES (RCDs) ARE TO BE PROVIDED AT THE DISTRIBUTION BOARD TO PROTECT FINAL SUBCIRCUITS SUPPLYING SOCKET OUTLETS, LIGHTING AND ILLUMINATED SIGNAGE. RCDs ARE TO BE CAPABLE OF INTERRUPTING SUPPLY WHEN THE EARTH LEAKAGE CURRENTS ARE GREATER OR EQUAL TO 30mA.
- 1.7 BALANCED LOADS. ENSURE THE LOADS ARE EVENLY DISTRIBUTED OVER THREE PHASES AND THAT THE CORRECT PHASE SEQUENCE IS OBSERVED.
- 1.8 EVERY FINAL SUB CIRCUIT IS TO BE PROVIDED WITH ITS OWN EARTH CONDUCTOR ORIGINATING FROM THE SWITCHBOARD. AN EARTH CONDUCTOR WILL BE RUN TO ALL LIGHT FITTINGS. THE M.E.N. SYSTEM OF EARTHING IS TO BE USED.
- 1.9 ALL POWER OUTLETS ARE TO BE CLEARLY IDENTIFIED/LABELLED NOMINATING THE CIRCUIT BREAKER NUMBER AS WELL AS A DESCRIPTION OF THE EQUIPMENT INTENDED TO BE PLUGGED INTO THE OUTLET. THE EQUIPMENT DESCRIPTIONS NOMINATED ON THE OUTLET LABELING SHALL BE IDENTICAL TO THE EQUIPMENT DESCRIPTIONS ON THE LABELS ADJACENT TO THE CIRCUIT BREAKERS AND RCDs ON THE SWITCHBOARD. THE LABELS ARE TO BE FIXED IN POSITION WITH DOUBLE SIDED TAPE.
- 1.10 ELECTRICAL WORKS ARE TO BE QUOTED USING THIS DOCUMENT; THE DRAWINGS AND THE FOLLOWING SCHEDULES. INCLUDE ALLOWANCES FOR CHASING AND/OR CONDUITS TO MANAGER'S STATION AND SERVICE COUNTER AND WHERE REQUIRED OR INDICATED ON THE DOCUMENTS.
- 1.11 SUPPLY AND INSTALL 80A MAIN SWITCH EQUAL TO EMAIL QCC PLUS QL CIRCUIT BREAKERS OR SIMILAR TO SUIT 36 POLE SWITCHBOARD, IF REQUIRED.
- 1.12 CONNECT THE EXHAUST AND MAKE-UP FANS FROM THE OVENS EXHAUST SYSTEM WITH AN ISOLATOR TO STOP THE OVEN ELECTRICAL OPERATIONS IF THE FANS FAIL. LOCATE THE ISOLATORS ADJACENT THE OVENS. REFER DOCUMENTS FOR DETAILS.

- 1.13 INSTALL ISOLATING SWITCHES OUTSIDE THE TENANCY ADJACENT REFRIGERATION EQUIPMENT READY FOR CONNECTION TO THE REFRIGERATION EQUIPMENT. EQUIPMENT TO INCLUDE 1# COOLROOM AND THE AIR CONDITIONING SYSTEM
- 1.14 INSTALL POWER SUPPLY TO EXTERNAL SIGNAGE. INSTALL TIMER SWITCHING AT THE SUB BOARD.
- 1.15 INSTALL POWER SUPPLY TO HOT WATER SYSTEM IN ACCORDANCE WITH MANUFACTURER'S REQUIREMENTS.
INSTALL WHERE REQUIRED EMERGENCY EXIT TO SHOPFRONT DOORS, IF REQUIRED.
- 1.16 CONNECT POWER TO COOL ROOM LIGHTING.
- 1.17 CONNECT POWER TO EXTERNAL SIGNAGE. PROVIDE SWITCHING AT MANAGER'S DESK
- 1.18 INSTALL FRONT OF HOUSE DOWNLIGHTS AS SHOWN ON PLANS
- 1.19 INSTALL BACK OF HOUSE TROFFER LIGHTS AS SHOWN ON PLANS

2.0 DATA SERVICES

- 2.1 POINT OF SALE EQUIPMENT INSTALLATION WILL BE BY THE NOMINATED SUB-CONTRACTOR, MICROS. HEAD CONTRACTOR TO PROVIDE ATTENDANCE AND PROJECT PROGRAMME MANAGEMENT.
- 2.2 DATA CABLING WILL BE THE HEAD CONTRACTOR. SUPPLY AND INSTALL CATEGORY 5 DATA CABLES FROM THE MANAGER'S STATION TO THE FOLLOWING POINTS -
- POINT OF SALE TERMINALS AT THE SERVICE COUNTER
- RECEIPT PRINTERS AT THE SERVICE COUNTER
- EFTPOS POINT AT THE SERVICE COUNTER
- CUSTOMER DISPLAY SCREEN OVER THE PERIMETER WALL/GLASS JUNCTION
- KITCHEN DISPLAY SCREEN TO THE WALL OVER THE PIZZA MAKE TABLE
- THERMAL PRINTER AT THE PIZZA CUT TABLE OVER SHELF

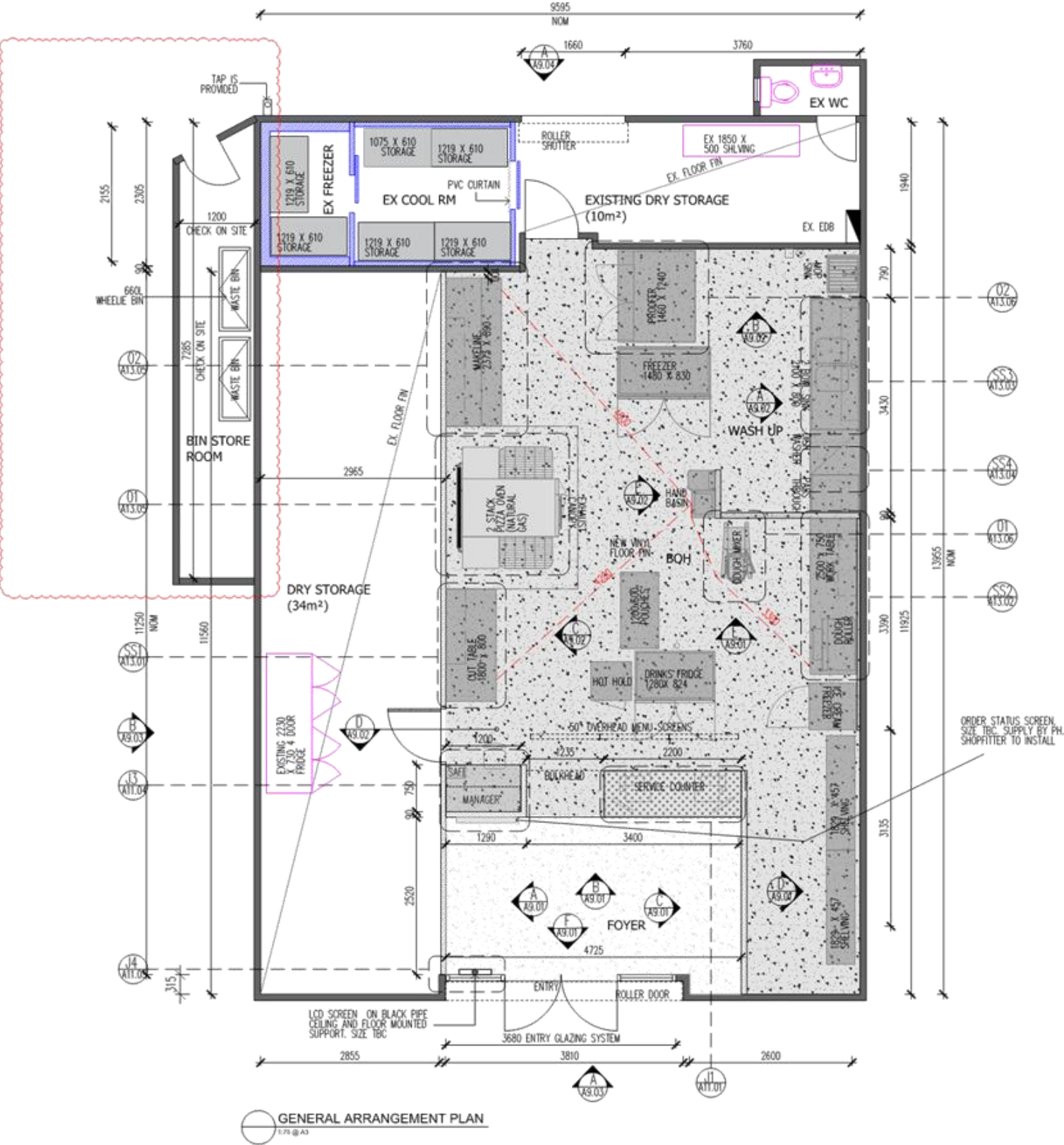
TERMINATE ALL CABLING WITH THE NECESSARY CONNECTORS AND OUTLETS, IN THE COLOURS DESIGNATED ON THE SCHEDULES.
ON COMPLETION, TEST EACH CIRCUIT AND REPLACE ANY DEFECTIVE COMPONENT.
- 2.3 ALLOW TO INSTALL ONLY, MOUNTING BRACKETS FOR A) CUSTOMER DISPLAY SCREEN; B) KITCHEN DISPLAY SCREEN; C) DRIVER'S DESPATCH SCREEN; D) CASH DRAWERS. CASH DRAWERS AND BRACKETS.
- 2.4 INSTALL CASH DRAWERS USING THE FOLLOWING PROCEDURE
1. REMOVE THE NEOPRENE FEET AT THE BOTTOM OF THE DRAWER -THIS SEPARATES THE TOP AND THE BOTTOM SEGMENTS.
2. DRILL 4 SMALL HOLES IN EACH CORNER OF THE TOP OF THE DRAWER AND MOUNT THE TOP TO THE UNDERSIDE OF THE COUNTER TAKING CARE TO INSTALL THE NEOPRENE FEET BETWEEN THE BENCH AND THE DRAWER. THIS PROVIDES SUFFICIENT GAP BETWEEN THE COUNTER AND THE DRAWER FOR THE CABLES CONNECTING BOTH THE DRAWER AND THE RECEIPT PRINTER TO THE POS TERMINAL ABOVE.
3. USING THE SCREWS REMOVED IN STEP 1, REATTACH THE BOTTOM SEGMENT OF THE DRAWER TO THE TOP SEGMENT.
- 2.5 ALL GENERAL POWER OUTLETS TO BE BY ELECTRICAL SUB-CONTRACTOR, INCLUDING POWER OUTLETS (RED FACED) FOR SUPPLY TO COMMUNICATIONS; POS; AND DATA EQUIPMENT.
- 2.6 ALLOW TO CUT CABLE ACCESS HOLES IN COUNTER TOP. CUT ONE HOLE FOR EACH POS TERMINAL. LOCATE HOLES 300MM IN FROM THE REAR (STAFF SIDE) OF THE COUNTER, AND LONGITUDINALLY 400MM FROM EACH END. CENTRALLY LOCATE THE THIRD HOLE.
- 2.7 SUPPLY AND INSTALL FOYER CEILING MOUNTED TV, COMPLETE WITH ALL CABLING; MOUNTING BRACKET; AND POWER SUPPLY.
- 2.8 ALLOW TO INSTALL DATA CABLING AND POINTS AS SHOWN ON PLANS

ON COMPLETION, TERMINATE AND TEST.
NOTE: TELEPHONE HANDSETS TO BE PROVIDED BY FRANCHISEE PRIOR TO STORE OPEN DATE.

FOR APPROVAL

		McCredie Group Pty Ltd 1/9/213 Miller St North Sydney, NSW, 2060 Australia t +61 2 9929 0966 www.mccredie.com.au	Note This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.	E	COUNCIL APPROVAL	19/05/26	PIZZA HUT COMO 459 Canning Hwy, Como WA 6152	TOTAL AREA=134SQM	Drawn FZ	Approved HT	Drawing No. A1.04						
				D	COUNCIL APPROVAL	28/04/26											
				C	ROAD WIDENING -SITE PLAN	31/03/26											
				B	FOR APPROVAL	30/03/26											
				A	FOR APPROVAL	26/03/26											
				Issue	Description of Change	Date											
ELECTRICAL AND DATA NOTES										Scale As shown							
										Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.							

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026



NOTE
FRIDGES, FREEZERS, PIZZA OVEN AND MAKELINE ARE ALL ON CASTORS

LEGEND

- NEW EQUIPMENT
- EXISTING EQUIPMENT/JOINERY
- EXISTING TENANCY WALL
- NEW STUD WALL
- EXISTING COOL RM PANEL

AREAS
TOTAL AREA = 134m²
DRY STORAGE = 34m²
EX. DRY STORAGE = 10m²
COOL RM/BOH/FOYER = 90m²

FOR APPROVAL



McCredie Group Pty Ltd
L9/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

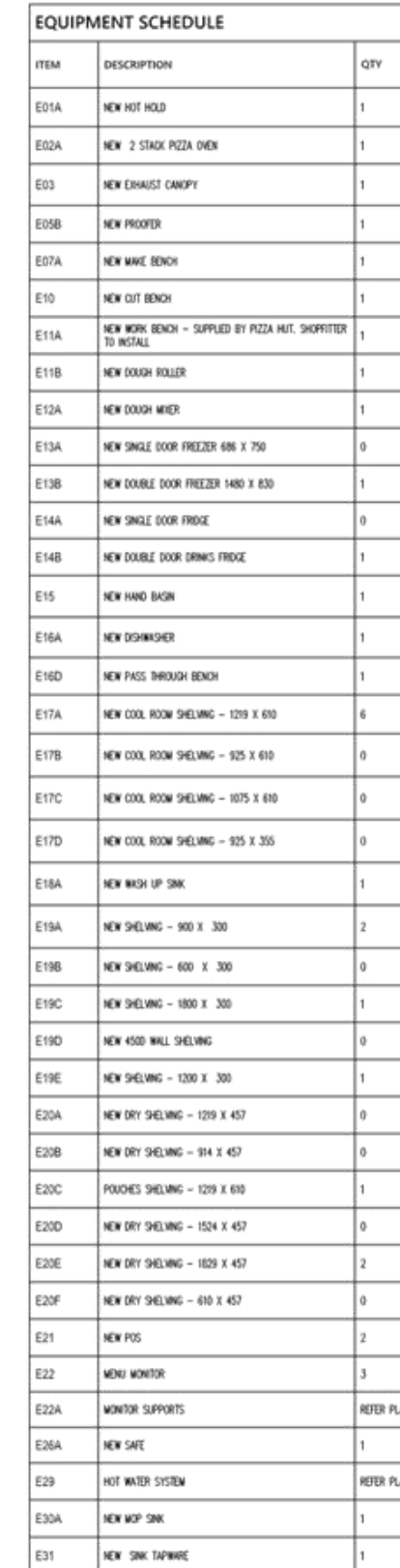
PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

Drawn FZ
Drawing GENERAL ARRANGEMENT As shown
PLAN

Approved HT
Scale
Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.

Drawing No. A2.01
Issue E

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026



E32	NEW WOP SINK TAPWARE	1
E33	NEW PIPE SHELVING - 1800 X 300	0
E33A	NEW PIPE SHELVING - 1200 X 300	2
E35	NEW FIRE EXTINGUISHER	1
E36	NEW FIRE BLANKET	1
E41A	NEW ICE CREAM FREEZER	1
E42	DISPOSABLE GLOVE DISPENSER	1
E43	RECYCLING BIN	1
J01	SERVICE COUNTER	1
J02	PORTAL	
J03	MANAGER DESK	1
C01	CHAIR	1
C02	BENCH SEATING	1
TB01	CUSTOMER TABLE	0
C04	CUSTOMER CHAIR	0

FOR APPROVAL



Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

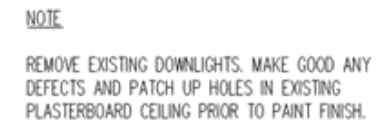
E	COUNCIL APPROVAL	19/05/20
D	COUNCIL APPROVAL	28/04/20
C	ROAD WIDENING -SITE PLAN	31/03/20
B	FOR APPROVAL	30/03/20
A	FOR APPROVAL	26/03/20
Issue	Description of Change	Date

PIZZA HUT COMO TOTAL AREA=134SQM
459 Canning Hwy,
Como
WA 6152

Drawn FZ	Drawing FURNITURE AND EQUIPMENT PLAN
-------------	--

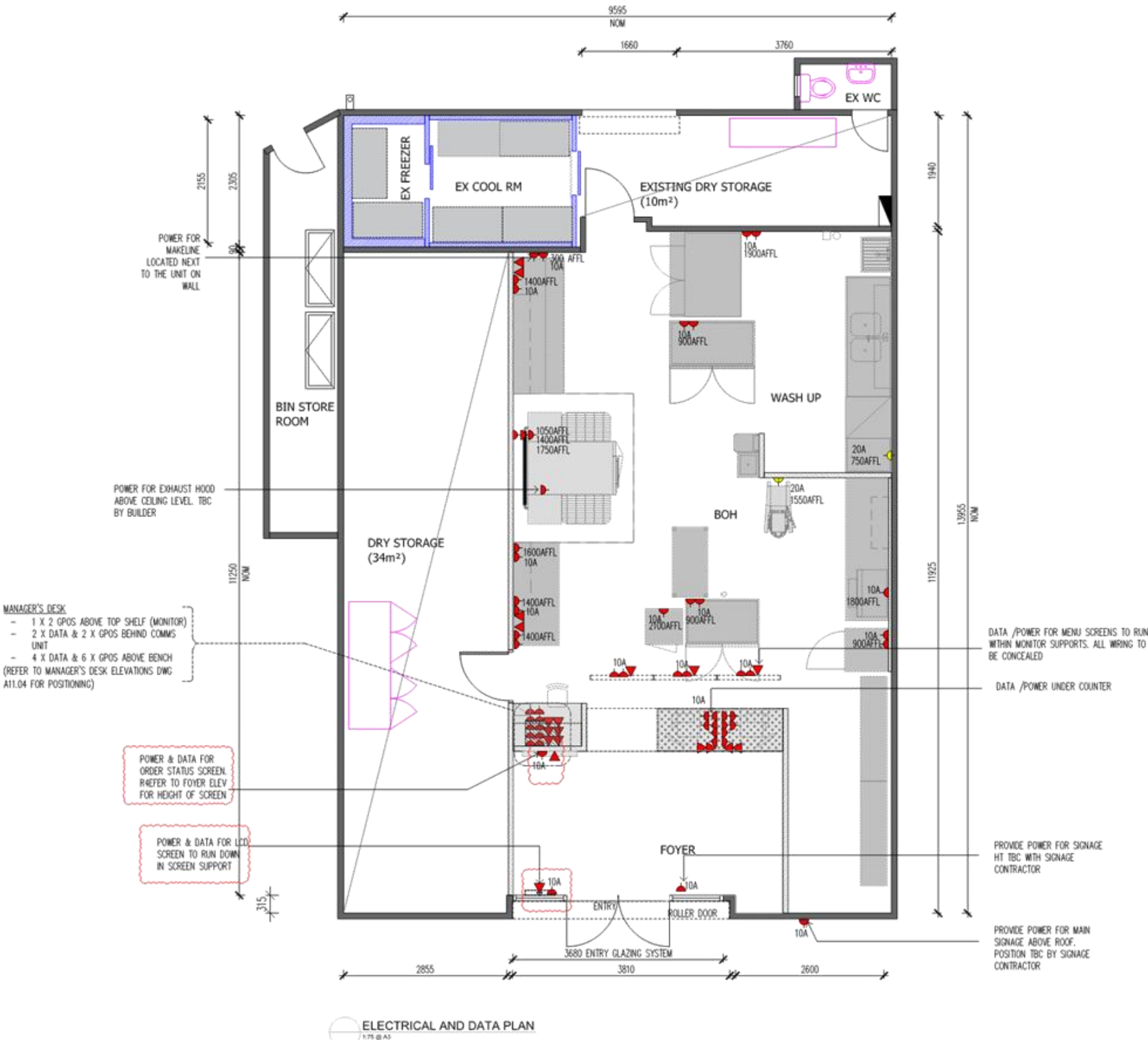
Approved HT	Drawing No. A3.01
Scale As shown	Issue E

Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.



Approved HT	Drawing No. A4.01
Scale As shown	Issue E

Contractor must check all dimensions on site. For
furniture details refer to detail drawings. Refer
Finishes Schedule for all nominated finishes.



ELECTRICAL LEGEND:

- SGPO - AMPS - 1 PHASE - HEIGHT AFFL
- DGPO - AMPS - 1 PHASE - HEIGHT AFFL
- SGPO - AMPS - 3 PHASE - HEIGHT AFFL
- SINGLE DATA POINT, TELEPHONE, EFTPOS (HT TO MATCH ADJOINING GPO)

NOTE

CO-ORDINATE ALL SIGNAGE REQUIRED POWER WITH PIZZA HUT NOMINATED SIGNAGE CONTRACTOR

POWER FOR OVEN TO BE ON DEDICATED CIRCUIT

POWER AND DATA FOR FREE STANDING EQUIPMENT TO RUN DOWN IN UMBILICAL CONDUIT FROM CEILING



McCredie Group Pty Ltd
1/9/213 Miller St
North Sydney, NSW, 2060
Australia
t+61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

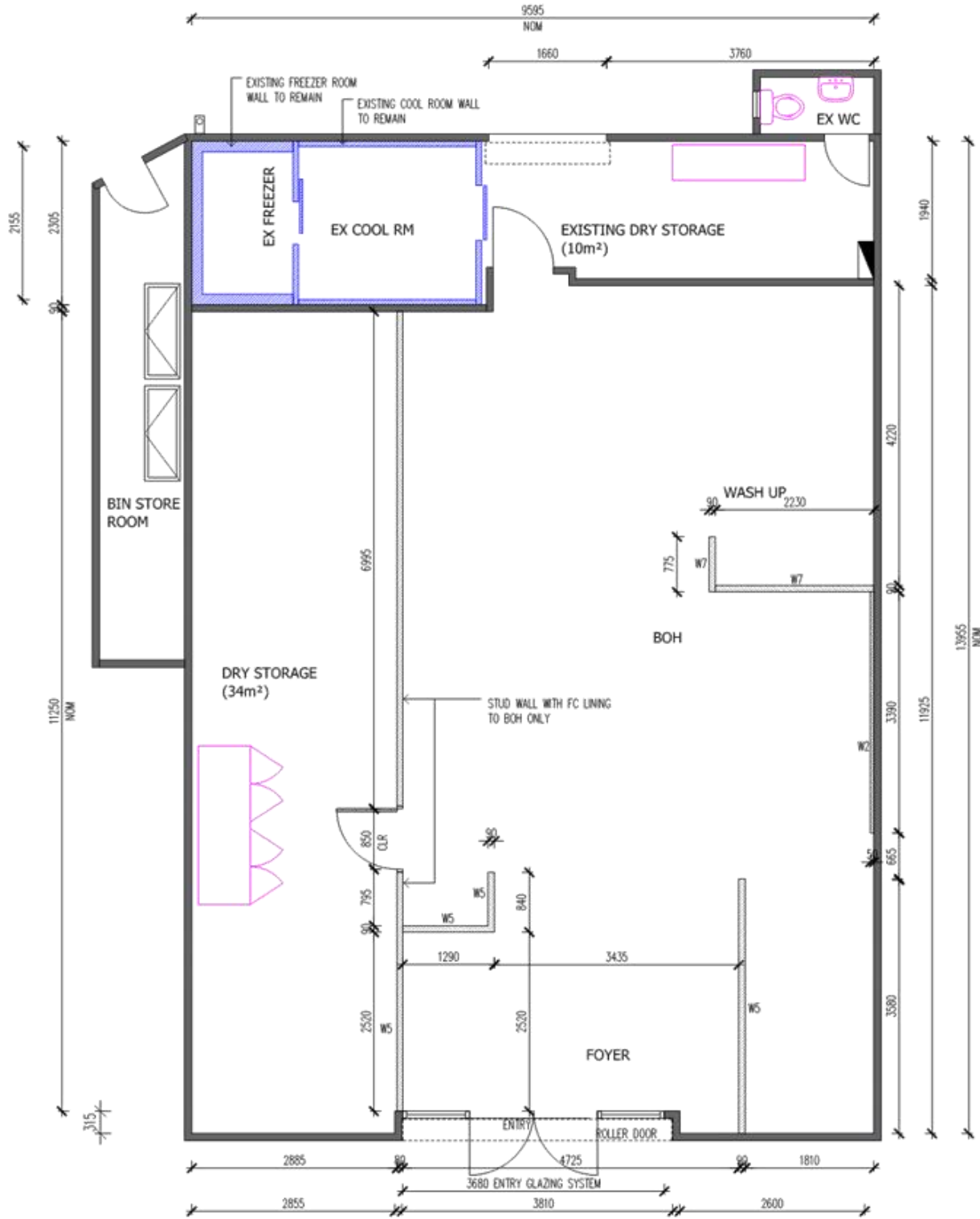
PIZZA HUT COMO	TOTAL AREA=134SQM
459 Canning Hwy,	
Como	
WA 6152	

Drawn
FZ
Drawing
ELECTRICAL AND DATA
PLAN

FOR APPROVAL

Approved HT	Drawing No. A5.01
Scale As shown	Issue E

Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.



GREY FILL DENOTES EXISTING COOL RM/ PLASTERBOARD/MASONRY TENANCY WALLS NEW FULL HT. PARTITION WITH 13mm STD GYPSUM PLASTERBOARD/FC LINING ON BOTH SIDES. ALL WALLS IN FOOD CODE PREMISES TO BE SOLID CONSTRUCTION OR SUITABLY FOAM FILLED PER REQUIREMENTS OF AS4674. NEW COOLROOM/FREEZER PANEL	W1 FULL HT STUD FRAMED PARTITION WITH MR PLASTERBOARD BOTH SIDES W2 STUD FRAMED PARTITION/FC FIXED TO EXISTING TENANCY/COOL RM WALL WITH FC LINING TO ONE SIDE W3 75MM THICK COOL ROOM WALL PANEL W4 MR PLASTERBOARD LINING TO EXISTING WALL	W5 STUD FRAMED PARTITION WITH MR PLASTERBOARD/FC LINING TO ONE SIDE AND FC OTHER SIDE W6 FC LINING TO EXISTING WALL W7 STUD FRAMED PARTITION WITH FC LINING TO BOTH SIDES. REFER TO ELEVATIONS FOR HEIGHTS. 1. ALL NEW PARTITIONS AND LINING TO BE FROM FLOOR TO CEILING UNLESS STATED
---	--	--

WALL SETOUT PLAN
1:25 @ A3

FOR APPROVAL



McCredie Group Pty Ltd
1/9/213 Miller St
North Sydney, NSW, 2060
Australia
t+61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition
that it is not copied, reproduced
retained or disclosed to any
unauthorised person either wholly or
in part without the prior written
consent of McCredie Group Pty Ltd.
All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

TOTAL AREA=134SQM

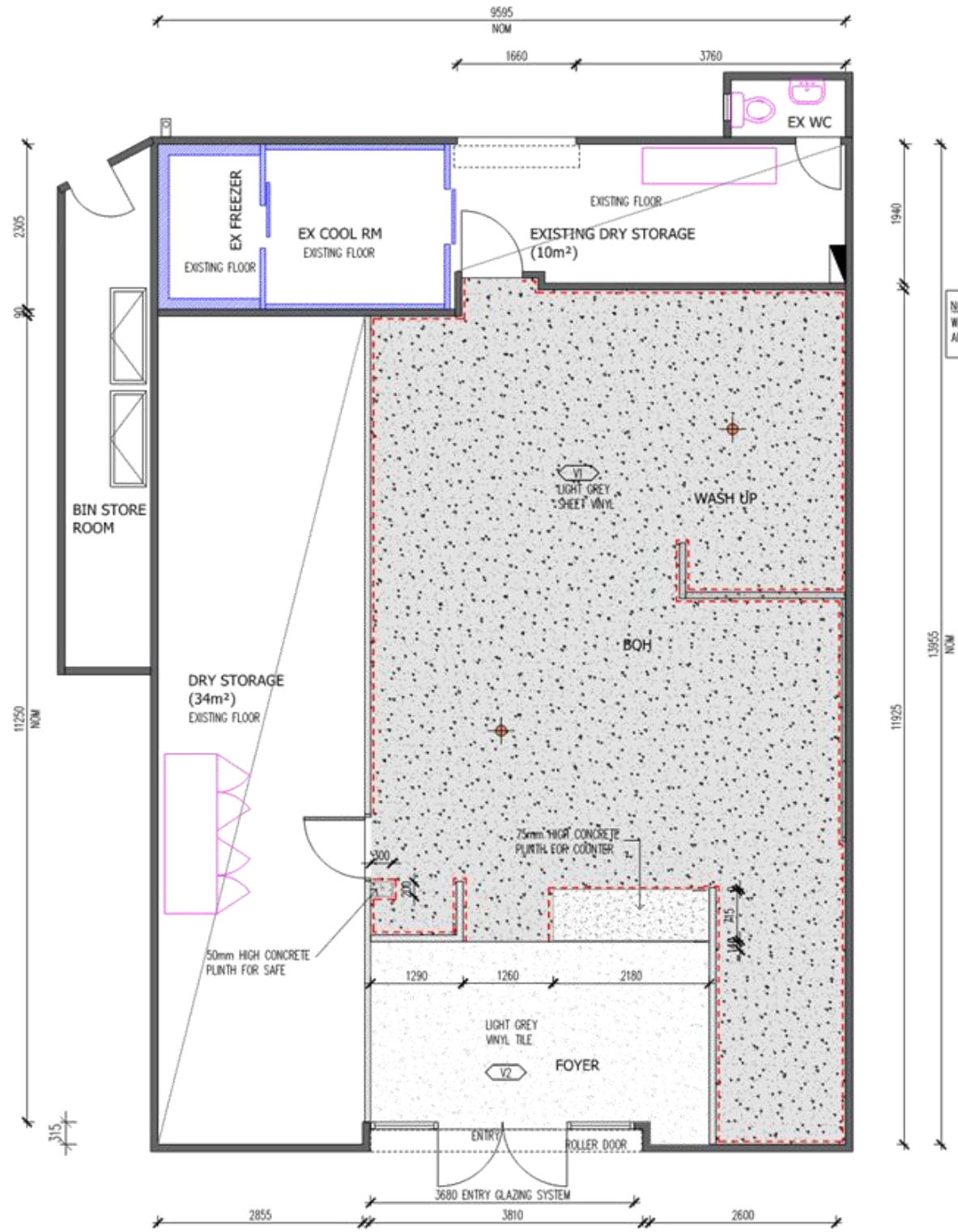
Drawn
FZ
Drawing
WALL SETOUT PLAN

Approved
HT
Scale
As shown

Drawing No.
A6.01
Issue
E

Contractor must check all dimensions on site. For
furniture details refer to detail drawings. Refer
Finishes Schedule for all nominated finishes.

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026



LEGEND		NOTE
	100mm HIGH COVERED SS SKIRTING TO BOH AREA	
	NEW FLOOR WASTE WITH BASKET	
	ARMSTRONG Safeguard R12 - (Storm Grey).	
	ARMSTRONG NATURAL CREATIONS EARTH CUTS R10 - (CONCRETE)	

1. BOH TO HAVE COVERED VINYL SKIRTING

2. PROVIDE ANODISED ALUMINIUM WEATHER STRIP TO ALL EXTERNAL DOORS.

3. ALL CHANGES IN FLOOR FINISH TO BE TREATED WITH RECESSED FLUSH FINISHED METAL FILLET

NOTE
WATERPROOFING TO THE SINK/KITCHENETTE AREA TO COMPLY WITH AS3740

FLOOR FINISHES PLAN
1:75 @ A3

FOR APPROVAL



McCredie Group Pty Ltd
L9/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

TOTAL AREA=13450M

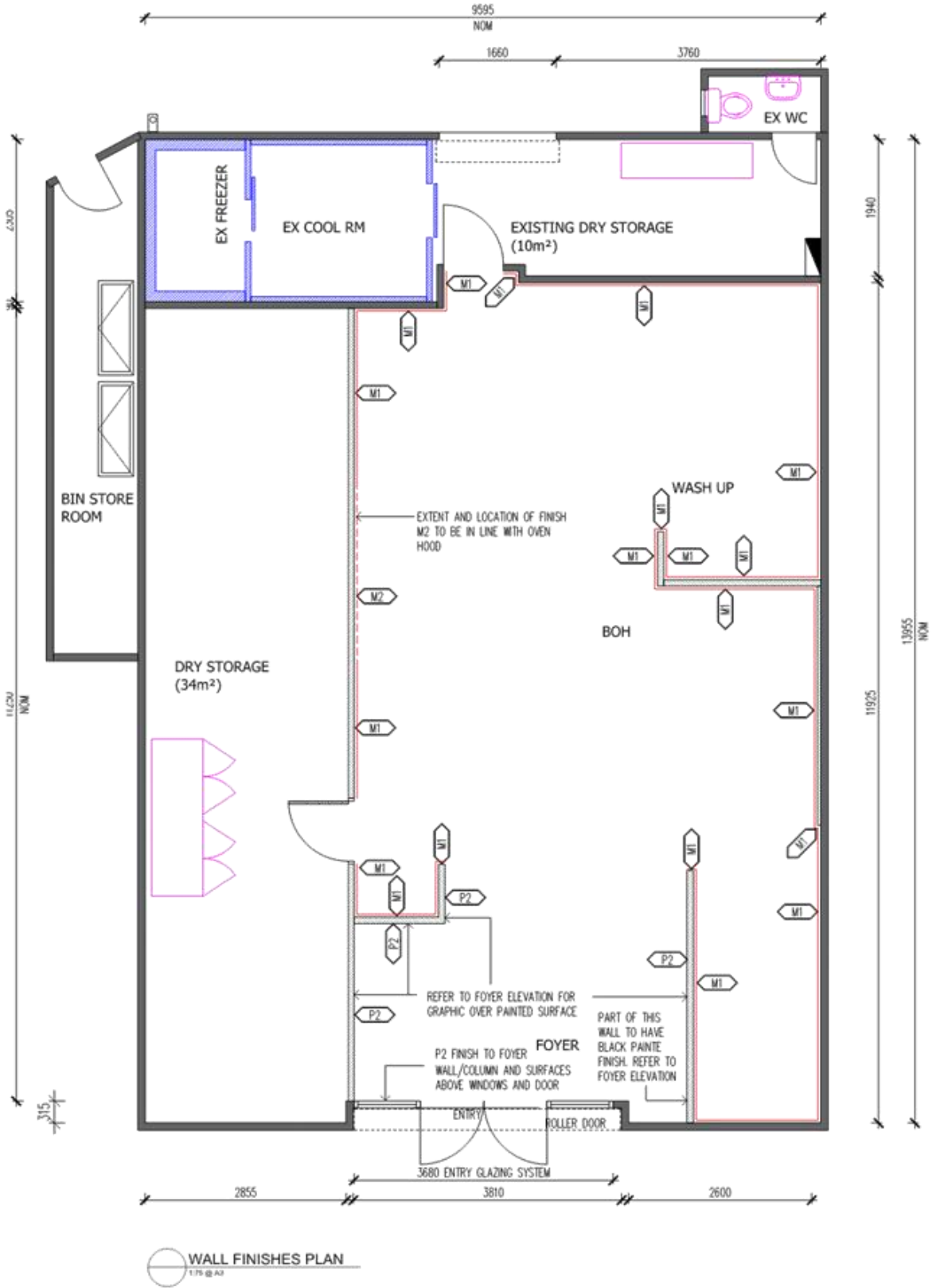
Drawn
FZ
Drawing
FLOOR FINISHES PLAN

Approved
HT
Scale
As shown

Drawing No.
A7.01
Issue
E

Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.

Document Set ID: 1656463
Version: 1, Version Date: 20/05/2026



NOTE
REFER TO ELEVATIONS FOR THE EXTENT OF FINISHES

P1 PAINT FINISH	M1 METAL FINISH
P3 PAINT FINISH	M2 METAL FINISH
P6 PAINT FINISH	

FOR APPROVAL



McCredie Group Pty Ltd
13/213 Miller St
North Sydney, NSW, 2060
Australia
1+61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

TOTAL AREA=134SQM

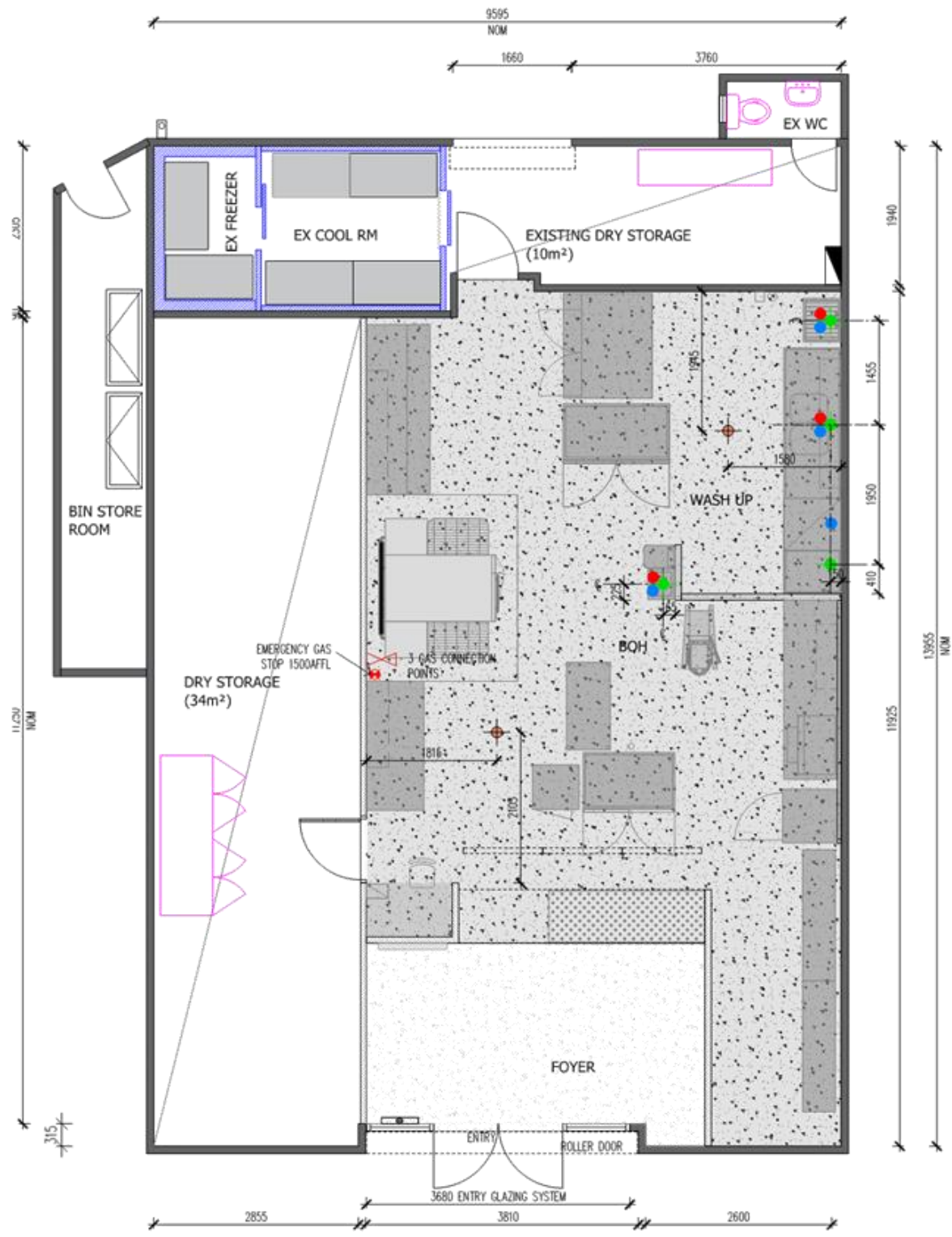
Drawn
FZ
WALL FINISHES PLAN

Approved
HT
Scale
As shown
Issue
E

Drawn No
A7.02

Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026



HYDRAULICS LEGEND:			
	NEW HOT WATER		GAS POINT
	NEW COLD WATER		HOT WATER UNIT
	NEW TUNDISH POINT		EMERGENCY GAS STOP
	NEW 100mm VINYL FLOOR WASTE ARRESTOR BY "SCRAPTRAP". SKUP FW-100VRBT		
	NEW DRAINAGE POINT		

HYDRAULICS SETOUT PLAN
1:75 @ A3

FOR APPROVAL



McCredie Group Pty Ltd
1/9/213 Miller St
North Sydney, NSW, 2060
Australia
t+61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

TOTAL AREA=134SQM

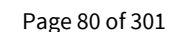
Drawn
FZ
Drawing
HYDRAULICS SETOUT
PLAN

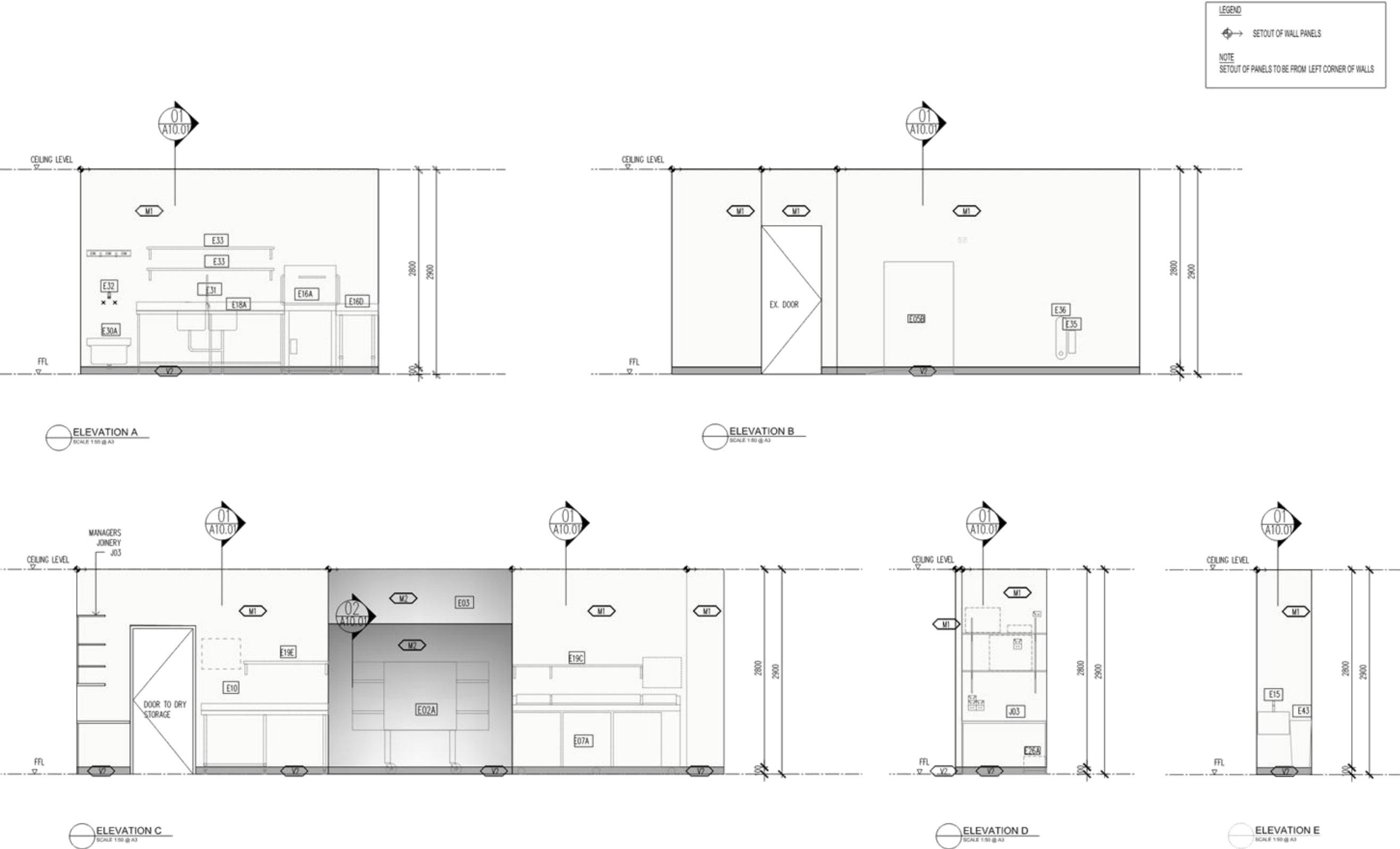
Approved
HT
Scale
As shown

Drawing No.
A8.01
Issue
E

Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026





FOR APPROVAL



McCredie Group Pty Ltd
13/213 Miller St
North Sydney, NSW, 2060
Australia
t+61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition
that it is not copied, reproduced
retained or disclosed to any
unauthorised person either wholly or
in part without the prior written
consent of McCredie Group Pty Ltd.
All rights reserved.

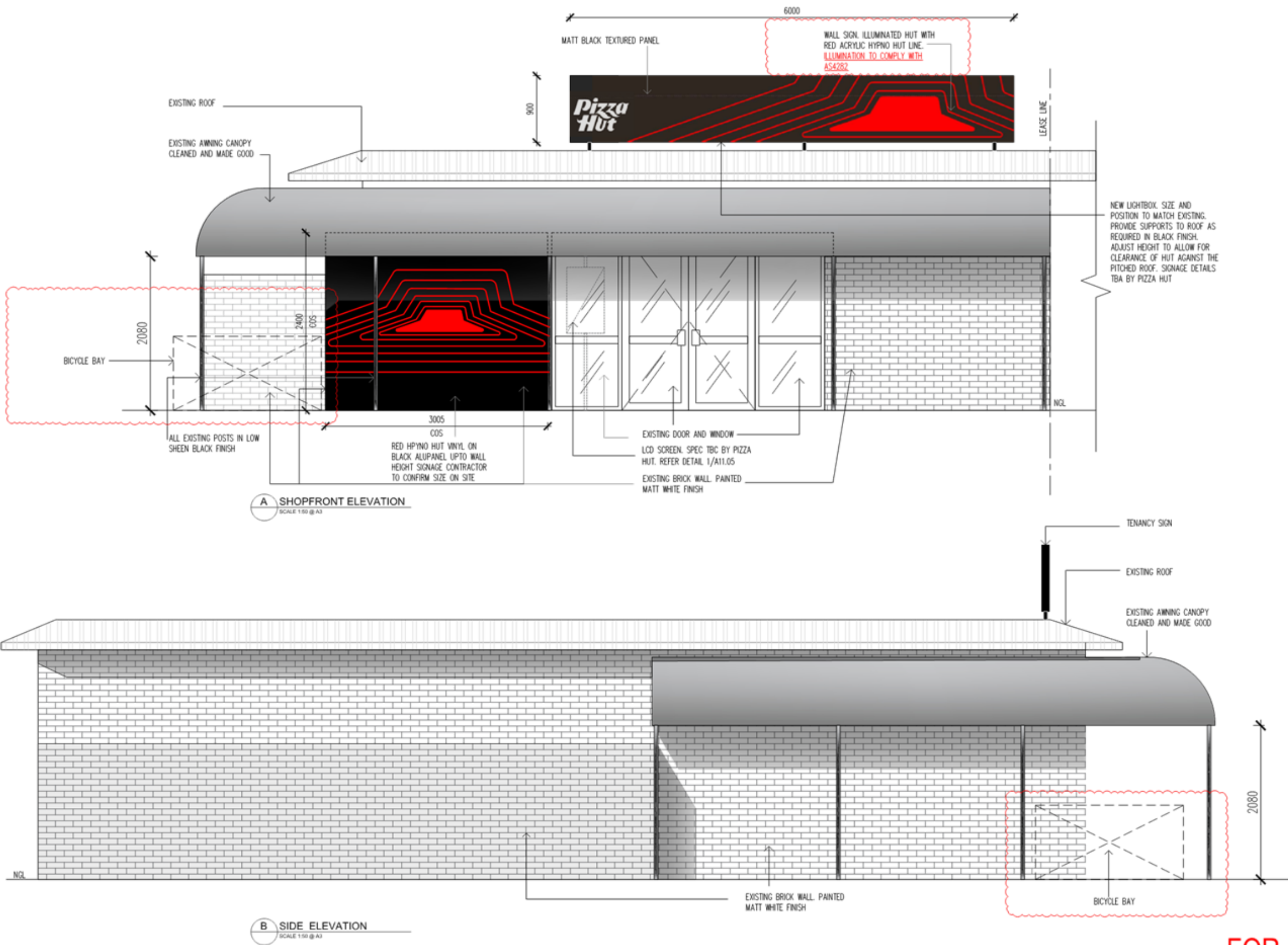
E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING - SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

Drawn
FZ
Drawing
INTERNAL ELEVATIONS

Approved
HT
Scale
As shown
Drawing No.
A9.02
Issue
E
Contractor must check all dimensions on site. For
furniture details refer to detail drawings. Refer
Finishes Schedule for all nominated finishes.

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026



FOR APPROVAL



McCredie Group Pty Ltd
L9/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition
that it is not copied, reproduced
retained or disclosed to any
unauthorised person either wholly or
in part without the prior written
consent of McCredie Group Pty Ltd.
All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152
TOTAL AREA=134SQM

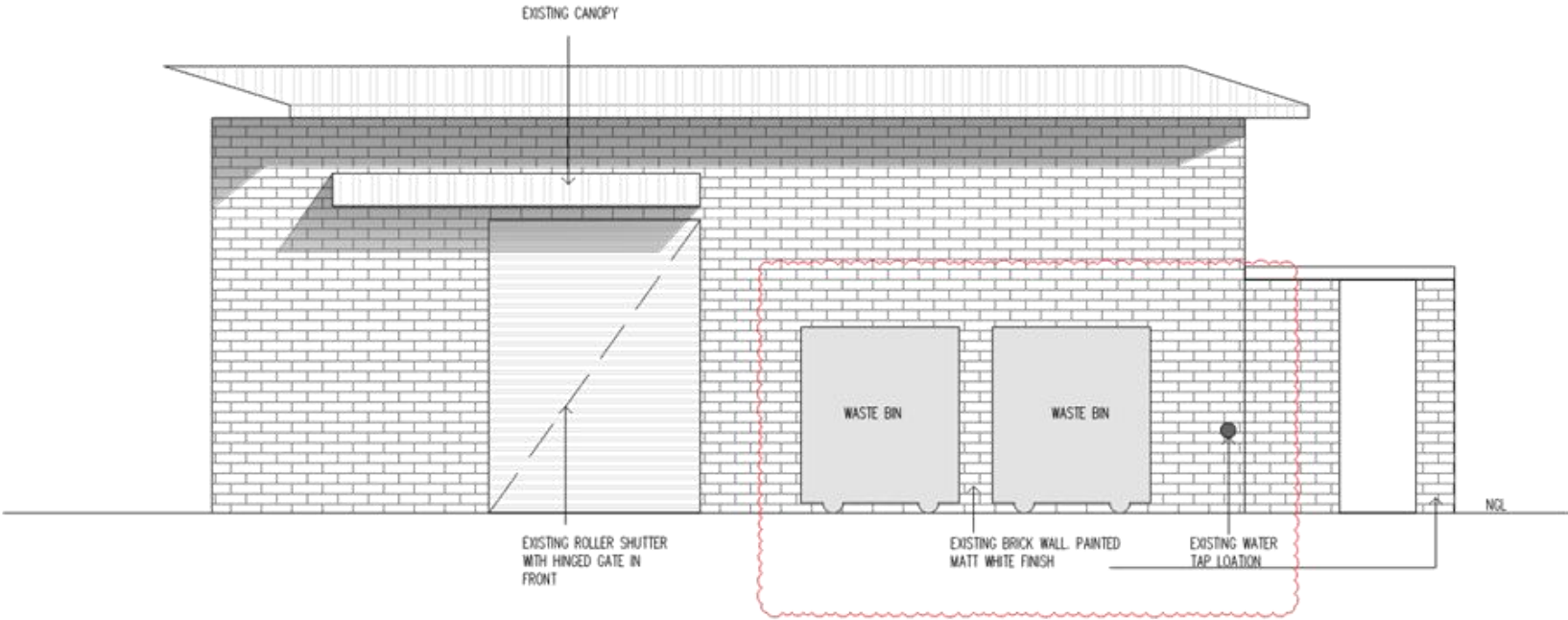
Drawn
FZ
Drawing
EXTERNAL ELEVATION

Approved
HT
Scale
As shown

Drawing No.
A9.03
Issue
E

Contractor must check all dimensions on site. For
furniture details refer to detail drawings. Refer
Finishes Schedule for all nominated finishes.

Document Set ID: 1656463
Version: 1, Version Date: 20/05/2026



A SHOP REAR ELEVATION
SCALE 1:50 @ A3

FOR APPROVAL



McCredie Group Pty Ltd
L9/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 8929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition
that it is not copied, reproduced
retained or disclosed to any
unauthorised person either wholly or
in part without the prior written
consent of McCredie Group Pty Ltd.
All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

TOTAL AREA=134SQM

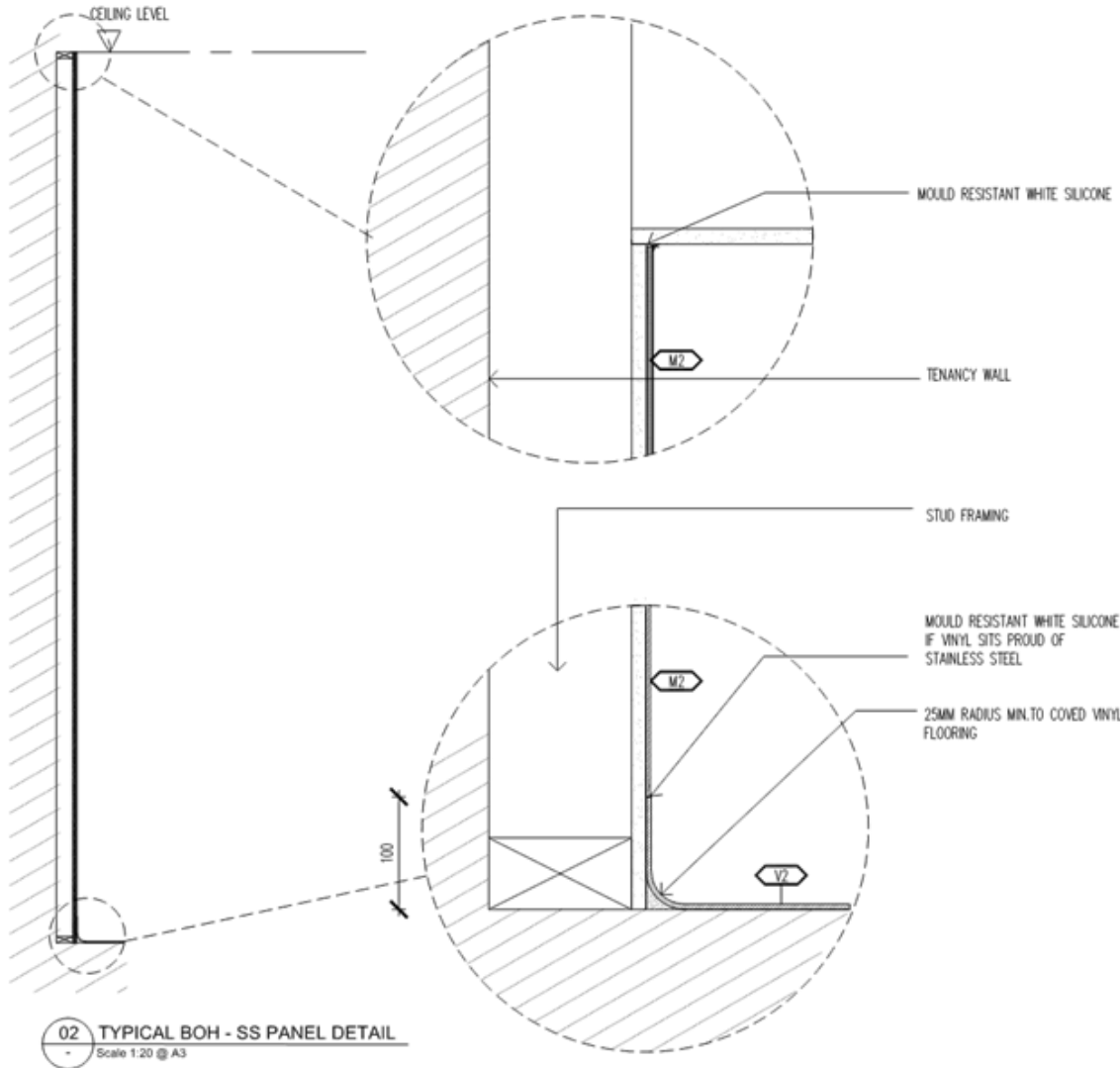
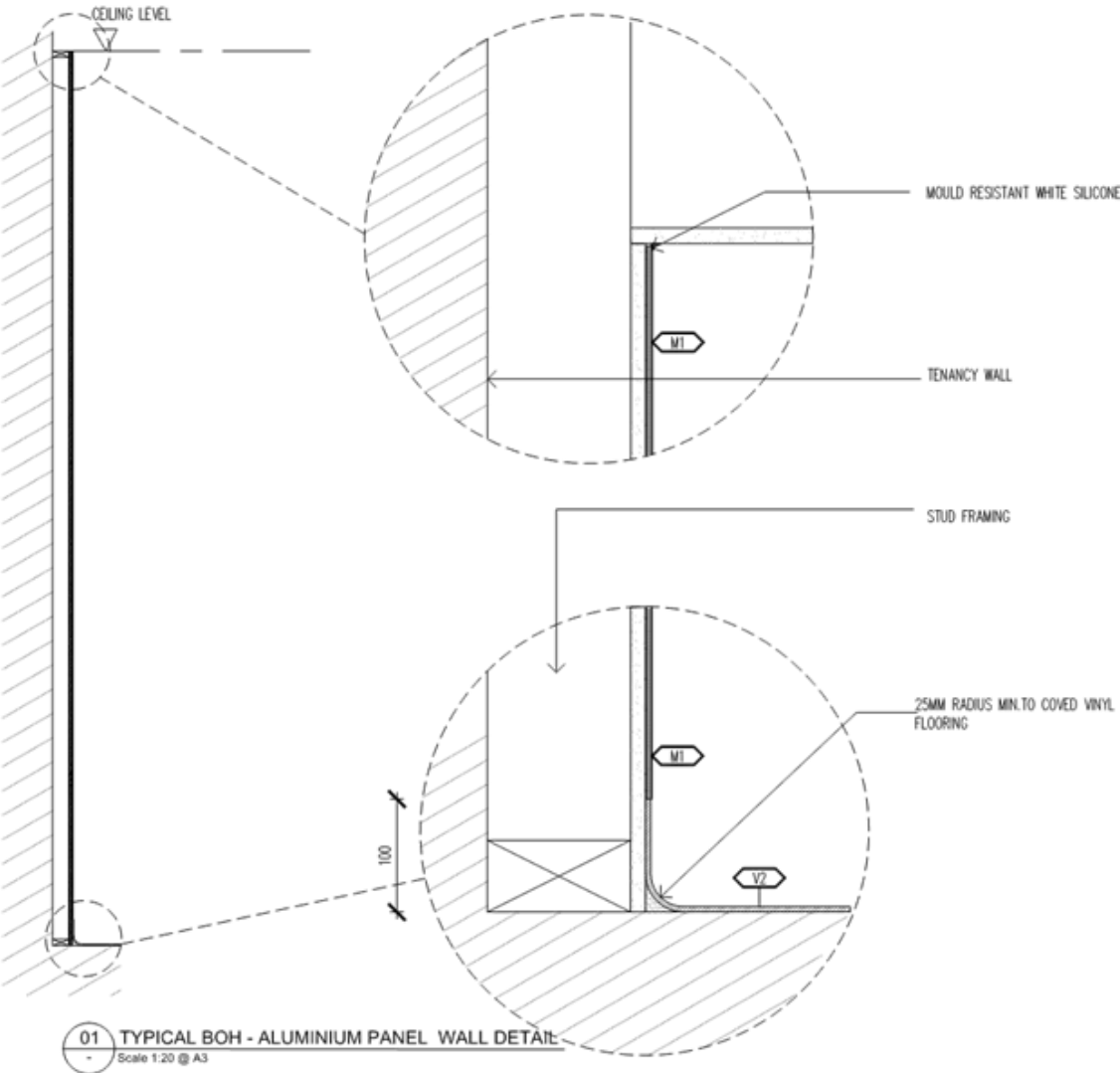
Drawn
FZ
Drawing
EXTERNAL ELEVATION

Approved
HT
Scale
As shown

Drawing No.
A9.04
Issue
E

Contractor must check all dimensions on site. For
furniture details refer to detail drawings. Refer
Finishes Schedule for all nominated finishes.

Document Set ID: 1656463
Version: 1, Version Date: 20/05/2026



FOR APPROVAL



McCredie Group Pty Ltd
19/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition
that it is not copied, reproduced
retained or disclosed to any
unauthorised person either wholly or
in part without the prior written
consent of McCredie Group Pty Ltd.
All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING - SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

TOTAL AREA=134SQM

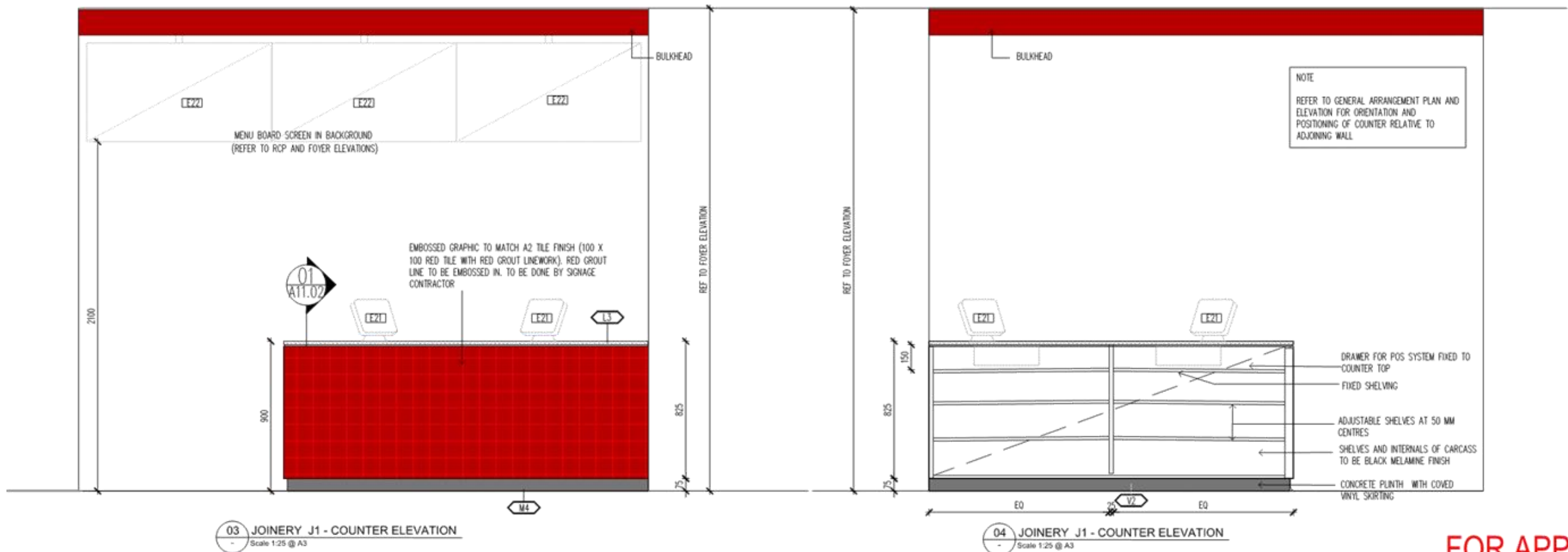
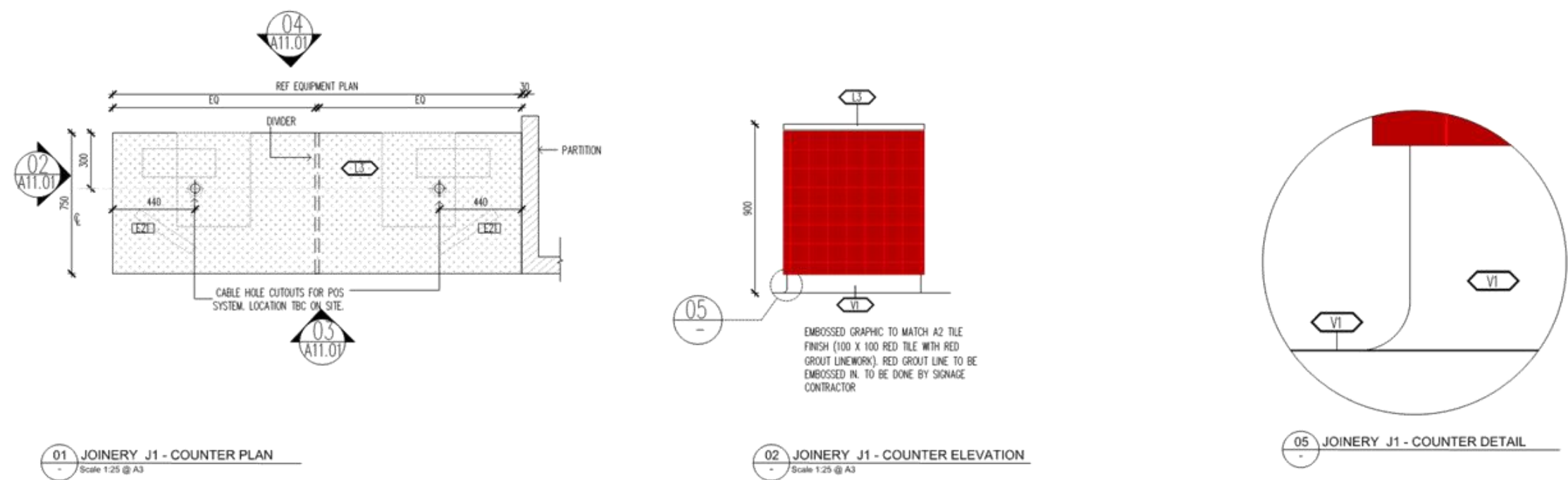
Drawn
FZ
Drawing
BOH WALL DETAILS

Approved
HT
Scale
As shown

Drawing No.
A10.01
Issue
E

Contractor must check all dimensions on site. For
furniture details refer to detail drawings. Refer
Finishes Schedule for all nominated finishes.

Document Set ID: 1850489
Version: 1; Version Date: 20/05/2026



FOR APPROVAL



McCredie Group Pty Ltd
L9/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition
that it is not copied, reproduced
retained or disclosed to any
unauthorised person either wholly or
in part without the prior written
consent of McCredie Group Pty Ltd.
All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

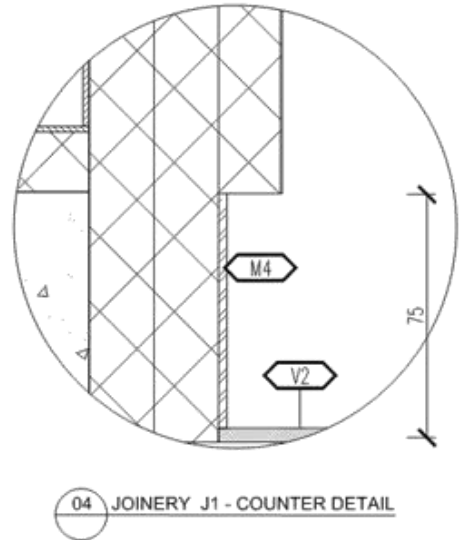
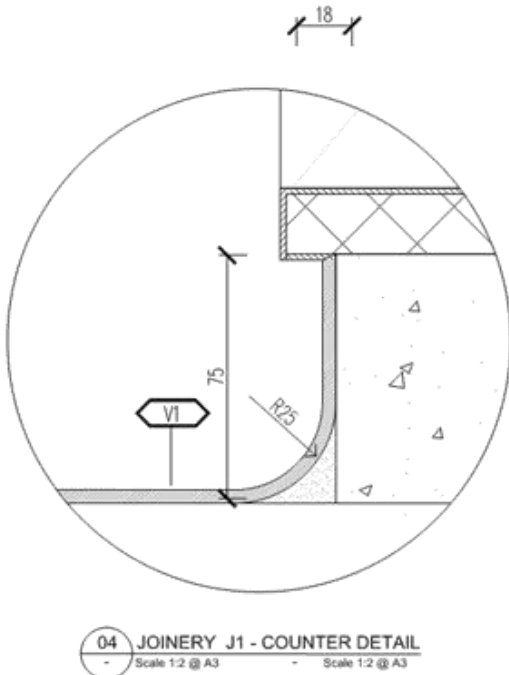
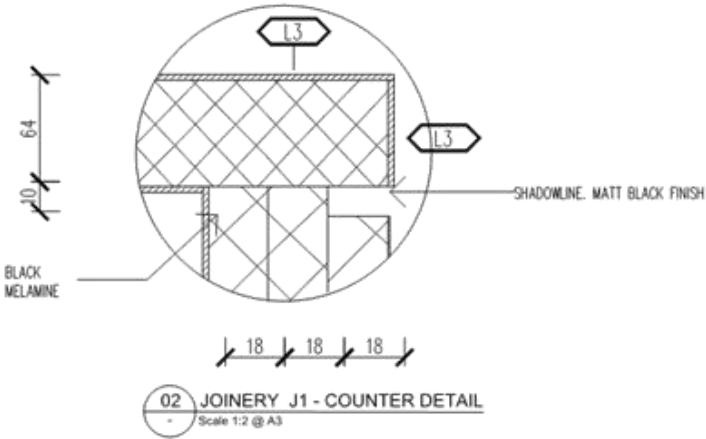
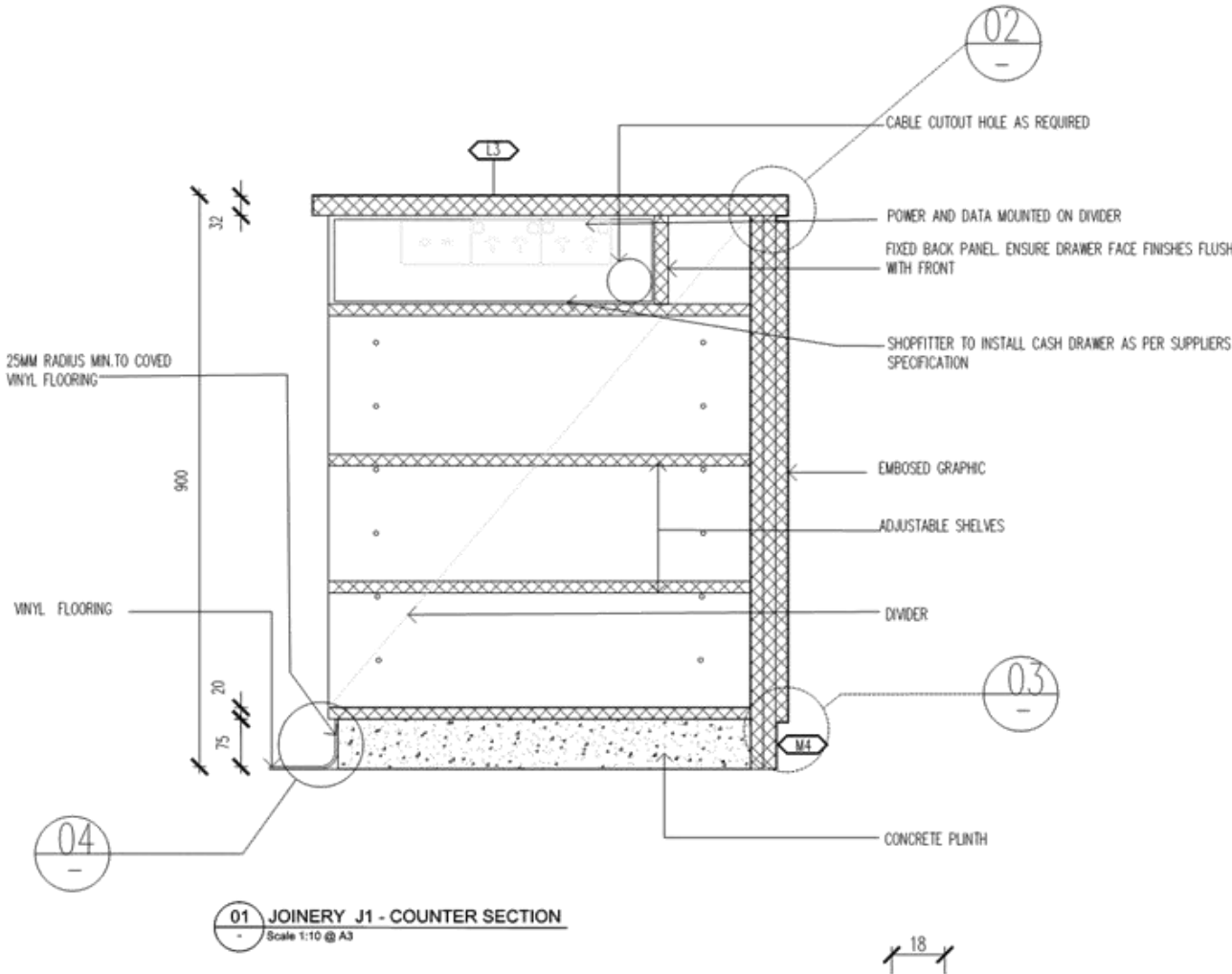
PIZZA HUT COMO	TOTAL AREA=134SQM
459 Canning Hwy,	
Como	
WA 6152	

Drawn
FZ
Drawing
JOINERY -J1 COUNTER
DETAILS

Approved
HT
Scale
As shown

Drawing No.
A11.01
Issue
E

Contractor must check all dimensions on site. For
furniture details refer to detail drawings. Refer
Finishes Schedule for all nominated finishes.



FOR APPROVAL



McCredie Group Pty Ltd
13/213 Miller St
North Sydney, NSW, 2060
Australia
t+61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition
that it is not copied, reproduced
retained or disclosed to any
unauthorised person either wholly or
in part without the prior written
consent of McCredie Group Pty Ltd.
All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

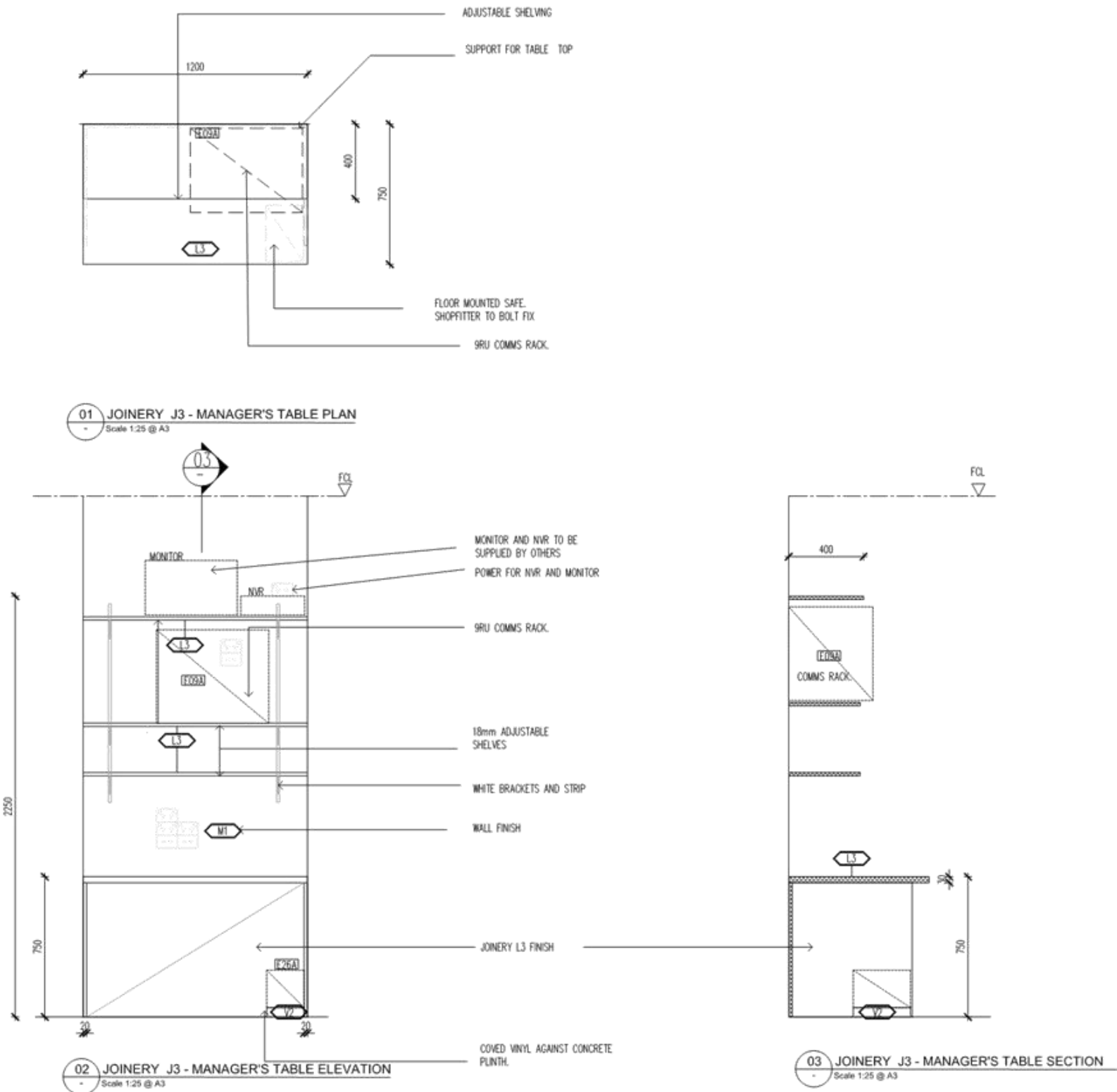
PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

Drawn
FZ
Drawing
JOINERY -J1 COUNTER
DETAILS

Approved
HT
Scale
As shown
Contractor must check all dimensions on site. For
furniture details refer to detail drawings. Refer
Finishes Schedule for all nominated finishes.

Drawing No.
A11.02
Issue
E

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026



FOR APPROVAL



McCredie Group Pty Ltd
L3/213 Miller St
North Sydney, NSW, 2060
Australia
t+61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

TOTAL AREA=134SQM

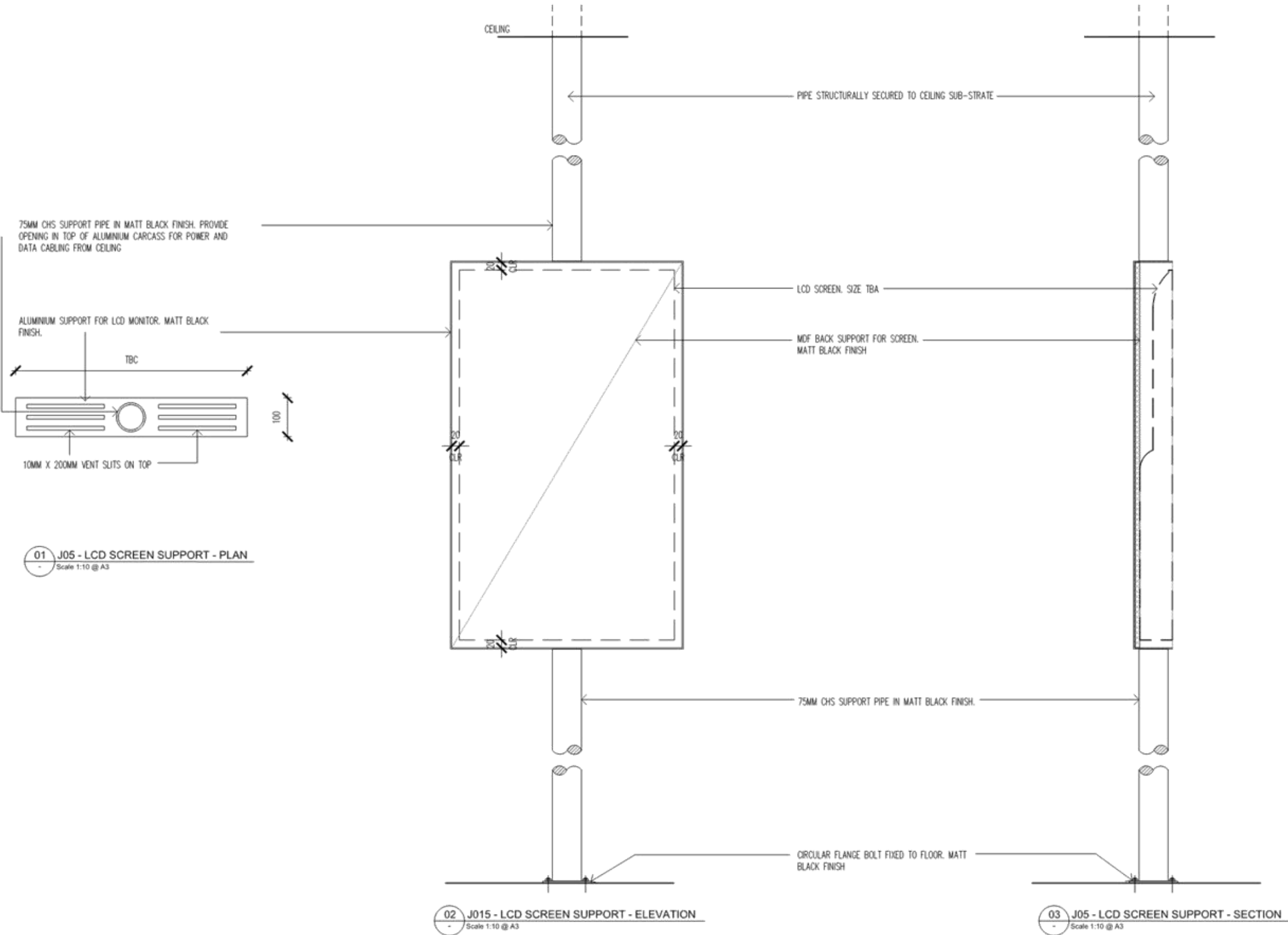
Drawn
FZ
Drawing
JOINERY - J3 MANAGER'S
TABLE

Approved
HT
Scale
As shown

Drawing No.
A11.04
Issue
E

Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026



FOR APPROVAL



McCredie Group Pty Ltd
L9/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

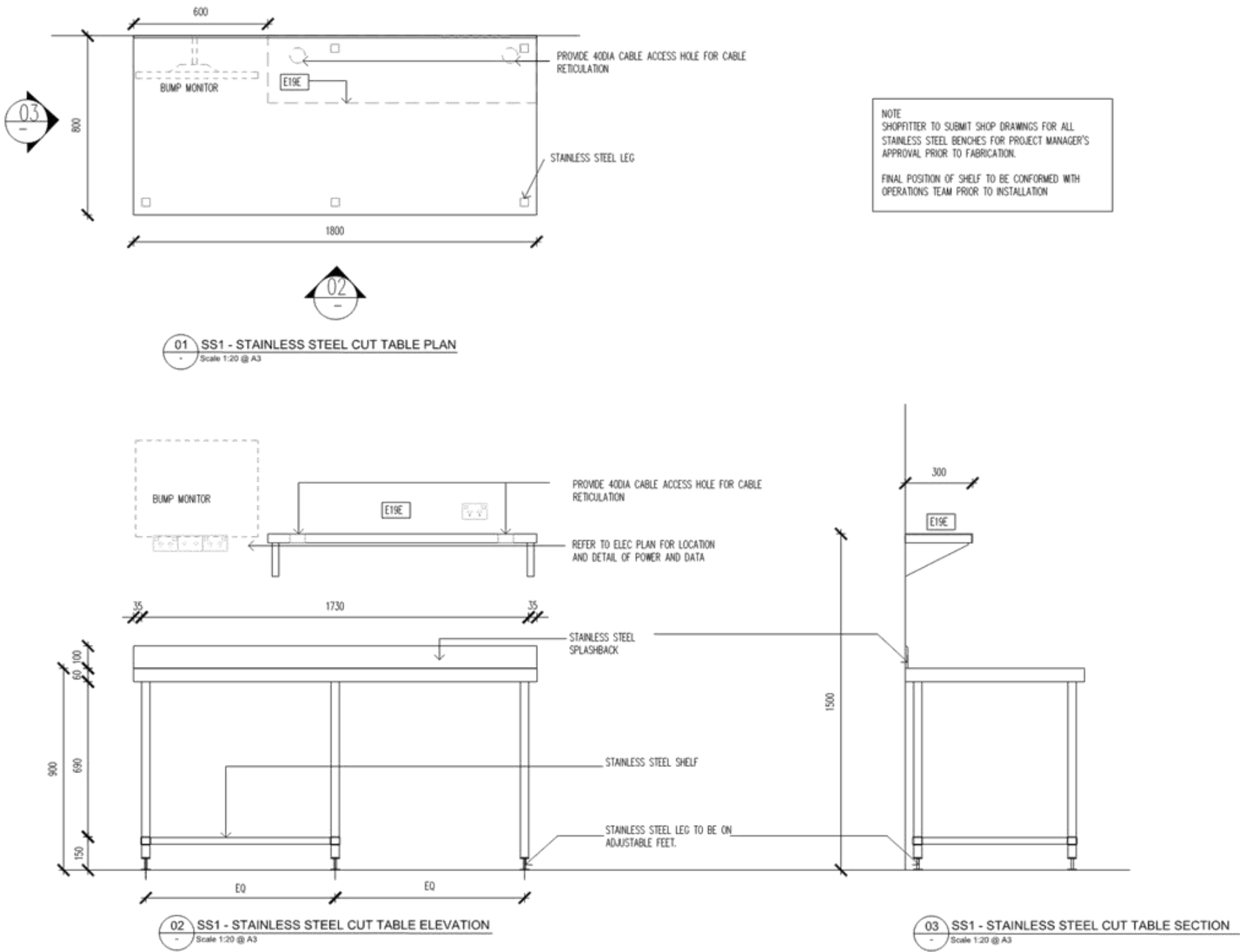
TOTAL AREA=1349QM

Drawn
FZ
Drawing
J05 - WINDOW LCD
SCREEN SUPPORT

Approved
HT
Scale
As shown

Drawing No.
A11.05
Issue
E

Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.



FOR APPROVAL



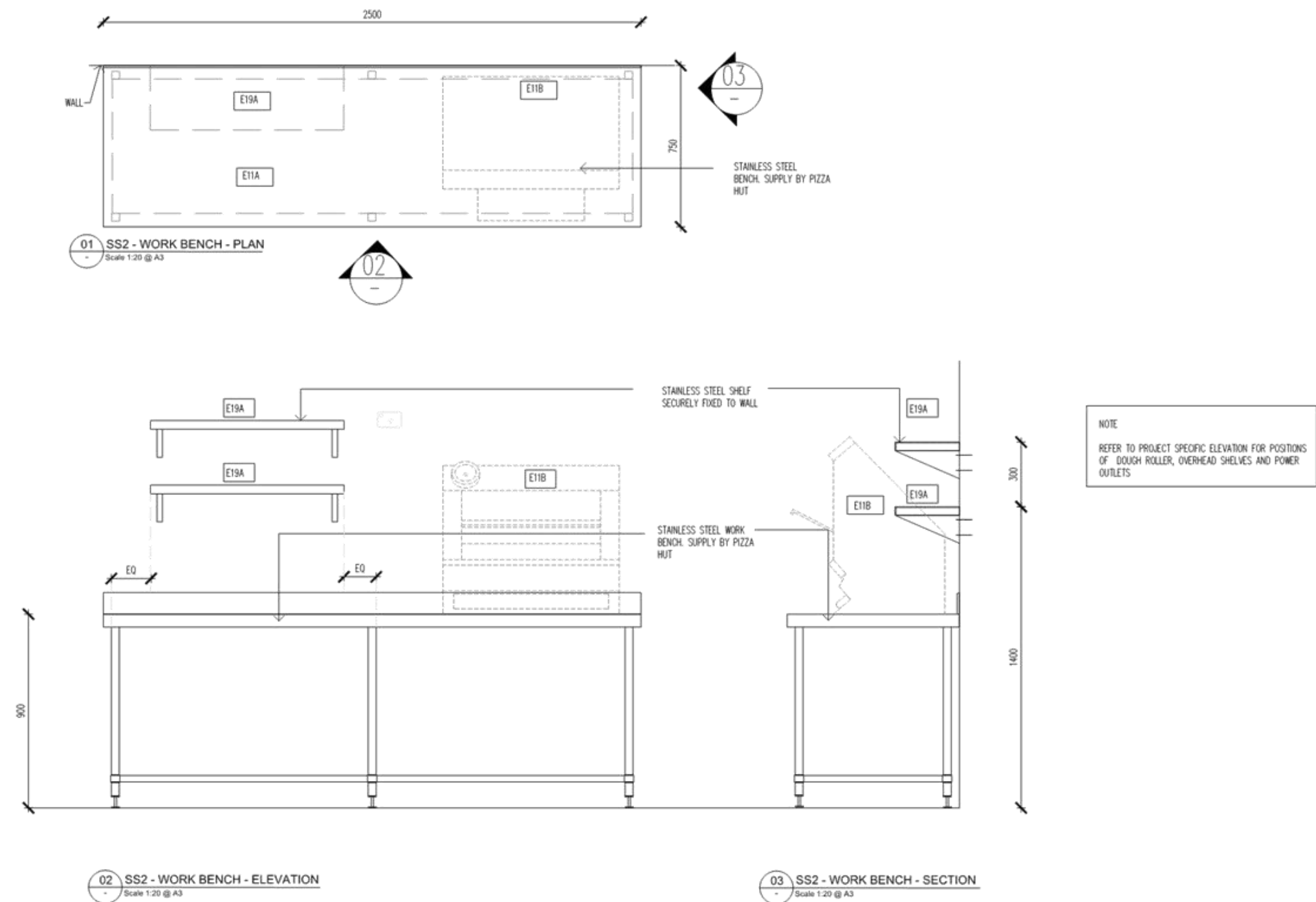
McCredie Group Pty Ltd
13/213 Miller St
North Sydney, NSW, 2060
Australia
t+61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO	TOTAL AREA=134SQM
459 Canning Hwy, Como WA 6152	

Drawn FZ	Approved HT	Drawing No. A13.01
Drawing SS1 - STAINLESS STEEL CUT TABLE	Scale As shown	Issue E
Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.		



FOR APPROVAL



McCredie Group Pty Ltd
L9/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9929 0965
www.mccredie.com.au

Note
This drawing is issued upon condition
that it is not copied, reproduced
retained or disclosed to any
unauthorised person either wholly or
in part without the prior written
consent of McCredie Group Pty Ltd.
All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING - SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

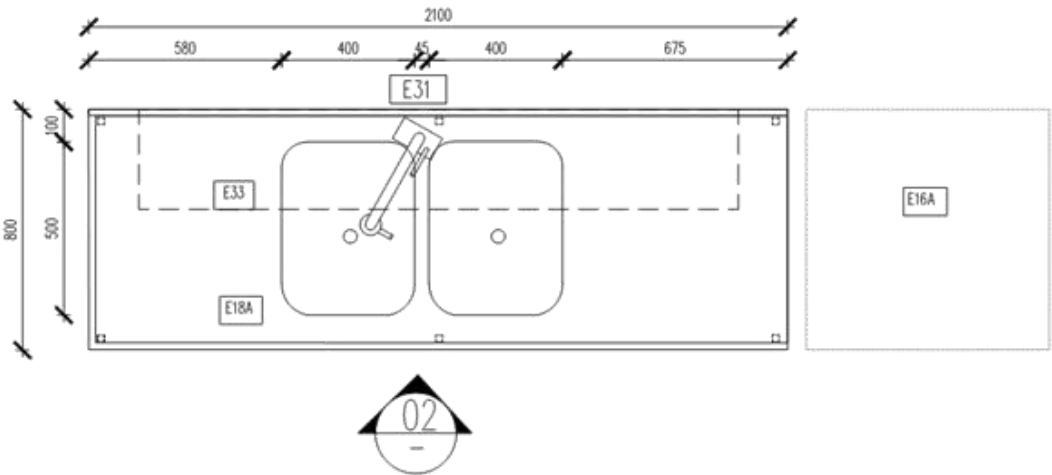
PIZZA HUT COMO	TOTAL AREA=134SQM
459 Canning Hwy,	
Como	
WA 6152	

Drawn
FZ
Drawing
SS2 - EX STAINLESS
STEEL WORK BENCH

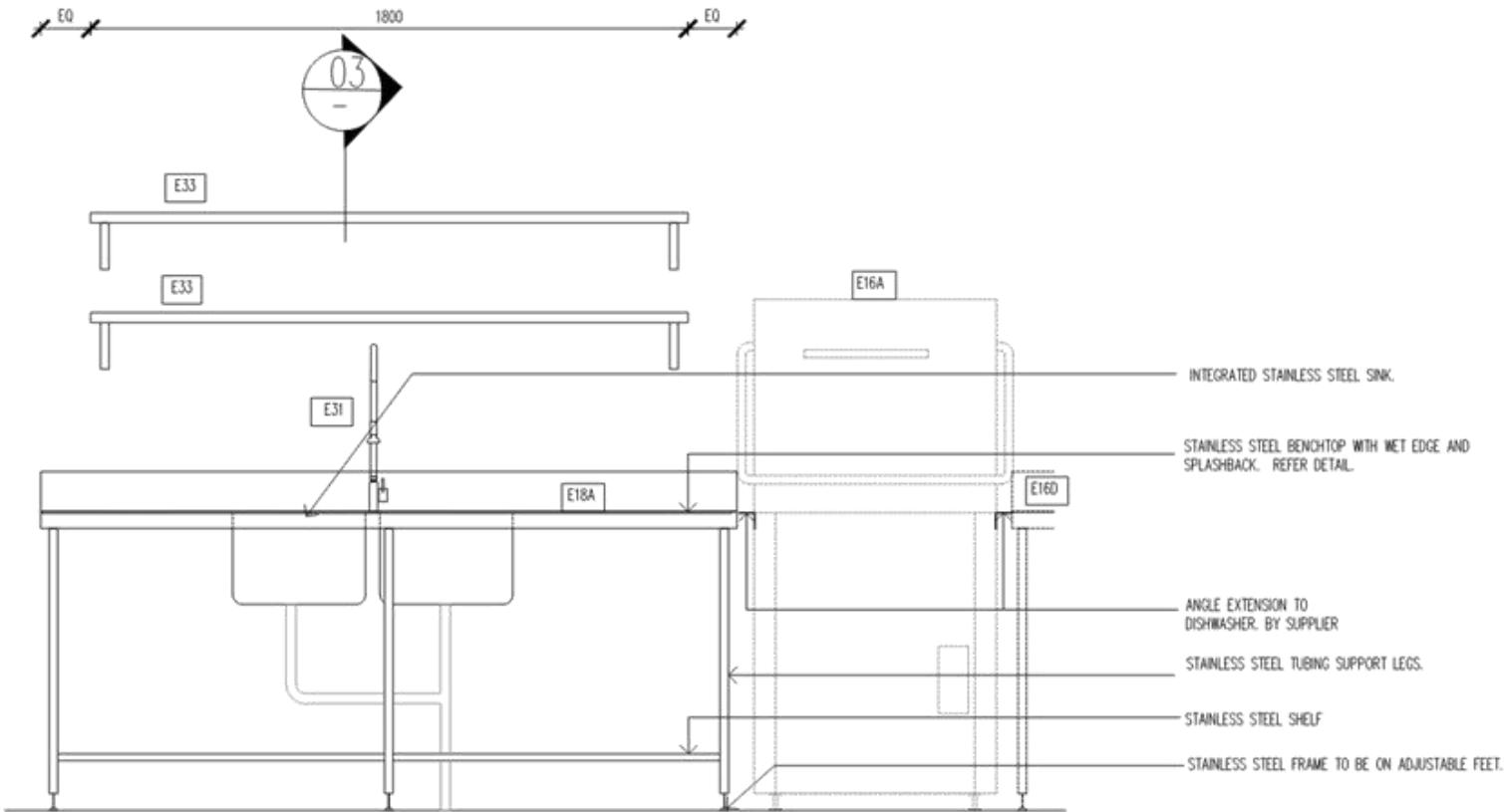
Approved
HT
Scale
As shown

Drawing No.
A13.02
Issue
E

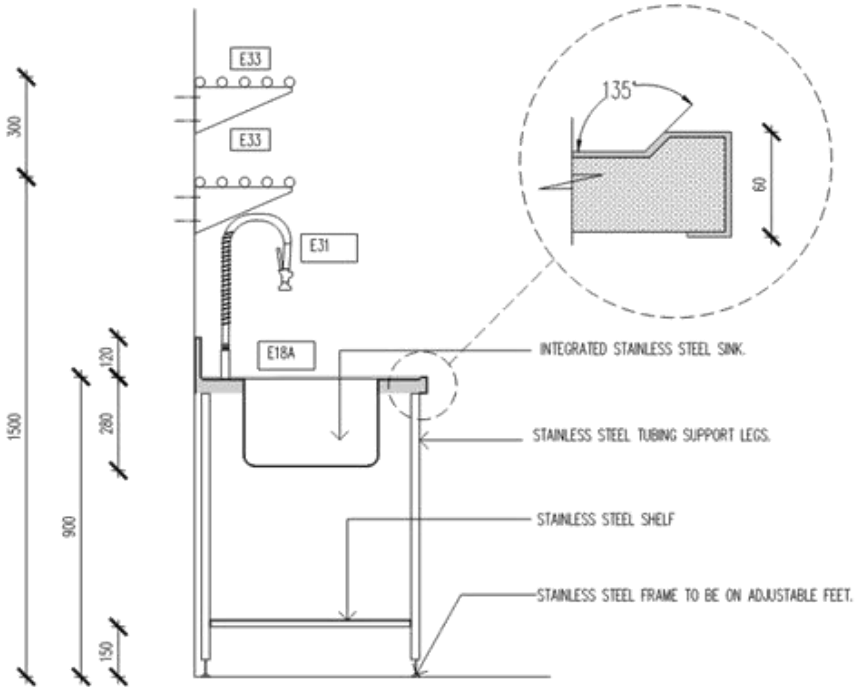
Contractor must check all dimensions on site. For
furniture details refer to detail drawings. Refer
Finishes Schedule for all nominated finishes.



01 SS3 - STAINLESS STEEL SINK - PLAN
Scale 1:20 @ A3



02 SS3 - STAINLESS STEEL SINK - ELEVATION
Scale 1:20 @ A3



03 SS3 - STAINLESS STEEL SINK - SECTION
Scale 1:20 @ A3

NOTE
SHOPFITTER TO SUBMIT SHOP DRAWINGS FOR ALL STAINLESS STEEL JOINERY FOR PROJECT MANAGER'S APPROVAL PRIOR TO FABRICATION.

NOTE
REFER TO PROJECT SPECIFIC ELEVATION FOR POSITION OF DISHWASHER RELATIVE TO SINK.

FOR APPROVAL



McCredie Group Pty Ltd
L9/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

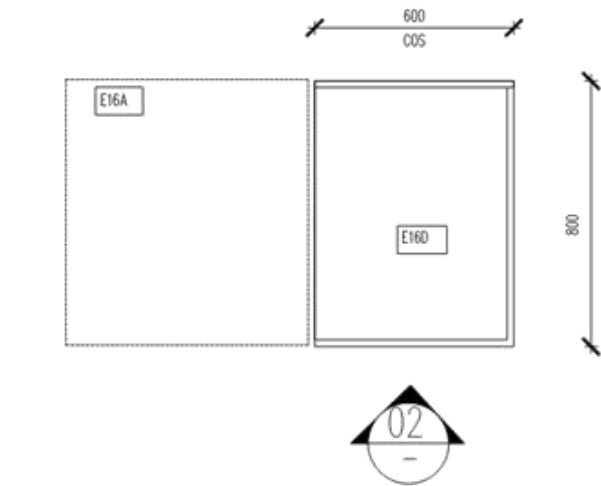
TOTAL AREA=134SQM

Drawn
FZ
Drawing
SS3 - STAINLESS STEEL
SINK

Approved
HT
Scale
As shown

Drawing No.
A13.03
Issue
E

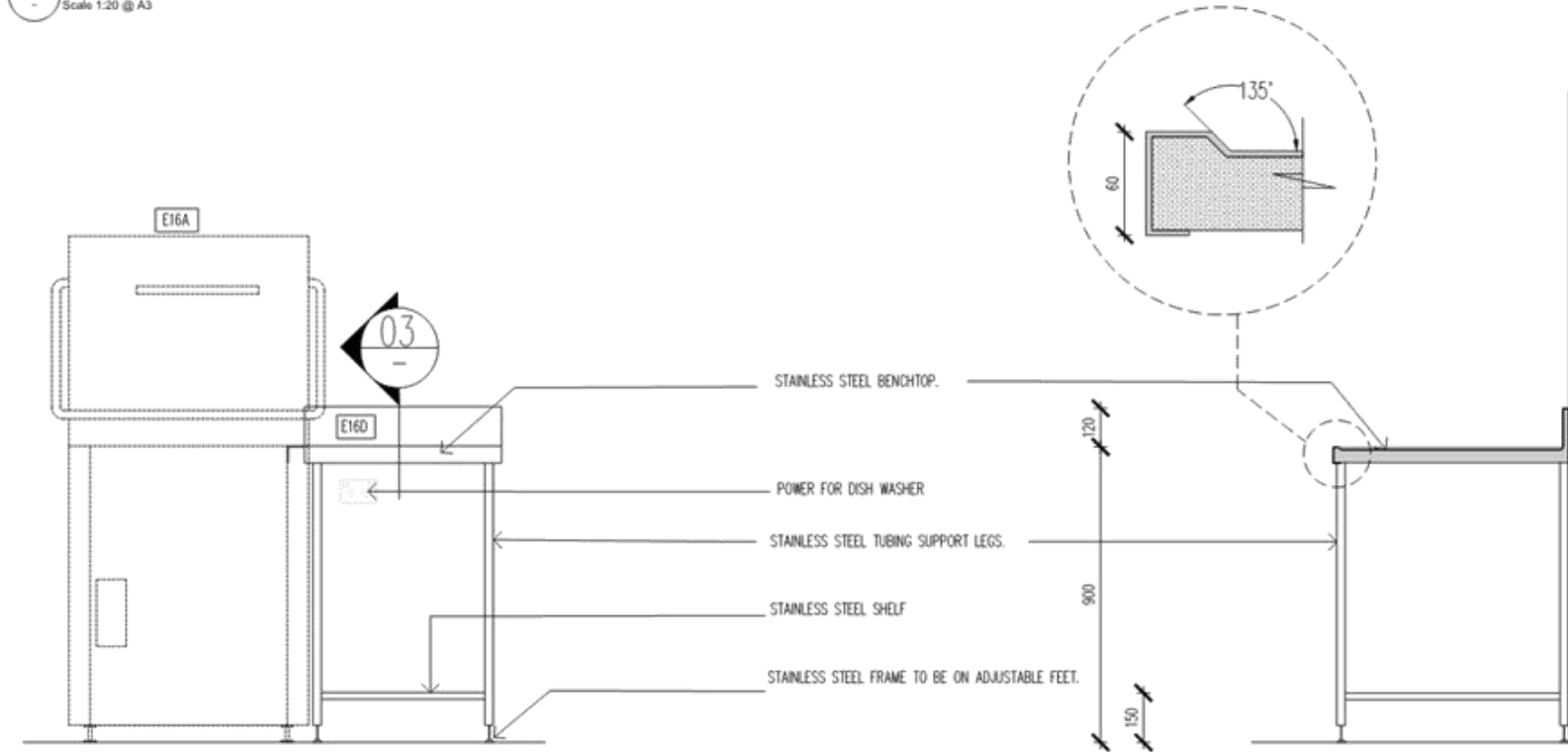
Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.



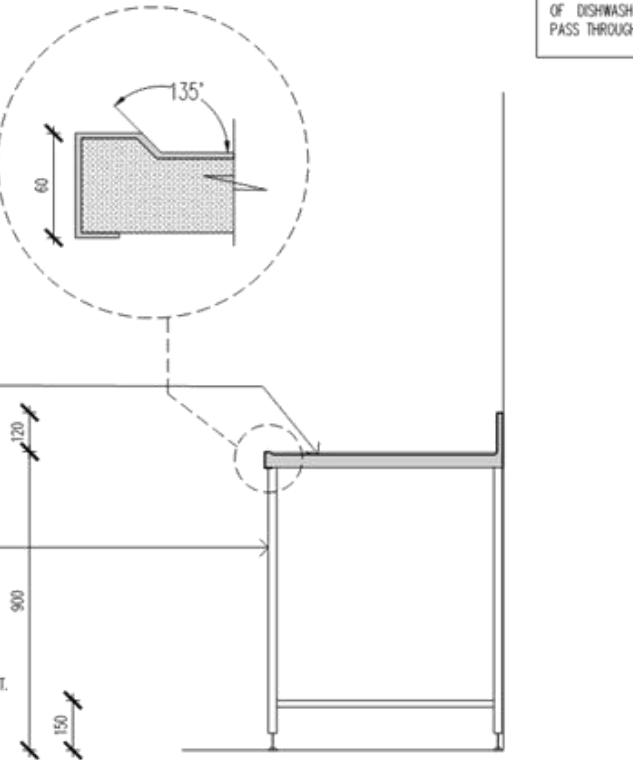
01 SS4 - STAINLESS STEEL PASS THROUGH BENCH - PLAN
Scale 1:20 @ A3

NOTE
SHOPFITTER TO SUBMIT SHOP DRAWINGS FOR ALL
STAINLESS STEEL JOINERY FOR PROJECT MANAGER'S
APPROVAL PRIOR TO FABRICATION.

NOTE
REFER TO PROJECT SPECIFIC ELEVATION FOR POSITIONS
OF DISHWASHER AND POWER OUTLET RELATIVE TO
PASS THROUGH BENCH.



02 SS4 - STAINLESS STEEL PASS THROUGH BENCH - ELEVATION
Scale 1:20 @ A3



03 SS4 - STAINLESS STEEL PASS THROUGH BENCH - SECTION
Scale 1:20 @ A3

FOR APPROVAL



McCredie Group Pty Ltd
13/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9929 0966
www.mccredie.com.au

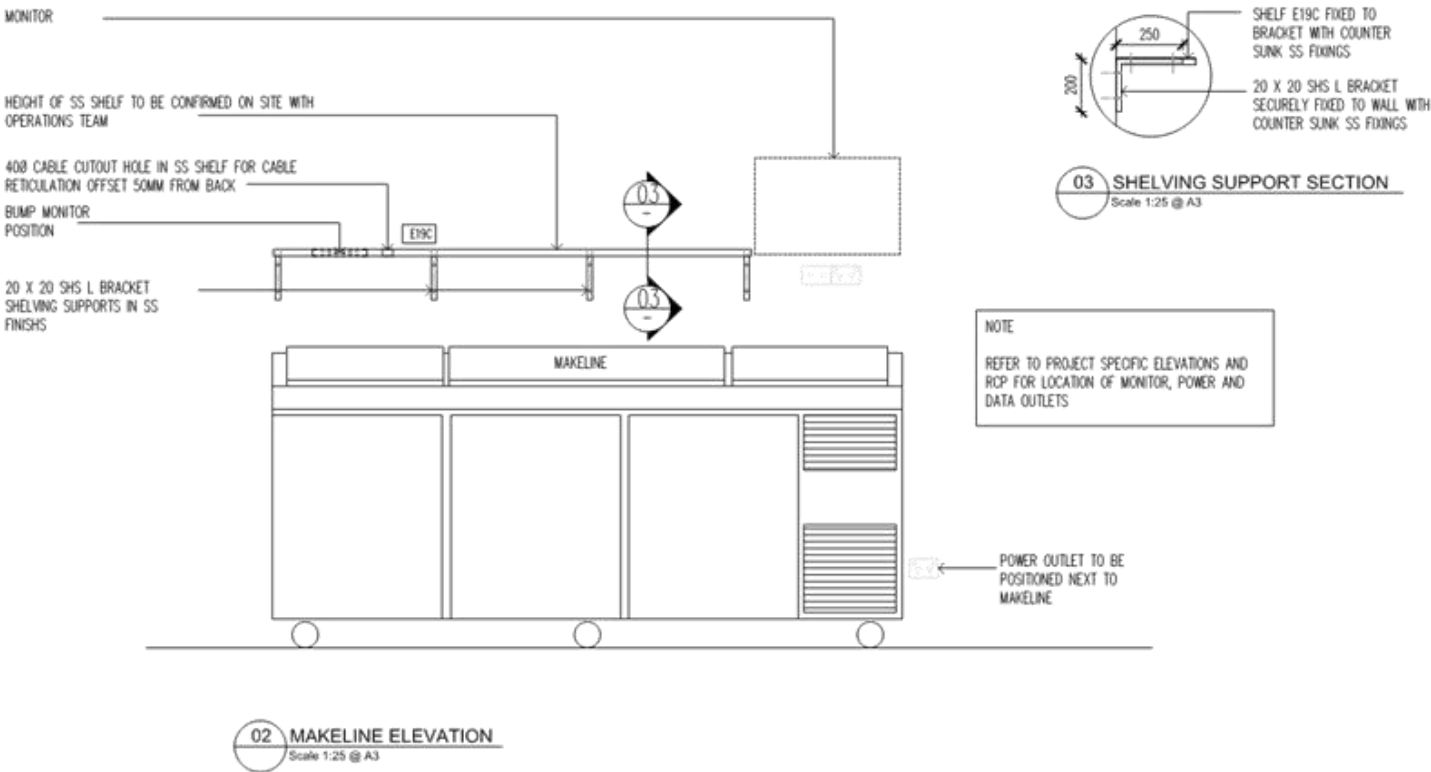
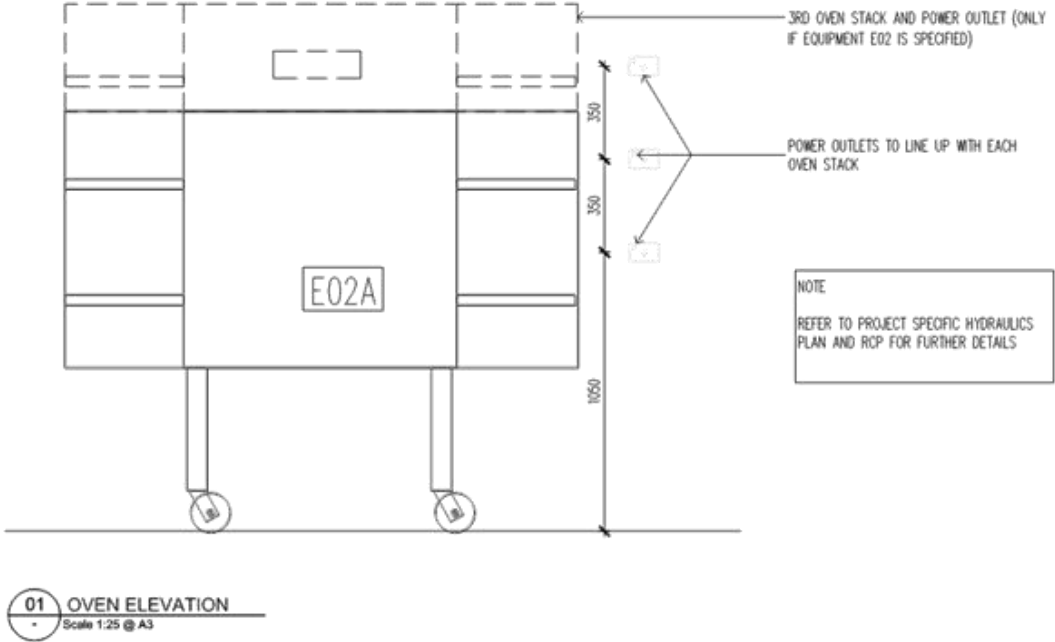
Note
This drawing is issued upon condition
that it is not copied, reproduced
retained or disclosed to any
unauthorised person either wholly or
in part without the prior written
consent of McCredie Group Pty Ltd.
All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO	TOTAL AREA=134SQM
459 Canning Hwy, Como WA 6152	

Drawn FZ	Approved HT	Drawing No. A13.04
Drawing SS4 - SS PASS THROUGH BENCH	Scale As shown	Issue E
Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.		

Document Set ID: 1850489
Version: 1, Version Date: 20/05/2026



FOR APPROVAL



McCredie Group Pty Ltd
L9/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9529 0966
www.mccredie.com.au

Note
This drawing is issued upon condition that it is not copied, reproduced retained or disclosed to any unauthorised person either wholly or in part without the prior written consent of McCredie Group Pty Ltd. All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

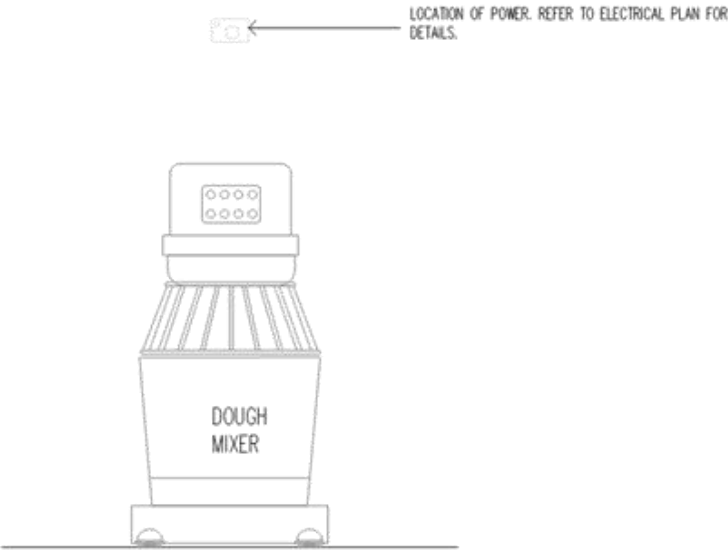
TOTAL AREA: 134SQM

Drawn
FZ
Drawing
OVEN AND MAKELINE

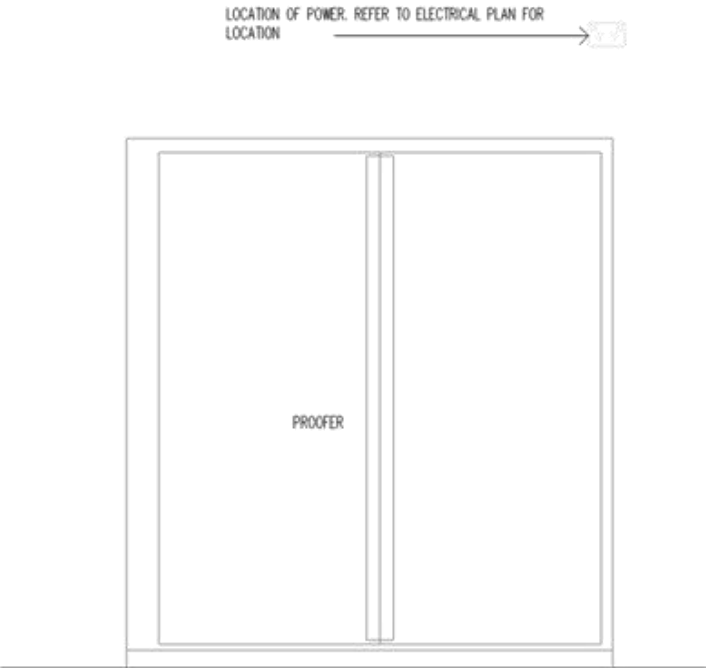
Approved
HT
Scale
As shown

Drawing No.
A13.05
Issue
E

Contractor must check all dimensions on site. For furniture details refer to detail drawings. Refer Finishes Schedule for all nominated finishes.



01 DOUGH MIXER ELEVATION
Scale 1:20 @ A3



02 PROOFER ELEVATION
Scale 1:20 @ A3

FOR APPROVAL



McCredie Group Pty Ltd
L9/213 Miller St
North Sydney, NSW, 2060
Australia
t +61 2 9929 0966
www.mccredie.com.au

Note
This drawing is issued upon condition
that it is not copied, reproduced
retained or disclosed to any
unauthorised person either wholly or
in part without the prior written
consent of McCredie Group Pty Ltd.
All rights reserved.

E	COUNCIL APPROVAL	19/05/26
D	COUNCIL APPROVAL	28/04/26
C	ROAD WIDENING -SITE PLAN	31/03/26
B	FOR APPROVAL	30/03/26
A	FOR APPROVAL	26/03/26
Issue	Description of Change	Date

PIZZA HUT COMO
459 Canning Hwy,
Como
WA 6152

TOTAL AREA=134SQM

Drawn
FZ
Drawing
DOUGH MIXER AND
PROOFER

Approved
HT
Scale
As shown

Drawing No.
A13.06
Issue
E

Contractor must check all dimensions on site. For
furniture details refer to detail drawings. Refer
Finishes Schedule for all nominated finishes.

City of South Perth
Planning Department

21 May 2026

To Whom It May Concern,

Subject: Development Application – Change of Use to Fast Food and Signage Approval (Pizza Hut Como)

I hope this letter finds you well. I am writing to formally request development approval for a change of use to fast food premises, together with associated signage installation, for Pizza Hut at the following property:

**Lot 21 on Plan 3458
459 Canning Highway
Como WA 6152**

Pizza Hut is a well-established multinational brand, recognised globally for its consistent quality, strong operational standards, and distinctive visual identity. The proposed tenancy will operate in accordance with the brand's established business model and design framework.

The proposed change of use to a fast food premises is considered appropriate for this location along Canning Highway, supporting local economic activity and providing a convenient dining option for the surrounding community. The operation will be managed to ensure compatibility with neighbouring properties and to minimise any potential impacts on local amenity.

Importantly, the site provides **off-street parking for patrons**, which will assist in reducing demand on surrounding street parking and support safe and efficient customer access to the premises.

In conjunction with the change of use, we are seeking approval for the installation of branded signage. The proposed signage has been designed in accordance with Pizza Hut's global branding guidelines, incorporating its recognised colours, materials, and overall aesthetic. The signage will be illuminated to enhance visibility, while being carefully designed and positioned to complement the existing streetscape and avoid adverse impacts such as excessive glare or visual clutter.

Outlined below are the key considerations supporting this application:

1. Suitability of Change of Use

The transition to a fast food premises aligns with the commercial nature of the locality and contributes to an active and diverse streetscape. The proposed use is expected to deliver economic benefits while operating within acceptable amenity standards.

2. Brand Consistency and Visual Integration

As a multinational brand, Pizza Hut maintains strict design standards across all locations. The proposed signage and fitout will ensure consistency with brand identity while integrating appropriately with the surrounding built environment.

McCredie
retail solutions

McCredie Group Pty Ltd

Correspondence
Level 9, 213 Miller Street
North Sydney NSW 2060
PO Box 383 North Sydney

Tel 61 2 9929 0988
Fax 61 2 9929 7414
mccredie@mccredie.com.au

mccredie.com.au

A.B.N 80 136 532 904



3. Parking and Accessibility

The availability of on-site off-street parking enhances accessibility for customers and staff, reducing potential congestion and ensuring the development functions efficiently within the surrounding road network.

4. Traffic and Access Considerations

The proposed use is not expected to generate traffic volumes beyond those typically associated with a commercial tenancy along a major arterial route such as Canning Highway. The site benefits from existing vehicular access and established traffic flow patterns, which are capable of accommodating the anticipated increase in visitation. Customer movements are expected to be staggered throughout operating hours, with peak demand generally short in duration and manageable within the existing road network. The provision of on-site parking further reduces the likelihood of congestion or disruption to surrounding streets.

5. Compliance with Planning Requirements

We acknowledge the requirements of the City of South Perth's planning framework and confirm that both the change of use and signage installation will comply with all relevant local planning policies, building codes, and safety standards, with the following exceptions, **with reference to Local Planning Policy 7.1 Advertising Signage:**

5a. Roof signage Item 6.4. Must not exceed a maximum area of 4m² Current proposal for illuminated sign sits at approx. 5.4m². However, we are replacing like for like in terms of dimensions with existing sign

5b. Wall signage item 8.2. Must not exceed 25% in aggregate area on any one façade, excluding glazed portions, to a maximum of 8m², whichever is the lesser size. Current proposal requests a sign at 7.2m² – or approx. 30% of façade. We note however no glazing portions are covered and we hope to install signage as per adjacent tenancy

6. Proposed Plan of Operations

Pizza Hut anticipate the following plan of operations

- Number of Staff: Min 3 to Max 7 at any point of time.
- Store trading hours: 11am to 1am. 7 days (incl Sunday and public holidays)
- Typical Demand: 70% pick up and 30% delivery.
- Delivery Vehicles: 1 to 2 cars. 2 cars is a maximum at any one time - which includes PH delivery + 3rd party delivery vehicle at any time.



The project has been carefully planned with input from experienced designers and consultants to ensure a high-quality, compliant outcome that enhances the local area. In conclusion, the proposed change of use and signage are essential to establishing a successful and well-integrated Pizza Hut location. We are committed to delivering this project with professionalism, ensuring minimal disruption and a positive contribution to the community.

We kindly request your approval of this application. Should you require any further information or supporting documentation, please do not hesitate to contact us.

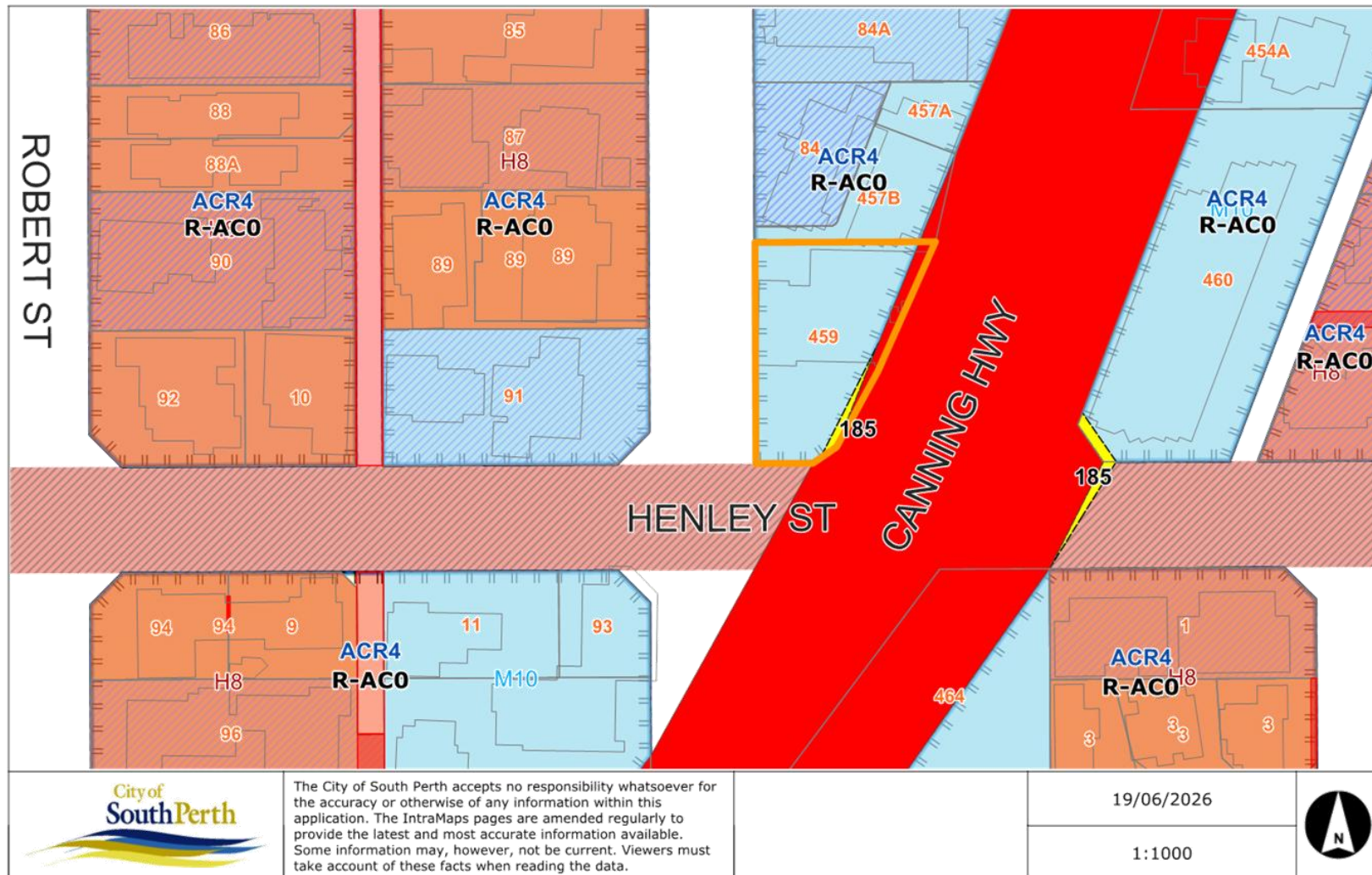
Thank you for your time and consideration. We look forward to your favourable response.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Kirsty M Nicholl".

Kirsty M Nicholl





Schedule of Submissions

Proposed Change of Use from a Café/Restaurant to Fast Food Outlet and Signage on Lot 21, 459-463 Canning Highway, Como

1	Adam Piggott 8/84 Lockhart Street, Como	
Objection		
Summary of Submission		Comment
1.1	I am a long-term resident of Como, having lived in the suburb for many years across multiple addresses. For the past two years I have resided at my current address immediately adjacent to 459 Canning Highway, Como. I write to formally object to Development Application PDDA-2026-0925 for the proposed conversion of an existing vacant café tenancy to a Pizza Hut outlet.	Noted.
1.2	My objection is directed primarily at the adequacy of the Transport Impact Statement (TIS) prepared by Transcore (reference t26.108.wt.r01, May 2026), which I submit contains significant methodological flaws, unsupported assumptions, and material omissions that render its conclusions unreliable. Beyond the TIS, I raise serious concerns about the cumulative impact of this development on parking, pedestrian and cyclist safety, residential amenity, and local traffic infrastructure that is already under demonstrable and observable stress.	The proposal was referred to Main Roads Western Australia (MRWA) as the site is within the Primary Regional Roads Reservation of Canning Highway (Category 3) under the Metropolitan Region Scheme (MRS). The Traffic Impact Statement (TIS) was requested by MRWA during the referral process. MRWA subsequently advised it conditionally supports the proposed development. It is therefore considered that the TIS was deemed sufficient to MRWA requirements.
1.3	I respectfully request that the City of South Perth refuse this application or, at minimum, require a substantially revised and independently peer-reviewed transport and amenity assessment before any determination is made.	Noted. The City has completed an assessment of the proposed development against the applicable planning framework, which includes consideration of amenity.
1.4	The TIS estimates traffic generation using ITE Trip Generation Manual (11th Edition) code ITE-935, which applies to	As above, the TIS was accepted by MRWA which was the requesting authority.

a “Fast-Food Restaurant with Drive-Through Window and No Indoor Seating.” The applicant’s own report acknowledges that the proposed development does not include a drive-through facility. Using a drive-through restaurant code as the basis for a non-drive-through outlet is methodologically inappropriate. To compensate, the consultants apply an arbitrary 60/40 ratio between drive-through and takeaway customers, resulting in a 40% reduction of the calculated trip figures. This assumption is described in the report as “conservatively assumed” but is entirely unsupported by any cited data, research, or local traffic study. There is no ITE code specifically applicable to a takeaway-only, no-drive-through, no-indoor-seating pizza outlet. The use of an inapplicable ITE code followed by an invented adjustment factor is not sound traffic engineering practice and should be subject to independent scrutiny. Similarly, the existing café baseline applies a 50% reduction to calculated trip rates, also without citation or supporting evidence. This conveniently inflates the apparent net reduction in traffic during the AM peak, which is used as a central pillar of the report’s conclusions. Both reductions appear chosen to minimise the apparent impact of the proposed development rather than to reflect real-world conditions.	
1.5 The TIS compares the proposed Pizza Hut against a vacant café tenancy as its baseline. This fundamentally misrepresents the actual operating conditions of the subject site and its immediate surrounds. The shared car park and Lockhart Street crossovers that would serve the proposed Pizza Hut already serve the following active businesses:	Hero’s Pizza and On Fire Charcoal Chicken do not form part of this subject site. The subject tenancy (Pizza Hut) and Old Bridge Cellars share the existing carpark (no parking allocation applies). The combined on-site parking requirement for both tenancies is 9 bays. There are 10 bays available on-site which is therefore compliant with the relevant planning framework.

• Hero's Pizza — 457A Canning Highway, Como: an independent pizza business operating immediately adjacent to the subject site, having recently relocated to this position from a previous address on Henley Street. • On Fire Charcoal Chicken — 457B Canning Highway, Como: a charcoal chicken outlet operating immediately adjacent to the subject site within the same commercial precinct. • Old Bridge Cellars — 461 Canning Highway, Como: a bottle shop that shares the same car park as the proposed Pizza Hut and whose peak trading periods — Friday and Saturday evenings — overlap directly with those of the proposed outlet. The correct baseline for any traffic and parking assessment is not a vacant tenancy but the actual operating conditions of this shared precinct as it currently exists, with three active businesses already drawing on the same limited parking and the same Lockhart Street access.	
1.6 More critically, the proposed Pizza Hut would represent a fourth concurrent food and retail outlet competing for the same car park and the same cul-de-sac access during the same peak evening and weekend periods. The combined parking and traffic demand of these businesses operating simultaneously has not been assessed anywhere in the application materials. This is a fundamental and serious omission.	As above, the carpark is on private property and serves two separate tenancies. Parking requirements for the subject site have been assessed by the City as part of the development application process and are considered consistent with the applicable planning framework.
1.7 The TIS restricts its entire traffic analysis to the weekday morning peak (8:00–9:00am) and afternoon peak (4:00–5:00pm). This is wholly inadequate for a pizza takeaway outlet, whose peak trading periods are Friday and Saturday	As above, the City did not request the TIS. The TIS was requested by MRWA. MRWA has advised of its conditional support of the proposed development, which is indicative that the TIS was also deemed acceptable.

	evenings — entirely outside the scope of this assessment. These are precisely the periods when Hero's Pizza, On Fire Charcoal Chicken, and Old Bridge Cellars are also at their busiest, and when Corso Francia — the recently opened café at 95/97 Lockhart Street — generates significant overflow parking into the shared precinct car park. The TIS has assessed none of this. The City should require weekend and evening traffic and parking analysis as a minimum condition of any revised assessment.	
1.8	The TIS states at Section 11 that the signalised intersection of Canning Highway and Henley Street recorded a total of 46 crashes during the five-year period ending December 2025. However, Table 2 of the same report records a total of only 43 crashes across all categories. This unexplained discrepancy of three crashes is not addressed anywhere in the report and raises questions about the care and accuracy with which the safety data has been presented.	Noted.
1.9	All vehicular access to the subject site — including customer parking, service vehicles, and delivery vehicles — is via Lockhart Street, which the TIS itself acknowledges is a no-through road (except bicycles) that terminates with a full road closure device. This is a residential street used daily by families and children on foot and by bicycle.	The proposal utilises an existing vehicle access point, which is via Lockhart Street. The proposal does not seek to alter carparking or vehicle access arrangements.
2.0	Lockhart Street is already the access road for the food businesses operating in the Canning Highway precinct described above. The proposed Pizza Hut would add a further high-frequency takeaway outlet drawing delivery and customer traffic through this dead-end residential street, in addition to the existing demand from Hero's Pizza and On Fire Charcoal Chicken. Corso Francia at 95/97 Lockhart Street is itself located	The development application involves a proposed change of land use (Café/Restaurant to Fast Food Outlet) for an existing building. It does not propose to increase the number of tenancies on the subject site. Furthermore, no increase to Net Lettable Area (NLA) is proposed and therefore, in accordance

	on this road, meaning the street already functions as both an access road for the food precinct and a destination in its own right. The cumulative pressure on this no-through road from all of these uses has never been assessed.	
2.1	A modern pizza takeaway outlet of this type relies heavily on third-party delivery platforms including Uber Eats, DoorDash, and other services. These generate a qualitatively different traffic pattern to a café: numerous brief, unpredictable vehicle movements at all hours of operation, with drivers entering and exiting a dead-end street repeatedly throughout the day and evening. The TIS makes no attempt to model this delivery traffic behaviour. It does not estimate the number of delivery driver movements per hour, their likely parking behaviour, or the impact of multiple vehicles simultaneously manoeuvring in a cul-de-sac. As a long-term Como resident living immediately adjacent to this precinct, I can attest that delivery and service vehicles are already audible around Lockhart Street on most mornings under the current arrangement. The intensification of this activity to support an additional high-volume takeaway outlet would represent a significant and entirely unassessed amenity impact on a residential street.	The applicant has advised that there is anticipated to be a maximum two delivery vehicles present at any time, including Pizza Hut delivery and third-party delivery services. It is anticipated that the proposed land use will not detrimentally increase traffic volumes from the existing approved land uses on the site.
2.2	The cul-de-sac closure on Lockhart Street includes a pedestrian and cyclist passthrough that is intended for non-motorised access only. It is already observable that motorcycles are using this passthrough to bypass the road closure device, cutting through what is a pedestrian and family environment. With the addition of a Pizza Hut generating a high volume of motorcycle and scooter-based delivery riders	Noted.

	seeking the fastest possible access route, it is entirely foreseeable — and may already be occurring — that delivery riders will use this passthrough as a shortcut. This creates a direct and serious conflict between motorised delivery vehicles and pedestrians, including children, using the path. The TIS does not identify or assess this risk at all. I request that the City require a dedicated pedestrian and cyclist safety assessment for Lockhart Street, including specific assessment of the passthrough closure and its vulnerability to misuse by motorised delivery vehicle.	
2.3	The TIS describes service vehicles reversing onto the loading zone at the rear of the building and exiting via the same crossover on Lockhart Street. Reversing heavy vehicles in a narrow residential cul-de-sac used daily by families and children on foot and bicycle creates genuine safety risks that the report dismisses in a single paragraph without any assessment of sight lines, vehicle swept paths, or pedestrian conflict points.	Noted – on-site waste collection is required in accordance with Local Planning Policy 3.1 – <i>Waste Management</i> (LPP 3.1). The proposed development application does not involve a substantial works component and therefore does not alter the existing loading/service zone. The existing loading/service zone is insufficient in area to accommodate on-site vehicle manoeuvring to facilitate vehicles entering and exiting in forward gear. It is noted that there are no existing or proposed obstructions to vehicle sightlines. Lockhart Street is not a primary distributor, district distributor or integrated arterial road which would necessitate forward gear exit to the street.
2.4	Corso Francia, the recently opened café at 95/97 Lockhart Street, has a car park of approximately ten spaces on the Henley Street side of the building. Since opening, this car park has consistently operated at capacity during peak periods, generating a documented and observable overflow chain that directly affects the subject site and surrounding streets:	The subject site complies with the applicable on-site parking requirements. On-site parking requirements are calculated based on the Net Lettable Area (NLA) on the subject site. Surplus traffic and unauthorised use of private carparking by patrons of surrounding or nearby premises can be dealt with via appropriate management measures and is not a relevant consideration of the parking needs assessment for this application.

• Corso Francia's car park fills to capacity. • Overflow vehicles spill into the shared car park serving Old Bridge Cellars at 461 Canning Highway — the same car park that would serve the proposed Pizza Hut. • Further overflow then occupies the two-hour limited parking bays on Lockhart Street. • Remaining overflow vehicles park on Henley Street, which is not suitable for on-street parking and creates hazards for other road users including buses and cyclists. This overflow chain is already occurring before the proposed Pizza Hut exists. Introducing a high-volume takeaway outlet that competes directly for the shared Old Bridge Cellars car park — at the same Friday and Saturday evening peak periods — would not merely add pressure at step one of this chain. It would eliminate the overflow capacity that currently absorbs Corso Francia's excess demand, pushing cars further down the chain onto streets that are already being used inappropriately. The TIS does not acknowledge this overflow pattern, does not assess the capacity of the shared car park under concurrent demand from multiple businesses, and does not model what happens to parking displacement when that shared capacity is exhausted. This is not a theoretical future risk — it is an existing, observable condition that the application completely ignores.	
2.5 The TIS states that “the access arrangements and parking areas remain unchanged” and treats this as a satisfactory outcome. This assessment is made in isolation, as though the subject site exists independently of its neighbours. In reality, the shared car park serves Old Bridge Cellars, and is in close proximity to Hero's Pizza and On	As above, on-site parking requirements are calculated based on Net Lettable Area (NLA) of a tenancy. The NLA of the subject tenancy is unchanged and therefore the on-site parking requirements remain unchanged from the existing land use (Café/Restaurant) and the proposed land use (Fast Food Outlet).

Fire Charcoal Chicken, all of which draw customers during the same evening and weekend peak periods as the proposed Pizza Hut. The City is urged to request parking enforcement data from its officers covering infringements and move-on notices issued in the Lockhart Street and Henley Street precinct over recent months. This data is likely to confirm that the current parking supply is already failing and that approving a further high-demand food outlet without a proper cumulative parking assessment would be contrary to the interests of residents and road users.	As the on-site carpark is shared with one other tenancy (Old Bridge Cellars) on the subject site and there is no parking allocation provided by the strata, the car parking requirements are calculated based on the total NLA of both tenancies. The on-site parking requirement is 9 bays. There are 10 on-site parking bays available. Data relating to infringements issued for unauthorised or illegal parking is not a relevant consideration for this application.
2.6 Because the proposed outlet offers no indoor seating and no drive-through, customers must park briefly to collect orders or wait at the kerb for delivery. This behaviour is well documented at similar outlets and routinely results in vehicles stopping illegally on adjacent streets rather than using formal car park bays. Combined with the delivery driver movements described above, and the existing overflow pattern from Corso Francia, this would generate a further layer of frequent, short-duration, informal vehicle movements on Lockhart Street and Henley Street that the TIS does not model or address.	As above, the proposed development complies with on-site parking requirements.
2.7 The application includes the replacement of the existing rooftop sign with an illuminated Pizza Hut sign. The TIS notes that a Road Safety Assessment (RSA) has been prepared separately (reference t26.108.sd.rsa01) but this document does not appear to have been made available as part of the public consultation material for this application. I object to the illuminated sign on the following grounds: There is already a large illuminated sign on the rooftop of a vacant building directly across the road	The Road Safety Assessment (RSA) report was made publicly available during the neighbour consultation period. The RSA was assessed by the requesting authority (MRWA). MRWA conditionally supports the proposed development.

from the subject site. The visual and light pollution impact of an additional illuminated sign in this location has not been assessed from a residential amenity perspective — only from a road safety perspective for drivers. • The RSA report should be made publicly available as part of this consultation process, given that the sign forms an integral part of the development application. • Light spill from an illuminated fast food sign onto nearby residential properties during evening and night-time hours is a legitimate amenity concern that is entirely absent from the application materials provided.	
2.8 On the basis of the above, I formally request that the City of South Perth: • Refuse Development Application PDDA-2026-0925 on the grounds that the Transport Impact Statement is methodologically inadequate and does not provide a reliable basis for assessment. • If not refused outright, require the applicant to commission an independent peer review of the TIS trip generation methodology and all unsupported assumptions. • Require a revised TIS that uses an appropriate ITE land use code for the actual proposed development, and that includes weekend and evening traffic analysis reflecting the actual peak trading periods of the proposed land use and all co-located businesses. • Require the revised TIS baseline to reflect the actual operating conditions of the shared precinct, including Hero's Pizza (457A), On Fire Charcoal Chicken (457B), and Old Bridge Cellars (461), and to assess the	Noted.

	combined parking and traffic demand of all concurrent businesses during shared peak periods. • Require a cumulative parking assessment that accounts for the existing overflow pattern generated by Corso Francia (95/97 Lockhart Street) and its demonstrated impact on the shared car park and surrounding streets. • Require a specific pedestrian and cyclist safety assessment for Lockhart Street, including swept path analysis for service vehicles, assessment of delivery driver movement patterns in a no-through road environment, and specific assessment of the pedestrian passthrough closure and its vulnerability to misuse by motorised delivery riders. • Obtain parking enforcement data (infringements and move-on notices) from City officers for the Lockhart Street and Henley Street precinct to establish the actual baseline parking condition before any determination is made. • Make the Road Safety Assessment for the proposed illuminated sign (t26.108.sd.rsa01) publicly available and allow a further comment period in relation to that document. • Require an assessment of the amenity impact of the proposed illuminated sign on nearby residential properties, not only its road safety implications for drivers.
2.9 I do not object to appropriate commercial development in the Como area, and I value the local businesses that serve our community. However, the proposed Pizza Hut outlet at 459	Noted.

Canning Highway would be added to a precinct that already contains four active food and retail businesses — Hero's Pizza, On Fire Charcoal Chicken, Old Bridge Cellars, and Corso Francia — all of which operate during the same evening and weekend peak periods. The shared car park is already absorbing overflow from Corso Francia. Lockhart Street, a residential no-through road used by families and children, is already the access point for this precinct and is already subject to illegal motorcycle use of the pedestrian passthrough.

The Transport Impact Statement prepared in support of this application assesses none of this. It relies on invented assumptions, an inapplicable ITE land use code, a vacant-site baseline that does not reflect reality, and an analysis window restricted to weekday commuter peaks that has no relevance to when a pizza takeaway outlet or its neighbours are actually busy.

The cumulative parking, traffic, safety, and amenity impacts of adding a fifth food or retail outlet to this precinct during its actual peak periods have simply not been assessed. That assessment is necessary before any determination can responsibly be made, and the current TIS does not come close to providing it.

I trust the City will give this submission careful consideration. I am happy to provide further information, photographic evidence of existing parking conditions, or to be contacted in relation to any aspect of it.

2	Rob Brown 2/84 Lockhart Street, Como
Neutral	
Summary of Submission	Comment
1.1 I do not oppose the submission provided that additional parking is provided as part of the development application. There is very limited parking currently in this Lockhart St cul de sac, but with a Pizza Hut outlet it will be virtually impossible for nearby residents and their visitors to find a parking spot.	Noted. The proposed development complies with on-site car parking requirements of the applicable planning framework.

OFFICIAL



Enquiries: Reanna Silver on (08) 9323 4616

Our Ref: 17/5739 (D26#415783)

Your Ref: PDDA-2026/0925

8 June 2026

Chief Executive Officer
City of South Perth
Cnr Sandgate St and South Tce
SOUTH PERTH WA 6151

Email: enquiries@southperth.wa.gov.au (via email)

Dear Sir/Madam,

DEVELOPMENT APPLICATION – PROPOSED CHANGE OF USE TO FAST FOOD AND SIGNAGE – LOT 21 (NO.459) CANNING HIGHWAY, COMO – PDDA-2026/0925

In response to correspondence received on 12 May 2026, Main Roads supports the proposal and recommends that if development approval is granted, the following conditions are imposed:

Conditions

1. Any proposed illumination of the sign must not exceed 300 cd/m² (candela per square metre) during the day and 150 cd/m² during the night.
2. The sign must not flash, pulsate or chase.
3. The sign must not contain fluorescent, reflective or retro-reflective colours or materials.

Advice

- a) The upgrading/widening of Canning Highway is not in Main Roads current 4-year forward estimated construction program and all projects not listed are subject to change without notice, and Main Roads assumes no liability for the information provided.
- b) Lot 21 is impacted by Planning Control Area 185 for the future upgrade of Canning Highway, as shown on the enclosed Planning Control Area No. 185 Plan 1.8146. The land will be required for road purposes sometime in the future.

Main Roads encourages local government in liaising with applicants to promote and capitalise on our pre-lodgement consultation service, prior to lodgement of planning proposals, especially where development plans involve land adjacent to or have the potential to impact on the state road network.

Further information on the pre-lodgement consultation process can be found on Main Roads website at mainroads.wa.gov.au > Technical & Commercial > Planning & Development

Should the City disagree with the above conditions or require further information please do not hesitate to contact Reanna Silver on (08) 9323 4616.

Main Roads Western Australia
Don Aitken Centre, Waterloo Crescent, East Perth WA 6004
PO Box 6202, East Perth WA 6892

mainroads.wa.gov.au
enquiries@mainroads.wa.gov.au
138 138

MRWA Referral Response



mainroads
WESTERN AUSTRALIA

Cramant

The map shows the intersection of Lockhart Street and Henley Street. A yellow dashed line indicates the proposed bus stop location. The map includes street names, lot numbers, and a scale bar.

Page 113 of 301

PIZZA HUT 459 CANNING HIGHWAY COMO WASTE MANAGEMENT PLAN OF OPERATION

LAND TO BE DEVELOPED

Street / Tenancy No.:	459	Street Name:	Canning Highway
Suburb:	Como	Area (m ²):	130 m ²

THE DEVELOPMENT

Proposed Building Work:	Residential ☐ Commercial ☐ Industrial ☒
Description of Development:	Change of Use from existing Café/Restaurant to create new Pizza Hut Takeaway (incl external signage)

BUILDER / OWNER BUILDER

Name:	Elite Commercial Constructions		
Postal Address:	7/86 Inspiration Drive, Wangara WA 6065		
Licence No.:	BC102408		
Contact No.:		Fax / E-mail:	

GARBAGE RECEPTACLE

- To be provided on site before commencement of works and until the works are completed ☒
- To be provided with a tight fitting lid and suitable for reception of food scraps and paper ☒

Ref City of South Perth Local Planning Policy 3.1 Waste Management

Tenancy is located at 459 Canning Highway, Como – with rear (loading) access and parking to be provided. There is existing waste storage area as shown on plan below. 2x1100 bins will be stored here and pulled down to the road verge as required for collection.

[illegible]

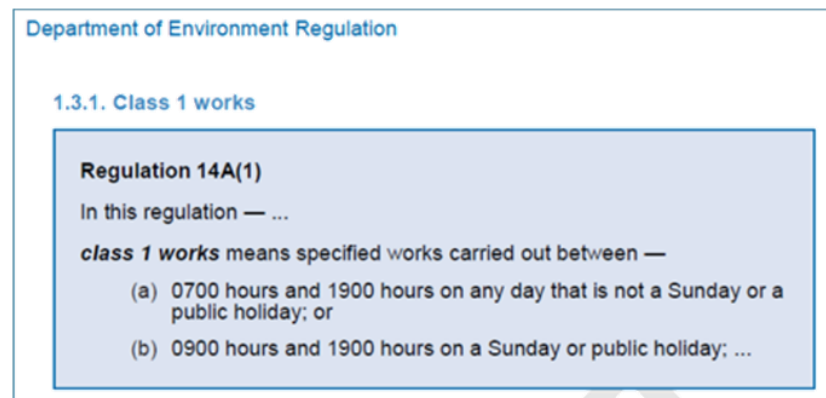
Arial view of tenancy, 459 Canning Highway showing rear access and waste storage area



Proposed Waste Management Methodology and Existing Conditions:

There will be a contracted private waste disposal collection established with a registered waste disposal company (such as Cleanaway). They will arrange onsite collection of waste. They will be made fully aware of any traffic/pedestrian safety requirements. They will have the capability to schedule collections as required to optimise safety and Pizza Hut will review best options with them regarding timing/coordination with adjacent tenancies etc. Pizza Hut will comply with recommendations from the waste disposal company with further reference to waste collection frequency nominated in clause 5.7.3 of City of South Perth Local Planning Policy 3.1 Waste Management (ie shall not exceed three (3) collections per week for onsite collection)

Collection times will comply with DWER Regulations - Guide to management of noise from waste collection and other works - Regulation 14.1A(1) Class 1 Works.



A specific waste bin storage area (enclosed) has been nominated to the rear of the property at an appropriate location to suit collection. Clearly identified wheelie bins, with lids, compatible with automatic truck pick up, will be provided for: general waste; recyclable waste – paper/cardboard and plastics/glass. These bins will be emptied and contents removed off site at the frequency nominated by the contracted waste disposal unit. They will be returned to the waste storage area once emptied.

There is access to a tap in this area for cleaning bins as necessary. As shown on site plan. A drain will be provided for washdown connected to sewer system not stormwater system.

Photos showing existing enclosed storage area – to be used for bin storage (Via Lockart St)



Table showing proposed waste management:

We note appendix 2 of the Local Planning Policy 3.1 Waste Management nomination of 480l/100m² garbage generation per day and 360l/100m² recycling generation per day – however the following are based on Pizza Hut past experience.

Materials on site			Destination		
			Reuse and Recycling		Disposal
Type of Materials	Vol. m ³	Wt. (t)	ON-SITE Specify proposed reuse or on-site recycling methods	OFF-SITE Specify contractor and recycling outlet	Specify contractor and landfill site
Construction waste Minor site clean up waste	2m ³	1t	Sort as required	By builder	
Demolition waste	2m ³	1t	Minimal. Re-use plasterboard ceiling, extraction system, floor and wall Tiles on site	By builder	
Ongoing waste as part of use as pizza take away. Collection to be arranged for 2x per week	2.5m ³ weekly General waste		Waste and recycling bins specifically for Pizza Hut use within tenancy. Space provided for storage of waste within tenancy	Nominated Contractor TBC	
	2.5m ³ weekly recyclables		Separate 1100l bins provided for each type of waste stream: general waste and recyclable waste		
			Collection schedules to be arranged as required		
			On site infrastructure designed to permit access for waste collection vehicle		

Typical Plan of Waste Management for a Pizza Hut Store to support this site:

- **Managing and monitoring littering in vicinity of store** – *Note that this store is predominantly designated as take away. As such, Pizza Hut does not keep any bins in the Foyer dining area. If customers choose to eat within premises, they typically leave remaining food and boxes on the customer tables, Pizza Hut staff collect these during cleaning after customer leaves site. This waste is sorted and thrown into waste bins kept at the rear of the property in an existing (enclosed) store room.*

Kitchen waste is sorted and thrown into waste bins within back of house area. When full, these are emptied into the appropriate waste bins to rear of property. All internal bins are checked to be emptied by close of business every day.

- **Storage of waste** *specific bin storage areas have been nominated to the rear of the property at an appropriate location to suit collection. Clearly identified wheelie bins, with lids, compatible with automatic truck pick up, will be provided for: general waste; recyclable waste – paper/cardboard and plastics/glass. These bins will be collected from within the site, emptied and contents removed off site 2x a week (or as recommended by contracted waste disposal unit) via a contracted waste disposal unit.*
- **Cleaning of bins** *There is access to a tap in the rear area for cleaning bins as necessary. Drainage connecting to sewer and not stormwater will be provided*
- **Collection of waste from rear of property via Lockhart St** *There will be a contracted waste disposal collection established with a registered waste disposal company (such as Cleanaway). They will be made fully aware of any traffic/pedestrian safety requirements. They will have the capability to schedule collections as required to optimise safety and Pizza Hut will review best options with them regarding timing/coordination with adjacent tenancies etc. Pizza Hut will comply with recommendations from the waste disposal company. Pizza Hut will arrange for bins to be collected from within the site, emptied into the truck and returned to the storage location once emptied.*



Proposed Pizza Hut 459 Canning Highway, Como Transport Impact Statement

PREPARED FOR:
Jay Ganesh (WA) Pty Ltd C/-
McCredie Group Pty Ltd

May 2026

Document history and status

Author	Revision	Approved by	Date approved	Revision type
Waihin Tun	r01	B Bordbar	8/05/2026	Final

File name: t26.108.wt.r01

Author: Waihin Tun

Project manager: Waihin Tun

Client: Jay Ganesh (WA) Pty Ltd C/- McCredie Group Pty Ltd

Project: 459 Canning Highway, Como

Document revision: r01

Project number: t26.108

2026 Copyright in all drawings, reports, specifications, calculations and other documents provided by the Consultant in connection with the Project shall remain the property of the Consultant.

The Client alone shall have a license to use the documents referred to above for the purpose of completing the Project, but the Client shall not use, or make copies of, such documents in connection with any work not included in the Project, unless written approval is obtained from the Consultant or otherwise agreed through a separate contract.

TABLE OF CONTENTS

1

INTRODUCTION.....

1

2

DEVELOPMENT PROPOSAL.....

3

3

VEHICLE ACCESS AND PARKING.....

4

4

PROVISION FOR SERVICE VEHICLES

5

5

DAILY TRAFFIC VOLUMES AND VEHICLE TYPES

6

5.1

EXISTING TRIP GENERATION

6

5.2

PROPOSED TRIP GENERATION.....

6

5.3

TRAFFIC IMPACT COMPARISON AND IMPACTS ON SURROUNDING ROADS

7

6

TRAFFIC MANAGEMENT ON FRONTAGE STREETS.....

9

7

PUBLIC TRANSPORT ACCESS

11

8

PEDESTRIAN ACCESS.....

15

9

CYCLE ACCESS

16

10

SITE SPECIFIC ISSUES

17

11

SAFETY ISSUES.....

18

12

CONCLUSIONS.....

19

APPENDIX A: PROPOSED DEVELOPMENT PLANS

REPORT FIGURES

Figure 1: Location of the subject site	2
Figure 2: Locations of the existing crossovers at the subject site	4
Figure 3: Northbound view along Canning Highway.....	9
Figure 4. Westbound view along Henley Street.....	10
Figure 5. Northbound view along Lockhart Street	10
Figure 6. Public transport services map 1 (source: Transperth)	12
Figure 7. Public transport services map 2 (source: Transperth)	13
Figure 8. Public transport services map 3 (source: Transperth)	14
Figure 9: Existing bike map in the locality (source: Department of Transport)	16

REPORT TABLES

Table 1. Estimated peak hour trips for the proposed development	7
Table 2. Crash records at the intersection of Canning Highway/ Henley Street	18

1 Introduction

This Transport Impact Statement (TIS) has been prepared by Transcore on behalf of Jay Gasnesh (WA) Pty Ltd C/- McCredie Group Pty Ltd with respect to the proposed development application to repurpose the existing café land use to a Pizza Hut outlet at 459 Canning Highway, Como (the subject site) in the City of South Perth.

The subject site was previously occupied and operated by a café and is now proposed to be repurposed for a Pizza Hut outlet. As part of the proposed development, the existing rooftop sign will be replaced with an illuminated Pizza Hut sign. Based on the information provided, it is understood that the Development Application (DA) including the proposed signage has been referred to Main Roads WA, who has requested the preparation of a TIS.

As part of the Development Application, Transcore has also prepared a Road Safety Assessment (RSA) report in accordance with Main Roads WA signs policy for the proposed illuminated Pizza Hut sign. Please refer to *t26.108.sd.rsa01* for the RSA report.

The subject site is located at the northwest corner of the signalised intersection of Canning Highway and Henley Street. The subject site is bounded by other existing commercial units to the immediate north and east, Henley Street to the south and Lockhart Street to the west. Please refer to **Figure 1** for more details.

The Transport Impact Assessment Guidelines (WAPC, Vol 4 – Individual Developments, August 2016) states: *“A Transport Impact Statement is required for those developments that would be likely to generate moderate volumes of traffic¹ and therefore would have a moderate overall impact on the surrounding land uses and transport networks”*.

Section 5.2 of Transcore’s report provides details of the estimated trip generation for the proposed development and its’ impact on adjacent road network. Accordingly, as the total peak hour vehicular trips are estimated to be less than 100 trips, a Transport Impact Statement (TIS) is deemed appropriate for this application.

Key issues that will be addressed in this report include the traffic generation of the proposed development, and access and egress movement patterns at the subject site.

¹ Between 10 and 100 vehicular trips per hour



Figure 1: Location of the subject site

2 Development Proposal

Based on the information provided to Transcore, the existing unit which was previously operated by a café (now vacant) is proposed to be repurposed for a Pizza Hut outlet.

The facility will comprise the following elements:

- Dry storage area of 34m²
- Existing dry storage area of 10m²
- Cool RM/ BOH/ foyer area of 90m²
- Total area of 134m² (34 +10+90 = 134m²)

It should be noted that the proposed outlet does not provide drive through facility and indoor seating.

The access arrangement and parking areas to the subject site remain unchanged.

It is understood that the loading/ servicing and delivery will be taking place at the back of the building as per the previous arrangement for the cafe.

The proposed development plans are included in **Appendix A**.

3 Vehicle Access and Parking

The subject site is currently accessible via the existing full movement crossover (crossover 1) on Lockhart Street, which directly leads to an existing carpark which serves the subject site and adjacent commercial tenancy. Further, the subject site also accommodates another shared crossover (crossover 2) with adjacent tenancy on Lockhart Street for loading activities

As part of the development proposal, the access arrangements and the parking areas remain unchanged as part of the proposed development.

The locations of the existing shared crossovers at the subject site are illustrated in **Figure 2**.



Figure 2: Locations of the existing crossovers at the subject site

4 Provision for Service Vehicles

It is understood that the existing servicing arrangement at the subject site will remain unchanged as part of the proposed development.

Accordingly, service and delivery vehicles will access the loading area of the subject site via the existing shared crossover (crossover 2) on Lockhart Street. The location of the shared crossover (crossover 2) is illustrated in **Figure 2**. The service vehicle will reverse onto the loading zone, located at the rear of the building and exit the site via the same shared crossover (crossover 2) on Lockhart Street in forward gear.

5 Daily Traffic Volumes and Vehicle Types

5.1 Existing Trip Generation

The subject site was previously occupied and operated as a café. Therefore, the traffic volumes likely to be generated by the existing land use at the subject site have been estimated based on the relevant land use and operation in accordance with the ITE Trip Generation Manual (11th Edition), which provides peak hour trip rates and directional traffic split for different types of land uses.

The trip rates which were used to estimate the traffic generation of the previous café land use at the subject site are as follows:

Coffee/Donut Shop without Drive-Through Window (ITE – 936) – 1,000 Sq. Ft. GFA

- Weekday AM peak hour: $93.08\text{vph per } 1,000\text{sqft GFA}/0.929 = 100.19\text{vph}/100\text{m}^2 \text{ GFA}$; and,
- Weekday PM peak hour: $32.29\text{vph per } 1,000\text{sqft GFA}/0.929 = 34.76\text{vph}/100\text{m}^2 \text{ GFA}$.

Accordingly, it is estimated that the traffic generations for the previous use at the subject site are:

- Weekday AM peak hour: $100.19 \times 134\text{m}^2/100 = 134\text{vph}$; and,
- Weekday PM peak hour: $34.76 \times 134\text{m}^2/100 = 47\text{vph}$

However, due to the location of the subject site, and the scale of the business, it is conservatively assumed that only about 50% of the calculated trips would have been generated by the previous cafe during the typical weekday peak periods.

Accordingly, it is estimated that the previous use at the subject site generated about 67 trips and 24 trips during the typical weekday AM and PM peak hours respectively. These figures include both inbound and outbound vehicular movements.

5.2 Proposed Trip Generation

The traffic volumes likely to be generated by the proposed development at the subject site have been estimated using the same guidelines, ITE Trip Generation Manual (11th Edition), which provides peak hour trip rates and directional traffic split for different types of land uses.

The trip rates which were used to estimate the traffic generation of the proposed development at the subject site are as follows:

Fast-Food Restaurant with Drive-Through Window and No Indoor Seating (ITE – 935)
 – 1,000 Sq. Ft. GFA

- Weekday AM peak hour: $43.00\text{vph per } 1,000\text{sqft GFA}/0.929 = 46.29\text{vph}/100\text{m}^2 \text{ GFA}$; and,
- Weekday PM peak hour: $59.5\text{vph per } 1,000\text{sqft GFA}/0.929 = 64.05\text{vph}/100\text{m}^2 \text{ GFA}$.

Accordingly, it is estimated that the traffic generations for the proposed development at the subject site are:

- Weekday AM peak hour: $46.29 \times 134\text{m}^2/100 = 62\text{vph}$; and,
- Weekday PM peak hour: $64.05 \times 134\text{m}^2/100 = 86\text{vph}$

It is important to note that the above traffic generation rates apply to fast-food restaurants with drive-through facilities, whereas the proposed development does not include a drive-through facility. Therefore, a typical ratio of 60/40 between drive-through and takeaway including Uber Eats, DoorDash and other deliveries customers have been conservatively assumed for this type of outlet. Accordingly, it is estimated that only about 40% of the calculated trips would be generated by the proposed development during typical weekday peak periods.

Accordingly, it is estimated that the proposed development at the subject site would generate about **25** trips and **35** trips during the typical weekday AM and PM peak hours respectively. These figures include both inbound and outbound vehicular movements.

5.3 Traffic Impact Comparison and Impacts on Surrounding Roads

Allowing for the previous traffic generation, the estimated net additional traffic as a result of the proposed development at the subject site is detailed in **Table 1**. These figures include both inbound and outbound vehicle movements. It is evident that it is likely that the trip generation for the proposed development would be less than the trip generation for the previous land use during the AM peak period.

Table 1. Estimated peak hour trips for the proposed development

	Existing	Proposed	Net Total
Weekday AM	67	25	- 42
Weekday PM	24	35	+ 11

The WAPC *Transport Impact Assessment Guidelines* (2016) provides the following guidance on the assessment of traffic impacts:

“As a general guide, an increase in traffic of less than 10 percent of capacity would not normally be likely to have a material impact on any particular section of road but increases over 10 percent may. All sections of road with an increase greater than 10 percent of capacity should therefore be included in the analysis. For ease of assessment, an increase of 100 vehicles per hour for any lane can be considered as equating to around 10 percent of capacity. Therefore, any section of road where development traffic would increase flows by more than 100 vehicles per hour for any lane should be included in the analysis.”

As detailed in **Section 5.2** and **Table 1**, it is clear that the proposed development is actually likely to result in a reduced trip generation during the AM peak period, and therefore, it is concluded that the impact of the proposal traffic on the surrounding road network will not be significant.

6 Traffic Management on Frontage Streets

Canning Highway, east of the subject site, is constructed as a dual carriageway with two-lanes in each direction and an approximate 1.8m wide raised median. Pedestrian footpaths are available on both sides of the road. Please refer to **Figure 3** for more details.

Canning Highway is classified as a *Primary Distributor* in the Main Roads WA *Metropolitan Functional Road Hierarchy* and operates under the speed limit of 60km/h.

Traffic count data obtained from Main Roads WA indicates that Canning Highway (north of Henley Street) carried 37,492 vehicles per day (vpd) in 2024/25. The morning and afternoon peaks were recorded between 8:00am to 9:00am and 4:00pm to 5:00pm with a total of 3,090vph and 3,137vph respectively.



Figure 3: Northbound view along Canning Highway

Henley Street is a single-carriageway, two-lane divided road. Pedestrian footpaths are available on both sides of the road. Please refer to **Figure 4** for more details.

Henley Street is classified as a *Local Distributor* in the Main Roads WA *Metropolitan Functional Road Hierarchy* and operates under the default speed limit of 50km/h. Henley Street forms a signalised intersection with Canning Highway.



Figure 4. Westbound view along Henley Street

Lockhart Street is a single-carriageway, two-lane undivided road. Pedestrian footpaths are available on both sides of the road in the vicinity of the subject site. The section of Lockhart Street in the vicinity of the subject site is a no through road (except bicycles) and terminates with a full road closure device. Please refer to **Figure 5** for more details.

Lockhart Street is classified as an *Access Road* in the *Main Roads WA Metropolitan Functional Road Hierarchy* and operates under the default speed limit of 50km/h.



Figure 5. Northbound view along Lockhart Street

7 Public Transport Access

According to the current Transperth bus network map, the subject site has direct access to the existing bus services operating on Canning Highway and Henley Street.

The closest available bus service operating on Canning Highway is high frequency bus route 910 with the nearest bus stop is located approximately 60m walking distance from the subject site. This high frequency bus route provides direct links to Perth Busport, Causeway Bus Station, Canning Highway Train Station and Fremantle Train Station.

In addition, other bus stops in the vicinity of the subject site are also available on Henley Street serving the bus routes 30, 100, 101, 148 and 510. These bus routes provide direct links to Canning Highway Train Station, Curtin Central Bus Station, Curtin University Bus Station, Fremantle Train Station, Murdoch Train Station and Booragoon Bus Station. The nearest bus stop on Henley Street is located approximately 100m walking distance from the subject site.

The public transport services available to the subject site are illustrated in the relevant Transperth service maps (please refer to **Figure 6** to **Figure 8**).



Figure 6. Public transport services map 1 (source: Transperth)

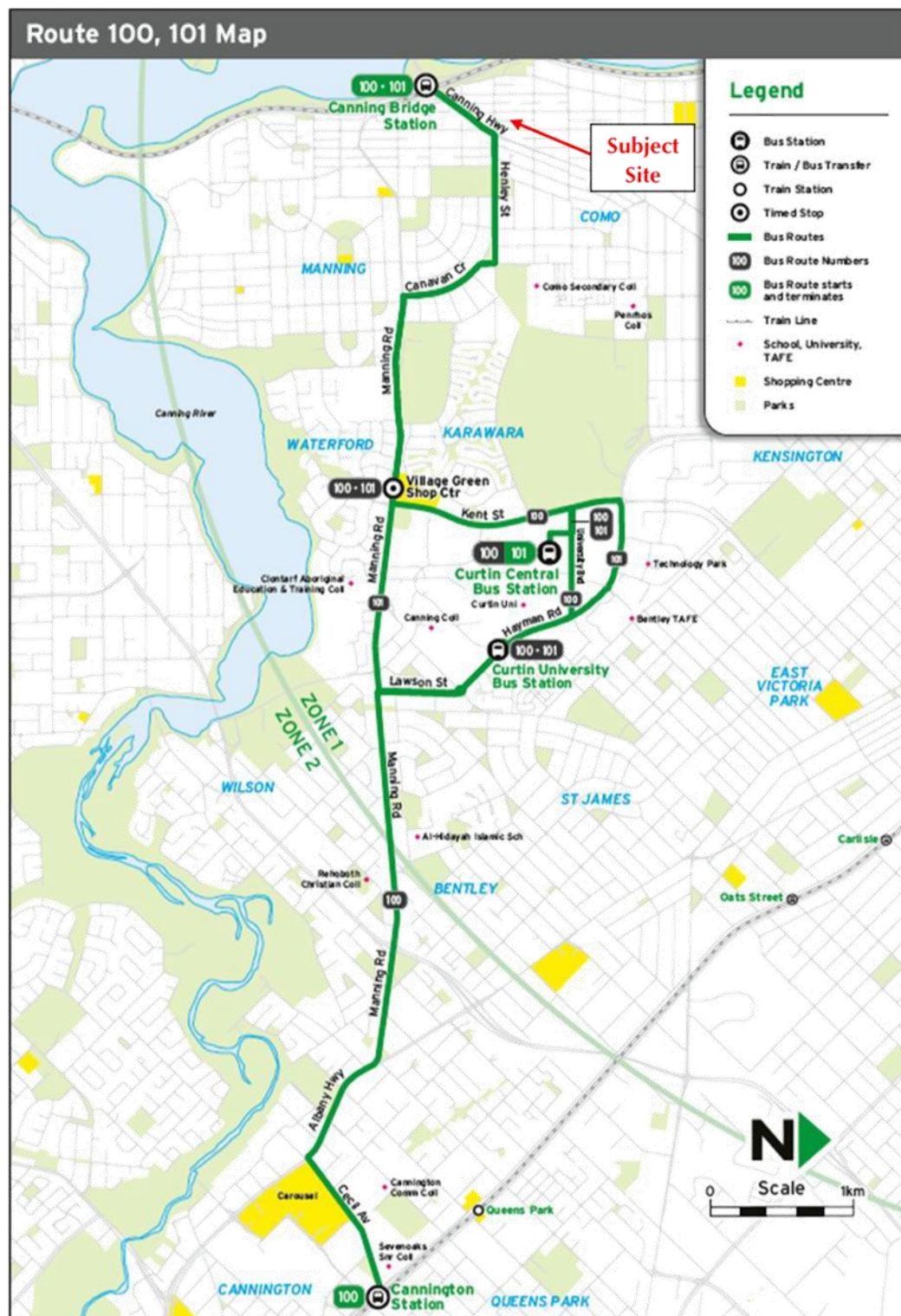


Figure 7. Public transport services map 2 (source: Transperth)



Figure 8. Public transport services map 3 (source: Transperth)

8 Pedestrian Access

Pedestrian access to the subject site is available directly from the existing footpath network on both sides of Canning Highway, Henley Street and Lockhart Street in the vicinity of the subject site.

Pedestrian crossing facility is available at the signalised intersection of Canning Highway and Henley Street.

9 Cycle Access

According to the current Department of Transport Bike Maps, the subject site has direct access to the existing bike path within the locality via the “Good Road Riding Environment” on Lockhart Street, which further connects to Henley Street, Canning Highway and Cale Street with current classifications as “Bicycle Lanes or Sealed Shoulder Either Side”, “Other Shared Path (Shared by Pedestrians & Cyclists)” and “Perth Bicycle Network (PBN) – Continuous Signed Routes” respectively in the vicinity of the subject site.

The existing bike network map in the locality of the subject site is illustrated in **Figure 9**, and it shows the cyclist connectivity in the vicinity of the subject site.



Figure 9: Existing bike map in the locality (source: Department of Transport)

10 Site Specific Issues

No site-specific issues have been identified as part of the proposed development.

11 Safety Issues

As part of the proposed development, the existing rooftop sign will be replaced with an illuminated Pizza Hut sign. Accordingly, Transcore also prepared a Road Safety Assessment (RSA) report in accordance with Main Roads WA signs policy for the proposed illuminated Pizza Hut sign. Please refer to *t26.108.sd.rsa01* for RSA.

In addition, Transcore has also reviewed the latest available crash records for the signalised intersection of Canning Highway and Henley Street. Information available on the Main Roads WA website indicates that this signalised intersection recorded a total of 46 crashes during the last five-year period ending in December 2025.

An analysis of crash data at this intersection indicates that the majority of incidents were classified as "Rear End", "Right Angle" and "Right Turn Thru" nature crashes. Further, 11 of the crashes appear to have been influenced by environment factors such as wet weather conditions, which can reduce both visibility and road surface traction. Please see **Table 2** for more details.

Table 2. Crash records at the intersection of Canning Highway/ Henley Street

Nature of crashes

Rear End	Right Angle	Right Turn Thru	Sideswipe same direction	Non-Collision	Not recorded	Total
31	4	4	2	1	1	43

Severity of crashes

Hospital	Medical	PDO major	PDO minor	Total
2	14	17	10	43

Given the nature of the crash records, it is observed that the majority of the crashes were rear ended collisions along Canning Highway. These incidents typically involve vehicles stopping by traffic control or stopped by traffic congestion at the intersection. Therefore, it is considered that the existing crash patterns at this signalised intersection are similar to other signalised intersections along Canning Highway in the vicinity of the subject site.

Accordingly, the proposed development would not contribute to any additional traffic safety concerns associated with the existing crash patterns at this signalised intersection, particularly that it would result in less traffic generation during the AM peak period compared to the previous use.

No other safety issues were identified as part of the proposed development.

12 Conclusions

This Transport Impact Statement (TIS) has been prepared by Transcore on behalf of Jay Gasnesh (WA) Pty Ltd C/- McCredie Group Pty Ltd with respect to the proposed development application to repurpose the existing café land use to a Pizza Hut outlet at 459 Canning Highway, Como (the subject site) in the City of South Perth. The proposed outlet does not provide drive through facility and indoor seating.

The subject site is located at the northwest corner of the signalised intersection of Canning Highway and Henley Street. The subject site is currently accessible via the existing full movement shared crossover on Lockhart Street, which directly leads to an existing carpark which serves the subject site and adjacent commercial tenancy.

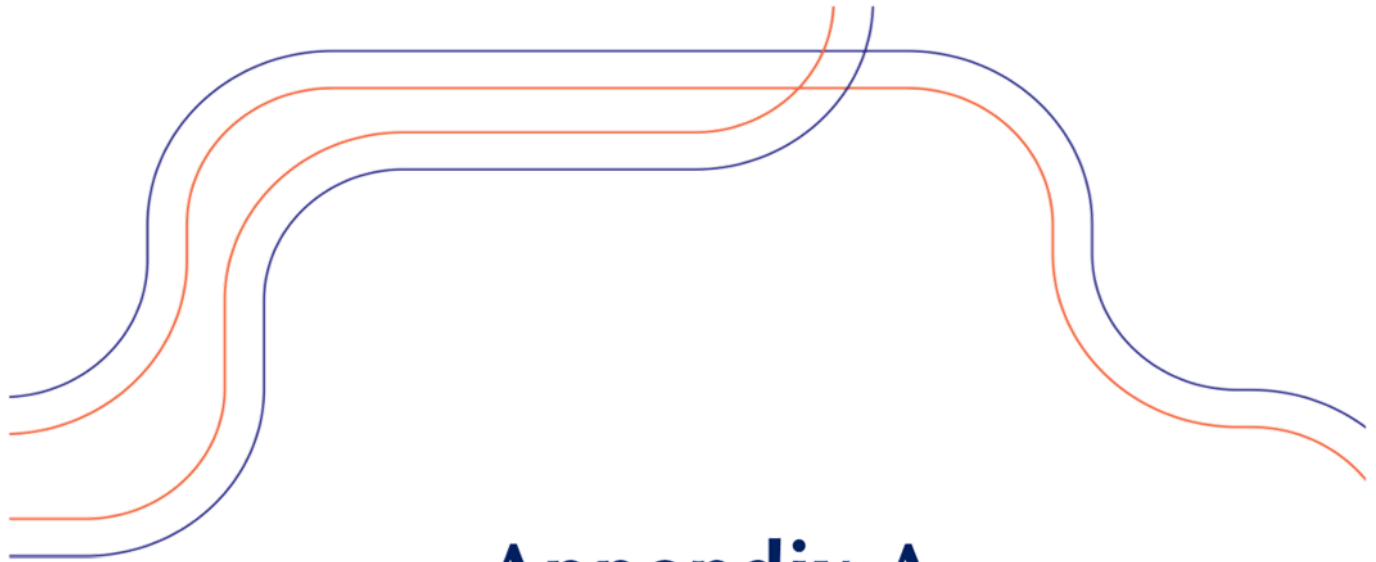
The subject site also accommodates another shared crossover with adjacent tenancy on Lockhart Street for loading activities. It is understood that the existing servicing arrangement at the subject site will remain unchanged as part of the proposed development.

It is estimated that the proposed development at the subject site would generate about 25 trips during the typical weekday AM peak hour and 35 trips during the typical weekday PM peak hour. These totals include both inbound and outbound vehicle movements. However, considering the previous land use at this site, overall, the proposed development result in a net reduction of traffic generation during the AM peak period.

Accordingly, the traffic analysis undertaken concludes that the traffic associated with the proposed development would have an insignificant impact on the surrounding road network.

No specific site issues have been identified for the proposed development.

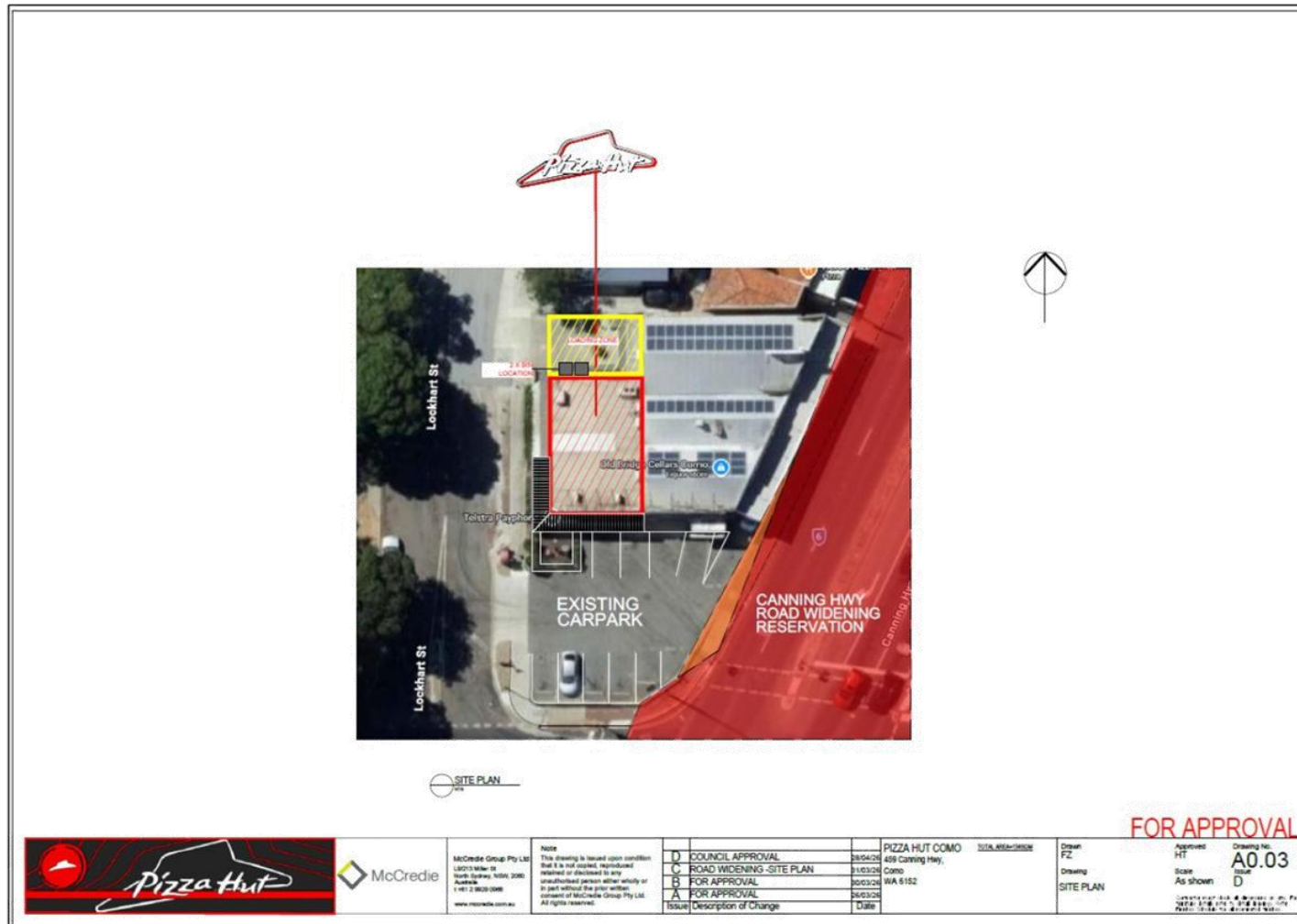
It is finally concluded that the findings of this Transport Impact Statement are supportive of the proposed development.

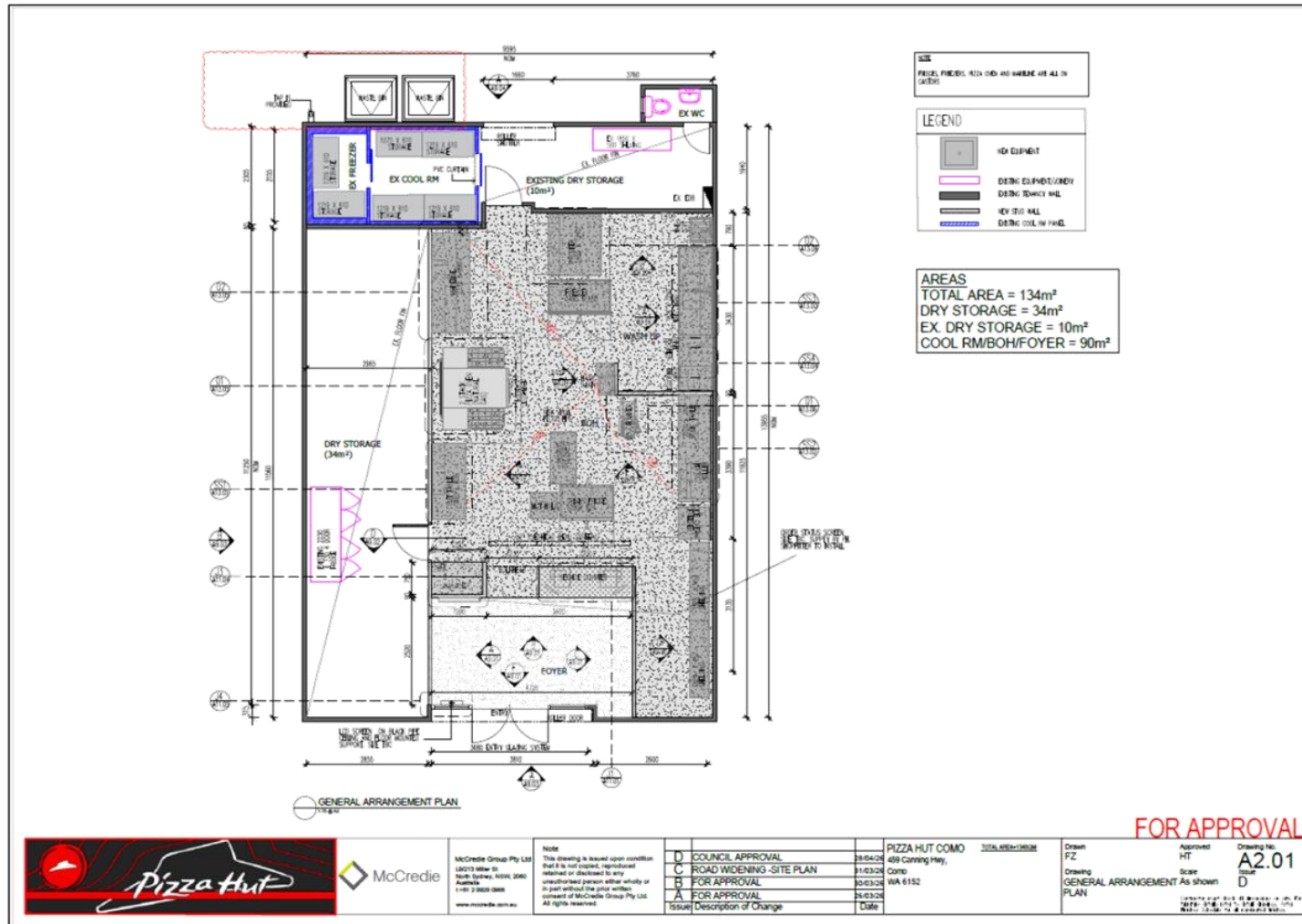


Appendix A

PROPOSED DEVELOPMENT PLANS









Proposed Illuminated Static Sign

Proposed Pizza Hut Como

Road Safety Assessment

PREPARED FOR:
Jay Ganesh (WA) Pty Ltd
C/- McCredie Group Pty Ltd

May 2026

Document history and status

Author	Revision	Approved by	Date approved	Revision type
Saeed Disfani	RSA01	Behnam Bordbar	11/05/2026	Final

File name: t26.108.sd.rsa01

Author: Saeed Kamran Disfani

Project manager: Behnam Bordbar

Client: Jay Ganesh (WA) Pty Ltd C/- McCredie Group Pty Ltd

Project: Pizza Hot Como - Proposed Static Sign

Document revision: RSA01

Project number: t26.108

2026 Copyright in all drawings, reports, specifications, calculations and other documents provided by the Consultant in connection with the Project shall remain the property of the Consultant.

The Client alone shall have a license to use the documents referred to above for the purpose of completing the Project, but the Client shall not use, or make copies of, such documents in connection with any work not included in the Project, unless written approval is obtained from the Consultant or otherwise agreed through a separate contract.

TABLE OF CONTENTS

1	INTRODUCTION	1
2	PROPOSED STATIC SIGN DESCRIPTION	3
3	LOCATION ASSESSMENT	4
3.1	CRASH RISK CATEGORY	4
3.2	PROHIBITION ZONES	6
3.2.1	OBSTRUCTION OF A ROAD SIGN	6
3.2.2	INTERFERENCE WITH A TRAFFIC CONTROL SIGNAL (TCS)	7
3.2.3	LANE USE MANAGEMENT SIGNS (LUMS)	7
3.2.4	CRITICAL MOVEMENT PROHIBITION ZONE	8
4	AMENITY	11
5	CONDITIONS AND RESTRICTIONS	12
5.1	INSTALLATION REQUIREMENTS AND CONDITIONS	12
5.2	SIGN OPERATING CONDITIONS	13
5.2.1	LUMINANCE AND ILLUMINATION	13
5.3	DISPLAYED CONTENT	14
5.4	ADVERTISING STANDARDS AND COMMUNITY EXPECTATIONS	15
5.5	PERIOD OF APPROVAL	15
5.5.1	EXPIRY	15
5.5.2	POST OPERATION REVIEW	16
6	CONCLUSIONS	17

APPENDIX A: PROPOSED STATIC SIGN PLAN

REPORT FIGURES

Figure 1: Location of the proposed static sign1

Figure 2: Exisiting Static Café Sign2

Figure 3: Proposed static illuminated sign3

Figure 4: Crash Risk Category of intersections and road segments in the vicinity of the proposed static Sign6

1 Introduction

Transcore has been engaged by Jay Ganesh (WA) Pty Ltd c/- McCredie Group Pty Ltd to prepare a Road Safety Assessment (RSA) report for the proposed illuminated static Pizza Hut sign, which will replace the existing static café sign at 459 Canning Highway, Como, within the City of South Perth.

The purpose of the proposed illuminated static sign is to display the name and logo of the business that is proposed to operate at the above-mentioned site. The location of the proposed static sign is shown in **Figure 1**.



Figure 1: Location of the proposed static sign

The existing café at the subject site is no longer operational and will be repurposed as a Pizza Hut outlet. As part of this change, the existing café sign (**Figure 2**) will be replaced with a new static illuminated business sign.



Figure 2: Existing Static Café Sign

As part of the Development Application, Transcore has also prepared a Transport Impact Statement (TIS) report. Please refer to t26.108.wt.r01 for the TIS report.

Canning Highway is a State Road controlled by Main Roads WA. In accordance with Main Road WA's *"Policy and Assessment Guidelines for Static Advertising Signs"* document, if a sign is visible from 500m of a State Road, separate approval from Main Roads WA is required.

The proposed static Sign is visible from northbound direction of travel on Canning Highway. As a result, separate approval from Main Roads WA is required. Accordingly, this Road Safety Assessment is undertaken in accordance with Main Roads WA policy *'Policy and Assessment Guidelines for Static Advertising Signs'* (latest version published in August 2025).

It should be noted that static signs associated with businesses typically do not require assessment against the Main Roads policy. However, as stated in the policy, *"static business signs located at intersections or road sections with a crash risk category of Level 4 will be assessed as Level 3"*.

As outlined in **Section 3.1** of this Road Safety Assessment report, the proposed static sign is visible from a section of Canning Highway that is categorised as Crash Risk Category Level 4. Therefore, this RSA Report has been prepared in accordance with Main Roads policy requirements, and the proposed sign has been assessed as a Level 3 crash risk category.

2 Proposed Static Sign Description

The proposed static sign is proposed to be a one-sided illuminated sign to be installed on top of the existing building. As shown in **Figure 3**, the sign display would be 0.9m high and 6.0m wide (5.4m²). The layout plan and details of the proposed sign is included in **Appendix A** of this report.

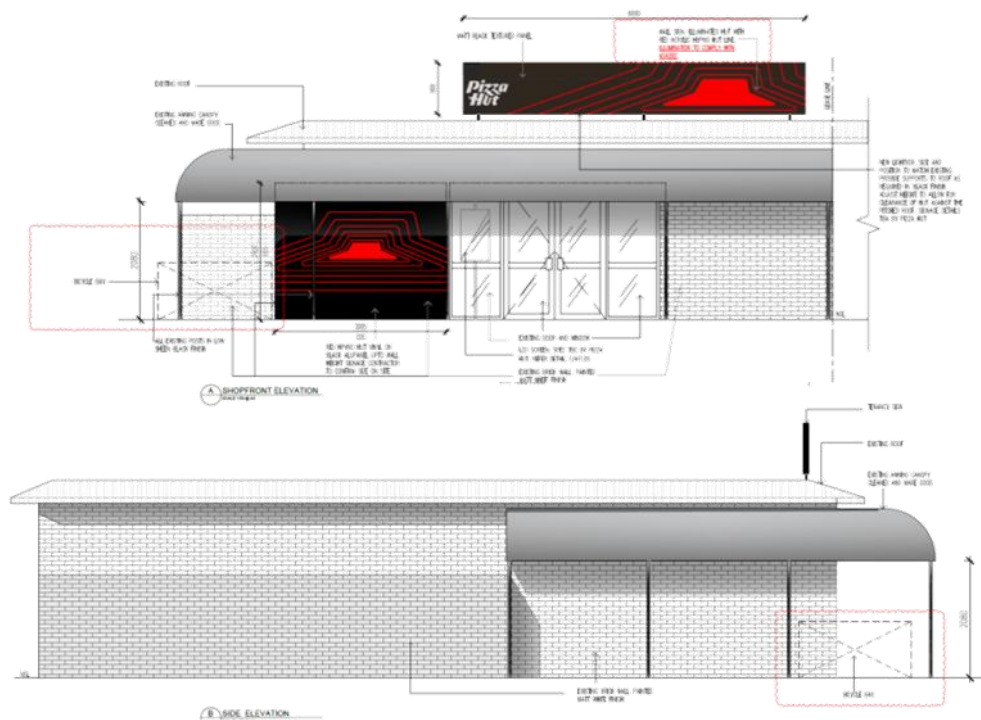


Figure 3: Proposed static illuminated sign

3 Location Assessment

3.1 Crash Risk Category

The Main Road WA's policy categorises the road sections and intersections in a crash risk category of levels 1, 2, 3 or 4. The consequences of the various levels are as follows:

- ✚ Static signs are likely to be acceptable within level 1 or 2 intersections or road segments.
- ✚ All roads and intersections subject to permanently posted or area speed limits of 40 km/h or lower, may be considered crash risk level 1.
- ✚ Some road sections and intersections have significant casualty crash records higher than other roads of a similar nature, and are assigned a crash risk category of level 3. For a static sign to be approved within a level 3 intersection or road segment, Main Roads must be satisfied that the static sign will not increase the risk of a casualty crash. To minimise safety risks and mitigate impacts on visual amenity, approval may be contingent on conditions and restrictions being met at Main Roads' discretion, such as:
 - o reduced luminance
 - o limited number of signs
 - o restricting visibility from high-risk road sections
 - o other installation requirements and operating conditions as determined by Main Roads.
- ✚ A small number of intersections and road segments on the Western Australian road network have been identified as having extremely high casualty crash records.
- ✚ The addition of any distractions at these sites may create an unacceptable risk of a casualty crash. These sites have been assigned a crash risk category of level 4.
- ✚ No static signs will be permitted if they are visible from a level 4 site.

The crash risk category to be used for assessment of the proposed static signs is the highest crash risk category of any road section or intersection on the approach to each static sign. The approach assessment extends to 6 seconds visibility distance as shown in Table 2.

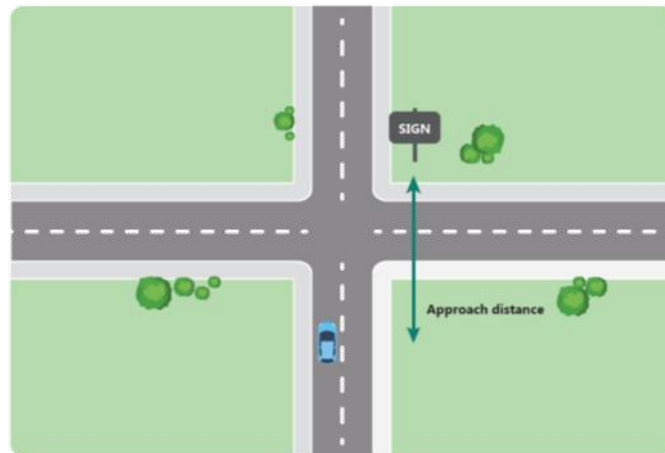


Figure 4: Approach distances for crash risk category determination

Table 2 - Static sign approach distance to be used for crash risk category determination

Speed zone (speed limit)	Static sign approach distance
60 km/h and below	50 m
70 km/h or 80 km/h	100 m
90 km/h and above	150 m

- Static business signs, unless:
 - A display area greater than 100 m² (individually or combined)
 - Luminance levels greater than 300 cd/m² during the day and 150 cd/m² during the night
 - It is on a road section or intersection that has a crash risk category of level 4*
 - Not attached to the building façade*.

*Note: static business signs located at intersections or road sections with the crash risk category of level 4 will be assessed at level 3.

The location of the proposed static Sign on the Crash Map is shown in **Figure 4**. The proposed static sign is in a **Level 4** Crash Risk Category. As stated earlier, the proposed sign will be assessed as **Level 3** for the purposes of this RSA report. As such, for the proposed sign to be approved, Main Roads must be satisfied that the static sign will not increase the risk of a casualty crash.

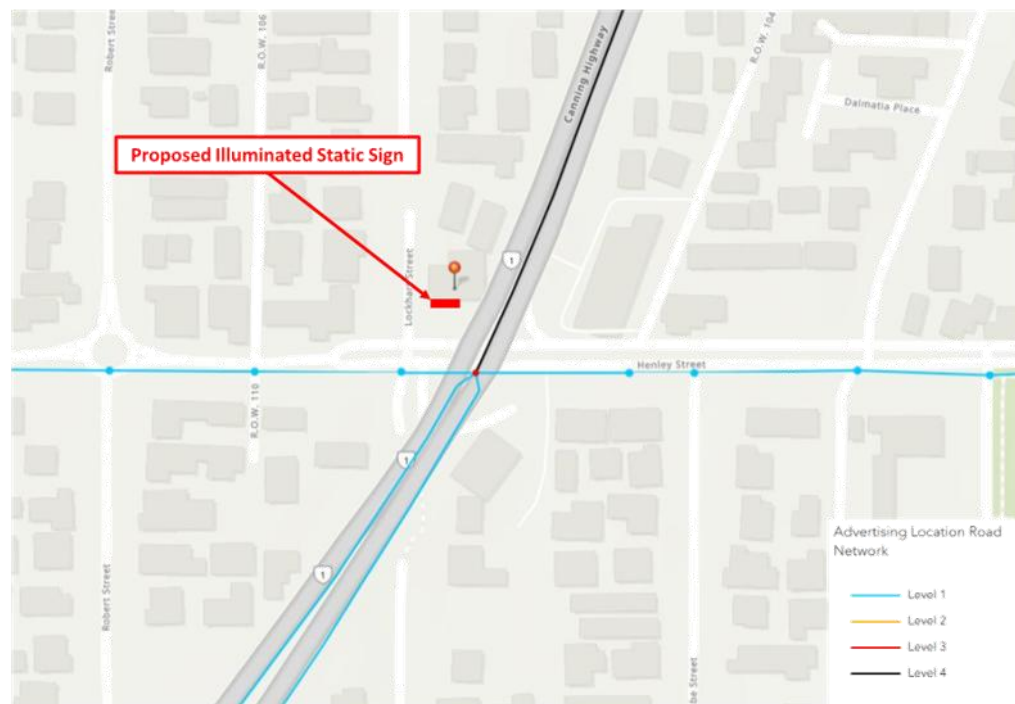


Figure 4: Crash Risk Category of intersections and road segments in the vicinity of the proposed static Sign

3.2 Prohibition Zones

3.2.1 Obstruction of a road sign

The Main Road WA's policy states, "Static signs must not obstruct a driver's view at a point where they may need to react (brake or change lanes). The minimum distance between the static sign and a road sign should be $0.6V$, where V = posted speed limit in km/h."

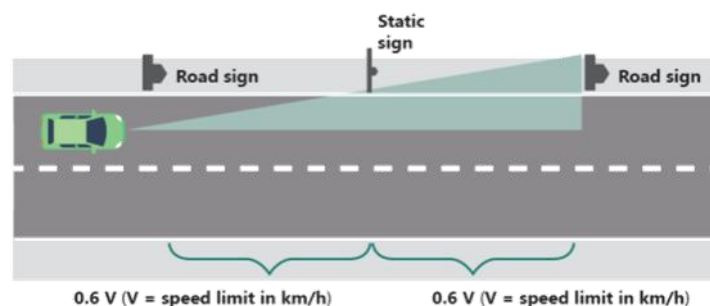


Figure 6: Obstruction of road sign

The proposed static sign is proposed to be installed on top of an existing building and therefore will not obstruct drivers' view of any existing road signs within the 0.6V distance, i.e. 36 m (60 km/h speed limit) on Canning Highway.

3.2.2 Interference with a traffic control signal (TCS)

The Main Road WA's policy states, "A static advertising sign must not be positioned where it may be too close (in front, besides, above, or behind) a TCS. The resulting offset adjacent, above and behind the TCS is called the TCS prohibition zone (TPZ)." The applicable prohibition distances are 0.6V front and behind a TCS and 2m on either side of a TCS as shown in the extract below:

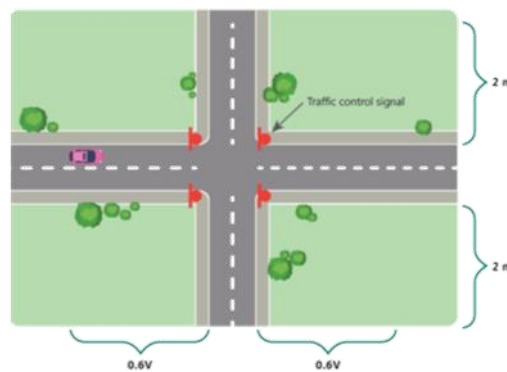


Figure 8: Traffic control signal prohibition zone

If a proposed static sign is within the area shown above, the minimum vertical offset must be 7 m. The vertical offset is measured from the road pavement to the lower edge of the static sign. For all other locations, the minimum vertical offset must be 3.0 m. This minimum offset is required as drivers must be able to observe traffic, pedestrians, cyclists, or eRideable users.

The proposed static sign will not be located within a Traffic Signal Control Prohibition Zone (TPZ).

3.2.3 Lane use management signs (LUMS)

The Main Road WA's policy states, "A static sign must not be close to lane use management signs on a freeway where a driver may need to make a critical decision such as reduce the speed, change lanes, etc. A prohibition zone is provided to exclude static signs from these sections of the road network. The prohibition zone extends vertically indefinitely." The applicable prohibition zone distances are shown in the extract below:

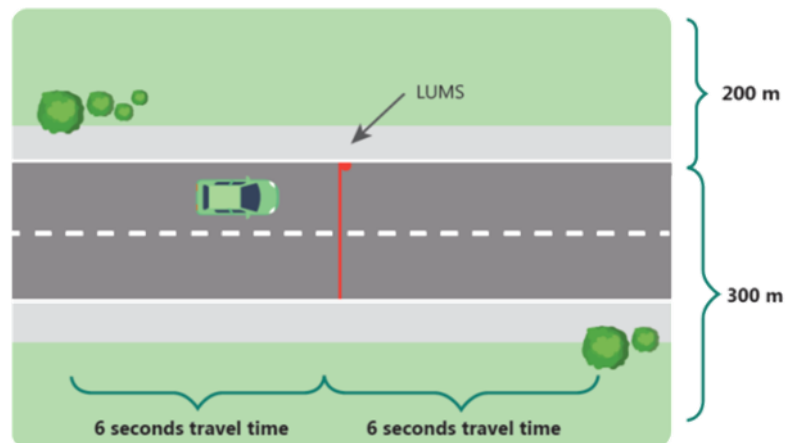


Figure 11: LUMS prohibition zone

The proposed static sign is **not** proposed in the vicinity of a LUMS and thus, will not be located in a prohibition zone for LUMS.

3.2.4 Critical movement prohibition zone

The Main Road WA's policy states, "A critical movement prohibition zone (CMPZ) is provided to exclude static signs from these (merge and diverge) sections of the road network. The CMPZ extends vertically, indefinitely. The CMPZ for diverge does not apply on single-lane carriageways, or roads with a speed zone of 70 km/hr or lower. The CMPZ for merge and diverge does not apply on roads with a speed zone of 50 km/hr or lower."

3.2.4.1 Merge and Diverge

The Main Road WA's policy states, "A static sign must not be located within the CMPZ" as shown in the extract below:

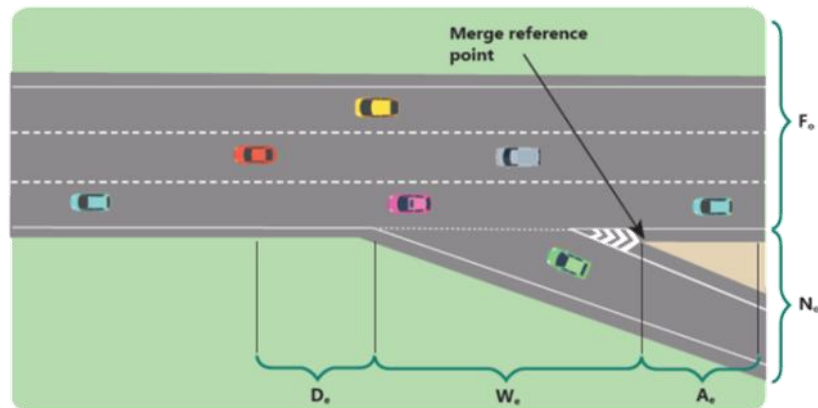


Figure 12: Critical movement prohibition zone (CMPZ) for merge

A_e - Approach exclusion distance W_e - Weave exclusion distance D_e - Departure exclusion distance N_o - Nearside offset F_o - Farside offset

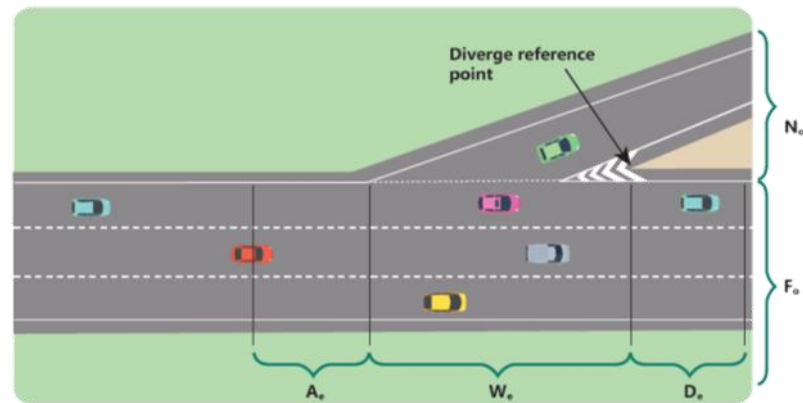


Figure 13: Critical movement prohibition zone (CMPZ) for diverge

A_e - Approach exclusion distance W_e - Weave exclusion distance D_e - Departure exclusion distance N_o - Nearside offset F_o - Farside offset

Table 3: Critical movement prohibition zone dimensions for merge and diverge road sections

Speed zone (speed limit)	A_e (approach exclusion distance)	W_e (weave exclusion distance)	D_e (departure exclusion distance)	N_o (nearside offset)	F_o (farside offset)
	m	m	m	m	m
60 km/h	100	As marked	100	40	200
70 km/h	115	As marked	115	40	200
80 km/h	135	As marked	135	200	300
90 km/h	150	As marked	150	200	300
100 km/h	170	As marked	170	200	300
110 km/h	185	As marked	185	200	300

The CMPZ for a merge zone is assigned from the point at which the vehicles cannot physically change lanes, i.e., from the physical barrier to the distances shown in Table 4.

The weave exclusion distance is measured from the diverge reference point (as shown in Figure 13) to the point at which vehicles cannot physically change lanes, i.e., to the physical barrier (including gore markings).

Further, the Main Roads policy states, “The CMPZ for diverge does not apply on single-carriageways, or roads with a speed zone of 70km/h or lower.”

The proposed static sign is **not** proposed in the vicinity of a merge lane and thus, will not be located within the CMPZ for a merge section.

The CMPZ for diverge does **not** apply on roads with a speed zone of 70km/h or lower.

4 Amenity

The Main Road WA's policy states, *"Opportunities to improve visual amenity, by consolidating existing signage, or by ensuring advertising impact and location is appropriate for the road environment/streetscape and/or intended audience, are key considerations in the preservation and improvement of visual amenity"*.

The proposed static sign is not considered obtrusive or/in opposition to the character of the area. Thus, a Landscape and Visual Assessment (LaVA) is not considered required for this location.

5 Conditions and Restrictions

The Main Road WA's policy provides conditions under which a static sign cannot be approved. These conditions are stated below:

1. *It is on a road section or intersection that has a crash risk category of level 4.*
2. *It is within any prohibition zone.*
3. *The display area exceeds 100 m² (may be assessed on a case-by-case basis in locations where the speed is 40 km/h or lower).*
4. *The top of the display area is greater than 20 m above the nearest road pavement - unless the sign is attached to a building façade. If the sign is attached to a building façade, it should not be higher than the top of the building façade.*
5. *The display includes, pulsing, flashing or similar lighting variations.*

The proposed static sign complies with the relevant conditions as summarised below:

- The proposed static sign is located on a road section and intersection with a Crash Risk Category Level 4. However, as it is a business sign, and in accordance with the policy requirements, it has been assessed as Level 3.
- The proposed static sign is not located in any prohibition zone.
- The display area of the proposed static sign is below 100m².
- The top of the display of the proposed sign is not greater than 20m above the nearest road pavement.
- The display contents do not include animation, movement, pulsing, flashing or similar lighting variations.

5.1 Installation Requirements and Conditions

The Main Road WA's policy provides installation requirements and conditions for a static sign to be approved. These requirements and conditions are stated below:

1. *Static signs less than 6 m² installed within the road reserve must be integrated with/designed in sympathy with facilities providing public benefit e.g., bus shelters, illuminated street name signs, seating, rubbish bins and similar.*
2. *Static signs and supporting structures must not cause any obstruction to pedestrians, cyclists or eRideable users.*
3. *Static signs must not be placed within the clear zone of a road carriageway or cycleway. (Note: this may be a larger offset for oversize overmass vehicle routes.)*
4. *Static signs must not obstruct a road users' view (including pedestrians, cyclists and eRideable users) of adjacent road carriageways, cycleways, and footpaths.*
5. *Static signs must not obstruct pedestrian access along a road verge, even if no formal path is present.*

The proposed sign complies with the relevant installation requirements and conditions as summarised below:

- The proposed static sign does not cause any obstruction to pedestrians, cyclists or eRideable users.
- The proposed static sign is not placed within the clear zone of a road carriageway or cycleway.
- The proposed static sign does not obstruct a road users' view (including pedestrians, cyclists and eRideable users) of adjacent road carriageways, cycleways, and footpaths.
- The proposed static sign does not obstruct pedestrian access along a road verge.

5.2 Sign Operating Conditions

The Main Road WA's policy provides sign operating conditions for a static sign to be approved. These conditions are summarised below:

- ✚ The Road Traffic Administration Act 2008 (Section 140), which applies to all roadways in Western Australia, warrants that light emitting devices, in or visible from a road reserve, should not distract a driver, or cause a risk of danger.
- ✚ No portion of the static sign display should emit a flashing, pulsing, or strobing effect.

The proponent acknowledges the required operating conditions and will adhere to these operating conditions unless otherwise applied to Main Roads WA.

5.2.1 Luminance and Illumination

The Main Road WA's policy for static signs states, *"Where a **static sign** is brighter than the surrounding ambient light, it can draw attention away from the roadway, vulnerable road users and TCS. This creates a significant hazard.*

AS-NZS 4282 - Control of the Obtrusive Effects of Outdoor Lighting provides guidance on the effects of outdoor lighting with respect to lit surfaces and glare toward road users. This standard provides guidance on the luminance that may be acceptable from a lit surface such as a static sign, as well as the threshold increment used to assess glare impacts on drivers."

Table 7: Maximum allowable luminance in various road environments based on AS-NZS 4282

Environmental zone*	Description	Day cd/m ²	Dawn/ dusk cd/m ²	Night cd/m ²
A4	Town and city centres and other commercial areas with generally high off-street ambient lighting e.g., major shopping/commercial centres	6,000	600	350
A3	Suburban areas in towns and cities with generally medium off-street ambient lighting e.g., shopping/café strips	6,000	600	250
A2	Sparsely inhabited rural and semi-rural areas with occasional off-street ambient lighting	6,000	600	150
A1	Relatively uninhabited rural areas with no off-road lighting	6,000	600	zero
A0	Intrinsically dark	6,000	600	zero

The proponent will adhere to relevant luminance unless otherwise applied to Main Roads WA.

5.3 Displayed Content

The Main Road WA's policy provides conditions related to displayed content for a static sign. The proponent acknowledges these conditions and will adhere to these conditions when the sign is in operation. These conditions are summarised below:

- *The static sign must not display images of road signs or traffic control signals.*
- *Text displayed on a static sign intended for a driver to read whilst passing must be large enough to be legible and not require the driver to strain to focus on the text.*
- *All other text displayed on the static sign must be small enough that it is not a distraction to a driver and may be read only from a stationary vehicle, or by other road users (such as pedestrians).*
- *The number of elements displayed on a static sign should generally be no more than 10. Where a word, object, or logo may be counted as an element.*
- *The content displayed on a static sign should not include any instructions to drivers or images that may be interpreted as directions.*
- *Words that convey directions, such as turn, stop, enter or similar, should not be displayed.*
- *Arrows that direct a driver to a destination should not be displayed.*
- *Website addresses, phone numbers and social media instructions should not be displayed unless small enough that it is not a distraction to a driver and may be read only from a stationary vehicle, or by other road users (such as pedestrians).*

The proponent will adhere to display content requirements unless otherwise applied to Main Roads WA.

5.4 Advertising Standards and Community Expectations

The Main Road WA's policy states, *"The Advertising Standards Bureau (Bureau) administers a national system of advertising self-regulation through the Advertising Standards Board and the Advertising Claims Board. The Bureau administers a general code of ethics for advertising developed by the Australian Association of National Advertisers, as well as specific codes for such areas as:*

- *marketing to children*
- *food and beverages (including 'fast foods')*
- *motor vehicles*
- *alcohol and drugs*
- *weight management.*

The full information can be found at www.adstandards.com.au. These conditions are summarised below:

- *Advertising content determined to breach any advertising code administered by the Bureau, or any state or national legislation, must not be displayed on a roadside advertising sign/static sign.*
- *Advertising signs should not display extreme emotional material, especially content that could be threatening or anxiety-provoking.*
- *Themes and messages in juxtaposition to the surrounding land-use should not be displayed.*
- *Advertising content should meet community standards and expectations in all settings.*

The proponent will adhere to advertising standards and community expectations unless otherwise applied to Main Roads WA.

5.5 Period of Approval

5.5.1 Expiry

The Main Road WA's policy states, *"All approvals granted to operate a static advertising sign under this policy will have an expiry timeframe. The approval will expire on the following (whichever comes first):*

- I. 15 years; or
- II. the date a revocation becomes effective under Regulation 10 of the Main Roads (Control of Advertisements) Regulations 1996 (WA); or
- III. 6 months after the date on which the Proponent receives notice in writing from Main Roads that the removal of the advertisement is necessary or convenient for the exercise of Main Roads' functions under the Main Roads ACT 1930 (WA) or the Land Administration Act 1997 (WA).

5.5.2 Post operation review

A post operation audit (POA) may be undertaken by an independent accredited road safety auditor after 18 months of operation. If the POA findings highlight a safety issue that is linked directly to the advertising sign, the crash risk level and associated dwell times will be reassessed.

Following the safety assessment, the applicant may seek approval to continue operating the sign. However, Main Roads may also require changes to the operating conditions or installation requirements.

The proponent acknowledges the conditions regarding the period of approval unless otherwise applied to or specified by Main Roads WA.

6 Conclusions

The proposed static illuminated sign is located within the Level 4 Crash Risk Category but is assessed as Level 3 Crash Risk Category as defined in the Main Roads WA policy.

The proposed static sign satisfies all requirements of the policy including Prohibition Zone requirements of the policy.

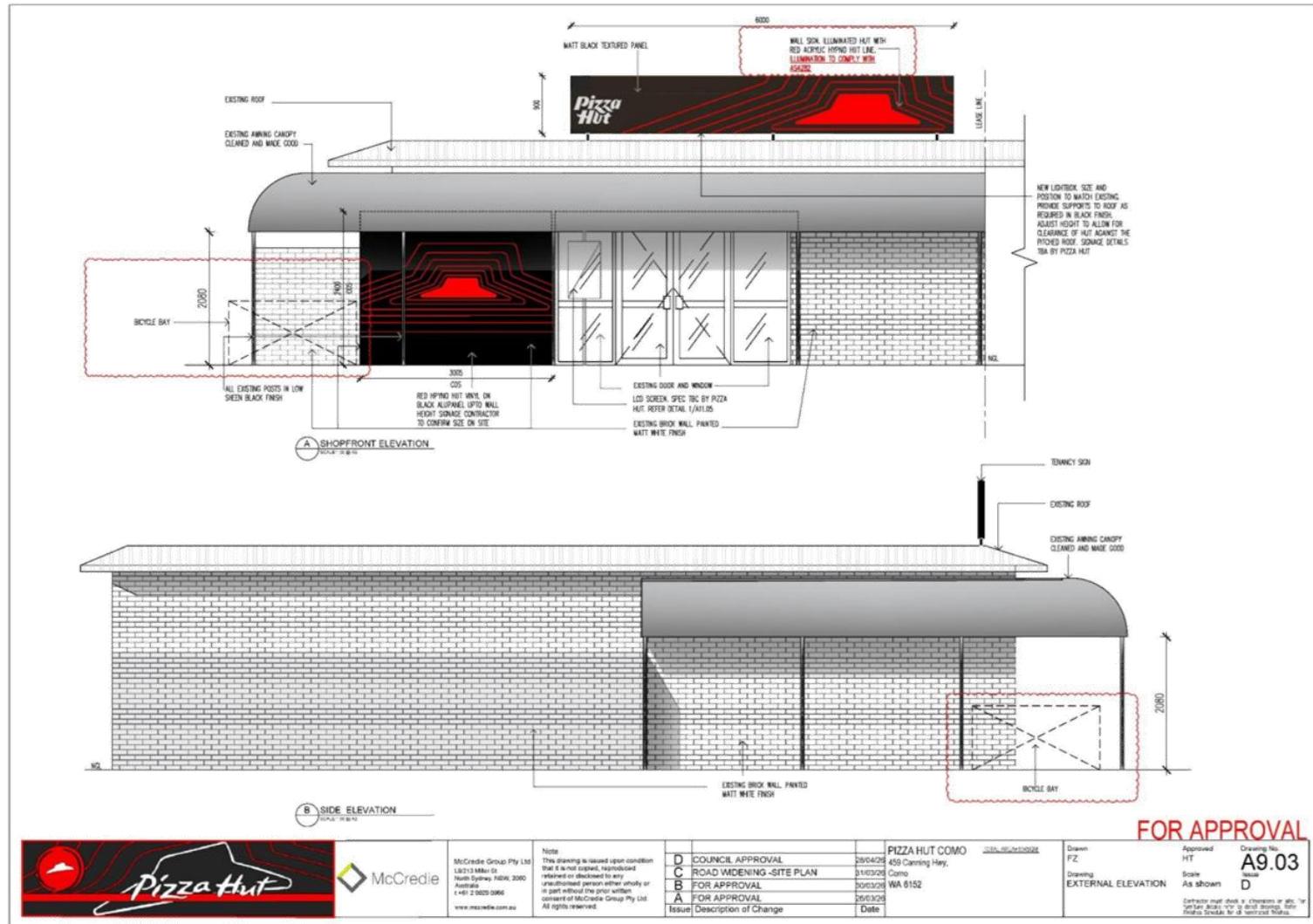
Considering the detailed assessments undertaken in this report, it is concluded that the proposed illuminated static sign will not increase the risk of a causality crash and therefore is capable of approval in accordance with Main Roads WA policy.

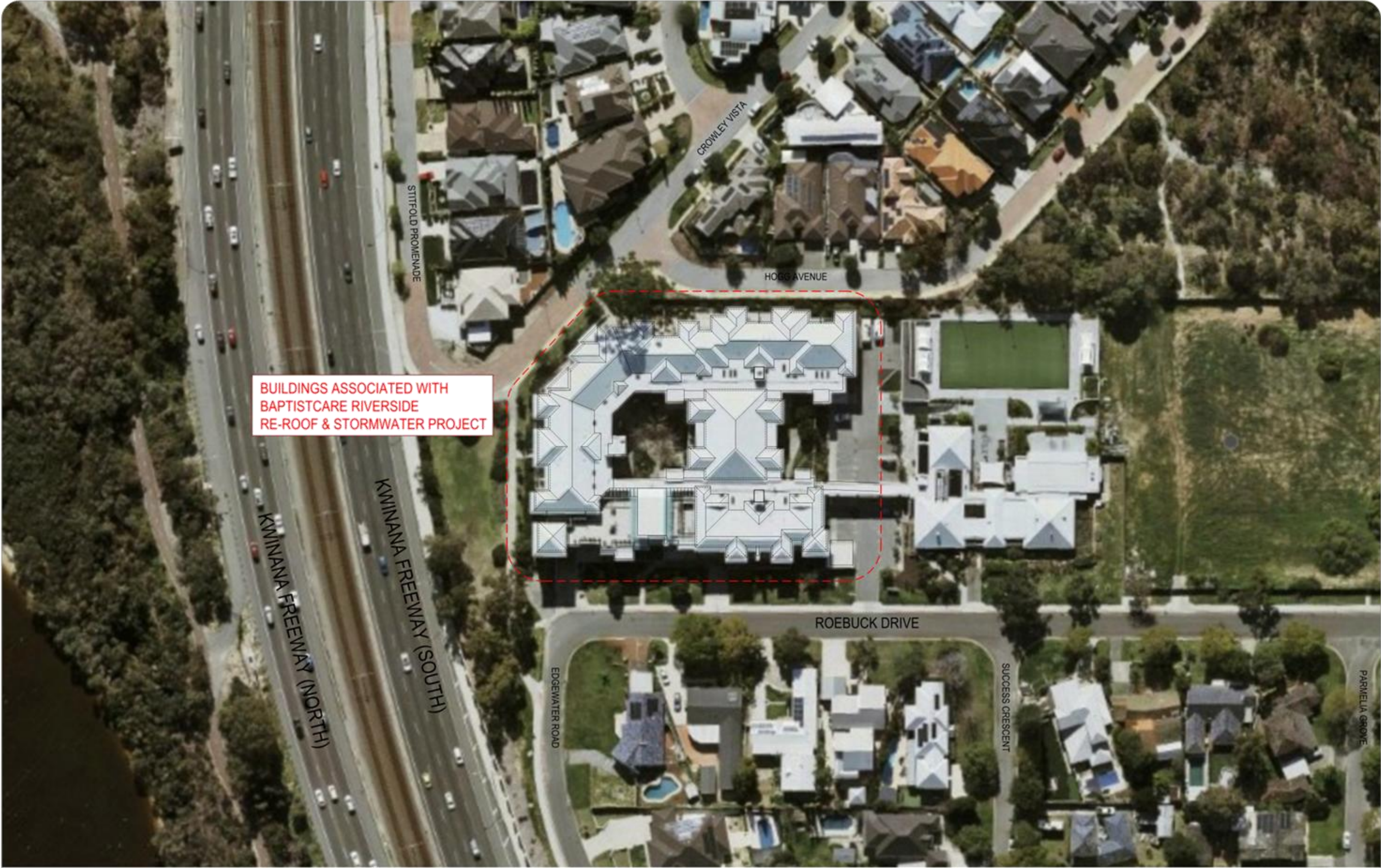


Appendix A

PROPOSED STATIC SIGN PLAN







1500 0 5 10 25 50m

100% HEIGHT DATA

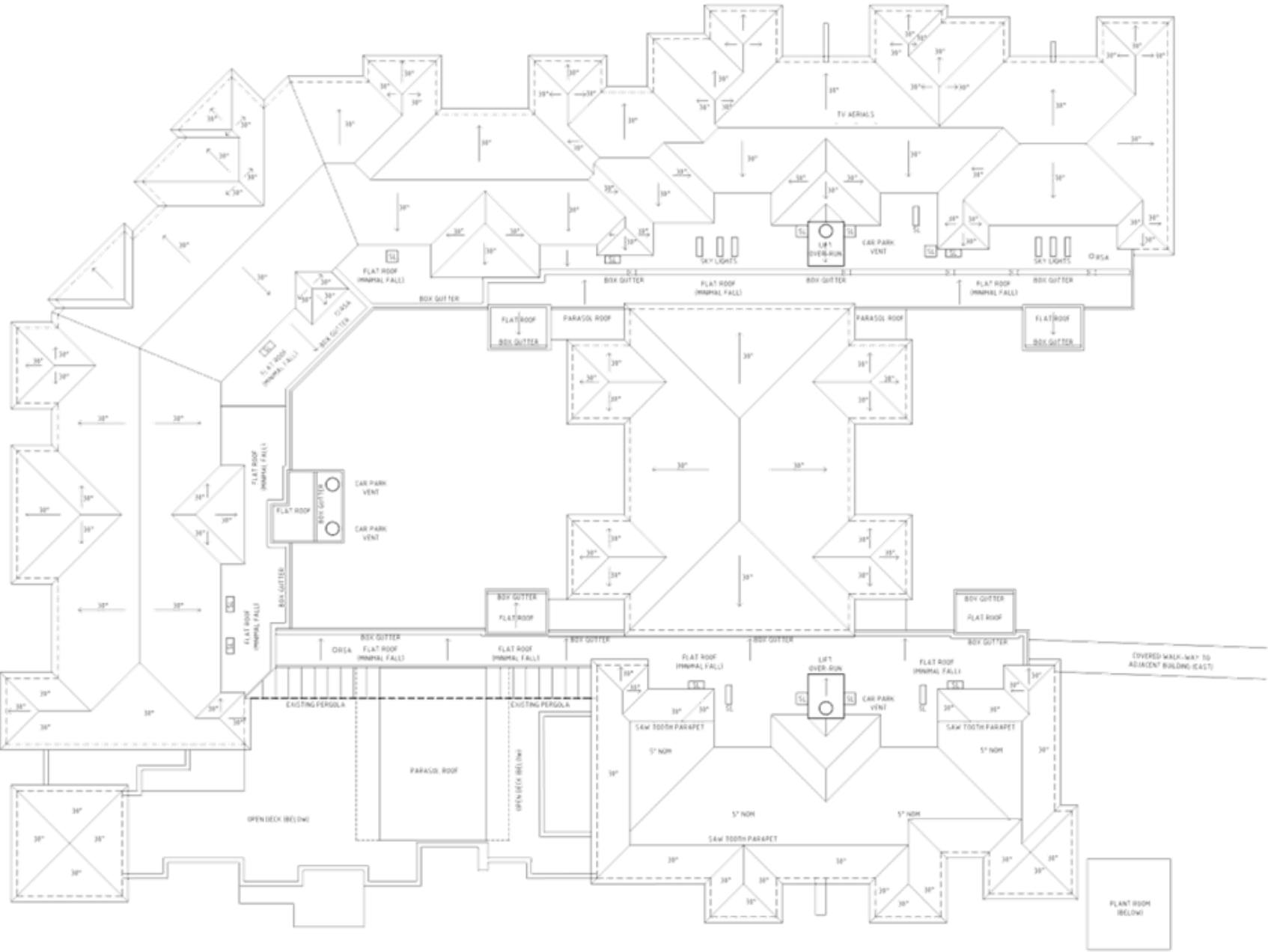
C	29/01/26	ISSUED FOR CLIENT APPROVAL
B	16/01/26	ISSUED FOR CLIENT REVIEW AND COMMENT
A	10/01/26	ISSUED FOR CLIENT REVIEW AND COMMENT

LOCATION PLAN
SCALE 1:500 @ A1

scribe

DATE	JAN 2026	PROJECT
SCALE	1:500 AT A1	BAPTISTCARE RIVERSIDE VILLAGE
DRAWN	EL	RE-ROOF AND MAINTENANCE PROJECT
CHECKED	SPM	10 ROEBUCK DRIVE, SALTER POINT

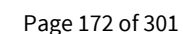
DEVELOPMENT APPLICATION	
DRAWING NO.	
PROJECT NO.	
25/1112	SK01
REV	
C	

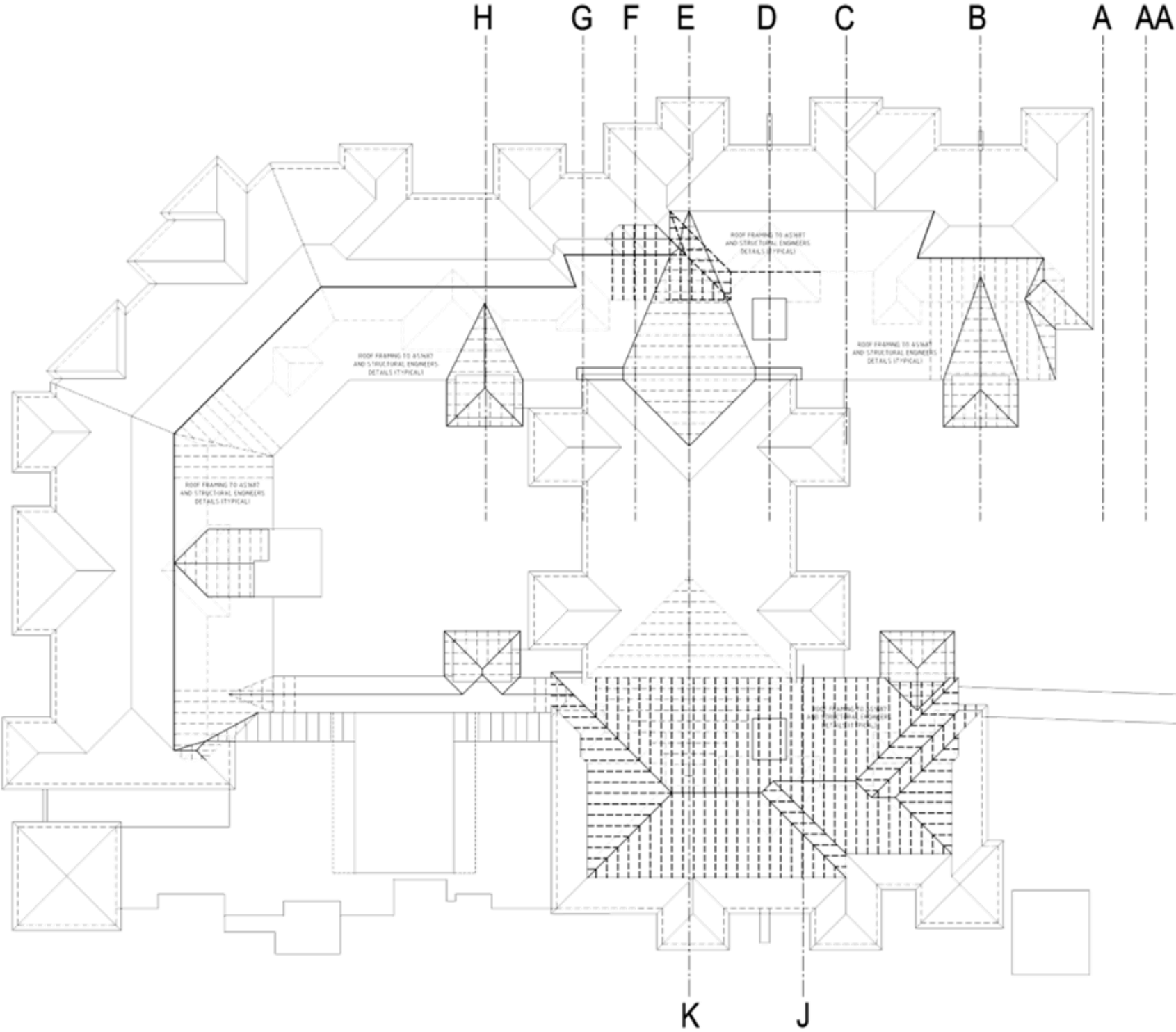


EXISTING ROOF PLAN
SCALE: 1:200 @ A1

1:200	0	2	4	6	8	10	20m
NO. 10	20/01/24	ISSUED FOR CLIENT APPROVAL	10. TOP HEIGHT DATA				
11	22/01/24	HEIGHT / SURVEY DATUM POINTS ADDED	11. HEIGHT / SURVEY DATUM POINTS ADDED				
12	26/01/24	ISSUED FOR CLIENT REVIEW AND COMMENT	12. ISSUED FOR CLIENT REVIEW AND COMMENT				
13	26/01/24	ISSUED FOR CLIENT REVIEW AND COMMENT	13. ISSUED FOR CLIENT REVIEW AND COMMENT				

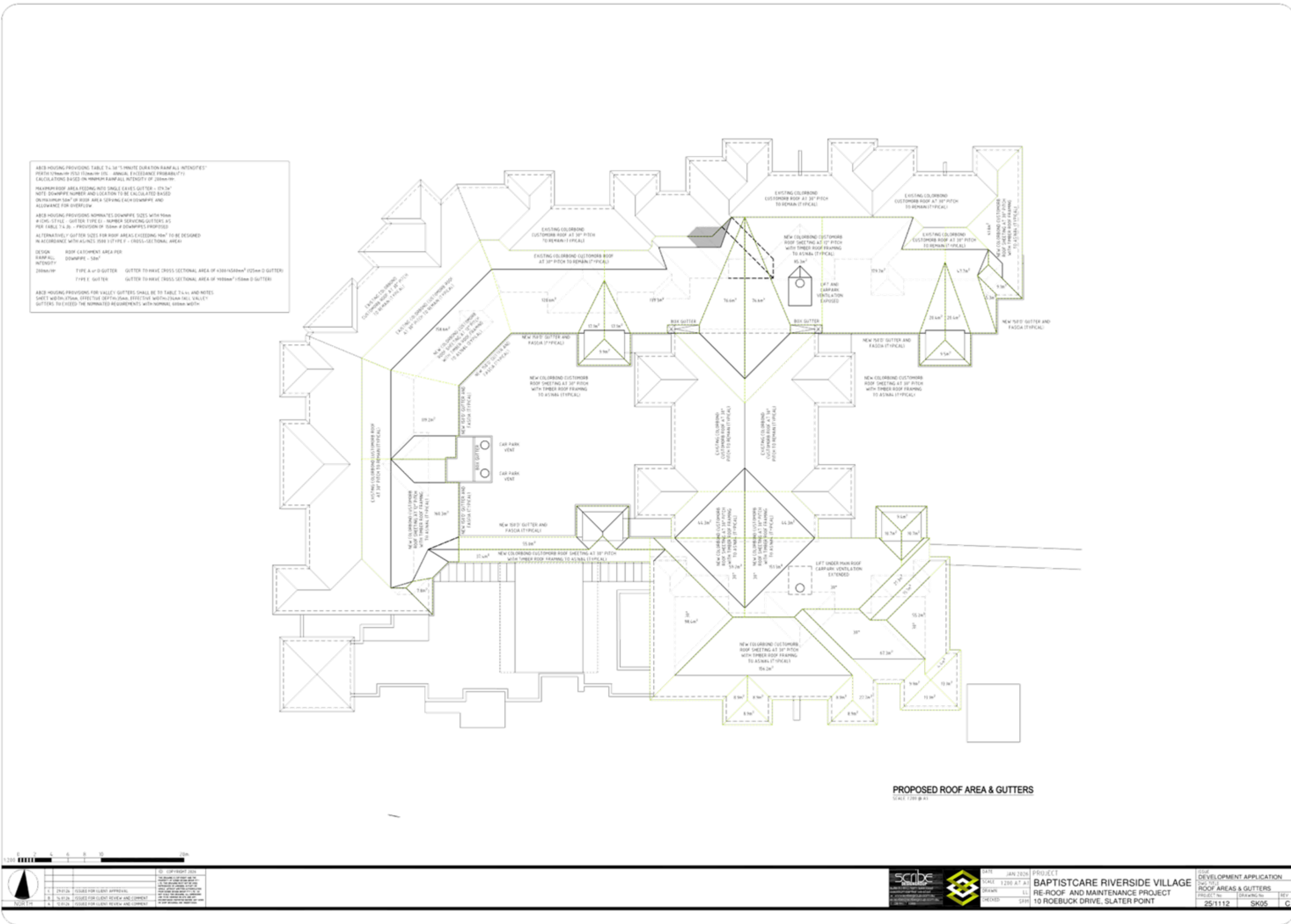
		DATE	JAN 2024	PROJECT	BAPTISTCARE RIVERSIDE VILLAGE			EXISTING ROOF PLAN	
		SCALE	1:200 AT A1	DRAWN	LL	RE-ROOF AND MAINTENANCE PROJECT			PROJECT NO.
		CHECKED	SPH	10 ROEBUCK DRIVE, SALTER POINT			DRAWING NO.	REV.	25/1112
								SK02	D

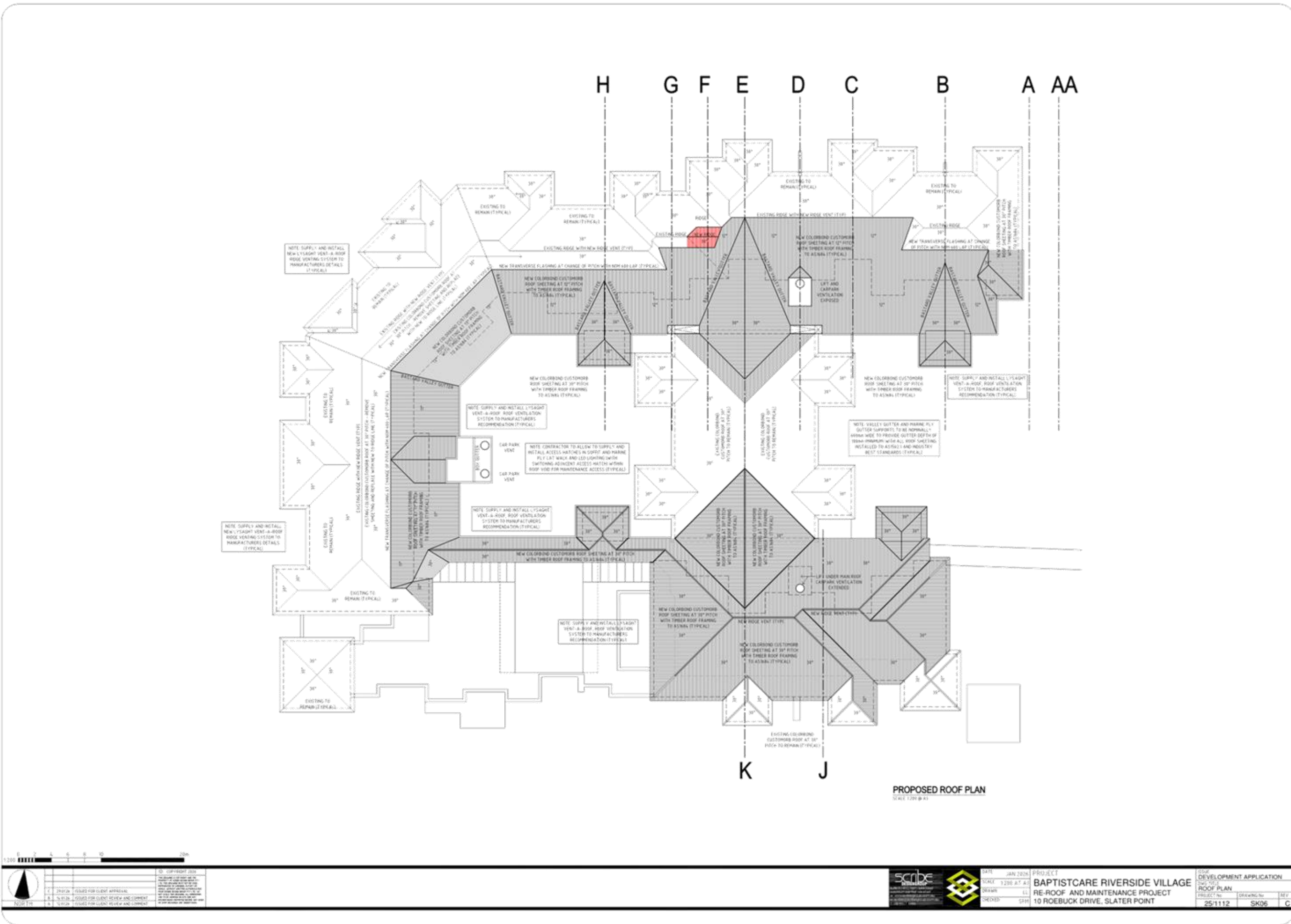


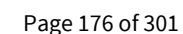


1:200		0 2 4 6 8 10 20m
	REVISIONS	
	NO.	DESCRIPTION
	1	ISSUED FOR CLIENT APPROVAL
	2	ISSUED FOR CLIENT REVIEW AND COMMENT

 scribe group architectural interior landscape urban planning engineering	DATE		PROJECT		SCALE		
	JAN 2026		BAPTISTCARE RIVERSIDE VILLAGE		DEVELOPMENT APPLICATION		
	1200 AT A1		RE-ROOF AND MAINTENANCE PROJECT		Proposed FRAMING		
	DRAWN		1:1		PROJECT No		
	CHECKED	SMM	10 ROEBUCK DRIVE, SLATER POINT		Drawing No		
					REV		
					25/1112		
					SK04		
					C		









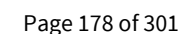
1:125

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

North Arrow

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

 scribes ARCHITECTS 10000 Highway 100, Suite 100 Burnaby, BC V5C 2R8 Tel: 604-291-1111 Fax: 604-291-1112 www.scribes.ca	DATE	JAN 2024	PROJECT	BAPTISTCARE RIVERSIDE VILLAGE						
	SCALE	1/125 AT A1		RE-ROOF AND MAINTENANCE PROJECT						
	DRAWN	LL	CHECKED	SPH	10 ROEBUCK DRIVE, SALTER POINT					
	<table><tr><td>PROJECT No.</td><td>25/1112</td><td>DRAWING No.</td><td>SK09</td><td>REV.</td><td>D</td></tr></table>					PROJECT No.	25/1112	DRAWING No.	SK09	REV.
PROJECT No.	25/1112	DRAWING No.	SK09	REV.	D					



Date: 30th January 2026

Our Ref: 25/1112 260130_BaptistCare_DA Application_Cover Letter_revb
Your Ref:

Planning Department
CITY OF SOUTH PERTH
Administration Centre
Cnr Sandgate Street & South Terrace
SOUTH PERTH WA 6151

Attention: Liz Ledger
Chief Executive Officer City of South Perth

**RE: APPLICATION FOR DEVELOPMENT APPROVAL
FOR REPAIRS & MAINTENANCE INCLUDING PARTIAL RE-ROOF
OF BAPTISTCARE RIVERSIDE VILLAGE, 10 ROEBUCK DRIVE, SALTER POINT**

Dear Ms Ledger,

We have been engaged by our client BAPTISTCARE, in association with TRIGON PROJECTS to undertake investigation and documentation to address significant water ingress and ventilation issues associated with the existing roof and roof plumbing at their care village located at the abovementioned address.

Prior to our engagement the client has engaged with a number of specialist contractors to undertake detailed reports to identify key issues associated with water ingress, ventilation and general watertightness of the existing building fabric within and around the Village. A copy of the investigative reports has been provided as part of this application for the City's reference and understanding of the issues being addressed.

In order to address the issues identified within the reports, Scribe Design Group has undertaken a review of the documents/reports as well as attended to site in order to prepare an appropriate design response to address not only the client requirements but, also consider the impact on the existing form and aesthetic of the Riverside Village and surrounding residential buildings, whilst also liaising with the project contractor to address constructability that is informed by a construction methodology that acknowledges that the Riverside Village will be occupied throughout the undertaking of the works. We understand that a comprehensive Construction Management Plan is currently being developed between the contractor and BaptistCare to ensure impacts on residents is minimised.

Background

Under the City's Local Planning Scheme No. 7 (LPS7), the property zoned "Private Community Purposes" And has a Local Scheme Zone designation of "Private Clubs, Institutions and Place of Worship" with a density coding of R40.

 SCRIBE GROUP		scribe DESIGN GROUP	Perth Suite 3, 810 North Lake Road Cockburn Central WA 6164 PO Box 3503 Success WA 6964	Mid-West By Appointment Dongara WA 6525	Scribe Group p 08 9417 1388 e scribe@scribegroup.com.au w www.scribegroup.com.au
 SCRIBE BUILDING COMPLIANCE REGISTERED BUILDING SURVEYING CONTRACTOR ACTS					
 SCRIBE PLANNING					
 SCRIBE ENERGY ASSESSMENTS & INSPECTIONS					



Lot 18, 10 Roebuck Street, Salter Point. Local Scheme Zone – “Private Clubs, Institutions and Place of Worship”.

Under LPS7, areas zoned “Private Clubs, Institutions and Place of Worship” have been designated for the following purposes:

- To provide sites for privately owned and operated recreation, institutions and places of worship.
- To integrate private recreation areas with public recreation areas wherever possible.
- To separate potentially noisy engine sports from incompatible uses.
- To provide for a range of privately owned community facilities, and uses that are incidental and ancillary to the provision of those facilities, which are compatible with surrounding development.
- To ensure that the standard of development is in keeping with surrounding development and protects the amenity of the area.
- To provide for opportunities for diverse ranges of housing and accommodation types.

Under Table 4 – Zoning Table the “Private Clubs, Institutions and Place of Worship” zone designates the following Residential uses:

- Multiple Dwelling
- Independent Living Complex
- Residential Aged Care Facility
- Residential Building

As a ‘D’ use, that “means the use is not permitted unless the local government has exercised its discretion by granting development approval”.

We understand that the existing BaptistCare facility is compliant with the zoning requirements under Local Planning Scheme No 7.

Development Application

As outline above this Development Application relates specifically to works associated with repairs and maintenance relating to water ingress and ventilation issues resulting from inadequate roof falls, flashings, box gutter design and execution, lack of overflows, as well as poor mechanical and natural ventilation of the roof space.

Given the issues identified in the attached reports, Scribe Design Group have investigated a number of design options to address the identified issues and to prepare design solutions that ensure the watertightness of the proposed roofing works as well as address specific client driven outcomes so that occupants are able to enjoy their homes without ongoing nuisance or safety concerns that come from water ingress. As a result we have investigated and prepared a number of solutions for review and comment by the client with the attached design being the preferred by both the client and contractor.



In developing the design solution Scribe Design Group were mindful that proposed design must:

- Resolve the water ingress issues experienced by our client
- Propose roof solutions that blend into the existing form and streetscape aesthetic
- Proposed a roof form that suited the size and bulk of the existing building

The design solution proposed has been separated into two primary solutions that the complexity of the building form and the building aesthetic as viewed from the surrounding residential buildings. This has resulted in the design solution treating the Northern and Western portion of the building with one solution, and the south eastern portion of the building with another.

The Northern and Western section of the building proposes the removal of extraneous roof elements being removed from the 'back' or internal facing side of the existing roof with a split pitch solution being used to create the necessary roof falls that direct stormwater to the internal courtyard. The intention is for the ridgeline to remain unchanged, as viewed from the surrounding area.

With the South Eastern building, there are significant issues associated with the minimal falls and existing roof design that creates falls that direct stormwater into the middle of the building and does not allow excessive stormwater events (that are increasing in frequency) the opportunity to overflow to 'free air' when there is an issue. We have examined a number of design solutions to address the water ingress issues and create a roof form that compliments the existing building and match the form and style of the existing building and not look like it has been added on or was not part of the original building design. Another key focus in developing the design was to minimise the visual bulk and impact on the amenity of the surround residences and to determine this, we prepared streetscape images to examine the impact and aesthetic of the proposed roof forms. We are therefore seeking the City's approval for the roof over the south eastern building to increase in height (calculated at 585mm above the existing ridge line associated with the central building), as a continuation of the existing 30 degree pitch roof to form a tradition hip and valley style roof. This revised roof form will eliminated the internal water management issues and will allow potential storm events resulting in higher than expected rainfall to allow water to overflow to 'free air' instead of being trapped and overflowing into the existing building.

From our modelling and investigation we strongly believe the minor increase in height proposed will have no material impact on surrounding residential buildings and creates a building form that balances the size and proportions of the existing buildings.

As touched on above, in developing this solution we were mindful of the existing roof forms and heights and the possible visual impact on neighbouring properties. As part of this application we have provided streetscape images of the project from a number of locations around the development to support our solution and show, what we believe, are the minimal visual impact the proposed design solutions for the re-roof will have on the streetscape and amenity of the neighbouring properties.

In support of our application, we are pleased to provide the following documents, submitted with this covering letter for the City's consideration and Development Approval;

- A completed City of South Perth Application for Development Approval (Signed by the Owner)
- A copy of the Certificate of Title
- Jewelbic Roof Inspection Report (10 Roebuck Drive Salter Point_.pdf)
- Jewelbic Stormwater Investigation Report (J24498 – Stormwater Investigation Report.pdf)
- Trigon Projects Water Ingress Visual Report (Trigon Projects Water Ingress Visual Report September 2025.pdf)



- Architectural Documentation:
 - SK01c – Location Plan
 - SK02d – Existing Roof Plan
 - SK03c – Extent of New Works
 - SK04c – Proposed Roof Framing
 - SK05c – Proposed Roof Areas & Gutters
 - SK06c – Proposed Roof Plan
 - SK07c – Design Sections
 - SK08c – Design Sections
 - SK09c – Proposed Elevations
 - SK10c – Proposed Elevations
 - SK11c – Proposed Elevations
 - 3D01a – Existing and Proposed Perspective View 1
 - 3D02a – Existing and Proposed Perspective View 2
 - 3D03a – Existing and Proposed Perspective View 3
 - 3D05a – View of Proposed Roof from North West
 - 3D06a - View of Proposed Roof from North East
 - 3D07a - View of Proposed Roof from South East
 - 3D08a - View of Proposed Roof from South West

If you have any queries or require additional information, please contact me directly on 0410 565 916 or via email at smarkham@scribegroup.com.au.

Yours faithfully
Scribe Design Group

Steven Markham
Architect (WA Reg 1878).

Enc.



DATE

2025

SCALE

1:100 AT A1

PROJECT

PROPOSED ROOF RENOVATION

CLIENT

250110000

3D VIEWS (1)

3001

REV

A

DATE

2025

SCALE

1:100 AT A1

PROJECT

PROPOSED ROOF RENOVATION

CLIENT

250110000

3D VIEWS (1)

3001

REV

A

DATE

2025

SCALE

1:100 AT A1

PROJECT

PROPOSED ROOF RENOVATION

CLIENT

250110000

3D VIEWS (1)

3001

REV

A



EXISTING VIEW FROM ROEBUCK DRIVE/SUCCESS CRESC
SCALE 40%



PROPOSED VIEW FROM ROEBUCK DRIVE/SUCCESS CRESC
SCALE 40%

[illegible]



EXISTING VIEW FROM FRONT OF 5 ROEBUCK DRIVE
SCALE 1:50



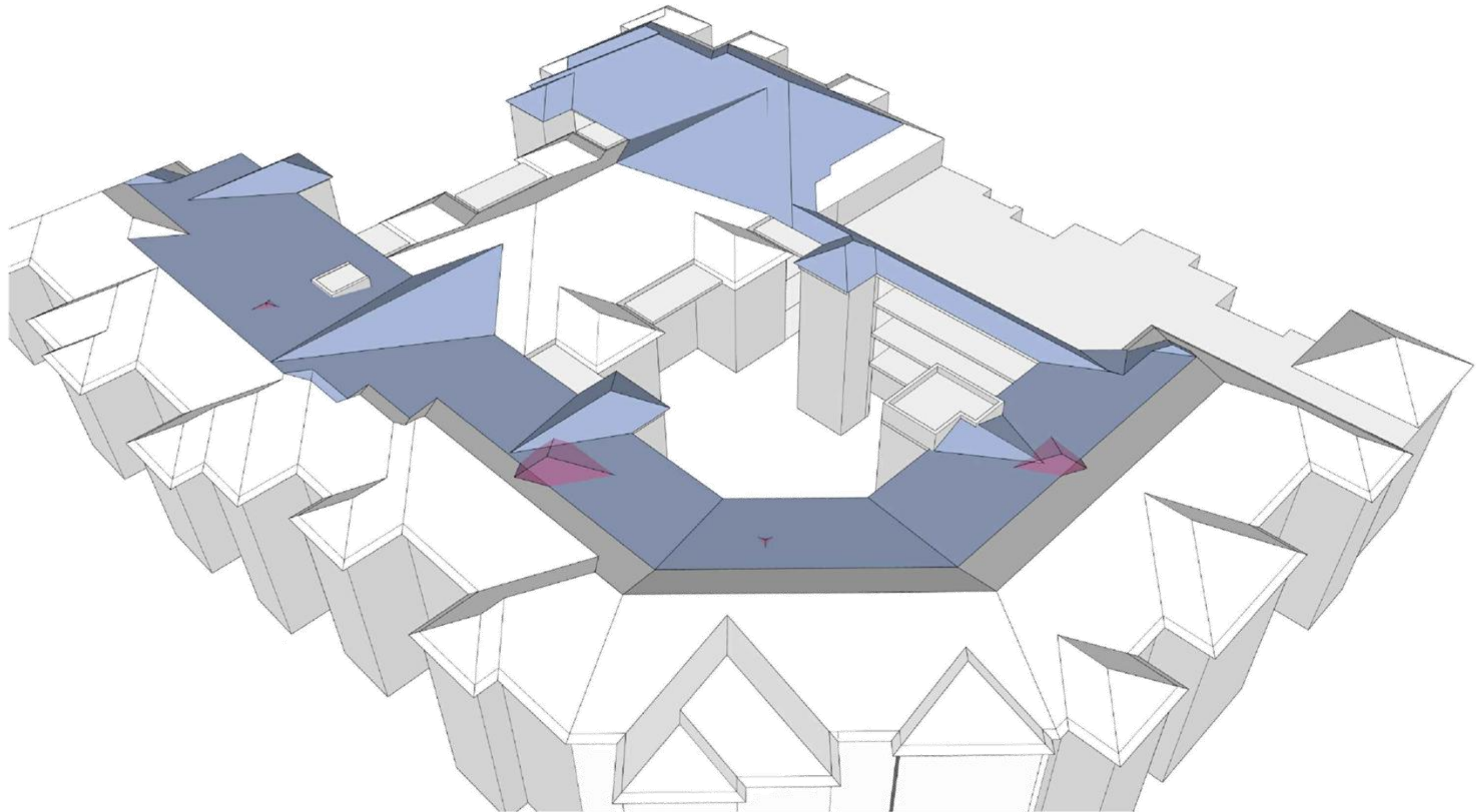
PROPOSED VIEW FROM FRONT OF 5 ROEBUCK DRIVE
SCALE 1:50

NORTH	
A	ISSUED FOR REVIEW
© COPYRIGHT 2025	
This drawing is the property of the Council and is not to be used for any other purpose without the written consent of the Council. It is to be used for the purpose of the project only and is not to be used for any other purpose without the written consent of the Council.	



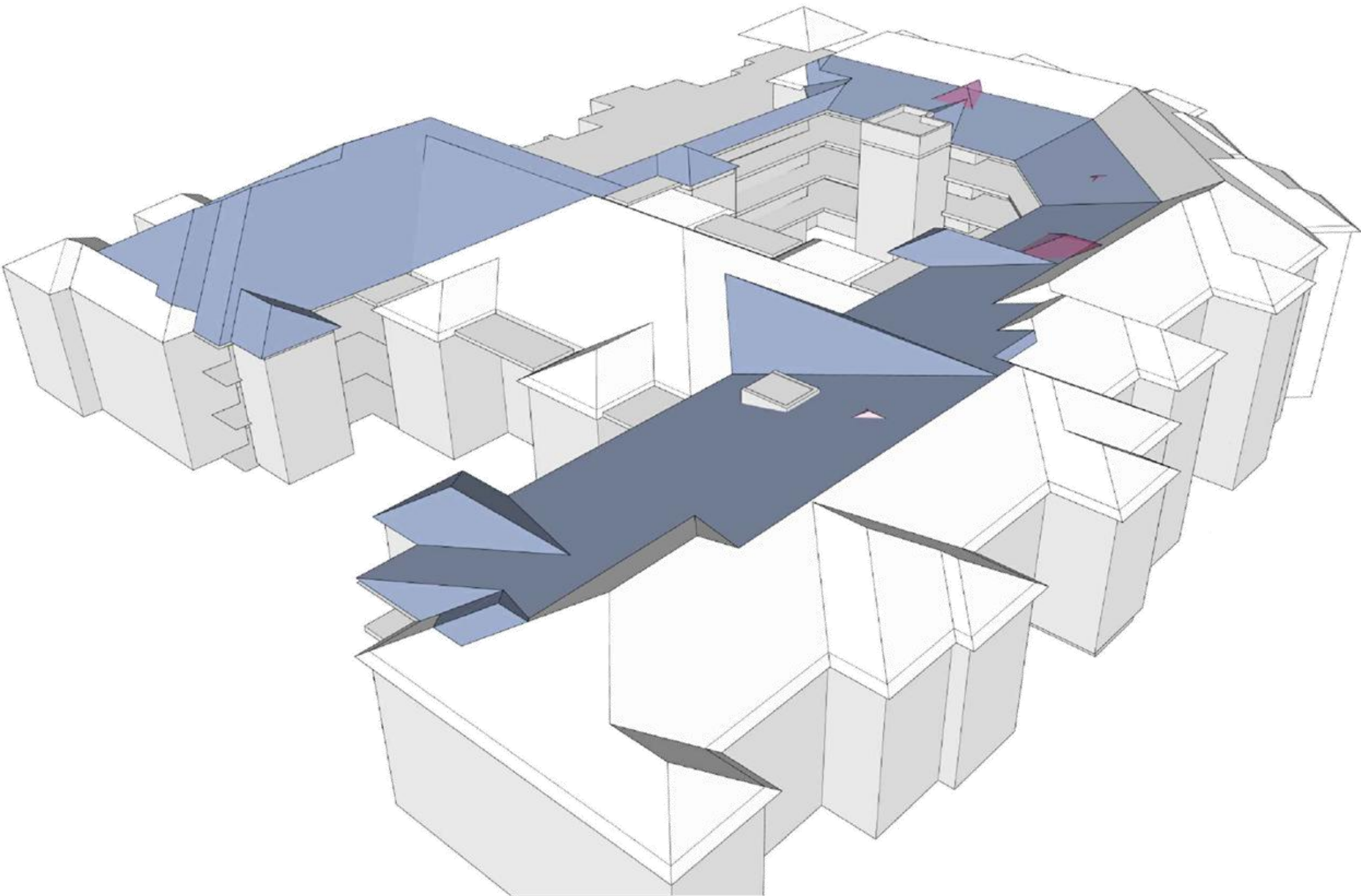
DATE	DEC 2025	PROJECT
SCALE	1:50 AT A1	PROPOSED ROOF RENOVATION
DRAWN	WL	10 ROEBUCK DRIVE
CHECKED	SFH	SALTER POINT

ISSUE	SKETCH DESIGN	
DWG TITLE	3D VIEWS (3)	
PROJECT No	DRAWING No	REV
2501/0000	3D03	A



VIEW OF PROPOSED ROOF FROM NORTH WEST
SCALE 1/10

		© COPYRIGHT 2025 ALL RIGHTS RESERVED THIS DOCUMENT IS THE PROPERTY OF THE DESIGNER AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS WITHOUT THE WRITTEN PERMISSION OF THE DESIGNER.								DATE DEC 2025 SCALE 1/10 AT A1 DRAWN WL CHECKED SFH		PROJECT PROPOSED ROOF RENOVATION 10 ROEBUCK DRIVE SALTER POINT		ISSUE SKETCH DESIGN DWG TITLE 3D VIEWS (15) <table><tr><td>PROJECT No</td><td>2501/0000</td></tr><tr><td>DRAWING No</td><td>3D05</td></tr><tr><td>REV</td><td>A</td></tr></table>		PROJECT No	2501/0000	DRAWING No	3D05	REV	A
PROJECT No	2501/0000																				
DRAWING No	3D05																				
REV	A																				
NORTH		A		SECTION		ISSUED FOR REVIEW															



VIEW OF PROPOSED ROOF FROM NORTH EAST
SCALE 10%



NO.	REVISION	ISSUED FOR REVIEW
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

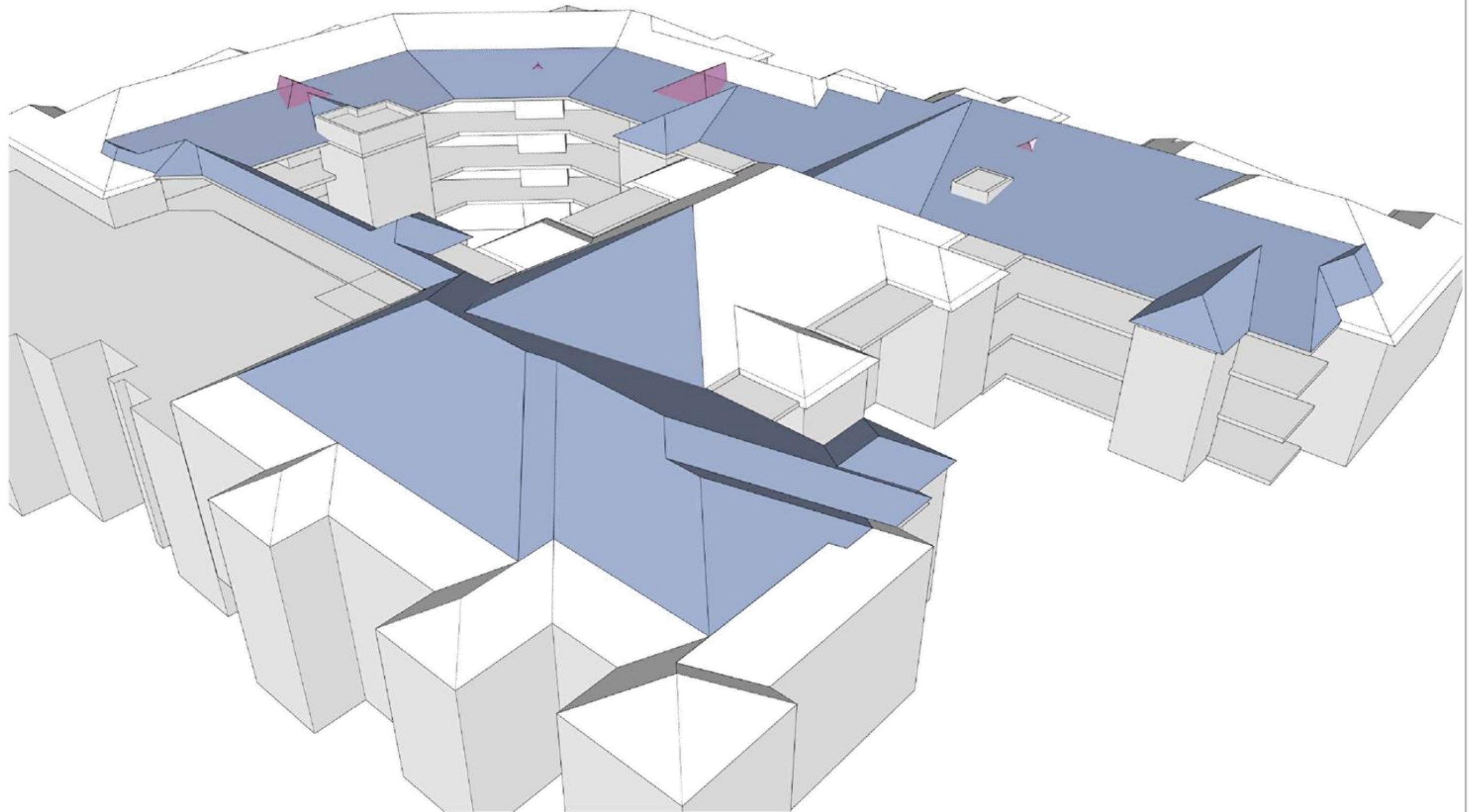
© COPYRIGHT 2025
ALL RIGHTS RESERVED
THIS DOCUMENT IS THE PROPERTY OF
THE DESIGNER AND SHOULD NOT BE
REPRODUCED OR TRANSMITTED IN
ANY FORM OR BY ANY MEANS
WITHOUT THE WRITTEN PERMISSION
OF THE DESIGNER.



DATE	DEC 2025
SCALE	1:150 AT A1
DRAWN	WL
CHECKED	SFH

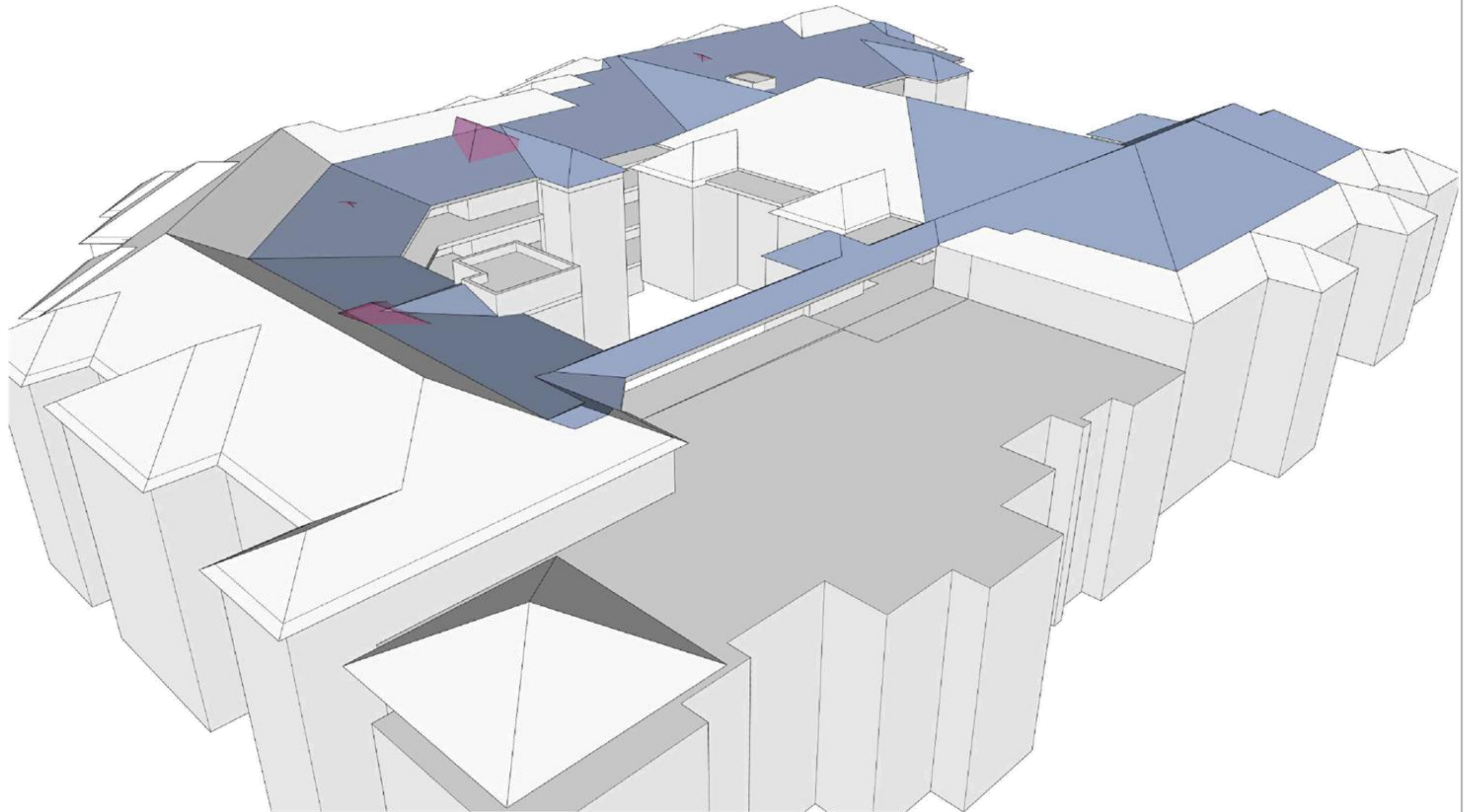
PROJECT	PROPOSED ROOF RENOVATION
10 ROEBUCK DRIVE	
SALTER POINT	

ISSUE	SKETCH DESIGN
DWG TITLE	PROPOSED ROOF RENOVATION
3D VIEWS (6)	
PROJECT No	2501/0000
DRAWING No	3D06
REV	A



VIEW OF PROPOSED ROOF FROM SOUTH EAST
SCALE 10%

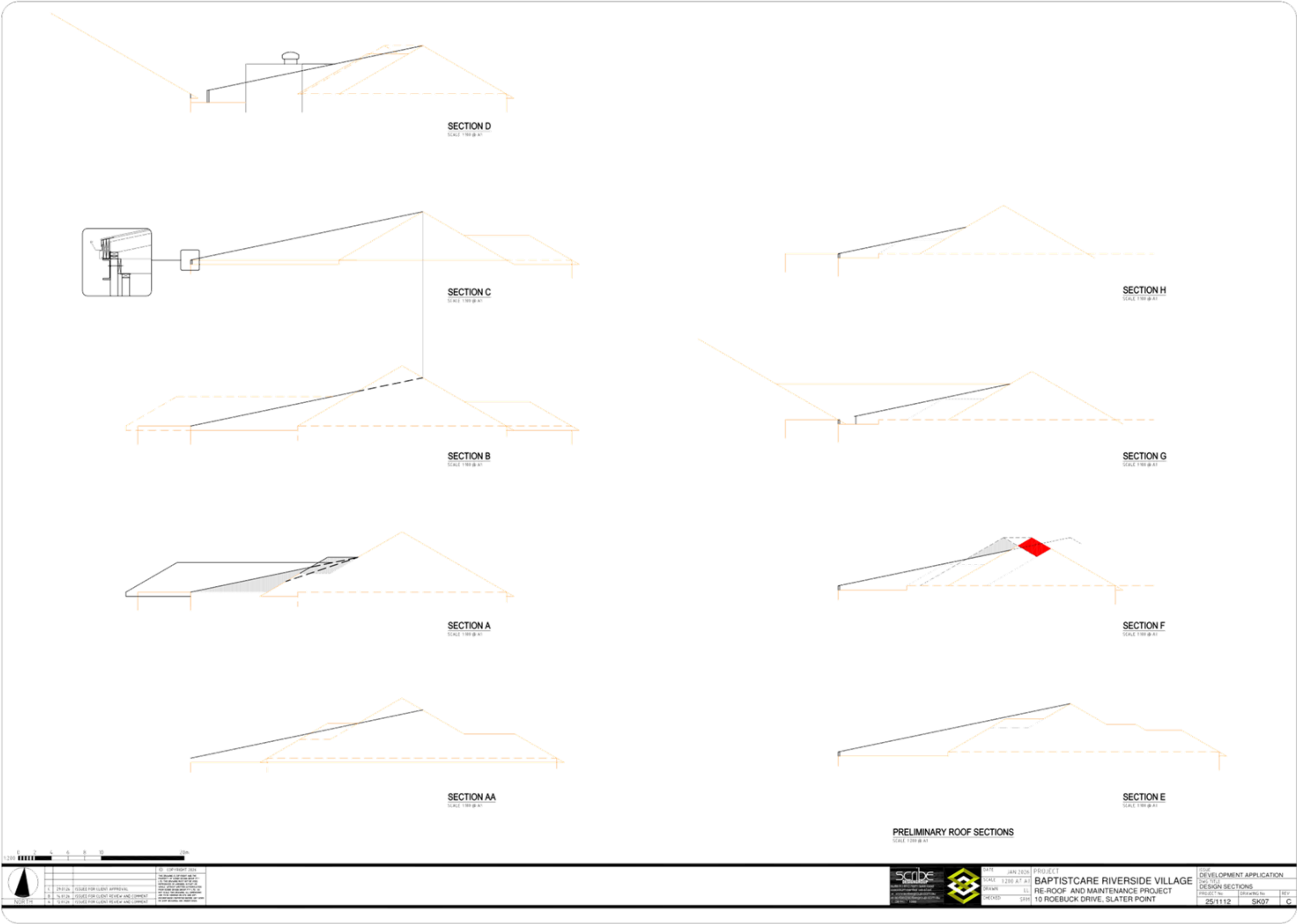
			© COPYRIGHT 2025 ALL RIGHTS RESERVED THIS DOCUMENT IS THE PROPERTY OF THE DESIGNER AND SHOULD NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE DESIGNER.										<table><tr><td>DATE</td><td>DEC 2025</td></tr><tr><td>SCALE</td><td>1:150 AT A1</td></tr><tr><td>DRAWN</td><td>WL</td></tr><tr><td>CHECKED</td><td>SFH</td></tr></table>		DATE	DEC 2025	SCALE	1:150 AT A1	DRAWN	WL	CHECKED	SFH	<table><tr><td colspan="2">PROJECT</td></tr><tr><td colspan="2">PROPOSED ROOF RENOVATION</td></tr><tr><td colspan="2">10 ROEBUCK DRIVE</td></tr><tr><td colspan="2">SALTER POINT</td></tr></table>		PROJECT		PROPOSED ROOF RENOVATION		10 ROEBUCK DRIVE		SALTER POINT		<table><tr><td colspan="3">ISSUE</td></tr><tr><td colspan="3">SKETCH DESIGN</td></tr><tr><td colspan="3">DWG TITLE</td></tr><tr><td colspan="3">3D VIEWS (7)</td></tr><tr><td>PROJECT No</td><td>DRAWING No</td><td>REV</td></tr><tr><td>2501/0000</td><td>3D07</td><td>A</td></tr></table>		ISSUE			SKETCH DESIGN			DWG TITLE			3D VIEWS (7)			PROJECT No	DRAWING No	REV	2501/0000	3D07	A
DATE	DEC 2025																																																			
SCALE	1:150 AT A1																																																			
DRAWN	WL																																																			
CHECKED	SFH																																																			
PROJECT																																																				
PROPOSED ROOF RENOVATION																																																				
10 ROEBUCK DRIVE																																																				
SALTER POINT																																																				
ISSUE																																																				
SKETCH DESIGN																																																				
DWG TITLE																																																				
3D VIEWS (7)																																																				
PROJECT No	DRAWING No	REV																																																		
2501/0000	3D07	A																																																		
NORTH			A			ISSUED FOR REVIEW																																														



VIEW OF PROPOSED ROOF FROM SOUTH WEST
SCALE 10%

										<table><tr><td>DATE</td><td>DEC 2025</td><td>PROJECT</td></tr><tr><td>SCALE</td><td>1:150 AT A1</td><td>PROPOSED ROOF RENOVATION</td></tr><tr><td>DRAWN</td><td>WL</td><td>10 ROEBUCK DRIVE</td></tr><tr><td>CHECKED</td><td>SFH</td><td>SALTER POINT</td></tr></table>		DATE	DEC 2025	PROJECT	SCALE	1:150 AT A1	PROPOSED ROOF RENOVATION	DRAWN	WL	10 ROEBUCK DRIVE	CHECKED	SFH	SALTER POINT	<table><tr><td>ISSUE</td><td>SKETCH DESIGN</td></tr><tr><td>DWG TITLE</td><td>3D VIEWS (8)</td></tr><tr><td>PROJECT No</td><td>2501/0000</td></tr><tr><td>DRAWING No</td><td>3D08</td></tr><tr><td>REV</td><td>A</td></tr></table>		ISSUE	SKETCH DESIGN	DWG TITLE	3D VIEWS (8)	PROJECT No	2501/0000	DRAWING No	3D08	REV	A
DATE	DEC 2025	PROJECT																																	
SCALE	1:150 AT A1	PROPOSED ROOF RENOVATION																																	
DRAWN	WL	10 ROEBUCK DRIVE																																	
CHECKED	SFH	SALTER POINT																																	
ISSUE	SKETCH DESIGN																																		
DWG TITLE	3D VIEWS (8)																																		
PROJECT No	2501/0000																																		
DRAWING No	3D08																																		
REV	A																																		
NORTH		A		ISSUED FOR REVIEW																															

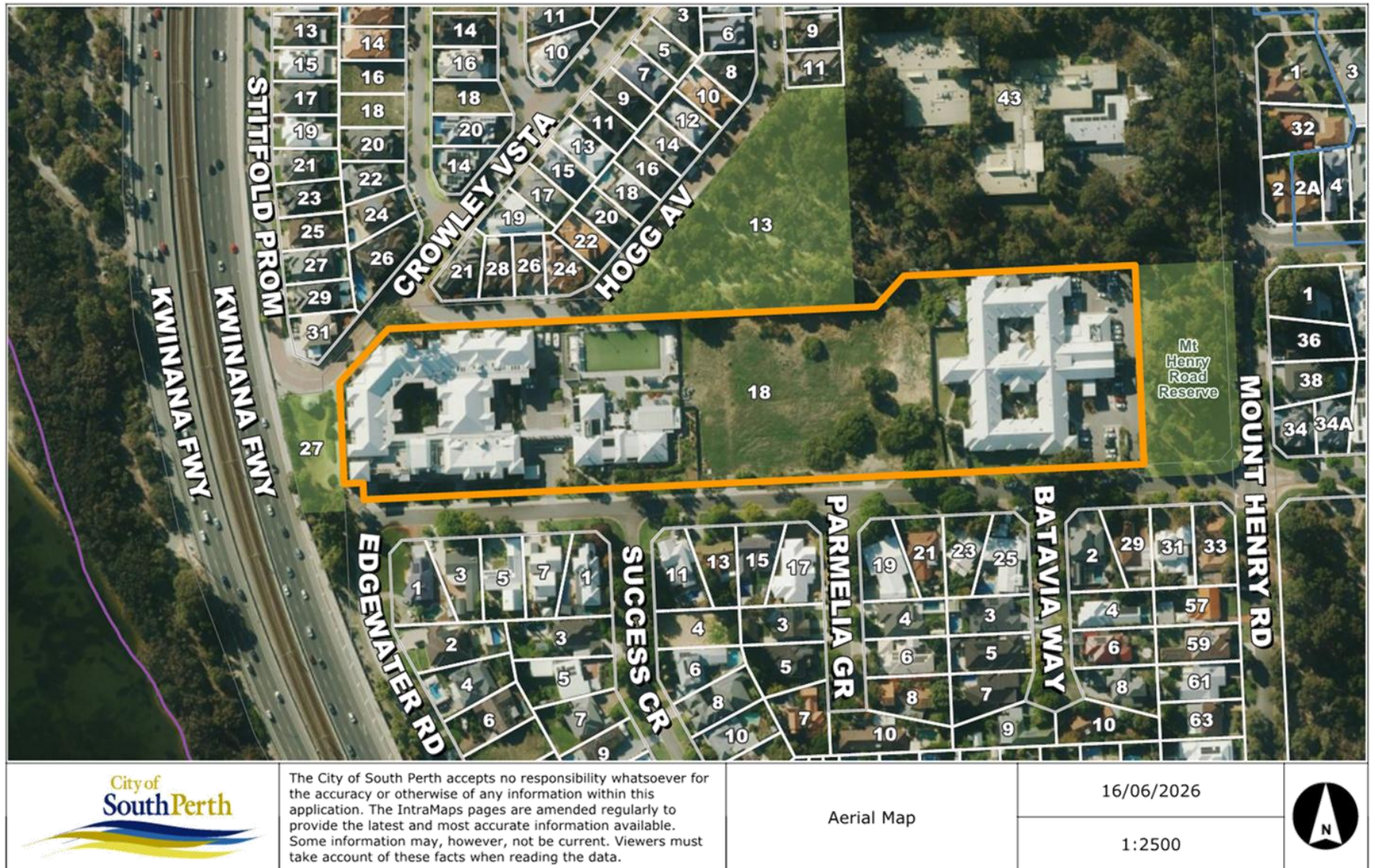


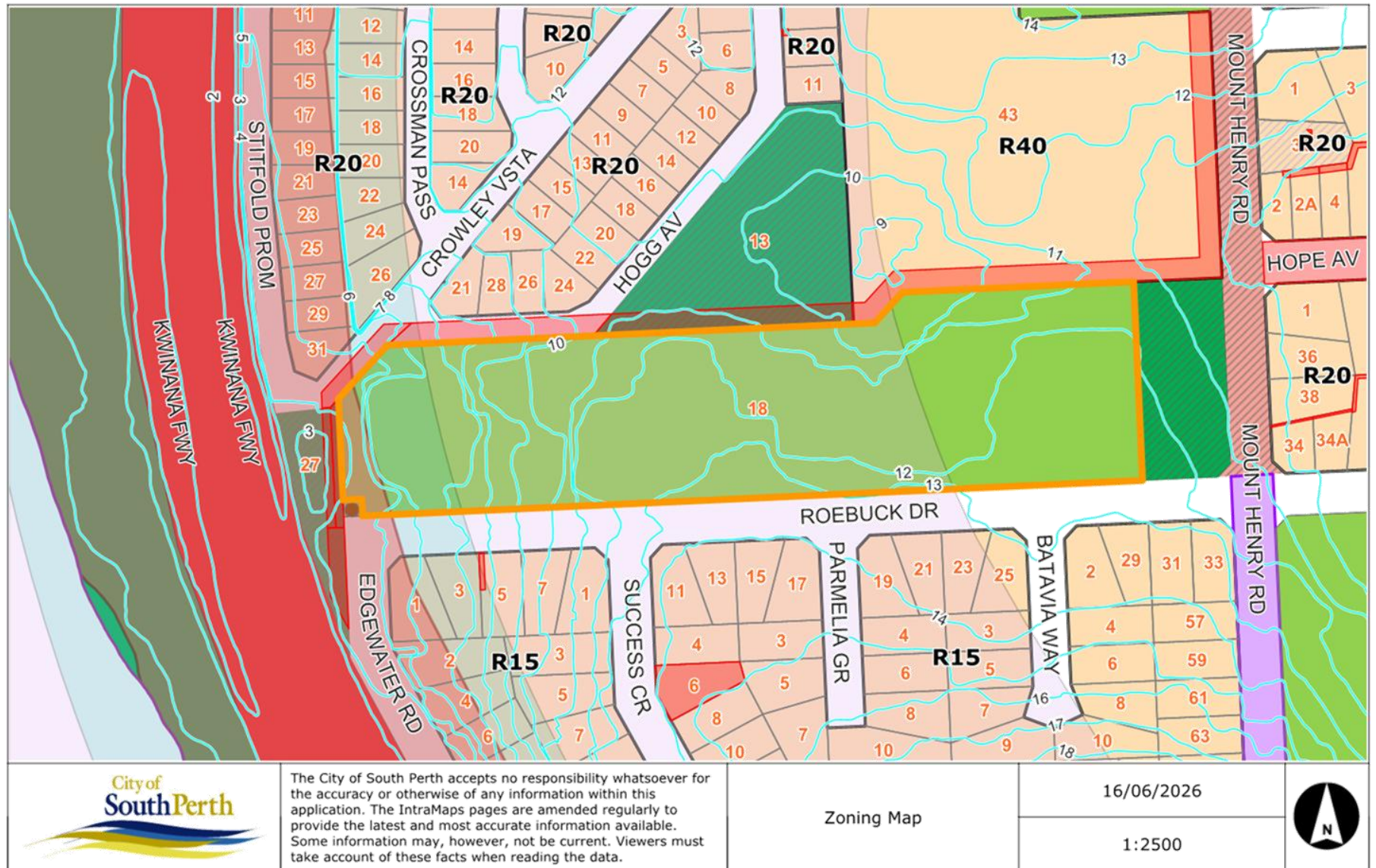


Schedule of Submissions

Proposed Reroofing of Residential Aged Care Facility on Lot 3650, 10 Roebuck Drive, Salter Point

1	Public Transport Authority Via email
Objection	
Summary of Submission	Comment
1.1 The Public Transport Authority (PTA) has no objections to this application.	Noted.





Payment Listing June - Interim 2026

This schedule of accounts to be passed for payments covering the following:



	AMOUNT (\$)
ELECTRONIC PAYMENTS	
Electronic payments to creditors	522 11,640,254.91
Less: Cancelled EFT transactions	0.00
Total Electronic Payments to Creditors	11,640,254.91
CHEQUE PAYMENTS	
Cheque payments to creditors	0 0.00
Less: Cancelled cheque transactions	0.00
Total Cheque Payments to Creditors	0.00
Total monthly payments to creditors	522 11,640,254.91
EFT payments to non creditors	35 92,565.34
Cheque payments to non creditors	6 5,148.68
Total payments to non creditors	97,714.02
Total EFT & Cheque payments	563 11,737,968.93
Credit Card Payments	44 11,757.90
Fleet Card Payments	40 4,089.27
Total June - Interim Payments	647 11,753,816.10

Payment Listing

EFT Payments

Reference	Date	Payee	Description	Amount (\$)
13305962	30/06/2026	Western Power - Underground Power	Underground power instalment	1,918,224.40
13305962	30/06/2026	Clublinks Management	Development agreement	1,556,871.82
13305962	30/06/2026	Department Of Fire & Emergency Services	2025/26 ESL 4th Qtr	934,473.28
11170482	4/06/2026	Clublinks Management	Development agreement	779,545.86
13305962	30/06/2026	Hydroquip Pumps and Irrigation Pty Ltd	Irrigation mainline replacement SJMP	319,000.00
1352212	11/06/2026	PEAP CONTRACTORS PTY LTD	Works at Richardson Park	299,020.43
13091294	18/06/2026	AE Hoskins Building Services	All gender change rooms various	261,643.19
10393178	11/06/2026	Deputy Commissioner of Taxation	PAYG	236,087.00
11013485	30/06/2026	Deputy Commissioner of Taxation	PAYG	228,753.00
1352212	11/06/2026	Cleanaway	Rubbish services/supplies	218,204.33
13091294	18/06/2026	Axis Contracting Pty Ltd	Works-Karawara Laneways & Arlington	203,477.25
13091294	18/06/2026	LKS CONSTRUCTIONS (WA) PTY LTD	Building Works - various	195,254.95
10291994	11/06/2026	SuperChoice Services Pty Ltd	Employer Superannuation	179,450.34
09170678	25/06/2026	SuperChoice Services Pty Ltd	Employer Superannuation	177,250.52
13091294	18/06/2026	Kwinana Energy Recovery	May 2026 Waste Disposal	176,790.23
11170482	4/06/2026	Maddington Hyundai & Isuzu Ute	Isuzu Ute vehicles	126,270.22
13091294	18/06/2026	Beacon Equipment - Canning Vale	Front mowers	125,939.00
1352212	11/06/2026	AE Hoskins Building Services	Works at WCG Thomas Pavillion	125,647.09
14375526	15/06/2026	FORTIS SECURITY PTY LTD	CCTV Trailer	108,430.98
13091294	18/06/2026	PEAP CONTRACTORS PTY LTD	Sports Oval Floodlighting Project	104,716.94
13091294	18/06/2026	LA Property Solutions	Supply/install fence- Recycling Centre	101,035.00
11170482	4/06/2026	BLANK WALLS INTERNATIONAL PTY LTD	Provision of a Mural Festival	92,400.00
13305962	30/06/2026	PEAP CONTRACTORS PTY LTD	Electrical works- various	76,393.72
13091294	18/06/2026	Enviro Sweep	Street Sweeping-Variou	75,982.79
13305962	30/06/2026	ABORIGINAL LAND CARE (NGALA BOODJA) PTY LTD	Landscape Maintenance- various	72,903.15
13095286	25/06/2026	Janissen Electrics	Solar & Fixed Lighting works- various	65,893.47
13095286	25/06/2026	Western Aust Treasury Corp	Loan repayment	65,825.87
1352212	11/06/2026	ABM Landscaping	Landscape works-Coode St	63,209.70
13095286	25/06/2026	City of Vincent	Perth Inner City Grp contribution 25-26	62,367.70
13305962	30/06/2026	Kali-Tech Aboriginal Corporation	Metal Pole Structural Inspection	60,821.20
13091294	18/06/2026	WESTERN METROPOLITAN REGIONAL COUNCIL	Verge Valet	58,953.64
11170482	4/06/2026	AE Hoskins Building Services	Works at Op Centre	55,775.97
1352212	11/06/2026	Sercul South East Region Centre Urban Landcare	Plants for Hurlingham Live stream	54,566.60
1352212	11/06/2026	Classic Tree Services	Tree Removal & Pruning- various	51,689.15
13091294	18/06/2026	Maddington Hyundai & Isuzu Ute	Isuzu Ute vehicle	51,193.32
13095286	25/06/2026	Classic Tree Services	Tree Removal & Pruning- various	51,053.55
13095286	25/06/2026	MMM WA Pty Ltd	Works at Collins/Kennard	48,891.28
1352212	11/06/2026	Janissen Electrics	Electrical works- various	48,467.81
13091294	18/06/2026	RTV Computers Pty Ltd	HP laptops	47,793.90
13095286	25/06/2026	NRP Electrical Services	BMS Upgrade	47,113.00
1352212	11/06/2026	Brajovich Demolition & Salvage (WA) Pty Ltd	CART & DISPOSE SWEEPINGS	45,100.00
1352212	11/06/2026	Uniting Global Pty Ltd	Cleaning services- various	41,540.65
11170482	4/06/2026	TEKSPACE PTY. LTD.	ThreatLocker Bundle yearly subscription	40,425.00
13091294	18/06/2026	Synergy	Electricity usage	40,288.42
1352212	11/06/2026	Honeylight Consulting Pty Ltd	Wireless infrastruc/HPE Subs Licence	37,324.54
1352212	11/06/2026	MMM WA Pty Ltd	Works at Manning Road	33,315.25

1352212	11/06/2026	MP Rogers & Associates Pty Ltd	KFF Hydrodynamic & Sediment Modelling	33,028.22
11170482	4/06/2026	Programmed Property Services	Sportsground/wicket/croquet maintenance	29,994.95
11170482	4/06/2026	Brightmark Group Pty Ltd	Cleaning services- various	27,050.49
13091294	18/06/2026	InfoCouncil Pty Ltd	Annual License & Helpdesk Fee	26,627.72
13305962	30/06/2026	StrataGreen	Wooden stakes for trees	26,488.00
13305962	30/06/2026	T-Quip	Mowing Equipment	26,173.40
13305962	30/06/2026	Brightmark Group Pty Ltd	Cleaning services- various	25,109.91
11170482	4/06/2026	Technology One Ltd	AMS Program Uplift	24,420.00
13091294	18/06/2026	Cadgroup Australia Pty Ltd	Subscription charges	23,600.50
13305962	30/06/2026	Department Of Planning Lands and Heritage	DAP fee- SP Esplanade & Leonora	23,363.00
13095286	25/06/2026	Uniting Global Pty Ltd	Cleaning services- various	22,381.32
1352212	11/06/2026	Sifting Sands	Playground sand cleaning	22,219.70
1352212	11/06/2026	Clublinks Management	Development agreement	22,000.00
1352212	11/06/2026	Abdul-Rahman Abdullah	Public Art Commission	22,000.00
13305962	30/06/2026	Abdul-Rahman Abdullah	Public art commission	22,000.00
1352212	11/06/2026	Bunyip Contracting Pty Ltd	Landscape works- various	21,910.00
13305962	30/06/2026	Cleanflow Environmental Solutions	CCTV Inspection- various	21,670.00
1352212	11/06/2026	Perth Zoo	Card & Coin Machine takings May26	21,298.75
1352212	11/06/2026	Domus Nursery	Nursery supplies	19,922.65
1352212	11/06/2026	Environmental Industries Pty Ltd	Weed control/mulch verges	19,743.00
13091294	18/06/2026	Water Corporation	Water charges	19,413.17
13095286	25/06/2026	Australian HVAC Services	HVAC Remedial works	19,272.00
13095286	25/06/2026	linSights	Strategic Asset Management Consultancy	18,942.00
13305962	30/06/2026	Definet Pty Ltd	GIS Consulting Services	18,589.73
13305962	30/06/2026	Anser Technical	Works-Mannig Bike Track/Collier Res.	18,172.00
13095286	25/06/2026	Prestige Alarms	Supply/install Alarms	17,996.00
1352212	11/06/2026	Synergy	Electricity usage	17,088.07
13091294	18/06/2026	Bunyip Contracting Pty Ltd	Works at Redmond Foreshore	17,014.10
13305962	30/06/2026	Workpower Inc	Customer Interface Management	16,861.90
11170482	4/06/2026	Workpower Inc	Customer Interface Management	16,500.00
11170482	4/06/2026	Classic Tree Services	Arboricultural assessment- various	15,895.00
1352212	11/06/2026	WALLACE PM PTY LTD	Club Amenity Upgrades	15,400.00
13095286	25/06/2026	ABM Landscaping	Verge Mowing & Landscape maint.	15,161.75
13095286	25/06/2026	Living Turf	Turf supplies	15,054.60
13091294	18/06/2026	PIPE NETWORKS PTY LIMITED	Internet & Fibre Optic Services	14,546.40
13095286	25/06/2026	Honeylight Consulting Pty Ltd	Professional Services	14,520.00
1352212	11/06/2026	Techworks Plumbing	Plumbing services	14,482.61
13305962	30/06/2026	AE Hoskins Building Services	Electrical works- various	14,465.79
13091294	18/06/2026	Servicefm Pty Ltd	Emergency lights testing-various	13,986.89
13305962	30/06/2026	Green Skills	Contract Staff	13,952.93
1352212	11/06/2026	Eclipse Soils Pty Ltd	Nursery supplies	13,879.58
13305962	30/06/2026	Pickstar	New Starters Value session	13,200.00
13091294	18/06/2026	MP Rogers & Associates Pty Ltd	Professional Engineering Services	12,977.91
11170482	4/06/2026	Great Southern Fuel Supplies	Fuel	12,777.95
13091294	18/06/2026	Infinity Training Australia	Training Diploma of Leadership & Mgmt	12,512.50
13095286	25/06/2026	RTV Computers Pty Ltd	Dell laptops	12,078.00
13095286	25/06/2026	Parker Black & Forrest Pty Ltd	Automated gate for recycling centre	11,220.00
13095286	25/06/2026	ABORIGINAL LAND CARE (NGALA BOODJA) PTY LTD	Mulching of Ryrie reserve	11,000.00
13305962	30/06/2026	Mills Oakley	Legal services	10,712.90
13305962	30/06/2026	Living Turf	Turf maintenance supplies	10,591.90
13095286	25/06/2026	Syrinx Environmental Pty Ltd	Cygnia Cove Weed Control	10,442.00
13091294	18/06/2026	FETCH PRINT PTY LTD	Signage for Reception walls/glass & Ops Ctr	10,186.00
11170482	4/06/2026	ABORIGINAL LAND CARE (NGALA BOODJA) PTY LTD	Mthly landscape Maint.- various	10,082.33
13305962	30/06/2026	Freo Fire Maintenance Services Pty Ltd	Service & Maintenance	9,959.68
1352212	11/06/2026	Green Skills	Contract Staff	9,425.41
13305962	30/06/2026	RTV Computers Pty Ltd	Network infrastructure equip & accessories	9,236.70
13091294	18/06/2026	SCA Architecture Studio Pty Ltd	Architectural Consultancy Services	9,207.00
11170482	4/06/2026	ABM Landscaping	Landscape Maintenance- various	9,011.75
13091294	18/06/2026	ABORIGINAL LAND CARE (NGALA BOODJA) PTY LTD	Revegetation Planting- various	8,997.78
1352212	11/06/2026	Australian HVAC Services	HVAC Remedial services	8,936.40
13095286	25/06/2026	Cleanflow Environmental Solutions	CCTV Inspection & gully educting	8,914.40
11170482	4/06/2026	Bardfield Engineering	Supply/install Basketball post	8,690.00
13305962	30/06/2026	Great Southern Fuel Supplies	Fuel	8,677.46
13091294	18/06/2026	Swift Flow Pty Ltd	Plumbing Services-Hurlingham Toilets	8,540.23
13091294	18/06/2026	Asphaltech	Works at Alston Ave	8,476.38
13091294	18/06/2026	Green Skills	Contract Staff	8,399.42
13091294	18/06/2026	TK Elevator Australia Pty Ltd	Elevator service	8,228.00
13095286	25/06/2026	Bunyip Contracting Pty Ltd	Tree Planting- various	7,969.00
1352212	11/06/2026	GFG Temp Assist	Contract Staff	7,749.72
13095286	25/06/2026	GFG Temp Assist	Contract Staff	7,749.72
13091294	18/06/2026	Syrinx Environmental Pty Ltd	Planting- various	7,697.40
13305962	30/06/2026	Easi Salary	Novated Lease	7,640.51
13091294	18/06/2026	Great Southern Fuel Supplies	Fuel	7,629.22
13095286	25/06/2026	Greenway Turf Solutions Pty Ltd	Turf maintenance supplies	7,541.60
1352212	11/06/2026	Djoona Pty Ltd	Cultural Bike Tour	7,480.00
1352212	11/06/2026	Greenway Turf Solutions Pty Ltd	Turf maintenance supplies	7,337.00
11170482	4/06/2026	WA Hino Sales & Service	Truck repair and service	7,227.90
11170482	4/06/2026	Porter Consulting Engineers	Sewer works CPGC	7,040.00
13095286	25/06/2026	T-Quip	Workshop supplies	6,974.85
13091294	18/06/2026	Site Architecture Studio	Professional services-Collier Reserve	6,930.00
1352212	11/06/2026	Josh Byrne & Associates Pty Ltd	Urban Greening Strategy	6,912.40
13305962	30/06/2026	Kleenit	Graffiti removal& cleaning-various	6,825.04
13091294	18/06/2026	LO-GO Appointments WA	Contract staff	6,815.31
13305962	30/06/2026	Classic Tree Services	Tree Removal/tree decline investigatn	6,769.40
11170482	4/06/2026	StrataGreen	Wooden stakes for trees	6,622.00
13091294	18/06/2026	Crayon	Microsoft Azure and firewall services	6,450.06
13091294	18/06/2026	Pedders Suspension Cannington	Workshop supplies	6,436.40

13095286	25/06/2026	Traffic Force	Traffic mgmt	6,388.01
1352212	11/06/2026	South Perth Bowling Club	Card & Coin Machine takings May26	6,359.57
13091294	18/06/2026	Technology One Ltd	AMS Program 1/7/26-31/7/26	6,343.61
13091294	18/06/2026	WC Convenience Management Pty Ltd	Maintenance & cleaning	6,182.96
13091294	18/06/2026	Allpest WA	Termite Baiting Renewal/Pest control services	6,083.00
13095286	25/06/2026	Great Southern Fuel Supplies	Fuel	6,075.29
13305962	30/06/2026	Bunyip Contracting Pty Ltd	Landscape maintenance	5,980.00
13095286	25/06/2026	Innova Group P/L	Office furniture	5,977.40
1352212	11/06/2026	Cleanflow Environmental Solutions	CCTV Inspection & drain cleaning	5,957.60
13091294	18/06/2026	Cleanflow Environmental Solutions	Drain clean -various	5,918.00
13091294	18/06/2026	Parker Black & Forrest Pty Ltd	Padlocks with shackle for Ops Centre	5,868.50
13305962	30/06/2026	TK Elevator Australia Pty Ltd	Elevator service-MCC	5,854.93
13095286	25/06/2026	Natural Area Consulting	Baseline Habitat Survey	5,597.15
1352212	11/06/2026	Sports Turf Technology	Biannual water sampling and reporting	5,574.80
1352212	11/06/2026	West Coast Turf	Install Turf-Various	5,558.30
13095286	25/06/2026	LA Property Solutions	Supply & install fence	5,500.00
13095286	25/06/2026	Altura - Height Safety Professionals	Management Consulting Services	5,500.00
1352212	11/06/2026	Fresh Catering and Events	Catering services - various	5,493.40
13305962	30/06/2026	Syrinx Environmental Pty Ltd	Mt Henry Report	5,482.70
1352212	11/06/2026	Left Back Solutions Pty Ltd	ECM Data Migration	5,438.13
13305962	30/06/2026	Australian HVAC Services	HVAC Remedial services	5,331.95
13091294	18/06/2026	Envisionware Australia Pty Ltd	Annual Renewal fees	5,315.38
13095286	25/06/2026	Instant Products Hire	Hire of toilet for event	5,047.72
13091294	18/06/2026	Colleagues Nagels	Supplies	5,041.82
11170482	4/06/2026	Synergy	Electricity usage	4,745.46
1352212	11/06/2026	RoadLogic	Traffic mgmt	4,620.00
13305962	30/06/2026	Eclipse Soils Pty Ltd	Nursery supplies	4,600.20
13305962	30/06/2026	Garden City Plastics	Nursery supplies	4,595.31
13095286	25/06/2026	BIOCITY PTY LTD	Arborist services- various	4,554.00
13095286	25/06/2026	Freo Fire Maintenance Services Pty Ltd	Service & Maintenance	4,499.00
1352212	11/06/2026	Lochness Landscape Services	Karawarra Greenways Mowing	4,455.00
13095286	25/06/2026	Lochness Landscape Services	Karawarra Greenways Mowing	4,455.00
1352212	11/06/2026	Swift Flow Pty Ltd	Plumbing services	4,454.99
1352212	11/06/2026	FORTIS SECURITY PTY LTD	Supply of Genetec training	4,407.77
1352212	11/06/2026	3D HR LEGAL PTY LTD	Professional fees	4,400.00
11170482	4/06/2026	Benara Nurseries	Nursery supplies	4,396.48
13305962	30/06/2026	Axiis Contracting Pty Ltd	Footpath works-Hampden St	4,381.56
13095286	25/06/2026	TK Elevator Australia Pty Ltd	Elevator service	4,329.11
13091294	18/06/2026	Classic Tree Services	Dead pine removal CPGC	4,327.40
13305962	30/06/2026	GFG Temp Assist	Contract Staff	4,305.40
11170482	4/06/2026	LO-GO Appointments WA	Contract Staff	4,243.97
13305962	30/06/2026	LO-GO Appointments WA	Contract Staff	4,243.97
11170482	4/06/2026	Western Environmental Pty Ltd	SAQP Reporting	4,183.85
13305962	30/06/2026	Planet Footprint Pty Ltd	Data management, analysis & reporting	4,175.88
10291994	11/06/2026	Easi Salary	Novated Lease	4,123.45
1352212	11/06/2026	Syrinx Environmental Pty Ltd	Landscape Maintenance- various	4,106.95
13095286	25/06/2026	Datacom Solutions (AU) Pty Ltd	SaaS monthly charges	4,086.56
13095286	25/06/2026	APACE Aid Incorporated APACE WA	Nursery supplies	4,051.63
11170482	4/06/2026	Kleenit	Graffiti removal- various	4,044.82
13091294	18/06/2026	State Wide Turf Services	Turf renovations-Olives Reserve	3,987.50
1352212	11/06/2026	ATF Services Pty Ltd	Temp Fencing	3,901.70
13305962	30/06/2026	Beaver Tree Services	Tree works-Various	3,850.00
13305962	30/06/2026	BCE SURVEYING PTY LTD	Survey works	3,773.00
1352212	11/06/2026	Allied Security Australia	Security monthly patrol	3,603.36
13305962	30/06/2026	Traffic Force	Traffic mgmt	3,543.62
13305962	30/06/2026	Michael Page International Pty Ltd	Contract Staff	3,475.67
13095286	25/06/2026	LO-GO Appointments WA	Contract Staff	3,395.17
1352212	11/06/2026	Kyocera	Photocopier charges	3,325.56
13091294	18/06/2026	Australian HVAC Services	HVAC Remedial services	3,294.50
13305962	30/06/2026	Feral Invasive Species Eradication Management	Feral Animal Control	3,294.50
13091294	18/06/2026	Swan Valley Landscape Supplies	Lawn Level sand supply	3,285.00
11170482	4/06/2026	Fire Design Solutions Pty Ltd	Fire Engineering Consultancy	3,245.00
1352212	11/06/2026	ChoiceOne	Contract Staff	3,228.09
11170482	4/06/2026	Australian HVAC Services	HVAC Remedial works	3,209.27
09170678	25/06/2026	Easi Salary	Novated Lease	3,203.90
11170482	4/06/2026	Hays Specialist Recruitment(Aust) P/L	Contract Staff	3,191.52
1352212	11/06/2026	SOS-Switched Onto Safety	Annual maintenance/licence charges	3,188.90
11170482	4/06/2026	FLOWBIRD AUSTRALIA PTY LTD	Maintenance & Support charges	3,174.62
11170482	4/06/2026	MDM Entertainment	Library supplies	3,153.22
13095286	25/06/2026	Image Extra	Supply of Bollards	3,146.00
13091294	18/06/2026	Outback Imaging Pty Ltd	Maintenance & Licence Renewal	3,128.71
1352212	11/06/2026	Hays Specialist Recruitment(Aust) P/L	Contract Staff	3,085.13
13095286	25/06/2026	SMWC Willcock & Copping	Mechanical services	3,080.00
13091294	18/06/2026	FLOWBIRD AUSTRALIA PTY LTD	Telstra SIM cards & credit card trans.	3,058.13
13091294	18/06/2026	SMWC Willcock & Copping	Professional Services	3,036.00
13091294	18/06/2026	A1 Steel and Alloy	Recycling Centre padlock covers	3,014.00
13305962	30/06/2026	Future Shelter	Artwork design services	2,970.00
1352212	11/06/2026	Cameron Chisholm & Nicol (WA) Pty Ltd	DRP Meeting	2,887.50
11170482	4/06/2026	ATI-Mirage	Staff Training	2,885.85
1352212	11/06/2026	ATI-Mirage	Staff training	2,885.85
11170482	4/06/2026	Optus MS Teams	Phone charges	2,861.03
1352212	11/06/2026	Traffic Force	Traffic mgmt	2,832.23
13305962	30/06/2026	Boral Construction Materials Group Ltd	Cement	2,775.30
1352212	11/06/2026	Australian Institute of Management	Subscription charges	2,750.00
13305962	30/06/2026	RoadLogic	Traffic mgmt	2,747.25
13305962	30/06/2026	Janissen Electrics	Electrical works-GBLC	2,711.13
13305962	30/06/2026	West Coast Shade Pty Ltd	Shade sail repair- SLMP	2,695.00

13305962	30/06/2026	Left Back Solutions Pty Ltd	IT Services	2,695.00
13305962	30/06/2026	Bunnings Building Supplies P/L	Supplies	2,664.79
11170482	4/06/2026	Omnicom Media Group Australia Pty Ltd	Verge Valet schedule	2,660.93
1352212	11/06/2026	Site Architecture Studio	Professional services-New changerooms	2,598.20
13091294	18/06/2026	NRP Electrical Services	Technical service- NMS system	2,598.20
13095286	25/06/2026	Sports Turf Technology	Biannual groundwater sampling	2,596.00
13091294	18/06/2026	Allied Security Australia	Security Alarm Response	2,552.46
13091294	18/06/2026	People Sense Pty Ltd	Staff Counselling	2,546.04
13305962	30/06/2026	Allied Security Australia	Random night patrols	2,540.82
1352212	11/06/2026	Allpest WA	Pest Control Services	2,535.50
13305962	30/06/2026	Statewide Line Marking	Works at Weston Street	2,521.75
1352212	11/06/2026	Prestige Alarms	Monitoring Alarm service	2,495.00
1352212	11/06/2026	State Wide Turf Services	Waste Removal-James Miller	2,420.00
13091294	18/06/2026	Stantec Australia Pty Ltd	Project mgmt	2,418.90
1352212	11/06/2026	Precision Safety Solutions	Gas Tester for Confined Spaces	2,415.60
13095286	25/06/2026	Cat Haven	Animal Welfare	2,373.00
1352212	11/06/2026	Jason Signmakers	Stickers/signage	2,365.67
13305962	30/06/2026	Terrain Group Pty Ltd	Riverside seat	2,354.00
13305962	30/06/2026	Environmental Health Australia	Corporate Membership	2,350.00
13091294	18/06/2026	Zipform Pty Ltd	Final Rates Notice 2025/26	2,302.13
13305962	30/06/2026	BIBLIOTHECA AUSTRALIA PTY LTD	Civica Spydus Azure Migration	2,288.00
13095286	25/06/2026	Oleoology	Ops Centre - Annual Pit inspection	2,249.50
13091294	18/06/2026	Connect Call Centre Services	After hours calls	2,246.53
13091294	18/06/2026	Left Back Solutions Pty Ltd	IT services	2,213.75
1352212	11/06/2026	McLeods Lawyers	Legal services	2,210.64
11170482	4/06/2026	Djoona Pty Ltd	Reconciliation Walk 2026	2,200.00
13305962	30/06/2026	AGS Metalwork	Welding grate	2,200.00
13095286	25/06/2026	Claremont Asphalt & Paving Services	Crossover works Dyson St	2,158.75
13095286	25/06/2026	Animal Health Solutions	Animal welfare supplies	2,118.30
13095286	25/06/2026	West Coast Shade Pty Ltd	Repairs-SP Seniors	2,112.00
13305962	30/06/2026	Integral Fire Protection	Evacuation Diagrams & Block Plans	2,106.50
1352212	11/06/2026	Indarra Pty Ltd	Foreshore Art	2,090.00
1352212	11/06/2026	Department Of Transport-Vehicle Search fees	Vehicle search fees	2,065.50
13095286	25/06/2026	Tactile Indicators Perth Pty Ltd	Yellow Stikcrete Hazard	2,028.00
13091294	18/06/2026	Kleenit	High pressure clean/ bins-various	2,020.62
13305962	30/06/2026	Blackwoods	Supplies	2,013.00
13095286	25/06/2026	Envirocare Systems	Service charges	1,997.60
1352212	11/06/2026	Kerb Doctor	Kerb Works-Lowan Loop	1,980.00
1352212	11/06/2026	Compu-Stor	Book Scanning	1,954.83
13095286	25/06/2026	Fennell Tyres International Pty Ltd	Tyres	1,949.86
13305962	30/06/2026	Eastern Metropolitan Regional Council	Mattress recycling	1,936.00
13305962	30/06/2026	Arthur D Riley	Parking ticket charges	1,926.84
1352212	11/06/2026	WA Local Government Association	Staff course	1,925.00
13091294	18/06/2026	Flick Aticimex Pty Ltd	Sanitation services	1,901.45
13091294	18/06/2026	IRDI Legal	Legal services	1,876.19
13095286	25/06/2026	Techworks Plumbing	Plumbing service-Hensman Tennis Club	1,853.00
1352212	11/06/2026	Classic Hire	Sign hire	1,830.40
13091294	18/06/2026	Fresh Catering and Events	Catering services - various	1,799.05
13095286	25/06/2026	Fresh Catering and Events	Catering services - various	1,787.50
13091294	18/06/2026	AFGRI Equipment Australia Pty Ltd	Hydraulic line leak repair	1,785.26
1352212	11/06/2026	Seek Limited	Recruitment advertisements	1,780.88
1352212	11/06/2026	Imperial Glass	Glass repairs	1,767.63
13091294	18/06/2026	Occuhealth Pty Ltd	Risk assessment-Hazel McDougall House	1,762.75
13305962	30/06/2026	Allpest WA	Pest Control Services	1,761.89
13305962	30/06/2026	Focus Consulting WA Pty Ltd	Electrical Consulting Services:	1,716.00
13091294	18/06/2026	SAFEPAH PTY LTD	Grinding around Lansdowne St.	1,705.00
13095286	25/06/2026	WC Convenience Management Pty Ltd	Exeloo Repairs	1,691.49
11170482	4/06/2026	MP Rogers & Associates Pty Ltd	Professional Engineering Services	1,664.19
11170482	4/06/2026	Lock Stock & Farrell Locksmith	Padlocks and keys for Civic Centre	1,653.60
1352212	11/06/2026	Parks & Leisure Australia	Membership fees	1,650.00
1352212	11/06/2026	Advanced Training Pty Ltd	Implement and Manage Microsoft Intune.	1,650.00
13091294	18/06/2026	Tecan Australia	Certificate of Construction Compliance	1,650.00
11170482	4/06/2026	Baileys Fertilisers	Turf maintenance supplies	1,643.40
11170482	4/06/2026	Cled Consulting	DRP meetings	1,643.40
11170482	4/06/2026	Beacon Equipment - Canning Vale	Equipment	1,632.70
1352212	11/06/2026	Evolve Experiences	Staff workshop	1,600.00
13305962	30/06/2026	Swift Flow Pty Ltd	Plumbing service	1,587.92
13091294	18/06/2026	Eastern Metropolitan Regional Council	Mattress Recycling	1,584.00
13305962	30/06/2026	OCP Sales	Workwear	1,583.85
1352212	11/06/2026	Benara Nurseries	Nursery supplies	1,575.20
13091294	18/06/2026	Alinta	Gas usage	1,549.80
13095286	25/06/2026	Setonix Digital Pty Ltd	Project Management Services	1,529.00
13305962	30/06/2026	Work Clobber	Workwear	1,524.00
13095286	25/06/2026	JB Hi-Fi	IT Supplies	1,522.52
13095286	25/06/2026	Statewide Line Marking	Works at Mill Point Road	1,491.05
13305962	30/06/2026	Sercul South East Region Centre Urban Landcare	Maintenance at Hurlingham Living Stream	1,485.00
1352212	11/06/2026	Interia Systems	Office furniture	1,474.00
13305962	30/06/2026	Air & Power	Service charges	1,452.35
1352212	11/06/2026	Acurix Networks	Public Wifi service	1,433.30
13095286	25/06/2026	Landgate	GRV Interim Valuation	1,420.65
13095286	25/06/2026	Totally Workwear - Belmont	Workwear	1,412.43
11170482	4/06/2026	Como Panel And Paint	Car repairs	1,394.17
13305962	30/06/2026	David Golf & Engineering	Standard Dimple Tee Marker Red	1,386.00
1352212	11/06/2026	StrataGreen	Supplies	1,383.71
11170482	4/06/2026	Michelle Culnane	Art Classes	1,376.00
13095286	25/06/2026	Michelle Culnane	Holiday Art Classes	1,376.00
13095286	25/06/2026	McLeods Lawyers	Legal services	1,349.04

13091294	18/06/2026	City of Vincent	Animal Welfare V286D	1,348.00
13091294	18/06/2026	Burson Automotive Pty Ltd	Auto parts	1,340.39
11170482	4/06/2026	C & T Reticulation	Retic shut down-various	1,320.00
11170482	4/06/2026	Eastern Metropolitan Regional Council	Mattress Recycle	1,320.00
1352212	11/06/2026	C & T Reticulation	Retic works	1,320.00
13305962	30/06/2026	Preston Street IGA	Catering	1,295.00
13095286	25/06/2026	Hydroquip Pumps and Irrigation Pty Ltd	Irrigation Parts	1,291.95
11170482	4/06/2026	T-Quip	Equipment	1,271.04
1352212	11/06/2026	CS Legal	Legal services	1,232.00
13091294	18/06/2026	Aussie Broadband	Fibre Optic service	1,208.90
11170482	4/06/2026	Imperial Glass	Glass repairs	1,202.65
13091294	18/06/2026	Testo Pty Ltd	Supplies for Environmental Health	1,188.00
13305962	30/06/2026	WINC Australia Pty Ltd	Office supplies	1,167.46
11170482	4/06/2026	South Beach Eco Trust	Workshop	1,155.00
13091294	18/06/2026	Landgate	GRV Interim valuations	1,140.95
13091294	18/06/2026	Blackwoods	Supplies	1,140.05
13305962	30/06/2026	Landgate	GRV Interim Valuation	1,129.90
13095286	25/06/2026	Jackson McDonald Lawyers	Legal services	1,108.80
13305962	30/06/2026	Cleanaway	Education & Promotion	1,100.00
1352212	11/06/2026	Totally Workwear - Belmont	Workwear	1,096.35
13305962	30/06/2026	Action Fencing Services	Fence Repairs	1,078.00
13095286	25/06/2026	Boral Construction Materials Group Ltd	Cement	1,077.79
11170482	4/06/2026	Envirocare Systems	Waterless Urinal Service Plan	1,071.66
13095286	25/06/2026	Imagesource Digital Solutions	NAIDOC Posters	1,063.70
13095286	25/06/2026	Kerb Doctor	Kerb Repairs Kardn court	1,045.00
13095286	25/06/2026	Veale Auto Parts	Auto parts	1,034.30
13091294	18/06/2026	Tool Kit Depot	Tools	1,006.22
13305962	30/06/2026	Rhizome	DRP	996.00
13095286	25/06/2026	Beacon Equipment - Canning Vale	Equipment	972.00
1352212	11/06/2026	Setonix Digital Pty Ltd	ECM\JM Consulting for May 2026	968.00
13095286	25/06/2026	Action Fencing Services	Fencing at Bill Grayden	935.00
13095286	25/06/2026	Brandconnect	Act Belong Commit merchandise	929.50
1352212	11/06/2026	West-Sure Group Pty Ltd	Cash Collection	924.55
13091294	18/06/2026	Ecocycle Pty Ltd	Globe/Lamp Collection	924.00
13091294	18/06/2026	Total Green Recycling	E-Waste Recycling	913.77
13095286	25/06/2026	Kleenit	Quarterly Clean	907.58
1352212	11/06/2026	Fire Design Solutions Pty Ltd	Fire System & passive Penetration	880.00
13095286	25/06/2026	Djoona Pty Ltd	Cultural Awareness Training	880.00
13305962	30/06/2026	Time Critical CPR & First Aid	First Aid Kits	870.00
13091294	18/06/2026	Department Of Transport - Regos	Jetty Licence Queen St	856.40
13091294	18/06/2026	Auspire - Australia Day Council WA	Membership Subscription	836.00
13095286	25/06/2026	Preston Street IGA	Catering	830.00
13091294	18/06/2026	Catch Create	Event Photography	825.00
13095286	25/06/2026	BCE SURVEYING PTY LTD	survey works-Moresby St	825.00
13091294	18/06/2026	Total Tools Canning Vale	Tools	821.83
11170482	4/06/2026	Repco Auto Parts	Auto parts	811.28
11170482	4/06/2026	PARCHEM CONSTRUCTION SUPPLIES PTY LTD	Rendoroc rapid	810.70
13095286	25/06/2026	Bembe Latin Dance	Dance workshop	800.00
13095286	25/06/2026	Omnicom Media Group Australia Pty Ltd	Public notices	782.01
11170482	4/06/2026	Environmental Health Australia (SA) Inc	AFSA Inspection Pads	758.50
1352212	11/06/2026	OVERDRIVE AUSTRALIA PTY LTD	Library supplies	752.97
11170482	4/06/2026	Western Aust Treasury Corp	Loan repayment	750.76
13305962	30/06/2026	Fresh Catering and Events	Catering services - various	748.55
13091294	18/06/2026	New Town Toyota	Car service	746.69
13095286	25/06/2026	Forpark Australia	Park furniture	745.80
10291994	11/06/2026	Deputy Child Support Registrar	Child Support Agency	743.69
11170482	4/06/2026	Sonic HealthPlus Pty Ltd	Staff Medicals	743.60
13305962	30/06/2026	REMA TIP TOP AUSTRALIA PTY. LIMITED	Workshop supplies	737.01
13095286	25/06/2026	FETCH PRINT PTY LTD	Meeting Room Sign	737.00
13095286	25/06/2026	Go Doors	Works at Hensman St Elementary	728.55
1352212	11/06/2026	Go Doors	Service and repairs	719.68
13091294	18/06/2026	Zac Armistead	Spydus Consulting	712.50
13095286	25/06/2026	Sonic HealthPlus Pty Ltd	Staff medicals	704.00
11170482	4/06/2026	Alinta	Gas usage	667.75
13091294	18/06/2026	City of Belmont	Animal welfare BE1047D	661.00
1352212	11/06/2026	Award Contracting	Electrical works-Cygnus Pde	660.00
13091294	18/06/2026	Swan Towing Service	Towing Services	653.40
1352212	11/06/2026	Mr M McGuire	Welcome to country	650.00
13095286	25/06/2026	Niki Travell	Algae Testing-Lake Tondut	650.00
1352212	11/06/2026	Fennell Tyres International Pty Ltd	Tyres	646.12
13091294	18/06/2026	VCM - Vending Coffee Machines	Coffee machine supplies	646.00
13305962	30/06/2026	Olaya Lope	Reimbursement-Professional Membership	640.00
13091294	18/06/2026	Chindarsi Architects	Review by Hydraulic Consultant	632.50
13305962	30/06/2026	Porter Equipment Pty Ltd	Service & Repairs	627.00
1352212	11/06/2026	Sonic HealthPlus Pty Ltd	Staff medicals	614.90
13305962	30/06/2026	Light Application Pty Ltd	Remote Programming-Mindeerup	611.88
11170482	4/06/2026	Scarey One Pty Ltd	Crane truck hire	594.00
09170678	25/06/2026	Deputy Child Support Registrar	Child Support Agency	589.78
11170482	4/06/2026	RTV Computers Pty Ltd	IT Supplies	572.00
13091294	18/06/2026	MTA WA	EV Safety labels	568.00
13095286	25/06/2026	Hidden Disabilities Sunflower	Promotional merchandise	553.48
1352212	11/06/2026	WA Rangers Association	Membership Fee	550.00
1352212	11/06/2026	Australia Wide Tax & Payroll	Online Taxation and Payroll Training	545.00
1352212	11/06/2026	Letterbox Distribution Services	Solo letterbox drop	544.50
13091294	18/06/2026	Fully Promoted Perth CBD T/A EmbroidMe Perth CBD	Office wear	541.31
11170482	4/06/2026	AFGRI Equipment Australia Pty Ltd	Gas operation cylinder	529.50
1352212	11/06/2026	Bunnings Building Supplies P/L	Supplies	522.09

1352212	11/06/2026	City of Belmont	Animal Welfare BE1032D	514.00
13305962	30/06/2026	McLeods Lawyers	Legal services	510.40
13091294	18/06/2026	Freo Fire Maintenance Services Pty Ltd	Maintenance & Service	504.08
13091294	18/06/2026	Aquotix Aquariums	Aquarium Service	500.50
13091294	18/06/2026	MANNING PRIMARY SCHOOL P&C	2026 Bunuru - Parking Assistance	500.00
11170482	4/06/2026	Hames Sharley	DRP Meeting	497.99
1352212	11/06/2026	Tyke Electrical	Electrical services	495.00
13305962	30/06/2026	City of Belmont	Animal Welfare BE1055D	487.00
13305962	30/06/2026	TenderLink.Com	Tenders	485.10
13091294	18/06/2026	Artsource	Live Art Studio	484.00
13095286	25/06/2026	PAV Sales & Installation	Battery upgrade	480.70
11170482	4/06/2026	J Gourdis Landscapes	Garden Maintenance	480.00
13095286	25/06/2026	NA Ingram	School holiday workshop	475.00
13095286	25/06/2026	Truckline	Workshop supplies	472.27
1352212	11/06/2026	The Lucky Charm Karawara	Library supplies	467.22
13095286	25/06/2026	WINC Australia Pty Ltd	Office supplies	463.34
1352212	11/06/2026	Westbooks	Library supplies	463.18
13091294	18/06/2026	Officeworks	Office supplies	455.64
13095286	25/06/2026	Ms S Zulsdorf	Reimbursement-ARGC Meeting	450.00
13095286	25/06/2026	Leah Horton	Reimbursement-ARGC Meeting	450.00
13091294	18/06/2026	Intertia Systems	Office furniture	448.80
11170482	4/06/2026	Preston Street IGA	Catering	440.00
13305962	30/06/2026	Econo Sweep	Power Sweeping June26	440.00
13305962	30/06/2026	Imagesource Digital Solutions	Volunteer Handbook Booklets	434.50
13091294	18/06/2026	Sonic HealthPlus Pty Ltd	Staff medicals	432.30
11170482	4/06/2026	Parker Black & Forrest Pty Ltd	Locksmith services	431.71
1352212	11/06/2026	Total Green Recycling	E-Waste Recycling	431.35
13095286	25/06/2026	Total Green Recycling	E-Waste Recycling	425.61
1352212	11/06/2026	Statewide Line Marking	CIVIC CENTRE - LINEMARKING	414.70
13305962	30/06/2026	Officeworks	Office supplies	403.13
13305962	30/06/2026	Department of Premier and Cabinet	Cats and Fencing Amendment Local Laws	399.75
13091294	18/06/2026	SEM Distribution	Newspaper supplies	397.68
11170482	4/06/2026	Waterlogic Australia Pty Ltd	Service & Maintenance	396.01
13305962	30/06/2026	Sonic HealthPlus Pty Ltd	Staff medicals	391.60
13305962	30/06/2026	Complete Office Supplies Pty Ltd	Office supplies	381.98
1352212	11/06/2026	WINC Australia Pty Ltd	Office supplies	374.28
13091294	18/06/2026	StrataGreen	Supplies	371.60
13095286	25/06/2026	Bidfood Perth	Council Chamber supplies	368.42
11170482	4/06/2026	Hoopla ANZ LLC	Library supplies	365.22
13305962	30/06/2026	Go Doors	Service & Maintenance	364.10
13091294	18/06/2026	Uniting Global Pty Ltd	Additional cleaning service	363.51
13305962	30/06/2026	Training Services Australia	Health & Safety refresher course	363.00
1352212	11/06/2026	Fruit N Vegies R Us	Fruit baskets	360.00
13091294	18/06/2026	Fruit N Vegies R Us	Fruit baskets	360.00
13305962	30/06/2026	Fruit N Vegies R Us	Fruit baskets	360.00
1352212	11/06/2026	Budget Rent A Car - LOC 20008	Car hire	359.59
1352212	11/06/2026	Laundry Express	Linen service	359.05
13091294	18/06/2026	Bunnings Building Supplies P/L	Supplies	356.38
13091294	18/06/2026	Budget Rent A Car - LOC 20008	Car hire	352.79
13305962	30/06/2026	Sunny Industrial Brushware	Workshop supplies	352.00
13095286	25/06/2026	City of Belmont	Animal Welfare BE1051D	350.00
13095286	25/06/2026	Westbooks	Library supplies	339.44
1352212	11/06/2026	Elliotts Filtration Pty Ltd	Cygnia Cove Iron Filter service	324.50
1352212	11/06/2026	AAAC Towing Pty Ltd	Towing services	320.65
10291994	11/06/2026	Local Govt Racecourses & Cemeteries Emp Union	Union LGRCEU	312.00
09170678	25/06/2026	Local Govt Racecourses & Cemeteries Emp Union	Union LGRCEU	312.00
13095286	25/06/2026	Jackie Boniface	Papermaking Workshop	295.00
13091294	18/06/2026	Battery World Welshpool	Batteries	292.60
13091294	18/06/2026	Bidfood Perth	Council Chamber supplies	289.33
13091294	18/06/2026	AAAC Towing Pty Ltd	Towing Services	287.10
11170482	4/06/2026	CTi5 Pty Ltd	Cash collection	281.69
1352212	11/06/2026	Blackwoods	Supplies	273.20
13095286	25/06/2026	Brightmark Group Pty Ltd	Cleaning Services	269.41
13091294	18/06/2026	WINC Australia Pty Ltd	Office Supplies	266.22
11170482	4/06/2026	Harvey Fresh	Milk Supplies	262.62
1352212	11/06/2026	Harvey Fresh	Milk Supplies	262.62
13095286	25/06/2026	Harvey Fresh	Milk Supplies	262.62
13095286	25/06/2026	City Of Canning	Animal Welfare C311C	260.00
13095286	25/06/2026	Statewide Bearings	Workshop supplies	253.77
13095286	25/06/2026	MDM Entertainment	Library supplies	245.21
1352212	11/06/2026	Parker Black & Forrest Pty Ltd	Locksmith services	243.10
13095286	25/06/2026	Australia Post Library	Postal charges	238.74
13091294	18/06/2026	Imagesource Digital Solutions	Pull up Banner	238.70
11170482	4/06/2026	Bidfood Perth	Council Chamber supplies	238.67
13305962	30/06/2026	Vetwest Animal Hospitals Pty Ltd	Animal Welfare	238.50
13095286	25/06/2026	Bin Bath Australia Pty Ltd	Bin supplies	229.90
13095286	25/06/2026	WA Hino Sales & Service	Auto parts	228.36
11170482	4/06/2026	Amazing Clean Blinds	Repairs to window blinds	220.00
13095286	25/06/2026	SNAP-ON TOOLS (AUSTRALIA) PTY. LTD.	Subscription	214.21
13305962	30/06/2026	White Frame	Artwork repairs/maintenance	209.00
13091294	18/06/2026	Totally Workwear - Belmont	Workwear	206.10
13305962	30/06/2026	Repco Auto Parts	Auto parts	204.91
13305962	30/06/2026	Gardner Autos	Auto parts	204.26
13095286	25/06/2026	Complete Office Supplies Pty Ltd	Office supplies	197.78
13095286	25/06/2026	WA Police Service - Revenue Section	Volunteer Police Checks	193.60
13091294	18/06/2026	Town Of Victoria Park	Animal Welfare VP805D	193.00
13305962	30/06/2026	Beacon Equipment - Canning Vale	Equipment	181.00

11170482	4/06/2026	Fresh Catering and Events	Catering	177.10
10291994	11/06/2026	Health Insurance Fund of WA	Staff deduction payment	176.20
09170678	25/06/2026	Health Insurance Fund of WA	Staff deduction payment	176.20
1352212	11/06/2026	Fuji Xerox	Photocopier charges	159.72
13305962	30/06/2026	Prestige Alarms	Service charge	154.00
13305962	30/06/2026	RAC BusinessWise	Vehicle membership	145.32
13091294	18/06/2026	City Of Canning	Animal Welfare C309C	143.00
10291994	11/06/2026	Australian Services Union	Union ASU	132.50
09170678	25/06/2026	Australian Services Union	Union ASU	132.50
11170482	4/06/2026	BEE JAYS CANVAS PTY LTD	Tarp repairs	129.75
13095286	25/06/2026	Vetwest Animal Hospitals Pty Ltd	Animal welfare	119.25
11170482	4/06/2026	Joshua Swift	Reimbursement	110.48
13091294	18/06/2026	Harvey Fresh	Milk Supplies	109.94
1352212	11/06/2026	T-Quip	Equipment	108.90
13095286	25/06/2026	City of Perth	Animal Welfare	105.00
13305962	30/06/2026	Veale Auto Parts	Auto parts	99.50
13305962	30/06/2026	Major Motors Pty Ltd	Auto parts	95.83
13095286	25/06/2026	Total Eden	Retic parts	94.60
13095286	25/06/2026	Kulbardi	Office Supplies	94.08
13305962	30/06/2026	Joshua Swift	Reimbursement	92.49
13091294	18/06/2026	Iron Mountain Aust Group Pty Ltd	Archive services	86.78
13091294	18/06/2026	Corsign WA Pty Ltd	Signage	83.16
1352212	11/06/2026	Australia Post Civic Centre	Postal charges	74.90
13091294	18/06/2026	Complete Office Supplies Pty Ltd	Office Supplies	70.43
1352212	11/06/2026	Vetwest Animal Hospitals Pty Ltd	Animal Welfare	69.00
13305962	30/06/2026	WA Hino Sales & Service	Auto parts	67.73
13095286	25/06/2026	Major Motors Pty Ltd	Auto parts	57.78
13095286	25/06/2026	Officeworks	Office supplies	56.00
1352212	11/06/2026	Corsign WA Pty Ltd	Signage	52.80
13091294	18/06/2026	T-Quip	Equipment	44.50
1352212	11/06/2026	Aussie Natural Spring Water	Bottled water	43.32
13095286	25/06/2026	Aussie Natural Spring Water	Bottled water	43.32
13305962	30/06/2026	Micheline Sutcliffe	Reimbursement	41.14
13305962	30/06/2026	Harvey Fresh	Milk Supplies	37.75
13095286	25/06/2026	Bunnings Building Supplies P/L	Supplies	35.44
13091294	18/06/2026	Telstra Ltd - 0682525000 Landlines	Phone charges	31.97
13091294	18/06/2026	Kulbardi	Office supplies	27.23
13305962	30/06/2026	Therese Nielsen	Reimbursement	25.45
13091294	18/06/2026	Repco Auto Parts	Auto parts	20.00
1352212	11/06/2026	WA Police Service - Revenue Section	Volunteer police checks	17.60
1352212	11/06/2026	BOC Gases	Dry ice pellets	13.28

Sub Total 11,640,254.91

Cheque Payments

Reference	Date	Payee	Description	Amount (\$)
				Sub Total 0.00

Non Creditor EFT Payments

Reference	Date	Payee	Description	Amount (\$)
13091294	18/06/2026	Kensington Town Team	Community partnership funding	22,000.00
13091294	18/06/2026	Town Team Movement Ltd	Community Partnership funding	22,000.00
13095286	25/06/2026	Apadana Experts Jv2 Pty Ltd	Overpayment Refund - 31 Leonora St	6,563.84
1352212	11/06/2026	Old Mill Theatre	Community Funding Grant	5,500.00
1352212	11/06/2026	Trinity Aquinas Amateur Football Club	Community Funding Grant	5,500.00
13095286	25/06/2026	Colliers	Lease cancelled-Rental Refund	3,991.34
13095286	25/06/2026	Congolese Community of WA	Refund hall bond	3,870.00
13091294	18/06/2026	Mili Markets and Events	Community Funding Grant	3,300.00
11170482	4/06/2026	Atrium Homes (WA) Pty Ltd	RRAB-28A Riverview St	2,200.00
13091294	18/06/2026	J Corp Pty Ltd	RRAB-2 Brookside Ave	2,200.00
11170482	4/06/2026	Cat Welfare Society Inc	Refund hall/swipe card bond	2,070.00
1352212	11/06/2026	Kids are Kids Therapy & Education	Refund of bond hire	2,070.00
13091294	18/06/2026	Free the Bears Ltd	Refund Hall/swipe card bond	2,070.00
13305962	30/06/2026	Harry Perkins Institute of Medical Resea	Refund of bond for the hire of SJMP	1,560.00
13095286	25/06/2026	Barry Kissane	Volunteer Honorarium Payment	1,500.00
13095286	25/06/2026	Sumaya Abdulgani Haji Daud	Refund bond hire	1,070.00
1352212	11/06/2026	Edge Holdings No 6 Pty Ltd	RRAB-72B Mill Point Rd	750.00
13095286	25/06/2026	Barbara Samarin	Overpayment Refund - 4	633.45
1352212	11/06/2026	Baking Industry Employers Assoc	Refund hall/swipe card bond	620.00
1352212	11/06/2026	Luciano Moretti	Home Safety and Security Equipment	300.00
1352212	11/06/2026	Muhammad Daniyal Bakht	Refund infringement costs	279.20
11170482	4/06/2026	Ms Jeannie Darmago	Home Safety and Security Equipment	250.00
11170482	4/06/2026	Jun Liew	Home Safety and Security Equipment	250.00
11170482	4/06/2026	Jessie Middlemiss	Home Safety and Security Equipment	250.00
1352212	11/06/2026	Hayley Watkins	Home Safety and Security Equipment	250.00
13091294	18/06/2026	Kwong Y Kiu	Home Safety and Security Equipment	250.00
11170482	4/06/2026	Monica AL Yaw	Home Safety and Security Equipment	236.00
1352212	11/06/2026	Jason Yong	Home Safety and Security Equipment	228.00
1352212	11/06/2026	Ms Chui L Oh	Home Safety and Security Equipment	210.00
13091294	18/06/2026	Ms T E Trubshoe	Catering Speak with Confidence event	165.00
11170482	4/06/2026	Claire Ang	Home Safety and Security Equipment	158.00
1352212	11/06/2026	Mathiew Chong	Refund GBLC Hire fees	150.00
13095286	25/06/2026	Nicholas J Sertis	Trailer hire rei-imburement	77.00
13091294	18/06/2026	Meien Graham	Refund GBLC hire fees	43.50
11170482	4/06/2026	Thomas Campbell	Refund overcharged FOI fee	0.01

Sub Total 92,565.34

Non Creditor CHQ Payments

Reference	Date	Payee	Description	Amount (\$)
1412023	11/06/2026	West Australian Society of Arts Inc	Refund hall/swipe bond fee	2,070.00
13430229	25/06/2026	Francesca Iseli	Pension Refund - [REDACTED]	975.50
13430229	25/06/2026	Amy Chapple	Pension Refund - [REDACTED]	967.59
14004814	30/06/2026	Ann-Marie and Malcolm Nicholson	Overpayment Refund - [REDACTED]	579.88
14004814	30/06/2026	Yan Tan and Deepak Mehta	Rebate Refund - [REDACTED]	506.13
13430229	25/06/2026	Commissioner of State Revenue WA	Refund Rates Rebate - Overpayment	49.58

Sub Total 5,148.68

Excluding: Voided Payments:

Reference	Date	Payee	Description	Amount (\$)
				0.00

Total Cancelled EFT 0.00

Excluding: Cancelled Cheques

Reference	Date	Payee	Description	Amount (\$)
				0.00

Total Cancelled Cheques 0.00

Credit Card Transactions

Reference	Date	Payee	Description	Amount (\$)
PC00002797	1/06/2026	FACEBK *DN36BP9Z52 DUBLIN IRL	Meta advertising	391.08
PC00002802	1/06/2026	1PASSWORD TORONTO ON	Additional password license	60.31
PC00002803	1/06/2026	PRESTON STREET IGA COMO WA	Community Walk for Reconciliation Week - water	28.50
PC00002802	1/06/2026	+INTNL TRANSACTION FEE	Int'l transaction fee	1.51
PC00002788	5/05/2026	DWER - WATER PERTH	Purpose Permit - Typha removal	2,000.00
PC00002788	6/05/2026	ARBWEST BULLSBROOK WA	Seminar From Seed to Strategy	1,320.00
PC00002785	20/05/2026	SP QUAD LOCK AUSTRALIA SOUTH YARRA VIC	Rangers vehicles phone cradle setup	1,319.76
PC00002797	22/05/2026	Intuit Sydney AUS	Mailchimp subscription	971.69
PC00002798	19/05/2026	SP HART SPORT BROOKVALE NSW	GBLC Sport Program Equipment	548.78
PC00002786	25/05/2026	Clever Patch Beresfield NSW	Materials for Kids craft club	497.82
PC00002798	27/05/2026	OFFICEWORKS Bentleigh EaVIC	GBLC Equipment - Replacement Urns	421.00
PC00002805	25/05/2026	COLES 0296 Angelo StreeWA	Coles/Myer Voucher Christm.Decoratr competition 2025	400.00
PC00002797	21/05/2026	SKED SOCIAL MELBOURNE VIC	Sked Social monthly subscription	343.75
PC00002790	12/05/2026	AMAZON AU MARKETPLACE SYDNEY	Book club totes for Book club	323.40
PC00002803	18/05/2026	DYMOCKS ONLINE SYDNEY	Speak with confidence awards	237.99
PC00002789	12/05/2026	KMART Mulgrave VIC	NAIDOC Week Craft supplies	234.00
PC00002789	12/05/2026	KMART Mulgrave VIC	NAIDOC Week art supplies	232.00
PC00002787	7/05/2026	IKEA PTY LIMITED TEMPE AUS	Cupboard for community pantry	230.00
PC00002797	18/05/2026	REDBOOTH AUBURN CA	Redbooth subscription	200.98
PC00002790	8/05/2026	BIGW ONLINE BELLA VISTA NS	Mahjong tables	199.00
PC00002801	13/05/2026	DEPT OF JUSTICE-CTG PA PERTH	Planning compliance Ecourts lodgement	194.30
PC00002798	11/05/2026	SP GEM SPORTS CALAMVALE QLD	GBLC Sports Hall Equipment	177.00
PC00002796	13/05/2026	LGPLANNERSASSOCIATION DOUBLEVIEW WA	Attendance at LGPA event.	160.00
PC00002796	12/05/2026	LANDGATE MIDLAND	Certificates of Title in relation to compliance matters.	130.40
PC00002797	8/05/2026	REDIMED PTY LTD BELMONT WA	Work Health and Safety Appointment	122.00
PC00002784	29/05/2026	Gracious Stream Pty Lt Karawara AUS	annual planning meeting - catering	110.00
PC00002784	5/05/2026	COLES 0356 KARAWARA WA	Mural festival survey prize	105.95
PC00002797	18/05/2026	SHUTTERSTOCK IRELAND L Dublin 2 IRL	Shutterstock subscription	105.00
PC00002795	27/05/2026	Woolworths Online BellaVista	Community Pantry Consumables for project launch	104.50
PC00002784	29/05/2026	BUNNINGS 302000 BALCATTA	Safety action - storage box for grass spikes	99.98
PC00002803	19/05/2026	BIGW ONLINE BELLA VISTA NS	Award volunteers-Speak w.confidence	92.50
PC00002786	7/05/2026	OFFICEWORKS Bentleigh EaVIC	Materials for Kids craft club	89.85
PC00002796	13/05/2026	LGPLANNERSASSOCIATION DOUBLEVIEW WA	Attendance at LGPA event	80.00
PC00002787	15/05/2026	KMART Mulgrave VIC	Power boards for library study spaces	80.00
PC00002788	7/05/2026	DEPARTMENT OF BIODIVER KENSINGTON	Flora taking license	75.00
PC00002789	20/05/2026	COLES 0296 Angelo StreeWA	Award judges-Speak with confidence	72.00
PC00002789	8/05/2026	PRESTON STREET IGA COMO WA	Volunteer thank you catering	70.99
PC00002796	8/05/2026	DYNAMICGIFT TUNCURRY NSW	Printed plastic ID cards	53.74
PC00002798	25/05/2026	IKEA PTY LIMITED TEMPE AUS	Community Facilities Equipment	32.97
PC00002789	5/05/2026	COLES 0296 Angelo StreeWA	Quarterly Public Health Advisory Group meeting catering	31.99
PC00002797	20/05/2026	SHUTTERSTOCK IRELAND L Dublin 2 IRL	Shutterstock images	29.00
PC00002786	7/05/2026	OFFICEWORKS Bentleigh EaVIC	Materials for Kids craft club	28.95
PC00002796	8/05/2026	WILSON PARKING PER114 PERTH WA	Parking to attend MIDAP	22.40
PC00002799	11/05/2026	CPP Terrace Road Perth WA	Parking for attendance at Crowded Places Forum	20.19
PC00002799	22/05/2026	POST COMO LPO COMO	Postage for sending off thermometers for calibration.	15.00
PC00002804	11/05/2026	AUSTRALASIAN ANIMAL RE SYDNEY OLYMP	Microchip Change of ownership	11.00
PC00002797	18/05/2026	+INTNL TRANSACTION FEE	Redbooth international transaction fee	5.02
PC00002790	21/05/2026	AMAZON AU MARKETPLACE SYDNEY	Refund unable to supply Book club totes	-323.40

Total Credit Card Payments 11,757.90

Fleet Card Payments

Reference	Date	Payee	Description	Amount (\$)
F209202	5/05/2026	SOUTH PERTH (988) Diesel	1GHT125 Isuzu FVD165-300	272.66
F209202	5/05/2026	KARAWARA (747) Diesel	1HOV203 Isuzu D-Max	179.77
F209202	30/04/2026	KARAWARA (629) Diesel	1IBU714 Isuzu D-Max	166.97
F209202	1/05/2026	SOUTH PERTH (180) Diesel	1ICC009 Isuzu D-Max - 1ICC009	155.78
F232972	7/05/2026	AMPOL FOODARY BENTLEY (050970) Premium Diesel	1HLU596 Isuzu D-Max	142.35
F225545	6/05/2026	KARAWARA (806) Diesel	1HFF766 Isuzu DMAX	141.04
F232972	2/05/2026	KARAWARA (690) Diesel	1HLU596 Isuzu D-Max	138.03
F276870	6/05/2026	KARAWARA (796) Diesel	1IXJ750 Isuzu D-Max	137.79

F209202	30/04/2026	KARAWARA (613) Diesel	1EXI135 Hino 616	133.65
F244182	2/05/2026	MAIDA VALE (016402) Premium Diesel	1HWR190 D-Max 23MY SX Crew Cab Ute High Ride	129.43
F209202	30/04/2026	SOUTH PERTH (165) Diesel	1ILV036 Isuzu D-Max	127.74
F209202	30/04/2026	KARAWARA (636) Diesel	1IAB459 Isuzu D-Max	127.50
F209202	30/04/2026	KARAWARA (630) Diesel	1GPH274 Isuzu D-Max	124.94
F244206	1/05/2026	SOUTH PERTH (179) Diesel	1HWR220 DMax 23MY SX Crew Cab Ute High Ride	123.96
F276645	1/05/2026	NEDLANDS (014681) Premium Diesel	1HIC342 Isuzu DMAX	121.24
F209202	30/04/2026	AMPOL FOODARY BENTLEY (050301) Premium Diesel	1EXI134 Hino 616	115.78
F209202	6/05/2026	COMO (732) Diesel	1IER796 Hino 300 series 716	108.23
F247181	10/05/2026	CASUARINA (496) Unleaded (91 RON - E10)	1HZB419 Mazda CX5	85.70
F247181	26/05/2026	SOUTH PERTH (967) Unleaded (91 RON - E10)	1HZB419 Mazda CX5	85.52
F272932	10/05/2026	DUNCRAIG (276) Unleaded (91 RON - E10)	1ISF356 Toyota RAV4	82.97
F225808	16/05/2026	AMPOL FOODARY MELVILLE (058265) Unleaded (91 RON - E10)	1HFE046 Toyota RAV4	79.81
F273159	10/05/2026	AMPOL FOODARY MELVILLE (057687) Unleaded (91 RON - E10)	1ITG391 Toyota RAV4	79.08
F247182	17/05/2026	BALDIVIS (115581) Unleaded (91 RON - E10)	1HZB420 Mazda CX5	78.78
F254784	13/05/2026	MOSMAN PARK (371) Unleaded (91 RON - E10)	1IJQ429 Toyota RAV4	77.46
F254784	30/04/2026	MOSMAN PARK (943) Unleaded (91 RON - E10)	1IJQ429 Toyota RAV4	77.03
F233532	19/05/2026	KARDINYA (010099) Unleaded (91 RON - E10)	1HMH370 Toyota RAV4	76.67
F270827	15/05/2026	MOUNT PLEASANT (919) Unleaded (91 RON - E10)	1IPW546 Toyota RAV4	73.78
F225808	8/05/2026	AMPOL FOODARY MURDOCH (035487) Unleaded (91 RON - E10)	1HFE046 Toyota RAV4	68.86
F273160	7/05/2026	VICTORIA PARK EAST (408) Unleaded (91 RON - E10)	1ITG394 Toyota RAV4	67.91
F273159	25/05/2026	COMO (823) Unleaded (91 RON - E10)	1ITG391 Toyota RAV4	64.96
F273160	17/05/2026	RAVENSWOOD (192) Unleaded (91 RON - E10)	1ITG394 Toyota RAV4	62.20
F247181	1/05/2026	VICTORIA PARK EAST (258) Unleaded (91 RON - E10)	1HZB419 Mazda CX5	54.36
F274319	19/05/2026	AMPOL FOODARY KARRINYUP (033596) Unleaded (91 RON - E10)	1IUV119 Lexus UX300H	47.17
F273160	2/05/2026	MANDURAH (021409) Unleaded (91 RON - E10)	1ITG394 Toyota RAV4	46.21
F247181	19/05/2026	SOUTH PERTH (752) Unleaded (91 RON - E10)	1HZB419 Mazda CX5	45.23
F273160	12/05/2026	SOUTH PERTH (007993) Unleaded (91 RON - E10)	1ITG394 Toyota RAV4	44.74
F247181	5/05/2026	LESMURDIE (593) Unleaded (91 RON - E10)	1HZB419 Mazda CX5	43.28
F240344	28/05/2026	SOUTH PERTH (206) Unleaded (91 RON - E10)	1HRX277 Yaris Cross Hybrid GXL	41.93
F247181	5/05/2026	SOUTH PERTH (007830) Clean and Detail	1HZB419 Mazda CX5	33.00
F232972	25/05/2026	F232972 - BP Fuel Credit	1HLU596 Isuzu D-Max	-3.49
Grand Total				3,860.02
Management Fee				229.25
Total Fleetcare				4,089.27

City of South Perth
Interim Statement of Financial Position
30 June 2026

	30 June 2026	30 June 2025
	\$	\$
CURRENT ASSETS		
Cash & Cash Equivalents	78,504,976	77,087,809
Trade & Other Receivables	9,253,614	8,615,163
Other Current Assets	1,346,274	1,696,410
TOTAL CURRENT ASSETS	89,104,864	87,399,382
NON-CURRENT ASSETS		
Trade & Other Receivables	4,864,376	1,958,793
Investments (LGHT & RRC)	244,787	244,787
Property, Plant & Equipment	322,623,891	313,730,837
Infrastructure	499,951,537	502,812,415
Intangibles	11,461	44,326
TOTAL NON-CURRENT ASSETS	827,696,051	818,791,158
TOTAL ASSETS	916,800,915	906,190,540
CURRENT LIABILITIES		
Trade & Other Payables	6,064,120	7,448,918
Borrowings	419,960	3,486,139
Provisions	5,058,497	5,056,838
Grant Obligations	5,813,179	6,549,781
TOTAL CURRENT LIABILITIES	17,355,756	22,541,675
NON-CURRENT LIABILITIES		
Borrowings	8,764,254	3,124,214
Provisions	638,915	444,428
TOTAL NON-CURRENT LIABILITIES	9,403,169	3,568,642
TOTAL LIABILITIES	26,758,924	26,110,317
NET ASSETS	890,041,991	880,080,223
EQUITY		
Retained surplus	149,872,332	142,773,112
Reserves - Cash Backed	56,625,082	55,342,512
Revaluation Surplus	673,582,809	673,761,529
Net Profit/ Loss	9,961,768	8,203,071
TOTAL EQUITY	890,041,991	880,080,223

**City of South Perth
Interim Statement of Change in Equity
30 June 2026**

	30 June 2026 \$	30 June 2025 \$
RESERVES		
Cash Backed		
Balance at beginning of reporting period	55,342,512	46,653,582
Aggregate transfers to Retained Earnings	(11,777,477)	(1,409,609)
Aggregate transfers from Retained Earnings	13,060,048	10,098,538
Balance at end of reporting period	<u>\$ 56,625,082</u>	<u>\$ 55,342,512</u>
Non - Cash Backed		
Asset Revaluation Reserve	673,582,809	673,761,529
Balance at end of reporting period	<u>\$ 673,582,809</u>	<u>\$ 673,761,529</u>
TOTAL RESERVES	<u><u>\$ 730,207,891</u></u>	<u><u>\$ 729,104,041</u></u>
RETAINED EARNINGS		
Balance at the beginning of reporting period	150,976,182	151,059,423
Realised Revaluation Reserve	178,720	402,618
Change in Net Assets from Operations	9,961,768	8,203,071
Aggregate transfers to Reserves	(13,060,048)	(10,098,538)
Aggregate transfers from Reserves	11,777,477	1,409,609
Balance at end of reporting period	<u>\$ 159,834,100</u>	<u>\$ 150,976,182</u>
TOTAL EQUITY	<u><u>\$ 890,041,991</u></u>	<u><u>\$ 880,080,223</u></u>

City of South Perth
Interim Statement of Financial Activity
30 June 2026

Original Budget 2025/26	Revised Budget 2025/26		YTD Revised Budget	YTD Actual	YTD Variance Revised Budget	Note	YTD % Variance Revised Budget
OPERATING ACTIVITIES							
Revenue from operating activities							
47,742,872	47,811,053	Rates revenue	47,811,053	47,836,953	25,900	F	0%
21,445,010	21,480,295	Fees and charges	21,480,295	22,412,810	932,515	F	4%
2,068,700	2,105,100	Grants, subsidies and contributions	2,105,100	2,801,754	696,654	F	33%
10,027,989	10,039,240	Service charges	10,039,240	10,037,740	(1,500)	U	0%
4,333,538	4,553,079	Interest revenue	4,553,079	4,702,173	149,094	F	3%
539,000	480,700	Other revenue	480,700	561,142	80,442	F	17%
86,157,109	86,469,467		86,469,467	88,352,573	1,883,106	F	2%
Expenditure from operating activities							
29,648,151	30,001,834	Employee expenses	30,001,834	29,828,670	173,165	F	1%
37,846,043	37,127,587	Materials and contracts	37,127,587	34,590,698	2,536,888	F	7%
2,096,000	2,016,200	Utility charges	2,016,200	1,911,597	104,603	F	5%
724,500	732,988	Insurance expenses	732,988	707,811	25,177	F	3%
14,296,224	14,818,513	Depreciation and amortisation	14,818,513	14,790,688	27,825	F	0%
1,312,344	1,313,925	Other expenses	1,313,925	1,161,801	152,124	F	12%
231,401	231,401	Interest expenses	231,401	190,049	41,352	F	18%
86,154,663	86,242,448		86,242,448	83,181,314	3,061,134	F	4%
2,446	227,020	Net operating surplus/ (deficit)	227,020	5,171,259	4,944,239	F	2178%
Operating activities excluded from budgeted deficiency							
14,296,224	14,818,513	Depreciation excluded from operating activity	14,818,513	14,790,688	(27,825)	U	0%
-	-	Other movement in non current assets/liabilities	-	179,139	179,139	F	0%
(7,551,542)	(7,568,055)	Underground power	(7,568,055)	(7,568,055)	-		0%
6,747,129	7,477,478	Amount attributable to operating activities	7,477,478	12,573,031	5,095,553	F	68%
INVESTING ACTIVITIES - INFLOWS / (OUTFLOWS)							
3,399,299	9,645,461	Capital grants, subsidies and contributions	9,645,461	4,750,274	(4,895,187)	U	-51%
399,720	582,683	Proceeds on disposal of assets	582,683	378,883	(203,800)	U	-35%
(20,274,565)	(19,336,055)	Payments for purchase of property, plant & equipment	(19,336,055)	(12,267,616)	7,068,439	F	37%
(11,349,510)	(15,237,869)	Payments for construction of infrastructure	(15,237,869)	(8,860,038)	6,377,831	F	42%
(27,825,056)	(24,345,780)	Amount attributable to investing activities	(24,345,780)	(15,998,498)	8,347,282	F	34%
FINANCING ACTIVITIES - INFLOW / (OUTFLOWS)							
10,942,612	17,593,420	Transfers from cash backed reserves (restricted assets)	17,593,420	11,777,477	(5,815,943)	U	-33%
55,919	55,919	Proceeds from self supporting loans	55,919	55,920	1	F	0%
6,215,298	6,215,298	Underground power	6,215,298	6,198,049	(17,249)	U	0%
(3,486,139)	(3,486,139)	Loan principal repayments	(3,486,139)	(3,486,139)	-		0%
(12,758,910)	(13,225,728)	Transfers to reserves	(13,225,728)	(13,060,048)	165,680	F	1%
-	(5,313,322)	Movement in cash backed grant obligations	(5,313,322)	(1,978,899)	3,334,423	F	63%
12,500,000	7,500,000	Proceeds from new borrowings	7,500,000	6,060,000	(1,440,000)	U	-19%
13,468,780	9,339,449	Amount attributable to financing activities	9,339,448	5,566,360	(3,773,088)	U	-40%
MOVEMENT IN SURPLUS OR DEFICIT							
7,609,147	14,383,969	Surplus or deficit at the start of the financial year	14,383,969	14,383,969	-		0%
6,747,129	7,477,478	Amount attributable to operating activities	7,477,478	12,573,031	5,095,553	F	68%
(27,825,056)	(24,345,780)	Amount attributable to investing activities	(24,345,780)	(15,998,498)	8,347,282	F	34%
13,468,780	9,339,449	Amount attributable to financing activities	9,339,448	5,566,360	(3,773,088)	U	-40%
-	6,855,115	Surplus or deficit at the end of the period	6,855,115	16,524,862	9,669,748	F	141%

City of South Perth Interim 2025/2026 Operating Revenue and Expenditure Budget Versus Actual

30 June 2026

Key Responsibility Area	YTD Revised Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Revised Budget \$	Original Budget \$
REVENUE							
Corporate Services							
Governance							
Animal Care Facility	198,487	275,708	77,221	F	39%	198,487	204,700
Fire Prevention	5,971	8,881	2,910	F	49%	5,971	5,900
Parking	2,461,671	2,591,046	129,375	F	5%	2,461,671	2,732,500
Rangers and Community Safety	17,527	25,268	7,741	F	44%	17,527	8,900
Property Management - Commercial	312,000	322,805	10,805	F	3%	312,000	312,000
Recoverable Costs	130,000	128,531	(1,469)	U	-1%	130,000	130,000
Total Revenue - Governance	3,125,656	3,352,239	226,583	F	7%	3,125,656	3,394,000
Finance							
Investment Activities	4,917,388	5,509,537	592,149	F	12%	4,917,388	4,760,134
Financial Services	3,000	3,596	596	F	20%	3,000	3,100
Rating Services	48,932,501	49,008,819	76,318	F	0%	48,932,501	48,809,072
Total Revenue - Finance	53,852,889	54,521,952	669,063	F	1%	53,852,889	53,572,306
Information Systems							
Information Services	-	575	575	F	100%	-	-
Total Revenue - Information System	-	575	575	F	100%	-	-
People & Performance							
Human Resources	-	8,601	8,601	F	100%	-	2,300
Total Revenue - People & Performance	-	8,601	8,601	F	100%	-	2,300
Corporate Services Total	56,978,545	57,883,368	904,823	F	2%	56,978,545	56,968,606
Development & Community Services							
Community, Culture & Recreation							
Community Projects	78,698	545	(78,152)	U	-99%	78,698	87,000
Community Events	66,000	58,578	(7,422)	U	-11%	66,000	54,000
Major Events	15,000	12,000	(3,000)	U	-20%	15,000	15,000
Public Art	6,000	6,000	-		0%	6,000	6,000
Facility Hire	585,000	591,327	6,327	F	1%	585,000	585,000
Recreation Admin	183,500	199,167	15,667	F	9%	183,500	184,700
George Burnett Leisure Centre Operations	276,818	327,070	50,252	F	18%	276,818	258,000
Total Revenue - Community, Culture & Recreation	1,211,016	1,194,688	(16,328)	U	-1%	1,211,016	1,189,700
Library Services							
Library Services	34,456	24,986	(9,470)	U	-27%	34,456	4,000
Civic Centre Library	18,000	19,931	1,931	F	11%	18,000	20,000
Manning Library	7,700	10,119	2,419	F	31%	7,700	8,700
Old Mill	5,000	7,776	2,776	F	56%	5,000	2,000
Total Revenue - Library Services	65,156	62,812	(2,344)	U	-4%	65,156	34,700
Development Services							
Planning Services	620,000	727,442	107,442	F	17%	620,000	655,000
Building Services	402,800	510,878	108,078	F	27%	402,800	422,800
Pool Services	220,000	217,608	(2,392)	U	-1%	220,000	215,000
Health Services	11,700	10,304	(1,396)	U	-12%	11,700	11,700
Preventative Services	132,000	131,920	(80)	U	0%	132,000	125,000
Total Revenue - Development Services	1,386,500	1,598,153	211,653	F	15%	1,386,500	1,429,500
Development & Community Services Total	2,662,672	2,855,653	192,981	F	7%	2,662,672	2,653,900

Key Responsibility Area	YTD Revised Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Revised Budget \$	Original Budget \$
Infrastructure							
Engineering							
Network Operations	75,000	66,700	(8,300)	U	-11%	75,000	130,600
Underground Power	10,039,240	10,037,740	(1,500)	U	0%	10,039,240	10,027,989
Roads and Drainage	714,963	1,154,881	439,918	F	62%	714,963	769,300
Total Revenue - Engineering	10,829,203	11,259,321	430,118	F	4%	10,829,203	10,927,889
Parks and Environment							
CPGC	5,664,411	5,920,887	256,476	F	5%	5,664,411	5,406,510
Park Operations	368,000	451,518	83,518	F	23%	368,000	385,000
Total Revenue - Parks and Environment	6,032,411	6,372,405	339,994	F	6%	6,032,411	5,791,510
Waste, Fleet & Facilities							
Environment	-	5,000	5,000	F	100%	-	-
Fleet Management	30,000	29,626	(374)	U	-1%	30,000	30,000
Recycling Centre	122,000	145,069	23,069	F	19%	122,000	112,000
Waste Collection	9,814,637	9,802,131	(12,506)	U	0%	9,814,637	9,673,204
Total Revenue - Waste, Fleet & Facilities	9,966,637	9,981,826	15,189	F	0%	9,966,637	9,815,204
Infrastructure Total	26,828,251	27,613,552	785,301	F	3%	26,828,251	26,534,603
Total Revenue	86,469,467	88,352,573	1,883,106	F	2%	86,469,467	86,157,109
EXPENDITURE							
Office of the CEO							
Office of the CEO	693,644	706,626	(12,982)	U	-2%	693,644	647,716
Total Expense - Office of the CEO	693,644	706,626	(12,982)	U	-2%	693,644	647,716
Office of the CEO Total	693,644	706,626	(12,982)	U	-2%	693,644	647,716
Corporate Services							
Director of Corporate Services	270,399	277,688	(7,289)	U	-3%	270,399	300,296
Total Expense - Director of Corporate Services	270,399	277,688	(7,289)	U	-3%	270,399	300,296
Customer, Communications & Engagement							
Customer Services Admin	1,405,491	1,325,804	79,687	F	6%	1,405,491	1,358,831
Marketing & Communications	926,444	860,271	66,173	F	7%	926,444	802,431
Publications	34,655	17,946	16,709	F	48%	34,655	45,000
Total Expense - Customer, Communications & Engagement	2,366,590	2,204,021	162,569	F	7%	2,366,590	2,206,262
Finance							
Investment Activities	128,395	125,306	3,090	F	2%	128,395	128,395
Financial Services	2,593,496	2,585,184	8,311	F	0%	2,593,496	2,777,945
Rating Services	783,146	788,333	(5,187)	U	-1%	783,146	662,547
Total Expense - Finance	3,505,036	3,498,823	6,213	F	0%	3,505,036	3,568,888
Information Systems							
Information Services	5,628,751	5,030,982	597,770	F	11%	5,628,751	5,571,298
Records Management	159,822	199,330	(39,508)	U	-25%	159,822	250,709
Total Expense - Information Systems	5,788,574	5,230,312	558,262	F	10%	5,788,574	5,822,007
Governance							
Governance Admin	1,370,344	1,222,946	147,398	F	11%	1,370,344	1,223,863
Council Members	708,691	653,451	55,241	F	8%	708,691	723,904
Council Functions	210,124	166,616	43,509	F	21%	210,124	209,522
Animal Care Facility	391,380	412,032	(20,652)	U	-5%	391,380	353,147
Fire Prevention	71,727	73,328	(1,601)	U	-2%	71,727	85,808
Parking	1,137,047	1,046,787	90,260	F	8%	1,137,047	1,056,468
Rangers and Community Safety	855,541	796,304	59,237	F	7%	855,541	613,499
Property Management - Commercial	36,917	35,229	1,688	F	5%	36,917	34,800
Recoverable Costs	188,100	182,373	5,727	F	3%	188,100	193,100
PreSchools	51,763	51,819	(56)	U	0%	51,763	51,345
Total Expense - Governance	5,021,635	4,640,885	380,750	F	8%	5,021,635	4,545,458

Key Responsibility Area	YTD Revised Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Revised Budget \$	Original Budget \$
People & Performance							
Organisational Performance	526,634	464,638	61,996	F	12%	526,634	486,915
Human Resources	1,364,732	1,315,761	48,971	F	4%	1,364,732	1,337,524
Work Health & Safety	388,435	329,879	58,556	F	15%	388,435	511,671
Total Expense - People & Performance	2,279,800	2,110,278	169,522	F	7%	2,279,800	2,336,111
Corporate Services Total	19,232,034	17,962,007	1,270,027	F	7%	19,232,034	18,779,021
Development & Community Services							
Director of Development & Community Services							
Development & Community Services	295,472	288,235	7,238	F	2%	295,472	276,399
Total Expense - Director of Development & Community Services	295,472	288,235	7,238	F	2%	295,472	276,399
Community, Culture & Recreation							
CCR Admin	755,641	776,697	(21,056)	U	-3%	755,641	880,134
Community Projects	753,214	611,883	141,331	F	19%	753,214	826,593
Citizens Centre - South Perth	113,682	116,171	(2,489)	U	-2%	113,682	113,075
Citizens Centre - Manning	161,791	161,806	(15)	U	0%	161,791	167,057
Community Events	922,658	933,828	(11,170)	U	-1%	922,658	1,006,186
Major Events	124,060	136,131	(12,071)	U	-10%	124,060	95,000
Summer Events	222,000	227,878	(5,878)	U	-3%	222,000	223,000
Functions	50,000	58,796	(8,796)	U	-18%	50,000	54,000
Public Art	73,854	54,226	19,628	F	27%	73,854	76,354
Facility Hire	549,752	564,548	(14,796)	U	-3%	549,752	561,160
George Burnett Leisure Centre Operations	672,225	619,735	52,490	F	8%	672,225	636,429
Total Expense - Community, Culture & Recreation	4,398,876	4,261,700	137,176	F	3%	4,398,876	4,638,987
Library Services							
Civic Centre Library	2,062,624	1,991,553	71,070	F	3%	2,062,624	1,823,932
Manning Library	1,138,719	1,020,177	118,542	F	10%	1,138,719	1,074,547
Old Mill	25,457	23,629	1,829	F	7%	25,457	34,857
Heritage House	36,334	36,338	(3)	U	0%	36,334	37,065
Total Expense - Library Services	3,263,134	3,071,696	191,438	F	6%	3,263,134	2,970,402
Development Services							
Planning Services	1,339,562	1,322,065	17,498	F	1%	1,339,562	1,393,779
Compliance	237,252	226,732	10,520	F	4%	237,252	222,722
Building Services	467,992	464,714	3,278	F	1%	467,992	484,145
Health Services	566,195	557,948	8,246	F	1%	566,195	629,362
Analytical Services	12,500	12,200	300	F	2%	12,500	13,500
Pest Control	40,000	18,162	21,838	F	55%	40,000	50,000
Total Expense - Development Services	2,663,501	2,601,821	61,680	F	2%	2,663,501	2,793,509
Strategic Planning							
Strategic Planning	558,531	334,978	223,553	F	40%	558,531	504,509
Total Expense - Strategic Planning	558,531	334,978	223,553	F	40%	558,531	504,509
Development & Community Services Total	11,179,515	10,558,431	621,084	F	6%	11,179,515	11,183,806
Infrastructure							
Director Infrastructure Services							
Director Infrastructure Services	313,107	257,983	55,124	F	18%	313,107	355,140
Total Expense - Director Infrastructure Services	313,107	257,983	55,124	F	18%	313,107	355,140
Assets and Infrastructure Support							
Assets and Infrastructure Support	1,342,510	1,187,063	155,447	F	12%	1,342,510	1,404,380
Total Expense - Assets and Infrastructure Support	1,342,510	1,187,063	155,447	F	12%	1,342,510	1,404,380
Engineering							
Engineering Administration	411,060	452,240	(41,180)	U	-10%	411,060	531,012
Civil Design	747,880	710,353	37,527	F	5%	747,880	958,513
Network Operations	170,000	134,288	35,713	F	21%	170,000	295,000
Underground Power	10,144,299	10,093,142	51,157	F	1%	10,144,299	10,159,299
Bridges, Jetties and Boardwalks	30,000	9,314	20,686	F	69%	30,000	30,000
Roads and Drainage	11,584,381	11,496,890	87,490	F	1%	11,584,381	11,713,714
Total Expense - Engineering	23,087,620	22,896,227	191,393	F	1%	23,087,620	23,687,537

Key Responsibility Area	YTD Revised Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Revised Budget \$	Original Budget \$
Park and Environment							
Parks and Environment Administration	454,025	304,829	149,196	F	33%	454,025	375,110
CPGC	4,209,378	4,107,351	102,027	F	2%	4,209,378	4,590,883
Park Operations	12,598,432	12,537,951	60,481	F	0%	12,598,432	11,876,991
Total Expense - Parks and Environment	17,261,835	16,950,131	311,704	F	2%	17,261,835	16,842,984
Waste, Fleet & Facilities							
Waste, Fleet and Facilities Administration	878,443	829,157	49,286	F	6%	878,443	744,692
Environment	558,372	574,764	(16,392)	U	-3%	558,372	688,778
Fleet Management	1,352,604	1,534,638	(182,033)	U	-13%	1,352,604	1,458,668
Recycling Centre	713,551	732,998	(19,447)	U	-3%	713,551	532,790
Waste Collection	4,821,392	4,447,798	373,594	F	8%	4,821,392	4,954,022
Recycling Collection	1,327,888	1,073,129	254,759	F	19%	1,327,888	1,270,340
Building & Assets	3,479,933	3,470,363	9,570	F	0%	3,479,933	3,604,791
Total Expense - Waste, Fleet & Facilities	13,132,183	12,662,847	469,336	F	4%	13,132,183	13,254,079
Infrastructure Total	55,137,255	53,954,250	1,183,004	F	2%	55,137,255	55,544,120
Total Expenditure	86,242,448	83,181,314	3,061,133	F	4%	86,242,448	86,154,663
Net Position	227,020	5,171,259	4,944,239	F	2178%	227,020	2,446

City of South Perth Interim 2025/2026 Capital Revenue and Expenditure Budget Versus Actual

30 June 2026

Key Responsibility Area	YTD Revised Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Revised Budget \$	Original Budget \$
CAPITAL REVENUE							
Park Operations	3,615,896	1,795,833	(1,820,063)	U	-50%	3,615,896	1,077,875
Roads	2,341,422	1,805,197	(536,225)	U	-23%	2,341,422	1,902,924
Building	3,606,396	1,044,225	(2,562,171)	U	-71%	3,606,396	418,500
Artworks	81,747	105,018	23,271	F	28%	81,747	-
Total Revenue	9,645,461	4,750,274	(4,895,187)	U	-51%	9,645,461	3,399,299
CAPITAL EXPENDITURE							
Drainage							
Como Beach Reserve Drainage Repairs	70,000	-	70,000	F	100%	70,000	-
Drainage Upgrade (From Stormwater Management Plan)	10,000	-	10,000	F	100%	10,000	10,000
Outfall Upgrade - Hurlingham Lake	40,000	30,170	9,830	F	25%	40,000	20,000
Outfall Upgrade - Lake Douglas	40,000	30,170	9,830	F	25%	40,000	20,000
Redmond St Cul-de-sac GPT Installation	50,000	-	50,000	F	100%	50,000	-
Sump Fences and Gates Renewal	150,000	66,499	83,501	F	56%	150,000	150,000
Drainage	360,000	126,838	233,162	F	65%	360,000	200,000
Pathways							
Pathways - Minor Improvement	30,000	29,558	442	F	1%	30,000	30,000
Redmond St Stairs, Erosion Control Works	70,000	-	70,000	F	100%	70,000	-
Ruth St – Brittain St to Eleanor St (Pathway)	35,000	24,240	10,760	F	31%	35,000	35,000
Slab Replacement Program	500,000	469,170	30,830	F	6%	500,000	500,000
Unwin Cres - Redmond St to Sulman Ave	3,000	978	2,022	F	67%	3,000	150,000
Pathways	638,000	523,945	114,055	F	18%	638,000	715,000
Roads							
Anstey Street Pedestrian Crossing	116,310	112,168	4,142	F	4%	116,310	-
Douglas Ave - Mill Point to Shaftesbury, MRRG	550,000	522,855	27,145	F	5%	550,000	571,100
Elderfield St - Trumper to Kilkenny, MRRG	265,000	261,119	3,882	F	1%	265,000	274,800
Jackson Rd - Wandarra Cl to Cul De Sac	265,000	265,208	(208)	U	0%	265,000	220,000
Labouchere Rd - NB - Hardy to Charles, MRRG	160,000	157,750	2,250	F	1%	160,000	137,900
Manning Rd (A) - WB - Drogheda to Waterford, MRRG	382,400	338,691	43,709	F	11%	382,400	382,400
Manning Rd (B) - EB - Kent to Gillon, MRRG	544,000	522,292	21,708	F	4%	544,000	623,700
Redmond Street – Raised platforms	150,000	-	150,000	F	100%	150,000	150,000
Road Rehab - Crawshaw Cr - Lay St to Perth Rd	300,000	296,426	3,574	F	1%	300,000	500,000
Road Rehab - Dyson St - Market St to Vista St	120,000	111,012	8,988	F	7%	120,000	120,000
Road Rehab - Roseberry Ave - Jameson St to Mill Point Rd	280,000	282,139	(2,139)	U	-1%	280,000	280,000
ROW #77 - Betwix Coode & Labouchere - Alston to Greenoch	73,000	64,107	8,893	F	12%	73,000	73,000
Second Ave - First Ave to Landsdowne Rd	160,000	156,737	3,263	F	2%	160,000	200,000
Traffic/Black Spot - Landsdown - Left in Upgrade	52,661	43,580	9,081	F	17%	52,661	-
Roads	3,418,371	3,134,084	284,287	F	8%	3,418,371	3,532,900
Buildings							
Asbestos Replacement Program	104,640	94,093	10,547	F	10%	104,640	79,640
Bill Grayden Reserve All Genders Changerooms Renewal	105,760	2,638	103,122	F	98%	105,760	-
Building Reactive Minor Works Program	376,270	359,455	16,815	F	4%	376,270	451,270
Challenger Reserve All Genders Changerooms Renewal	157,586	3,138	154,448	F	98%	157,586	-
Civic and Admin IT Area Office Fit out Renewal	156,975	165,395	(8,420)	U	-5%	156,975	-
Civic Centre BMS	149,040	238,605	(89,565)	U	-60%	149,040	-
Civic Centre meeting room upgrade	75,000	44,955	30,045	F	40%	75,000	-
Clydesdale Park Operations Depot Safety Alterations	159,000	21,069	137,931	F	87%	159,000	164,120
Collier Reserve All Genders Changerooms Additional	1,508,573	461,480	1,047,093	F	69%	1,508,573	-
Collier Reserve All Genders Changerooms Renewal	157,234	3,138	154,096	F	98%	157,234	-
Comer - Public Toilets Upgrade Works	46,957	38,164	8,793	F	19%	46,957	-
Coode Street Public Toilet New	1,150,350	1,131,126	19,224	F	2%	1,150,350	-
Electrical Switchboard Replace Program	265,455	97,554	167,901	F	63%	265,455	265,455
Fire Asset Upgrade - Design and Construct	43,690	42,330	1,360	F	3%	43,690	163,690

Key Responsibility Area	YTD Revised Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Revised Budget \$	Original Budget \$
George Burnett Leisure Centre HVAC	80,360	78,946	1,414	F	2%	80,360	-
George Burnett Park All Genders Changerooms Renewal	157,414	5,776	151,638	F	96%	157,414	-
HVAC Replacement Program	789,250	735,966	53,284	F	7%	789,250	530,910
Manning Community Centre - Accessibility	40,000	5,966	34,034	F	85%	40,000	40,000
Manning Hub BMS	75,000	9,221	65,779	F	88%	75,000	-
Manning Senior Citizen's Centre (Senior Bus Garage)	100,000	-	100,000	F	100%	100,000	100,000
Mends St Public Toilets	5,000	1,285	3,715	F	74%	5,000	82,500
Morris Mundy Reserve All Genders Changerooms Renewal	160,234	3,138	157,096	F	98%	160,234	-
Neil McDougall Public Toilet	1,031,150	426,907	604,243	F	59%	1,031,150	963,000
Operations Centre relocation of bulk materials storage bins	731,500	26,300	705,200	F	96%	731,500	731,500
Ops Centre Security operational area gates/auto entry	516,656	517,005	(349)	U	0%	516,656	350,000
Richardson Park All Genders Changerooms Renewal	678,495	338,450	340,045	F	50%	678,495	-
Roof Access Improvements	320,460	58,636	261,824	F	82%	320,460	265,460
Shade at Manning Laneway	20,000	19,408	592	F	3%	20,000	20,000
South Perth Tennis Club - Design Retrofit UAT	496,320	316,873	179,447	F	36%	496,320	576,050
South Perth Tennis Club Pergola Project	45,951	-	45,951	F	100%	45,951	-
Buildings	9,704,320	5,247,014	4,457,306	F	46%	9,704,320	4,783,595
Lighting							
Challenger Reserve and Sports lighting	99,784	79,404	20,380	F	20%	99,784	-
Festive Lights	350,691	297,320	53,371	F	15%	350,691	265,460
George Burnett Park Sports lighting	628,644	330,238	298,406	F	47%	628,644	-
Metal light pole inspections and replacements	-	1,667	(1,667)	U	-100%	-	150,000
Richardson Park Sports lighting	1,578,001	1,010,182	567,819	F	36%	1,578,001	-
Safety lighting across South Perth	50,000	52,285	(2,285)	U	-5%	50,000	50,000
Sir James Mitchell Park Lighting Upgrade (CS)	519,226	260,252	258,974	F	50%	519,226	300,000
Lighting	3,226,346	2,031,348	1,194,998	F	37%	3,226,346	765,460
Security							
ANPR camera on Mill Point Road	38,000	-	38,000	F	100%	38,000	30,000
CCTV Election Commitment	100,000	-	100,000	F	100%	100,000	-
CCTV Server Storage Expansion	30,000	17,648	12,352	F	41%	30,000	30,000
CCTV Trailer	100,000	98,574	1,426	F	1%	100,000	75,000
Security	268,000	116,221	151,779	F	57%	268,000	135,000
Technology							
IT - Civic Centre Servers and Storage	110,000	-	110,000	F	100%	110,000	-
IT - Wireless Network (non public)	90,000	-	90,000	F	100%	90,000	90,000
Relocation of the Fibre Network at CPGC	57,063	57,063	-			57,063	-
Replacement of broken equipment valued over \$5,000	20,000	-	20,000	F	100%	20,000	-
South Perth Library (radio frequency identification) RFID	88,500	81,055	7,445	F	8%	88,500	88,500
UPS for External Comms Cabinets	69,000	-	69,000	F	100%	69,000	69,000
Technology	434,563	138,118	296,445	F	68%	434,563	247,500
Artworks							
Murals	200,000	200,000	-			200,000	200,000
Sculpture Project	240,000	156,450	83,550	F	35%	240,000	240,000
Artworks	440,000	356,450	83,550	F	19%	440,000	440,000
Land							
30 Saunders Street - Land Acquisition	37,664	-	37,664	F	100%	37,664	-
Land	37,664	-	37,664	F	100%	37,664	-
Collier Park Golf Course							
CPGC - Concrete pathways	60,000	45,144	14,856	F	25%	60,000	60,000
CPGC - Plant & Fleet	118,000	104,892	13,108	F	11%	118,000	350,000
CPGC - Wash down Bay	39,714	36,715	2,999	F	8%	39,714	-
CPGC Green Construction	103,480	113,685	(10,205)	U	-10%	103,480	103,480
CPGC Lake Fill Pipe Replacement	67,760	-	67,760	F	100%	67,760	67,760
CPGC Pro-shop, Clubhouse and Driving Range	6,500,000	5,231,702	1,268,298	F	20%	6,500,000	12,500,000
CPGC Safety Netting	407,760	710	407,050	F	100%	407,760	207,760
CPGC Stormwater Drainage, Sewer Pump Station and Main	1,127,430	159,330	968,100	F	86%	1,127,430	750,000
Collier Park Golf Course	8,424,144	5,692,179	2,731,965	F	32%	8,424,144	14,039,000
Plant and Fleet Management							
City of South Perth Plant & Fleet	1,173,148	742,240	430,908	F	37%	1,173,148	1,165,000
Plant and Fleet Management	1,173,148	742,240	430,908	F	37%	1,173,148	1,165,000
Foreshore & Natural Areas							
Como Beach Riverwall & Footpath Repairs	150,000	3,169	146,831	F	98%	150,000	-
Coode Street Foreshore Riverbank Restoration	1,000,000	198,560	801,440	F	80%	1,000,000	1,000,000
Hurlingham - Living Stream	633,062	455,071	177,991	F	28%	633,062	462,850
Redmond St - Boardwalk Replacement design and approvals	70,000	-	70,000	F	100%	70,000	50,000
SJMP Irrigation replacement	1,433,190	938,052	495,138	F	35%	1,433,190	1,138,220

Key Responsibility Area	YTD Revised Budget \$	YTD Actual \$	Variance \$	Var F/U	Var %	Revised Budget \$	Original Budget \$
SPF NODE 2 - Coode St	200,000	75,162	124,838	F	62%	200,000	200,000
Foreshore & Natural Areas	3,486,252	1,670,014	1,816,238	F	52%	3,486,252	2,851,070
Streetscape							
Esplanade Verge Island Bollards	35,000	23,290	11,710	F	33%	35,000	-
Streetscape	35,000	23,290	11,710	F	33%	35,000	-
Parks and Reserves							
Bill Grayden reserve Concrete path extension	11,413	11,783	(370)	U	-3%	11,413	10,350
Bore & Pump Replacement Program	100,000	67,684	32,316	F	32%	100,000	100,000
Elderfield/ Sandon Park Boardwalk replacement	40,000	21,359	18,641	F	47%	40,000	206,950
Electrical Asset Renewal Program	320,030	78,566	241,464	F	75%	320,030	250,000
Furniture - Park Replacement	100,000	97,672	2,328	F	2%	100,000	100,000
Hope Reserve Playground replacement	206,950	53,601	153,349	F	74%	206,950	206,950
Irrigation Asset Replacement Program	98,937	83,070	15,868	F	16%	98,937	300,000
Karawara Laneways Multilayer Project (CS) + (LC)	200,000	199,266	734	F	0%	200,000	200,000
Lake Tondut & Hurlingham lake aerators	41,830	46,181	(4,351)	U	-10%	41,830	41,830
Mill Point Close Revegetation	20,000	1,266	18,734	F	94%	20,000	20,000
Moresby Street Centre Activation	300,000	61,687	238,313	F	79%	300,000	300,000
Parks and Reserves	1,439,160	722,135	717,025	F	50%	1,439,160	1,736,080
Waste Management							
Recycling Centre 30m3 sq bulk bin Program	55,000	31,118	23,882	F	43%	55,000	55,000
Recycling Centre Gatehouse UAT & Roof Replacement	165,210	13,914	151,296	F	92%	165,210	165,210
Recycling Centre Improvements	112,750	10,505	102,245	F	91%	112,750	112,750
Recycling Centre Perimeter Security	55,000	36,875	18,125	F	33%	55,000	55,000
Recycling Centre Security Fencing	190,510	186,716	3,794	F	2%	190,510	190,510
Waste - Plant & Fleet Replacement Program	6,890	-	6,890	F	100%	6,890	-
Waste Management	585,360	279,128	306,232	F	52%	585,360	578,470
Local Traffic Management							
Dyson St - Canning Hwy Intersection, Black Spot	225,000	207,655	17,345	F	8%	225,000	225,000
Morrisson Pedestrian Crossing Opposite Penros	60,000	58,499	1,501	F	3%	60,000	60,000
Non Advertising Bus Shelter and Slab Replacement Program	75,000	-	75,000	F	100%	75,000	75,000
Traffic/Black Spot - Mill Point Rd and Esplanade Ramp	364,000	-	364,000	F	100%	364,000	-
Traffic/Black Spot - Tate St / Angelo St LCUS	14,596	6,646	7,950	F	54%	14,596	-
Local Traffic Management	738,596	272,800	465,796	F	63%	738,596	360,000
Parking Facilities							
Car Park/Road Rehab Programme - Car Park Anstey St	75,000	51,852	23,148	F	31%	75,000	75,000
Manning Senior Citizen car park-Asphalt Works	40,000	-	40,000	F	100%	40,000	-
St Columba Church	50,000	-	50,000	F	100%	50,000	-
Parking Facilities	165,000	51,852	113,148	F	69%	165,000	75,000
Total Expenditure	34,573,924	21,127,654	13,446,269	F	39%	34,573,924	31,624,075

City of South Perth
Interim 2025/2026 - Significant Variance Analysis
30-June-2026
(Budget Versus Actual)

1. Operating Revenue and Expenditure by Business Unit

Key Responsibility Area	YTD Revised Budget (\$)	YTD Actual (\$)	Variance (\$)	Var F/U	Var %	Revised Budget (\$)	Original Budget (\$)	<i>Variance Analysis & Commentary</i> <i>Significant Variances: \$10,000 or 10% the greater of</i>
REVENUE								
Directorate - Corporate Services								
Information Systems	-	575	575	F	100%	-	-	Favourable in Miscellaneous revenue
Finance	53,852,889	54,521,952	669,063	F	1%	53,852,889	53,572,306	Favourable due to Grants - General Purpose (\$442k), Interest Revenue - Reserves (\$131k), Rates (\$104k), Miscellaneous Revenue (\$1k) and Interest Revenue - Pensioners Deferred Rates (\$1k) offset by Rates - Property Enquiries (\$10k)
Governance	3,125,656	3,352,239	226,583	F	7%	3,125,656	3,394,000	Favourable due to Parking Meter Revenues (\$91k), Other Animal Control Revenue (\$42k), Impounded Cats (\$33k), Infringements (\$21k), Miscellaneous Revenue (\$14k), Infringements - Recoup (\$13k), Rental Income (\$10k) and ACF Cat Boarding (\$2k).
People & Performance	-	8,601	8,601	F	100%	-	2,300	Favourable in Miscellaneous revenue
Total Revenue - Corporate Services	56,978,545	57,883,368	904,823	F	2%	56,978,545	56,968,606	
Directorate - Development & Community Services								
Community, Culture & Recreation	1,211,016	1,194,688	(16,328)	U	-1%	1,211,016	1,189,700	Unfavourable due to Grants - Miscellaneous - Operating Grant (\$63k), Other - Insurance Claims Received (\$6k), Miscellaneous Revenue (\$1k) offset by Hall Hire (\$54k)
Library Services	65,156	62,812	(2,344)	U	-4%	65,156	34,700	Insignificant variance
Development Services	1,386,500	1,598,153	211,653	F	15%	1,386,500	1,429,500	Favourable due to Fees (\$176k), Health Licences (\$19k), Infringements (\$2k) and Miscellaneous Revenue (\$15k)
Total Revenue - Development & Community Services	2,662,672	2,855,653	192,981	F	7%	2,662,672	2,653,900	
Directorate - Infrastructure Services								
Engineering	10,829,203	11,259,321	430,118	F	4%	10,829,203	10,927,889	Favourable due to Verge licences fees (\$144k), Contributions - Other Works (\$121k) and Grants - Miscellaneous - Operating Grant (\$175k). Offset by Reinstatements Revenue (\$5k) and Bus Shelter Advertisement (\$5k)
Parks and Environment	6,032,411	6,372,405	339,994	F	6%	6,032,411	5,791,510	Favourable due to CPGC Revenues (\$256k), Miscellaneous Revenue (\$48k), Contributions - Street Trees (\$3k) and Contributions - Other works (\$39k) offset by Ground hire (\$6k)
Waste, Fleet & Facilities	9,966,637	9,981,826	15,189	F	0%	9,966,637	9,815,204	Favourable due to Transfer Station Entry (\$12k) and Rubbish Service Charges (\$2k)
Total Revenue - Infrastructure Services	26,828,251	27,613,552	785,301	F	3%	26,828,251	26,534,603	
Total Revenue	86,469,467	88,352,573	1,883,106	F	2%	86,469,467	86,157,109	
EXPENDITURE								
Chief Executive's Office								
Office of the CEO	693,644	706,626	(12,982)	U	-2%	693,644	647,716	Unfavourable due to Salaries and Wages (\$22k), offset by Subscriptions (\$6k) and Miscellaneous Expenses (\$4k)
Total Expense - Chief Executive's Office	693,644	706,626	(12,982)	U	-2%	693,644	647,716	
Directorate of Corporate Services								
Director of Corporate Services	270,399	277,688	(7,289)	U	-3%	270,399	300,296	Insignificant variance
Customer, Communications & Engagement	2,366,590	2,204,021	162,569	F	7%	2,366,590	2,206,262	Favourable due to Salaries and Wages (\$39k), Subscriptions (\$24k), Postages & Couriers (\$21k), Community Publications (\$18k), Consultants (\$17k), Marketing & Promotions (\$16k), Asset Purchase under \$5,000 (\$14k), Signage & Banners (\$10k) and Training Course (\$6k)
Finance	3,505,036	3,498,823	6,213	F	0%	3,505,036	3,568,888	Insignificant variance
Information Systems	5,788,574	5,230,312	558,262	F	10%	5,788,574	5,822,007	Favourable, IT - Software Licenses (\$356k), IT software support (\$154k), R&M equipment (\$40k) and Training course (\$8k)
Governance	5,021,635	4,640,885	380,750	F	8%	5,021,635	4,545,458	Favourable due to Salaries and Wages (\$63k), Provision for doubtful debts (\$75k), Consultants (\$44k), Legal Services (\$32k), Catering & Hospitality (\$26k), Financial - Bank Fees & Charges (\$22k), Miscellaneous Expenses (\$21k), Council & Committee Meeting (\$18k), Community Safety (\$15k), Veterinary Costs (12k), Utility - Electricity (\$11k), Elected Member Development (\$10k), Subscriptions (\$9k), Cash Collection Fees (\$8k), Councillors - Meeting Attendance Fees (\$7k), Ticket Machine Maintenance, Licensing and Hosting (\$7k) and Marketing & Promotions (\$3k)

Key Responsibility Area	YTD Revised Budget (\$)	YTD Actual (\$)	Variance (\$)	Var F/U	Var %	Revised Budget (\$)	Original Budget (\$)	Variance Analysis & Commentary Significant Variances: \$10,000 or 10% the greater of
People & Performance	2,279,800	2,110,278	169,522	F	7%	2,279,800	2,336,111	Favourable due to timing Salaries and Wages (\$21k), Consultants (\$129k), WHS Health Initiatives (\$18k) and Protective Clothing (1k)
Total Expense - Corporate Services	19,232,034	17,962,007	1,270,027	F	7%	19,232,034	18,779,021	
Director of Development & Community Services								
Director of Development & Community Services	295,472	288,235	7,238	F	2%	295,472	276,399	Insignificant variance
Community, Culture & Recreation	4,398,876	4,261,700	137,176	F	3%	4,398,876	4,638,987	Favourable due to Utility -Electricity (\$31k), Youth and Children (\$25k), Donations & Subsidies to Community Groups (\$20k), Asset Purchase under \$5,000 (\$16k), Health Promotion and Public Health (\$13k), Access & Inclusion (\$13k), Sanitation & Rubbish Service Charges (\$10k) and Volunteering and Reconciliation (\$9k)
Library Services	3,263,134	3,071,696	191,438	F	6%	3,263,134	2,970,402	Favourable due to Salaries and Wages (\$92k), Children's Activities (\$17k), Utility -Electricity (\$16k), Library - Books (Adult Collection) (\$12k), Subscriptions (\$12k), Library - Online Resources (\$9k), Audio & Visual Materials (\$8k), Asset Purchase under \$5,000 (\$8k), Library - Books (Junior Collection) (\$7k), Events - Library (\$5k) and Depreciation Mobile Plant (\$5k)
Development Services	2,663,501	2,601,821	61,680	F	2%	2,663,501	2,793,509	Favourable due to Legal Services (\$26k), Pest & Weed Control (\$22k), Design Review Panel (\$7k), Depreciation Mobile Plant (\$4k) and Training Course (\$3k)
Strategic Planning	558,531	334,978	223,553	F	40%	558,531	504,509	Favourable due to Precinct Studies (\$209k), Miscellaneous Studies (\$5k), Advertising - Other (\$4k), Conferences (\$1k), Subscriptions (\$1k), Training Course (\$1k) and Miscellaneous Expenses (\$1k) and Legal Services (\$1k)
Total Expense - Development & Community Services	11,179,515	10,558,431	621,084	F	6%	11,179,515	11,183,806	
Director Infrastructure Services								
Director Infrastructure Services	313,107	257,983	55,124	F	18%	313,107	355,140	Favourable due to Salaries and Wages (\$17k), Consultants (\$28k), Catering & Hospitality (\$6k), Subscriptions (\$2k) and Training Course (\$2k)
Assets and Infrastructure Support	1,342,510	1,187,063	155,447	F	12%	1,342,510	1,404,380	Favourable due to Salaries and Wages (\$89k), Consultants (\$25k), Protective Clothing (\$30k), Training Course (\$4k), Asset Purchase under \$5,000 (\$3k), Stationery and Consumables (\$3k), Subscriptions (\$1k) and Miscellaneous Expenses (\$1k)
Engineering	23,087,620	22,896,227	191,393	F	1%	23,087,620	23,687,537	Favourable due to Roadworks Maintenance - Asphalt (\$68k), Cleaning/Clean-up (\$68k), Compliance (\$40k) and Traffic Modelling (\$15k)
Parks and Environment	17,261,835	16,950,131	311,704	F	2%	17,261,835	16,842,984	Favourable variance due to Tree Maintenance (\$181k), Garden Maintenance (\$61k), Furniture Maintenance (\$58k) and Depreciation Mobile Plant (\$11k)
Waste, Fleet & Facilities	13,132,183	12,662,847	469,336	F	4%	13,132,183	13,254,079	Favourable due to Verge Side Program (\$363k), Sports infrastructure maintenance (\$79k) Customer Service Interface (\$23k) and Training course (\$4k)
Total Expense - Infrastructure Services	55,137,255	53,954,250	1,183,004	F	2%	55,137,255	55,544,120	
Total Expenditure	86,242,448	83,181,314	3,061,134	F	4%	86,242,448	86,154,663	
Net Position	227,020	5,171,259	4,944,239	F	2178%	227,020	2,446	

2. Capital Revenue and Expenditure

Capital variance based on the subtotals contained in the f. Capital Revenue and Expenditure Report

CAPITAL REVENUE								
Park	3,615,896	1,795,833	(1,820,063)	U	-50%	3,615,896	1,077,875	Unfavourable due to Hurlingham - Living Stream (\$198k), George Burnett Park Sports lighting (\$251k), Richardson Park Sports lighting (\$667k), Challenger Reserve and Sports lighting (\$24k), Coode Street Foreshore Riverbank Restoration (UG) (\$575k), CCTV Trailer (\$1k), CCTV Election Commitment (\$81k) and South Perth Tennis Club Pergola Project (\$31k). Offset by Shade at Manning Laneway (\$7k)

Key Responsibility Area	YTD Revised Budget (\$)	YTD Actual (\$)	Variance (\$)	Var F/U	Var %	Revised Budget (\$)	Original Budget (\$)	Variance Analysis & Commentary Significant Variances: \$10,000 or 10% the greater of
Roads	2,341,422	1,805,197	(536,225)	U	-23%	2,341,422	1,902,924	Unfavourable due to, Traffic/Blackspot - Mill Point Road Esplanade (\$364k), Non Advertising Bus Shelter and replacement program (\$25k), Redmond Street Raised platforms (\$150k), Safety lighting across South Perth (\$50k), Road Rehab - Crawshaw Cr - Lay St to Perth Rd (\$4k), Douglas Ave - Mill Point to Shaftesbury, MRRG (\$13k), Elderfield St - Trumper to Kilkenny, MRRG (\$2k), Labouchere Rd - NB - Hardy to Charles, MRRG (\$1k), Manning Rd (A) - WB - Drogheda to Waterford, MRRG (\$25k), Manning Rd (B) - EB - Kent to Gillon, MRRG (\$15k), Dyson St - Canning Hwy Intersection, Black Spot (\$17k) offset by Road Rehab - Roseberry Ave - Jameson St to Mill Point Rd (\$130k)
Building	3,606,396	1,044,225	(2,562,171)	U	-71%	3,606,396	418,500	Unfavourable due to South Perth Tennis Club-Design Retrofit UAT (\$169k), Neil McDougall Public Toilet (\$58k), Collier Reserve All Genders Changerooms Additional (\$155k), Morris Mundy Reserve All Genders Changerooms Renewal (\$158k), Manning Senior Citizen's Centre (Senior Bus Garage) (\$100k), George Burnett Park All Genders Changerooms Renewal (\$152k), Richardson Park All Genders Changerooms Renewal (\$341k), Bill Grayden Reserve All Genders Changerooms Renewal (\$15k), Collier Reserve All Genders Changerooms Renewal (\$141k), Collier Reserve All Genders Changerooms Additional (\$1360k) and ANPR camera on Mill Point Road (\$30k). Offset by Coode Street Public Toilet (\$117k)
Artworks	81,747	105,018	23,271	F	28%	81,747	-	Public Art Contribution
Total Capital Revenue	9,645,461	4,750,274	(4,895,187)	U	-51%	9,645,461	3,399,299	

CAPITAL EXPENDITURE

Key Responsibility Area	YTD Revised Budget (\$)	YTD Actual (\$)	Variance (\$)	Var F/U	Var %	Revised Budget (\$)	Original Budget (\$)	Variance Analysis & Commentary
Drainage	360,000	126,838	233,162	F	65%	360,000	200,000	Favourable. Sump Fences and Gates Renewal- (\$83k), Como Beach Reserve Drainage Repairs- partly carried forward (\$70k), Redmond St Cul-de-sac GPT Installation- carried forward (\$50k), Drainage Upgrade (From Stormwater Management Plan) (\$10k), Outfall Upgrade - Lake Douglas (\$10k) and Outfall Upgrade - Hurlingham Lake (\$10k)
Pathways	638,000	523,945	114,055	F	18%	638,000	715,000	Favourable. Slab Replacement Program (\$31k), Redmond St Stairs, Erosion Control Works- carried forward (\$70k), Ruth St - Brittain St to Eleanor St (Pathway) (\$11k) and Unwin Cres - Redmond St to Sulman Ave (\$2k)
Roads	3,418,371	3,134,084	284,287	F	8%	3,418,371	3,532,900	Favourable. Redmond Street- Raised platforms- carried forward (\$150k), Manning Rd (A) - WB - Drogheda to Waterford, MRRG (\$44k), Douglas Ave - Mill Point to Shaftesbury, MRRG (\$27k), Manning Rd (B) - EB - Kent to Gillon, MRRG (\$22k), Traffic/Black Spot - Landsdown - Left in Upgrade (\$9k), Road Rehab - Dyson St - Market St to Vista St (\$9k), ROW #77 - Betwix Coode & Labouchere - Alston to Greenoch (\$9k), Anstey Street Pedestrian Crossing (\$4k), Elderfield St - Trumper to Kilkenny, MRRG (\$4k), Road Rehab - Crawshaw Cr - Lay St to Perth Rd (\$3k) and Second Ave - First Ave to Landsdowne Rd (\$3k)

Key Responsibility Area	YTD Revised Budget (\$)	YTD Actual (\$)	Variance (\$)	Var F/U	Var %	Revised Budget (\$)	Original Budget (\$)	<i>Variance Analysis & Commentary</i> <i>Significant Variances: \$10,000 or 10% the greater of</i>
Buildings	9,704,320	5,247,014	4,457,306	F	46%	9,704,320	4,783,595	Favourable. Collier Reserve All Genders Changerooms Additional- partly carried forward (\$1.047m) Operations Centre relocation of bulk materials storage bins- carried forward (\$705k), Neil McDougall Public Toilet- carried forward (\$604k), Richardson Park All Genders Changerooms Renewal- carried forward (\$340k), Roof Access Improvements- carried forward (\$261k), South Perth Tennis Club - Design Retrofit UAT- carried forward (\$179k) Electrical Switchboard Replace Program (\$168k), Morris Mundy Reserve All Genders Changerooms Renewal- carried forward (\$157k), Challenger Reserve All Genders Changerooms Renewal- carried forward (\$154k), Collier Reserve All Genders Changerooms Renewal (\$154k), George Burnett Park All Genders Changerooms Renewal- carried forward (\$152k), Clydesdale Park Operations Depot Safety Alterations- carried forward (\$138k), Bill Grayden Reserve All Genders Changerooms Renewal- carried forward (\$103k), Manning Senior Citizen's Centre (Senior Bus Garage) (\$100k), Manning Hub BMS (\$66k), HVAC Replacement Program (\$53k), South Perth Tennis Club Pergola Project- carried forward (\$46k) and Civic Centre meeting room upgrade- partly carried forward (\$30k)
Lighting	3,226,346	2,031,348	1,194,998	F	37%	3,226,346	765,460	Favourable. Richardson Park Sports lighting- carried forward (\$233k) and underspend (\$334k), George Burnett Park Sports lighting- carried forward (\$205k) and underspend (\$93k), Sir James Mitchell Park Lighting Upgrade (CS)- carried forward (\$259k), Festive Lights- carried forward (\$53k) and Challenger Reserve and Sports lighting (\$20k) offset by Metal light pole inspections and replacements (\$2k)
Security	268,000	116,221	151,779	F	57%	268,000	135,000	Favourable. CCTV Election Commitment (\$100k), ANPR camera on Mill Point Road (\$38k), CCTV Server Storage Expansion (\$12k), CCTV Trailer (\$1k)
Technology	434,563	138,118	296,445	F	68%	434,563	247,500	Favourable. IT - Civic Centre Servers and Storage (\$110k), IT - Wireless Network (non public) (\$90k), UPS for External Comms Cabinets (\$69k), Replacement of broken equipment valued over \$5,000 (\$20k) and South Perth Library (radio frequency identification) RFID (\$7k)
Artworks	440,000	356,450	83,550	F	19%	440,000	440,000	Favourable. Sculpture Project- carried forward (\$83k)
Land	37,664	-	37,664	F	100%	37,664	-	Favourable. 30 Saunders Street - Land Acquisition (\$37k)
Collier Park Golf Course	8,424,144	5,692,179	2,731,965	F	32%	8,424,144	14,039,000	Favourable. CPGC Pro-shop, Clubhouse and Driving Range (\$1,268), CPGC Stormwater Drainage, Sewer Pump Station and Main- carried forward (\$634k) and underspend (\$334k), CPGC Safety Netting- carried forward (\$207k) and underspend (\$200k), CPGC Lake Fill Pipe Replacement (\$68k), CPGC - Concrete pathways (\$15k), CPGC - Plant & Fleet (\$13k) and CPGC - Wash down Bay- carried forward (\$3k). Offset by CPGC Green Construction (\$10k)
Plant and Fleet Management	1,173,148	742,240	430,908	F	37%	1,173,148	1,165,000	Favourable. City of South Perth Plant & Fleet- carried forward (\$351k) and underspend (\$80k)
Foreshore & Natural Areas	3,486,252	1,670,014	1,816,238	F	52%	3,486,252	2,851,070	Favourable. Coope Street Foreshore Riverbank Restoration (\$801k), SJMP Irrigation replacement- carried forward (\$300k) and underspend (\$195k), Hurlingham - Living Stream- carried forward (\$178k), Como Beach Riverwall & Footpath Repairs- carried forward (\$9k) and underspend (\$138k), SPF NODE 2 - Coope St (\$125k), Redmond St - Boardwalk Replacement design and approvals (\$70k)
Streetscapes	35,000	23,290	11,710	F	33%	35,000	-	Favourable. Esplanade Verge Island Bollards (\$12k)

Key Responsibility Area	YTD Revised Budget (\$)	YTD Actual (\$)	Variance (\$)	Var F/U	Var %	Revised Budget (\$)	Original Budget (\$)	<u>Variance Analysis & Commentary</u> <i>Significant Variances: \$10,000 or 10% the greater of</i>
Park and Reserves	1,439,160	722,135	717,025	F	50%	1,439,160	1,736,080	Favourable. Electrical Asset Renewal Program- carried forward (\$241k), Moresby Street Centre Activation (\$238k), Hope Reserve Playground replacement (\$153k), Bore & Pump Replacement Program (\$32k), Mill Point Close Revegetation (\$19k), Elderfield/ Sandon Park Boardwalk replacement (\$18k), Irrigation Asset Replacement Program (\$16k)
Waste Management	585,360	279,128	306,232	F	52%	585,360	578,470	Favourable. Recycling Centre Gatehouse UAT & Roof Replacement- partly carried forward (\$151k), Recycling Centre Improvements- partly carried forward (\$102k), Recycling Centre 30m3 sq bulk bin Program (\$24k), Recycling Centre Perimeter Security (\$18k), Waste - Plant & Fleet Replacement Program (\$7k), Recycling Centre Security Fencing (\$4k)
Local Road Traffic Management	738,596	272,800	465,796	F	63%	738,596	360,000	Favourable. Traffic/Black Spot - Mill Point Rd and Esplanade Ramp- carried forward (\$364k), Non Advertising Bus Shelter and Slab Replacement Program (\$75k), Dyson St - Canning Hwy Intersection, Black Spot (\$17k), Traffic/Black Spot - Tate St / Angelo St LCUS (\$8k), Morrisson Pedestrian Crossing Opposite Penros (\$1k)
Parking Facilities	165,000	51,852	113,148	F	69%	165,000	75,000	Favourable. St Columba Church- carried forward (\$45k) and underspend (\$5k), Manning Senior Citizen car park-Asphalt Works- partly carried forward (\$40k), Car Park/Road Rehab Programme - Car Park Anstey St (\$23k)
Total Capital Expenditure	34,573,924	21,127,654	13,446,269	F	39%	34,573,924	31,624,075	
Net Position	(24,928,463)	(16,377,380)	8,551,082	F	34%	(24,928,463)	(28,224,776)	

Interim Statement of All Council Funds

30 June 2026

Municipal Funds	22,850,193
Investments	21,774,960
Current Account at Bank	1,071,994
Cash on Hand	3,240
	<u>22,850,193</u>
Cash Backed Reserves	56,625,082
Asset Replacement Reserve	2,062,436
Employee Entitlements Reserve	5,042,039
Community Facilities Reserve	18,847,116
Underground Power Reserve	142,119
Parking Facilities Reserve	130,052
River Wall Reserve	1,937,499
Public Art Reserve	264,644
Changeroom and Sport Lighting Facilities Reserve	4,432,257
Financial Sustainability Investment Reserve Fund	16,967,468
Waste Management Reserve	6,087,047
Collier Park Golf Course Reserve	712,404
	<u>56,625,082</u>
Reserves represented by:	
Investments	55,654,782
Accrued Interest	970,300
	<u>56,625,082</u>
TOTAL COUNCIL FUNDS	79,475,276

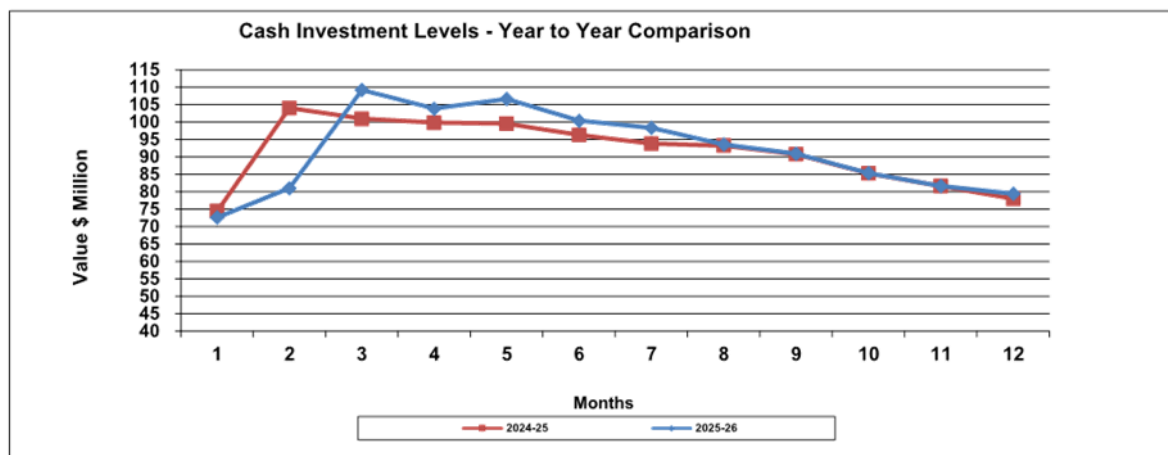
**Summary of Cash Investments
30 June 2026**

Investments and Cash - Disclosed by Fund	\$	%
Municipal	22,850,193	28.75%
Reserves	56,625,082	71.25%
	79,475,276	100.00%

Investments - Disclosed by Financial Institution	Non-Fossil Fuel %	S&P Credit Ratings (Short Term)	\$	%
ANZ Bank (Fossil Fuel)		A-1+	13,750,000	17.76%
Westpac Banking Corporation (Fossil Fuel)		A-1+	22,960,307	29.65%
National Australia Bank (Fossil Fuel)		A-1+	17,344,355	22.40%
Bank of Queensland (Non-Fossil Fuel)	12.08%	A-2	9,352,719	12.08%
IMB Bank (Non-Fossil Fuel)	2.10%	A-2	1,622,356	2.10%
Bendigo (Non-Fossil Fuel)	16.01%	A-2	12,400,000	16.01%
	30.19%		77,429,742	100.00%
Transfer to at Call Account			2,045,534	
Current Bank Accounts and accrued interest			79,475,276	

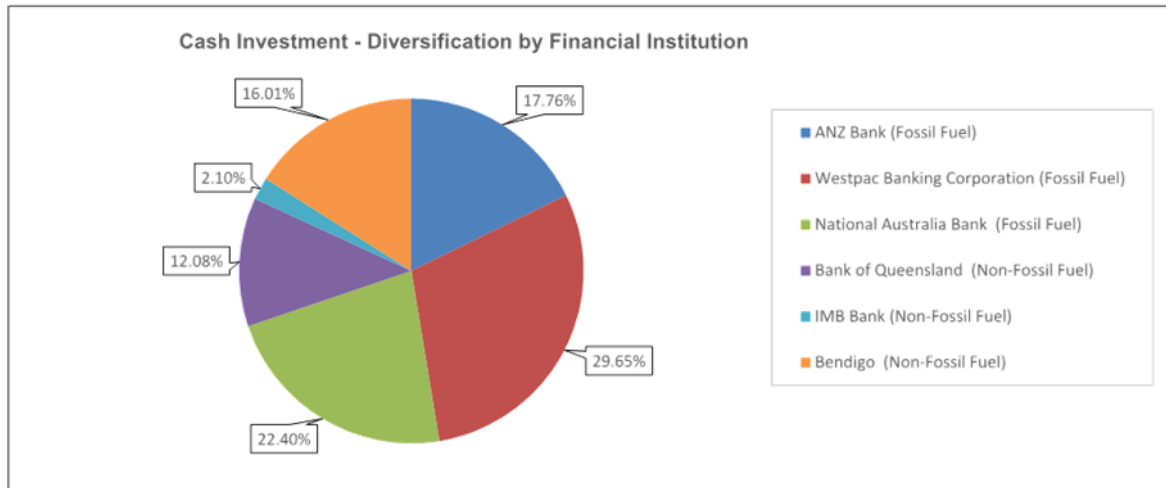
Interest Earned on Investments for Year to Date	30 June 2026	30 June 2025
Municipal Fund	1,588,825	2,133,661
Reserves	2,439,945	2,460,291
	4,028,770	4,593,952

The anticipated weighted average yield on funds currently invested is 4.73%

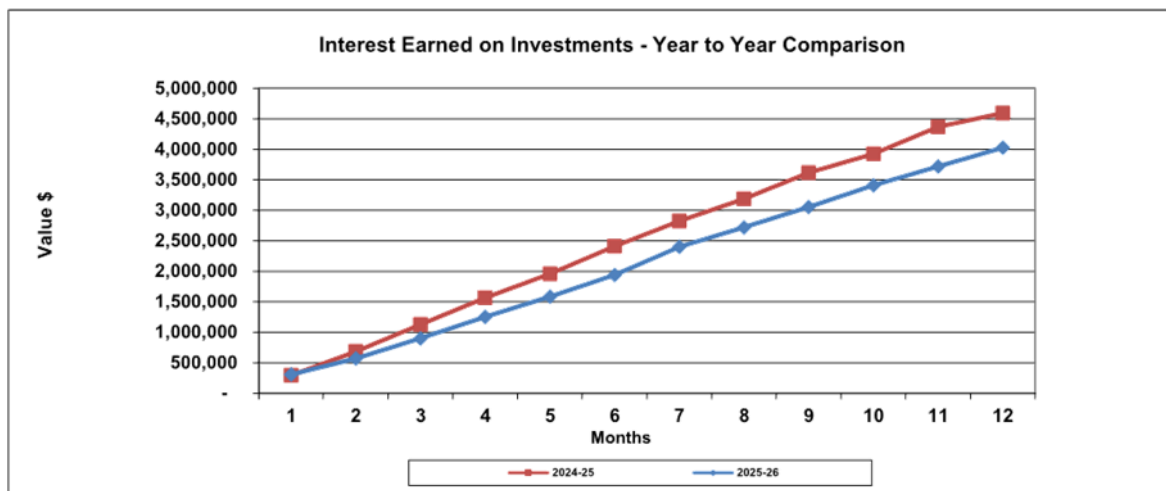


SUMMARY OF CASH INVESTMENTS 30 June 2026

Investments - Disclosed by Institution



Interest Earned on Investments

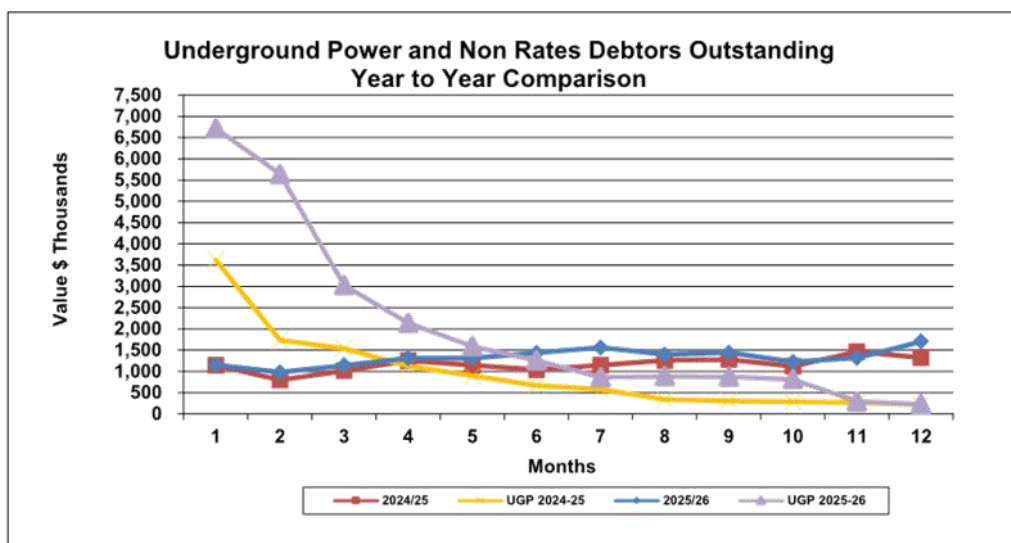
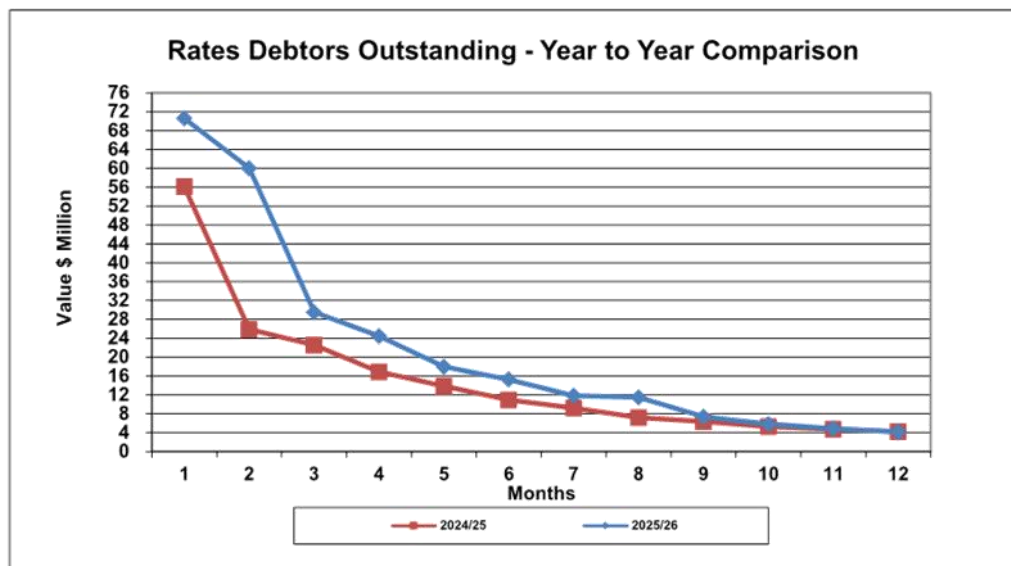


Statement of Major Debtor Categories
30 June 2026

Rates Debtors Outstanding	30 June 2026	30 June 2025
Outstanding - Current Year & Arrears	3,531,300	3,642,811
Pensioner Deferrals	605,323	565,268
	4,136,623	4,208,079

Rates Outstanding as a percentage of Rates Levied

Percentage of Rates Uncollected at Month End	7.21%	7.82%
--	--------------	--------------





Audit, Risk and Improvement Committee Terms of Reference

Responsible Director	Chief Executive Officer
Responsible Business Unit/s	All
Quorum	4

1. ESTABLISHMENT

The Audit, Risk and Improvement Committee (ARIC) is established under Section 7.1A of the *Local Government Act 1995* (the Act). The Committee will operate in accordance with all relevant provisions of the Act, the Local Government (Audit) Regulations 1996 and the Local Government (Administration) Regulations 1996.

2. OBJECTIVE

The objectives of the Committee are to:

- assist in the annual external audit and liaise with the auditor to ensure appropriate management of the City's financial affairs;
- facilitate the coordination of the internal audit function with the external audit;
- ensure openness and transparency in the City's audit and financial reporting;
- facilitate effective management of financial and other risks, and the protection of Council assets;
- ensure compliance with laws and regulations;
- ensure best practices are followed in relation to audit, risk management, internal control and legislative compliance; and
- advise Council in relation to all audit, risk management and compliance matters.

3. POWERS OF THE COMMITTEE

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference.

The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

4. AREAS OF RESPONSIBILITY

The Audit, Risk and Improvement Committee is responsible for the following functions:

- provide guidance and assistance to Council as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
- provide guidance and assistance to the Council as to –
 - (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act;
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management;
- meet with the Auditor once a year and provide a report to Council on the matters discussed and the outcome of those discussions;
- review the City's draft Annual Financial Report and recommend adoption of the report to Council;
- review any significant changes to the Annual Financial Report that may arise before the report is signed;
- review the annual Compliance Audit Return and report to the Council the results of that review;
- review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –
 - (i) report to the Council the results of that review;
 - (ii) give a copy of the CEO's report to the Council;
- consider the CEO's biennial reviews of the appropriateness and effectiveness of the City's systems and procedures in regard to risk management, internal control and legislative compliance and report to the Council the results of those reviews;
- review the City's Corporate Business Plan, Policies, Delegations and risk management systems;

- review the effectiveness of operations and services including non-financial controls of the City;
- review the internal control structure, monitoring the operations of the information system and internal controls, and providing recommendations for improvements; and
- review the quarterly Activity Report which incorporates Risk Management, Business Continuity and Workplace, Health and Safety.

5. MEMBERSHIP

The Committee shall consist of:

- the Mayor;
- Independent Presiding Member (External Member);
- Independent Deputy Presiding Member (External Member); and

between 3 to 8 Elected Members

In accordance with 7.1A(2) of the Act, members of the Audit, Risk and Improvement Committee will be appointed by an absolute majority decision of the Council.

The appointment of external members shall be made by the Council, by way of a public advertisement and be for a term of two years. All external members shall have business or financial management/reporting knowledge.

The external members shall be paid in accordance with s.5.10 of The Act and as determined by the Salaries and Allowances Tribunal.

Designated City of South Perth employees, whilst not permitted to be members of this Committee, will be required to attend meetings of the Committee to provide advice and guidance to the Committee.

6. COMMITTEE OPERATIONS

6.1 The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995*.

6.2 The Committee shall operate in accordance with the City of South Perth Standing Orders Local Law 2007 and the order of business will be as follows:

- Declaration of Opening/Announcement of Visitors
- Attendance/Apologies/leave of absence
- Declarations of Interest
- Confirmation of Minutes
- Presentations
- Reports
- Closure

- 6.3 No business is to be transacted at an ordinary meeting other than that specified in the agenda, without the approval of the Presiding Member or the Audit, Risk and Improvement Committee Members.
- 6.4 The Committee's recommendations must be adopted by Council before implementation.
- 6.5 The Terms of Reference are to be reviewed in line with the election of new members.

7. MEETINGS

The Committee shall meet at 6.00pm on a quarterly basis or as required.

8. AGENDA ITEMS

- 8.1 During the first quarter, the Committee shall conduct an annual review of Council Delegations and the Compliance Audit Return.
- 8.2 During the fourth quarter, the Committee shall review the City of South Perth Financial Report and Internal Audit Reporting.
- 8.3 Every quarter the Committee shall review the Corporate Business Plan and the Audit Register.

9. MINUTES

- 9.1 The Governance officer will be responsible for keeping minutes of all business transacted at each meeting.
- 9.2 Any recommendation for action from the Committee will be presented to the next Ordinary meeting of Council for consideration.
- 9.3 The minutes will be uploaded to the City's website and the HUB.

Office Use Only			
Council Adoption:	26 November 2019	Item Number	10.7.2
Council Amendment:	12 December 2023	Item Number:	10.5.1

Council Amendment	16 December 2025	Item Number:	10.5.2
-------------------	------------------	--------------	--------



TERMS OF REFERENCE

Community Safety and Crime Prevention Advisory Group

1. OBJECTIVES

- 1.1 The objectives of the Community Safety and Crime Prevention Advisory Group are to advise and make recommendations on:
- (i) Building and strengthening the capacity and resilience of the local community through community safety initiatives;
 - (ii) The needs of the local community in relation to community safety and crime prevention matters; and
 - (iii) The review and development of the Community Safety and Crime Prevention Plan.

2. MEMBERSHIP

- 2.1 Membership of the Advisory Group shall be:
- (i) Elected Members - A minimum of two (2) City of South Perth Elected Members;
 - (ii) Western Australia Police Force – A maximum of (2) Members;
 - (iii) Member of Parliament for the electorate of South Perth or representative;

- (iv) Western Australian Local Government Association Member (Roadwise) – One (1) Member;
 - (v) Curtin University - A maximum of (2) Members;
 - (vi) Community Members – A minimum of one (1) and a maximum of two (2) Community Members who are electors of the district;
 - (vii) Local Business Members – A minimum of one (1) and a maximum of three (3) Local Business Members who operate in the City of South Perth;
 - (viii) Department of Communities (Housing) - One (1) Member;
 - (ix) Youth Representative - One (1) Member; and
 - (x) City Officers as determined by the Chief Executive Officer.
- 2.2 The term of membership is for two (2) years aligned with the Local Government Ordinary Elections.
- 2.3 All Members are required to comply with the City of South Perth Code of Conduct. The CEO may terminate a Member for non-compliance with the City of South Perth Code of Conduct.

3. PRESIDING AND DEPUTY MEMBERS

- 3.1 Members of the Advisory Group are to elect a Chair and Deputy Chair at the first meeting of the group following the Ordinary Local Government Election.

4. MEETINGS

- 4.1 The Advisory Group shall meet quarterly per calendar year.
- 4.2 Notice of meetings and an agenda will be given at least seven (7) days prior to each meeting.
- 4.3 The Chair will preside the meetings, or in the absence of the Presiding Member, the Deputy Chair, in accordance with the Terms of Reference.
- 4.4 A quorum for a meeting of the Advisory Group is at least 50% of members.
- 4.5 Decisions of the Advisory Group are made by reaching a consensus view.

- 4.6 The City is responsible for the preparation of the agenda, taking notes at each meeting and circulating them to all members.
- 4.7 Matters discussed at the Advisory Group are confidential and Members shall declare interests prior to items being discussed.

5. DELEGATIONS AND POWERS

- 5.1 The Advisory Group has no delegated authority under the *Local Government Act 1995*, no authority to expend funds and decisions of the Committee do not bind the Council and the City of South Perth.
- 5.2 Pursuant to section 2.8(d) of the *Local Government Act 1995*, the Mayor is authorised to speak on behalf of the Local Government. The Chief Executive Officer may speak on behalf of the Local Government by approval of the Mayor. Members of the Advisory Group may not speak, issue public statements or publish on social media on behalf of the Advisory Group or Council, without the approval of the Mayor.
- 5.3 Neither the Advisory Group nor its members shall impinge on operational aspects of the City's functions.

6. AMENDMENTS

- 6.1 The Chief Executive Officer may amend the Terms of Reference.

7. DOCUMENT CONTROL

Directorate	Development and Community Services
This Version	25 June 2025
Date Modified	8 November 2023



City of Canning /South Perth Local Emergency Management Committee (LEMC)

TERMS OF REFERENCE

LEMC Terms of Reference	Tabled 01.02.2022
LEMC Terms of Reference	Adopted LEMC meeting 01.11.2022
Review date every five (5) years or as required	2027

1. Authority

Under section 38 (4) Emergency Management Act 2005 the constitution and procedures of a Local Emergency Management Committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

2. Function

The committee's core function is to advise and assist Local Government in the development, review and testing of the Local Emergency Management Arrangements (Plans)

3. Membership

Membership of the LEMC should be reflective of the Canning/South Perth community. Policy Statement 2.5 suggests the following membership be considered;

Executive	
Chair	CANNING Elected Member or delegate
	SOUTH PERTH Elected Member or delegate
Deputy Chair	As appointed by Local Government. (Elected Member, Officer in Charge Police)
Executive Officer	CANNING representative
	SOUTH PERTH representative
Membership	Chair
	Deputy Chair
	Executive Officer
	Local Emergency Coordinator (Officer In Charge Police)
	Local Recovery Coordinator
	Emergency Management Agencies
	Welfare Support Agencies
	State Government Agencies
	Local Industry representatives
	Culturally & Linguistically Diverse (CALD) representatives
	Special Needs Group representatives

4. Roles & Responsibilities

LEMC Committee	- To Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; i.e. assist to develop and/or participate in exercises Provide input and expertise in the review and assessment of risks and potential treatment options and; - To carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC)or prescribed by regulations; and - At the end of each financial year, prepare and submit to the District Emergency Management Committee (DEMC) an annual report of activities undertaken by it during the year.
LEMC Chair	- Provide leadership and support to the LEMC by; - Ensuring the appointment of an Executive officer - Chairing the LEMC meetings and ensuring that constitution and procedures of the LEMC are adhered to - Ensuring that Council is kept fully informed of emergency management discussion and any outcomes from the LEMC meetings. - Provide leadership in emergency management within the Local Government District.
Deputy LEMC Chair	- Provide advice and support to the LEMC by; - Act as Chair to the LEMC in the absence of the Chair person - Provide such assistance and advice as requested by the Chair - Undertake the role of the Chair to committee working groups as required. - Provide support and direction to the Executive Officer as required.
Local Emergency Coordinator	The Local Emergency Coordinator is appointed by the State Emergency Coordinator and is the Officer in Charge of the Local Police Station. The Local Emergency Coordinator for a local government district has the following functions (s. 37(4) of the Act) - To provide advice and support to the LEMC for the district in the development and maintenance of the emergency management arrangements for the district; - To assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and - To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator
LEMC Executive Officer (XO)	Under SEMC Policy Statement 2.5 there is a requirement for Local Government to provide secretariat and administration support to the LEMC. The executive officer is to ensure the provision of secretariat support including; - Meeting agenda; - Minutes and action lists; - Correspondence; - Maintain committee membership contact register

	• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements. • Facilitate the provision of relevant emergency management advice to the Chair and committee as required. • Participate as a member of sub committees and working groups as required • Facilitate open two way communication between the LEMC and Executive Officer of the DEMC, to undertake day to day emergency management business as required from both a Local and district level.
--	---

5. Meetings

Frequency of Meetings	LEMC's shall meet every three (3) months and as required
Reporting Requirements	LEMC's are to report as follows; • All LEMC minutes tabled at DEMC • LEMC meeting schedule tabled at DEMC • LEMC exercise schedule tabled at DEMC • Exercise report developed for all exercises held and tabled at DEMC • Any activations/reports of ISG's to be tabled at DEMC • Annual reports are to be sent to the XO of the DEMC no later than 2 weeks after the end of the financial year
LEMC Procedures (every meeting)	Housekeeping Welcome/ Introductions /Apologies Actions/ Business arising Confirmation minutes previous meeting Confirmation LEMC member contact details Correspondence Standard Reporting Items Agency Reports EM Act /SEMP Policy updates and reviews Emergency Risk Management Review/update General Business Quarterly reporting items 1st Quarter (July Aug Sept) Confirm Annual meeting schedule 2nd Quarter (Oct Nov Dec) Develop Risk review calendar to align with HMA commitments & seasonal demands 3rd Quarter (Jan Feb March) Discuss/confirm LEMC desktop exercise schedule and opportunities for training 4th Quarter (April May June) Develop/submit Local Government SEMC Annual Preparedness Report and Capability Survey.

LEMC Agenda, Action list and Minutes	To be distributed as per the following agreed timeframes. Four (4) weeks prior to each meeting Host Executive officer to circulate request for agenda items and agency reports to be submitted by XX date Two (2) weeks prior to each meeting Hosting Executive officer to circulate the following; • Agenda • Contact register • Agency reports • previous meeting minutes and action list Seven (7) days after meeting LEMC Meeting Minutes to be circulated within seven (7) days
Record Keeping	The Executive Officer (s) is responsible for maintaining the official records of the committee

6. Committee Protocols

Proxy Members	Wherever possible members are to delegate suitable proxy to attend in their absence
Review of LEMC Positions	The local Government in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.
Duration	The committee to exist until such time as it is discharged by the SEMC
Accountability & Decision making Authority.	The committee is accountable to the SEMC Decisions made by the Committee are arrived at by consensus. Where a decision cannot be achieved, the matter may be deferred to the DEMC for consideration
Conduct	The Committee must observe and comply with the Western Australian Public Sector Code of Ethics and the SEMC Code of Conduct 2010.
Confidentiality	All matters disclosed of a confidential nature shall not be discussed or correspondence forwarded to any third party.
Expenditure	The Committee shall not have the power to expend Council funds
Voting Requirements	A decision of the Committee does not have effect unless it has been made by a simple majority.
Delegated Powers	The Committee has no delegated powers under the Emergency Management Act 2005 and is to advise and make recommendations to Council only.
Committee Decisions	Committee decisions shall not be binding on Council
References	• Western Australia Local Emergency Management Committee (LEMC) Administration Guide • State Emergency Management Policy No. 2.5 • Emergency Management Act 2005



TERMS OF REFERENCE

Arts Advisory Group

1. OBJECTIVES

1.1 The objectives of the Arts Advisory Group are to advise and make recommendations on:

- (i) The acquisition and decommissioning of artworks for the City's Art Collection;
- (ii) Review and provide recommendations on developer contributions for public art; and
- (iii) Provide advice related to the development and implementation of the Cultural and Social Strategy.

2. MEMBERSHIP

2.1 Membership of the Advisory Group shall be:

- (i) Elected Members - Two (2) City of South Perth Elected Members;
- (ii) Industry Members – A minimum of two (2) and a maximum of four (4) Industry Members who are expected to have demonstrated experience and expertise relevant to public art, and the arts and cultural sector;
- (iii) Community Members – A minimum of one (1) and a maximum of two (2) Community Members who are electors of the district; and
- (iv) City Officers as determined by the Chief Executive Officer.

- 2.2 The term of membership is for two (2) years aligned with the Local Government Ordinary Elections.
- 2.3 All Members are required to comply with the City of South Perth Code of Conduct. The CEO may terminate a Member for non-compliance with the City of South Perth Code of Conduct.

3. PRESIDING AND DEPUTY MEMBERS

- 3.1 Members of the Advisory Group are to elect a Chair and Deputy Chair at the first meeting of the group following the Ordinary Local Government Election.

4. MEETINGS

- 4.1 The Advisory Group shall meet 4-6 times per calendar year, unless otherwise required.
- 4.2 Notice of meetings and an agenda will be given at least seven (7) days prior to each meeting.
- 4.3 The Chair will preside the meetings, or in the absence of the Presiding Member, the Deputy Chair, in accordance with the Terms of Reference.
- 4.4 A quorum for a meeting of the Advisory Group is at least 50% of members.
- 4.5 Decisions of the Advisory Group are made by reaching a consensus view.
- 4.6 The City is responsible for the preparation of the agenda, taking notes at each meeting and circulating them to all members.
- 4.7 Matters discussed at the Advisory Group are confidential and Members shall declare interests prior to items being discussed.

5. DELEGATIONS AND POWERS

- 5.1 The Advisory Group has no delegated authority under the Local Government Act 1995, no authority to expend funds and decisions of the Committee do not bind the Council and the City of South Perth.
- 5.2 Pursuant to section 2.8(d) of the Local Government Act 1995, the Mayor is authorised to speak on behalf of the Local Government. The Chief Executive Officer may speak on behalf of the Local Government by approval of the Mayor. Members of the Advisory Group may not speak, issue public statements or publish on social

media on behalf of the Advisory Group or Council, without the approval of the Mayor.

- 5.3 Neither the Advisory Group nor its members shall impinge on operational aspects of the City's functions.

6. AMENDMENTS

- 6.1 The Chief Executive Officer may amend the Terms of Reference.

7. DOCUMENT CONTROL

Directorate	Development and Community Services
This Version	25 June 2025
Date Modified	6 September 2023



TERMS OF REFERENCE

Inclusive Community Advisory Group (ICAG)

1. OBJECTIVE

- 1.1 The objective of the Inclusive Community Advisory Group is to advise and make recommendations on optimizing access and inclusion within the local community, including through the City's Access and Inclusion Plan.

2. MEMBERSHIP

- 2.1 Membership of the Advisory Group shall be:

- (i) Elected Members - A minimum of one (1) City of South Perth Elected Member;
- (ii) Industry Members – A minimum of two (2) and a maximum of five (5) representatives from relevant areas e.g. Disadvantaged Support services sector, Disability Services sector, Culturally and Linguistically Diverse services sector, Homelessness services sector, LGBTQIA+ services sector, Education/Training sector etc;
- (iii) Community Members – A minimum of one (1) and a maximum of five (5) Community Members who are electors of the district;
- (iv) City Officers as determined by the Chief Executive Officer.

- 2.2 The term of membership is for two (2) years aligned with the Local Government Ordinary Elections.

- 2.3 All Members are required to comply with the City of South Perth Code of Conduct. The CEO may terminate a Member for non-compliance with the City of South Perth Code of Conduct.

3. PRESIDING AND DEPUTY MEMBERS

- 3.1 Members of the Advisory Group are to elect a Chair and Deputy Chair at the first meeting of the group following the Ordinary Local Government Election.

4. MEETINGS

- 4.1 The Advisory Group shall meet quarterly per calendar year.
- 4.2 Notice of meetings and an agenda will be given at least seven (7) days prior to each meeting.
- 4.3 The Chair will preside the meetings, or in the absence of the Presiding Member, the Deputy Chair, in accordance with the Terms of Reference.
- 4.4 A quorum for a meeting of the Advisory Group is at least 50% of members.
- 4.5 Decisions of the Advisory Group are made by reaching a consensus view.
- 4.6 The City is responsible for the preparation of the agenda, taking notes at each meeting and circulating them to all members.
- 4.7 Matters discussed at the Advisory Group are confidential and Members shall declare interests prior to items being discussed.

5. DELEGATIONS AND POWERS

- 5.1 The Advisory Group has no delegated authority under the *Local Government Act 1995*, no authority to expend funds and decisions of the Committee do not bind the Council and the City of South Perth.
- 5.2 Pursuant to section 2.8(d) of the *Local Government Act 1995*, the Mayor is authorised to speak on behalf of the Local Government. The Chief Executive Officer may speak on behalf of the Local Government by approval of the Mayor. Members of the Advisory Group may not speak, issue public statements or publish on social media on behalf of the Advisory Group or Council, without the approval of the Mayor.

- 5.3 Neither the Advisory Group nor its members shall impinge on operational aspects of the City's functions.

6. AMENDMENTS

- 6.1 The Chief Executive Officer may amend the Terms of Reference.

7. DOCUMENT CONTROL

Directorate	Development and Community Services
This Version	25 June 2025
Date Modified	7 September 2023



TERMS OF REFERENCE

Urban Greening Advisory Group (UGAG)

1. OBJECTIVE

- 1.1 The objective of the Urban Greening Advisory Group is to advise and make recommendations on the achievement of the goals and objectives of the City of South Perth Urban Greening Strategy.

2. MEMBERSHIP

- 2.1 Membership of the Advisory Group shall be:

- (i) Elected Members - A minimum of one (1) City of South Perth Elected Member;
- (ii) Community Members – A minimum of one (1) and a maximum of five (5) Community Members who are electors of the district;
- (iii) City Officers as determined by the Chief Executive Officer.

- 2.2 The term of membership is for two (2) years aligned with the Local Government Ordinary Elections.

- 2.3 All Members are required to comply with the City of South Perth Code of Conduct. The CEO may terminate a Member for non-compliance with the City of South Perth Code of Conduct.

3. PRESIDING AND DEPUTY MEMBERS

- 3.1 Members of the Advisory Group are to elect a Chair and Deputy Chair at the first meeting of the group following the Ordinary Local Government Election.

4. MEETINGS

- 4.1 The Advisory Group shall meet quarterly per calendar year.
- 4.2 Notice of meetings and an agenda will be given at least seven (7) days prior to each meeting.
- 4.3 The Chair will preside the meetings, or in the absence of the Presiding Member, the Deputy Chair, in accordance with the Terms of Reference.
- 4.4 A quorum for a meeting of the Advisory Group is at least 50% of members.
- 4.5 Decisions of the Advisory Group are made by reaching a consensus view.
- 4.6 The City is responsible for the preparation of the agenda, taking notes at each meeting and circulating them to all members.
- 4.7 Matters discussed at the Advisory Group are confidential and Members shall declare interests prior to items being discussed.

5. DELEGATIONS AND POWERS

- 5.1 The Advisory Group has no delegated authority under the *Local Government Act 1995*, no authority to expend funds and decisions of the Committee do not bind the Council and the City of South Perth.
- 5.2 Pursuant to section 2.8(d) of the *Local Government Act 1995*, the Mayor is authorised to speak on behalf of the Local Government. The Chief Executive Officer may speak on behalf of the Local Government by approval of the Mayor. Members of the Advisory Group may not speak, issue public statements or publish on social media on behalf of the Advisory Group or Council, without the approval of the Mayor.
- 5.3 Neither the Advisory Group nor its members shall impinge on operational aspects of the City's functions.

6. AMENDMENTS

- 6.1 The Chief Executive Officer may amend the Terms of Reference.

7. DOCUMENT CONTROL

Directorate	
-------------	--

This Version	
Date Modified	



TERMS OF REFERENCE

Public Health Advisory Group

1. OBJECTIVES

- 1.1 The objectives of the Public Health Advisory Group are to advise and make recommendations on:
- (i) The implementation of the City's Public Health Plan and other public health matters as requested by the City.
 - (ii) Current and emerging public health issues, including analysis of public health information and data;
 - (iii) Public health initiatives to support implementation of the City's Public Health Plan and to optimise the health and wellbeing of the local community; and
 - (iv) To develop and promote collaboration between the City, primary health networks, Curtin University and health care professionals and providers.

2. MEMBERSHIP

- 2.1 Membership of the Advisory Group shall be:
- (i) Elected Members - A minimum of one (1) City of South Perth Elected Member;
 - (ii) Industry Members – A minimum of one (1) representative from the East Metropolitan Health Service, one (1) representative from Curtin University and one (1) representative WA Primary Health Alliance;

- (iii) Community Members – A minimum of one (1) and a maximum of three (3) Community Members who are electors of the district;
- (iv) Local Industry Members – A minimum of one (1) and a maximum of three (3) Local Industry Members in health related professions; and
- (v) City Officers as determined by the Chief Executive Officer.

2.2 The term of membership is for two (2) years aligned with the Local Government Ordinary Elections.

2.3 All Members are required to comply with the City of South Perth Code of Conduct. The CEO may terminate a Member for non-compliance with the City of South Perth Code of Conduct.

3. PRESIDING AND DEPUTY MEMBERS

3.1 Members of the Advisory Group are to elect a Chair and Deputy Chair at the first meeting of the group following the Ordinary Local Government Election.

4. MEETINGS

4.1 The Advisory Group shall meet quarterly per calendar year.

4.2 Notice of meetings and an agenda will be given at least seven (7) days prior to each meeting.

4.3 The Chair will preside the meetings, or in the absence of the Presiding Member, the Deputy Chair, in accordance with the Terms of Reference.

4.4 A quorum for a meeting of the Advisory Group is at least 50% of members.

4.5 Decisions of the Advisory Group are made by reaching a consensus view.

4.6 The City is responsible for the preparation of the agenda, taking notes at each meeting and circulating them to all members.

4.7 Matters discussed at the Advisory Group are confidential and Members shall declare interests prior to items being discussed.

5. DELEGATIONS AND POWERS

- 5.1 The Advisory Group has no delegated authority under the *Local Government Act 1995*, no authority to expend funds and decisions of the Committee do not bind the Council and the City of South Perth.
- 5.2 Pursuant to section 2.8(d) of the *Local Government Act 1995*, the Mayor is authorised to speak on behalf of the Local Government. The Chief Executive Officer may speak on behalf of the Local Government by approval of the Mayor. Members of the Advisory Group may not speak, issue public statements or publish on social media on behalf of the Advisory Group or Council, without the approval of the Mayor.
- 5.3 Neither the Advisory Group nor its members shall impinge on operational aspects of the City's functions.

6. AMENDMENTS

- 6.1 The Chief Executive Officer may amend the Terms of Reference.

7. DOCUMENT CONTROL

Directorate	Development and Community Services
This Version	25 June 2025
Date Modified	7 September 2023



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 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 the following principles must be 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 activities 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 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. This 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 supplies). The rationale for the procurement decision should be documented and recorded within a System Purchase Request to comply with the City Records Management Policy.
\$4,001 up to \$10,000	Two Written Quotations Required. This 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 Required. Where 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. 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 are required in accordance with the Act and Regulations. 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. 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. 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 System Purchase Request 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:

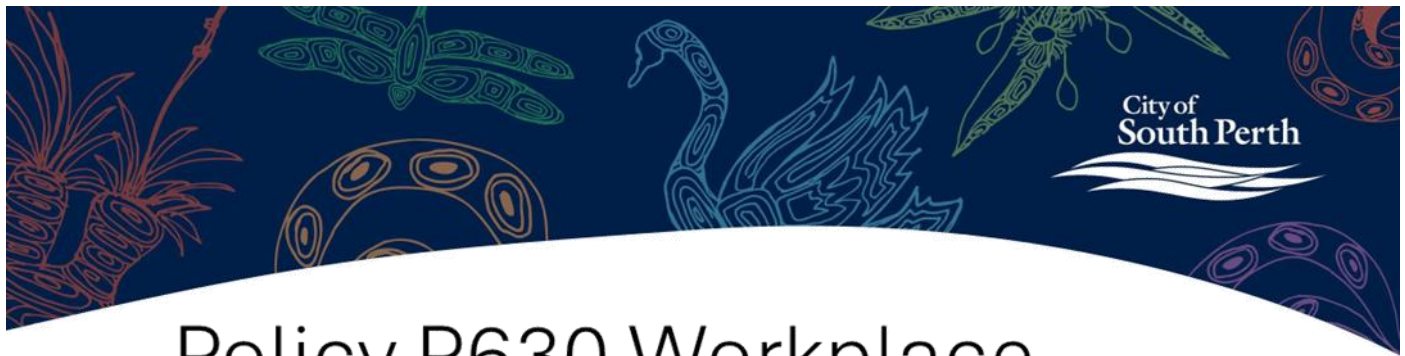
Failure to comply with the requirements of this Policy will be subject to investigation, with findings to be considered in the context of the responsible person's training, experience, seniority and reasonable expectations for the performance of their role:

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 Local Government (Functions and General) Regulations 1996 State Records Act 2000		
Organisational:	DM605 Purchasing & Invoice Approval 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	23 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

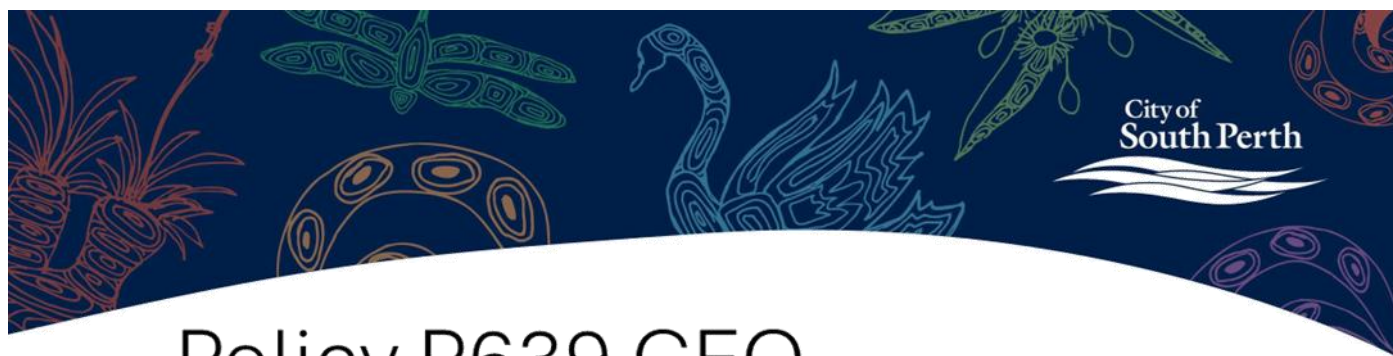
City of South Perth Council Member Code of Conduct

Council Member Workplace Behaviours Policy

City of South Perth Strategic Plan 2021-2031

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

	Council Member Workplace Behaviours Policy 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 ~~Acting or temporary position~~ 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

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 extension of~~ the current Acting CEO arrangement or for Council to consider alternative arrangements.

~~(i) (f)~~ 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 ~~thea~~ 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 eExpressions of interest ~~s~~ by the Directors ~~(letter and CV) to~~ Council via Manager People & Performance.
- Conducting interviews and/or brief presentation ~~s~~ 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 ~~s~~ 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 ~~s~~ as required by absolute majority.

~~The GEO 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 ResourcesPeople & 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 1996 ~~Other 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 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 City of South Perth Strategic Community Plan 2021-2031 City of South Perth Corporate Business Plan 2025/26-2028/29 M652 Recruitment and Selection P637 Employee Separation Payments 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			



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:~~

- Vehicles will generally not be considered if their fuel consumption exceeds 8.5 litres per 100 kilometres travelled.
- Carbon emissions (CO₂) should not exceed 185 grams per kilometre.
- Purchasing evaluations will use the most economical cost per kilometre, based on a whole of life cost.
- 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

Page 2 of 3

Policy Number: P648

Council Adoption: 28/07/09

Reviewed/Modified: 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 03/18, 09/22, 12/24

Relevant Council Delegation:

N/A

Relevant Delegation:

N/A

Relevant Management Practice:

M648 Motor 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	<i>Local Government Act 1995</i>		
Organisational:	M648 Motor Vehicles P692 Sustainability Policy 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

Page 3 of 3

Policy Number: P648

Council Adoption: 28/07/09

Reviewed/Modified: 02/11, 03/12, 03/13, 03/14, 02/15, 03/16, 03/17, 03/18, 09/22, 12/24

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: M648 Motor Vehicles

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 Council Members, Committee Members
and Candidates

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 form approved by the local government on this form
- (b) to the Chief Executive Officer or an 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? <i>[Tick all that apply]</i>	
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	
A council member, committee member or candidate —	
f (a) must not intimidate, threaten, bully or harass another person in any way; and	
f (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	
f (c) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and	
f (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		
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 – (a) within 14 days of - i. the council member being elected to Council; or ii. the committee member being appointed to the committee; or iii. the council member or committee member becoming a member of, or being employed by, the political party; or (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:

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/subsection~~clause/subclause of the alleged breach.

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

~~The s~~Signed complaint form should be marked as confidential and be forwarded to:

~~Chief Executive Officer~~Complaints 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.

COMPLAINT ABOUT ALLEGED BREACH FORM -
CODE OF CONDUCT FOR CCOUNCIL MMEMBERS, CCOMMITTEE MMEMBERS 5
AND CCANDIDATES



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

Page 1 of 4

Policy Number:

Council Adoption:

Reviewed/Modified:

Relevant Council Delegation:

Relevant Delegation:

Relevant Management Practice:

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 breaches of Division 3 of the ~~Councillor~~ Code of Conduct by a candidate in ~~the a~~ local government elections 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.

Page 2 of 4

Policy Number: P699
Council Adoption: 27 April 2021
Reviewed/Modified:

Relevant Council Delegation:
Relevant Delegation:
Relevant Management Practice:

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 a~~ 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 an ~~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 an ~~alleged~~ breach of Division 3 of the ~~Councillor~~ Code of Conduct has occurred, ~~the~~ Council may:

- Take no further action; or

Page 3 of 4

Policy Number: P699
Council Adoption: 27 April 2021
Reviewed/Modified:

Relevant Council Delegation:
Relevant Delegation:
Relevant Management Practice:

- 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 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 Ccomplainant, 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

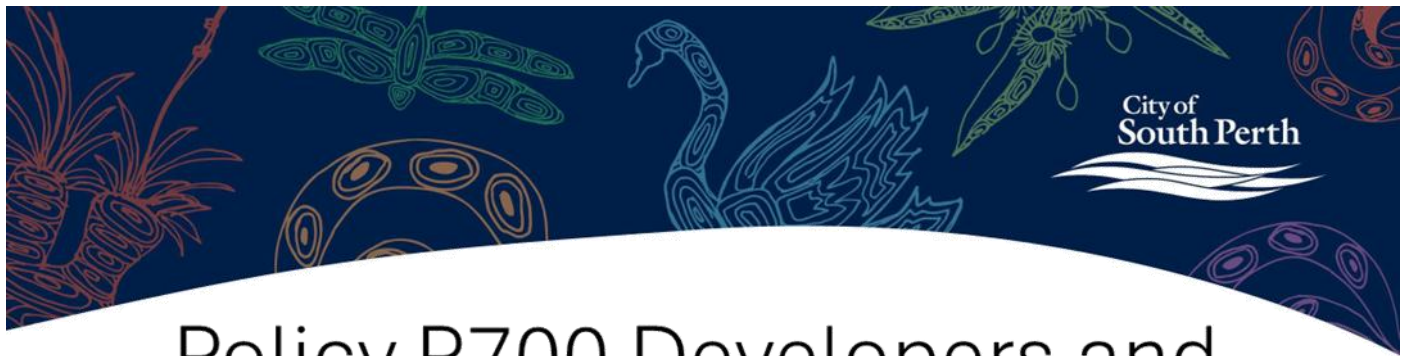
~~Councillor Code of Conduct Breach Form – attachment (a)~~

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

Page 4 of 4

Policy Number: P699
Council Adoption: 27 April 2021
Reviewed/Modified:

Relevant Council Delegation:
Relevant Delegation:
Relevant Management Practice:



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 ~~E~~contact" 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 an ~~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) A proposed amendment to the Metropolitan Region Scheme or the City's Town-Local Planning Scheme;
- (c) 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.

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. 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 Developers and/or Lobbyist 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.

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



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.

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 • Special conditions of offer • Contracts of sale	Chief Executive Officer
Documents required to enact a decision to award a tender	• Contractual documents resulting	Chief Executive Officer Responsible Director

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

- (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
<u>Heritage Protected Place</u> Development applications affecting a heritage protected place.	1. The heritage protected place is retained (including partial retention). 2. Any proposed works satisfy the requirements of Local Planning Policy 8.1 – Heritage Conservation and Development. 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.
<u>Regulated Tree(s)</u>	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. 2. The development does not include removal of a Regulated Tree. 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 Local Planning Policy 8.1 – Heritage Conservation and Development		
Version #	Decision:	OCM Date:	Resolution Number:
1	Adopted		



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

Local Government (Administration) Regulations 1996

	<i>Salaries and Allowances Act 1975</i> <i>Local Government Officers' (Western Australia) Award 2021</i>		
Organisational:	P648 Motor Vehicles 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

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. 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 All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor 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. 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. 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. 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. 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. 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. - 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. - 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.