

ATTACHMENTS

Ordinary Council Meeting

30 June 2026

Part 2 – 10.5.1, 10.5.2, 10.5.3 and 10.5.4

ATTACHMENTS TO AGENDA ITEMS

Ordinary Council Meeting - 30 June 2026

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MINUTES

Audit, Risk and Improvement Committee Meeting

16 June 2026

Committee Members

Here within are the Minutes of the Audit, Risk and Improvement Committee Meeting held Tuesday 16 June 2026 in the City of South Perth Council Chamber, corner Sandgate Street and South Terrace, South Perth.



ANITA AMPRIMO
ACTING CHIEF EXECUTIVE OFFICER

23 June 2026

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Audit, Risk and Improvement Committee Meeting - Minutes

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 7.11pm and welcomed everyone in attendance.

The Presiding Member welcomed Mr Indika Dias (Engagement Leader), Mr Raghav Singhal (Audit Manager) and Mr Paul Tilbrook (Acting Senior Director – Information Systems and Performance Audit) who presented and answered questions from Committee Members relating to the proposed Annual Financial Report Audit – Planning Summary.

2. ATTENDANCE

Elected Members

Mayor	Greg Milner
Manning Ward	Councillor André Brender-A-Brandis
Mill Point Ward	Councillor Jacqueline Raison
Mill Point Ward	Councillor Tim Houweling (Retired at 7.42pm)
Moresby Ward	Councillor Stephen Russell

Independent Members

Ms Leah Horton (Presiding Member)
Ms Shona Zulsdorf (Deputy Presiding Member)

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
Acting Manager Governance	Mr Morgan Hindle
Communications Officer	Ms Raquel de Brito
Governance Officer	Ms Jane Robinson

Guests

Office of the Auditor General	Mr Indika Dias (Retired at 7.24pm)
Office of the Auditor General	Mr Raghav Singhal (Retired at 7.24pm)
Office of the Auditor General	Mr Paul Tilbrook (Retired at 7.24pm)

Gallery

There was 1 member of the public present.

2.1 APOLOGIES

- Councillor Bronwyn Waugh

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3. DECLARATIONS OF INTEREST

- Mayor Greg Milner – Financial Interest in Item 6.6 as ‘this Item proposes revisions to Policy P649 (Mayoral Vehicle).’

4. CONFIRMATION OF MINUTES

4.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD: 10 March 2026

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Ms Leah Horton

That the Minutes of the Audit, Risk and Improvement Committee Meeting held 10 March 2026 be taken as read and confirmed as a true and correct record.

CARRIED (7/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Tim Houweling, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

Against: Nil.

5. PRESENTATIONS

Nil.

6. REPORTS

6.1 AUDIT REGISTER - QUARTERLY REPORT

File Ref: D-26-11305

Reporting Officer(s): Donna Shaw, Acting Director Corporate Services

Summary

This report provides an update on the progress of actions included in the Audit Register since last presented to the ARIC at the meeting on 10 March 2026.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Mayor Greg Milner

That the Audit, Risk and Improvement Committee notes the progress recorded against each item within the Audit Register in **Confidential Attachment (a)**.

CARRIED (7/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Tim Houweling, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

Against: Nil.

Background

The confidential Audit Register as contained in **Confidential Attachment (a)** is presented at each ARIC meeting. The Register:

- lists every open external and internal audit finding.
- describes the progress of implementing audit recommendations and tracks that as a percentage of completion.

The Audit Register is formatted to ensure clarity as detailed below:

1. The Audit Register presents audit outcomes by 'Finding' numbers. Any given Finding may have more than one 'Recommendation' and associated 'Agreed Management Action.'
2. Where a Finding has more than one Agreed Management Action, it is represented with double lines around that entire Finding.
3. Updates in relation to each Finding are displayed in chronological order i.e. latest update appears at the bottom of each Finding.
4. Each Finding that is to be closed (i.e. 100% complete for all Agreed Management Actions) is represented by a purple 'Closed Tally' column on the right.
5. All Findings that are being recommended for closure by the ARIC are filtered to the end of the register.

Only when all Agreed Management Actions related to a Finding are marked as 100% complete, will it be recommended that the Finding be closed.

6.1 Audit Register - Quarterly Report

All closed items will not form part of the Audit Register report for future meetings.

Comment

The Audit Register is shown in **Confidential Attachment (a)**.

The following findings will be closed as they are complete:

Finding #	Finding
200	Non-payroll staff management
206	Disaster recovery and business continuity (Development of BCP & DRP)
207	Human resources – staff lifecycle management (Exit processes)
211	Vulnerability management
222	Crisis Management and Disaster Recovery Plan
233	Human resources – staff lifecycle management (Employee Code of Conduct)

Consultation

Nil.

Policy and Legislative Implications

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Audit) Regulations 1996

Financial Implications

The estimated cost of the OAG Audit for 2025/2026 is \$114,900 plus GST.

The Internal Audit function has a budget of approximately \$60,000 for the 2025/2026 financial year.

6.1 Audit Register - Quarterly Report

Key Risks and Considerations

Risk Event Outcome	<p>Legislative Breach</p> <p>Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision-making bodies within the collective organisation</p>
Risk rating	Low
Mitigation and actions	<p>The City is subject to a comprehensive OAG Audit each year.</p> <p>The City has a Council endorsed three-year Strategic Internal Audit Plan which runs from 2024/25 to 2026/27.</p> <p>The City completes an annual Compliance Audit Return and undertakes Regulation 5 and 17 audits, as per legislation.</p> <p>The recommendations from those reports are reported on Quarterly reporting to ARIC and Council for transparency.</p>

Strategic Implications

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

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

Attachments

6.1 (a): Audit Register (*Confidential*)

6.2 CORPORATE BUSINESS PLAN - QUARTERLY REPORT

File Ref: D-26-11403

Reporting Officer(s): Donna Shaw, Acting Director Corporate Services

Summary

This report provides an update on the progress of the Corporate Projects and Measures of Success identified in the Corporate Business Plan 2025/26 - 2028/29.

It is recommended that the Audit, Risk and Improvement Committee notes the progress recorded against each Corporate Project/Activity contained within the 2025/26 Corporate Business Plan Quarter 3 Report and notes the results for all Measures of Success (Key Performance Indicators) contained within the Corporate Business Plan Measures of Success Report.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Mayor Greg Milner

That the Audit, Risk and Improvement Committee notes:

1. The progress recorded against each Project/Activity within the Corporate Business Plan as described in the report contained within **Attachment (a)**.
2. The results recorded against each Measure of Success within the Corporate Business Plan as described in the Key Performance Indicator report contained within **Attachment (b)**.

CARRIED (7/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Tim Houweling, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

Against: Nil.

Background

The Strategic Community Plan (SCP) 2021-2031 was endorsed by Council at its Ordinary meeting held 14 December 2021. A minor review of the SCP was completed and endorsed by Council at its Ordinary meeting held 23 April 2024.

The Corporate Business Plan (CBP) translates the aspirations and strategies of the SCP into operational priorities and indicates how they will be resourced over a four-year period. The CBP outlines in detail the services and projects required to ensure delivery of the SCP and includes measures of success as an indication of performance.

The CBP for the period 2025/26 to 2028/29 was endorsed by Council at its meeting held 24 June 2025.

6.2 Corporate Business Plan - Quarterly Report

Comment

This is the progress report for Quarter 3 of the 2025/26 planning year.

2025/26 Corporate Business Plan – 3rd Quarter Update Corporate Actions

The following table provides an overview of the progress of the 36 Corporate Actions scheduled for delivery in the CBP for 2025/26:

On Track	Complete	On hold
30 (83%)	5 (14%)	1 (3%)

The CBP Report (**Attachment (a)**) is presented for information, with an officer comment in the ‘Quarterly Updates’ column.

Measures of Success (KPIs)

The following table provides an overview of the progress of the 35 Key Performance Indicators (KPI’s / Measures of Success) included in the CBP:

Achieved	Not Achieved
30 (86%)	5 (14%)

The KPI Report (**Attachment (b)**) is presented for information, with a description by the officer in the ‘Result Comment’ column when a KPI is not achieved.

The following table extracts information from this Report in relation to KPIs that were Not Achieved:

KPI Description	Performance Measure	2025 / 26 Target	Result	Result Comment
Library Attendee Targets - The number of people visiting or attending the City’s two Library branches (Manning and South Perth)	= 5 visits per capita annually (ALIA minimum benchmark) (235,000 visits p.a. for 25/26)	176250	159572	Visitor numbers are lower than expected. The City has undertaken a community library survey, and will review the results to determine whether modifications to services or offerings are required to meet community need. The City is also aware that where large scale bookings are being undertaken in the community hall, the impact on car parking has deterred some library patrons.

6.2 Corporate Business Plan - Quarterly Report

Recreation Facility Condition Satisfaction - The percentage satisfaction rate of facility user survey respondents reporting satisfaction with the condition of the facility they have booked	Maintain satisfaction rate above 70%	70	59	Rating was derived from the recent MARKYT Community Scorecard that rated sport/recreation services and facilities at 59% (due to facilities unfit-for-purpose e.g. undersized indoor sports courts).
Parking Revenue - The percentage increase in parking revenue	Increase the City's revenue from parking by 10% each year	7.50	0.00	There is an increase of 11.6 % between Jan – Mar 25 to Jan to Mar 26. However, overall Year to Date there is a decrease of 6%.
Stakeholder Engagement Participation Opportunities - The number of projects in which stakeholders and the community have been provided with an opportunity to participate	The number of projects in which stakeholders and the community have been provided with an opportunity to participate	10.50	8.00	Performance measure not achieved in Q3 due to project delays.
Internal Audit Completion - The number of internal audits completed relative to the number of audits planned in the strategic internal audit plan (SIAP). (Complete/Planned)	Maintain completion rate above 75%	75	66	As per the SIAP, 3 internal audits were scheduled for the financial year. Two have been finalised.

Consultation

Nil.

Policy and Legislative Implications

Local Government (Administration) Regulations 1996.

Financial Implications

All projects and activities listed in the CBP Quarter 3 update are fully funded within the 2025/26 Annual Budget.

6.2 Corporate Business Plan - Quarterly Report

Key Risks and Considerations

Risk Event Outcome	Reputational Damage Deals with adverse impact upon the professional reputation and integrity of the City and its representatives whether those persons be appointed or elected to represent the City. The outcome can range from a letter of complaint through to a sustained and co-ordinated representation against the City and or sustained adverse comment in the media.
Risk rating	Medium
Mitigation and actions	Performance management by: <ol style="list-style-type: none"> 1. Annual business planning with business units to identify new actions for the financial year. 2. Monitor progress of SCP through <ol style="list-style-type: none"> a. Quarterly reporting of the Corporate Business Plan (CBP) Corporate Actions; b. Quarterly Key Performance Indicator reporting of CBP measures of success; and 3. Implementation of Audit findings in accordance with the Audit Register Progress Report.

Strategic Implications

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

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

Attachments

- 6.2 (a): Quarter 3 2025-26 CBP Project Status Updates
- 6.2 (b): Quarter 3 2025-26 CBP KPI Status Updates

6.3 RISK MANAGEMENT, BUSINESS CONTINUITY AND WORK HEALTH AND SAFETY - QUARTERLY REPORT

File Ref: D-26-11306
Reporting Officer(s): Donna Shaw, Acting Director Corporate Services

Summary

This report outlines activities undertaken by the City of South Perth relating to Risk Management, Business Continuity and Workplace Health and Safety.

Officer Recommendation

Moved: Ms Shona Zulsdorf
Seconded: Mayor Greg Milner

That the Audit, Risk and Improvement Committee notes the details of the activities contained in the body of this report and in **Confidential Attachment (a)**.

During consideration of the Item, committee members requested that the meeting be closed to consider questions on the Confidential Attachment.

The Presiding Member called for a mover and seconder to close the meeting to the public:

COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Mayor Greg Milner

That the meeting be closed to the public to discuss matters pertaining to the Confidential Attachment at Item 6.3.

Reason: As information relates to the personal affairs of an individual in accordance with s5.23(4)(b) of the *Local Government Act 1995*.

CARRIED (7/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Tim Houweling, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

Against: Nil.

The meeting was closed to the public at 7.36pm.

6.3 Risk Management, Business Continuity and Work Health and Safety - Quarterly Report

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Mayor Greg Milner

That the Audit, Risk and Improvement Committee notes the details of the activities contained in the body of this report and in **Confidential Attachment (a)**.

CARRIED (7/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Tim Houweling, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

Against: Nil.

COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Mayor Greg Milner

That the meeting be reopened to the Public.

CARRIED (7/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Tim Houweling, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

Against: Nil.

In accordance with section 5.23(8)(f) of the *Local Government Act 1995*, the meeting was closed to the public for consideration of questions on the Confidential Attachment only.

The meeting was reopened at 7.42pm.

Background

Pursuant to regulation 16 of the *Local Government (Audit) Regulations 1996*, a function of the Audit, Risk and Improvement Committee (ARIC) is to receive and review reports on the appropriateness and effectiveness of the City's systems and procedures in relation to risk management.

This activity report provides an update on the City's risk management practices undertaken for the previous quarter in relation to Risk, Business Continuity and Workplace Health and Safety.

Comment

Strategic Risk

At the 28 April 2026 Ordinary Council Meeting, Council carried the below recommendation from the 10 March 2026 ARIC Meeting:

6.3 Risk Management, Business Continuity and Work Health and Safety - Quarterly Report

That Council:

1. Requests that the Chief Executive Officer hold a Strategic Risk Workshop with all Councillors and ARIC members invited and delivered using the framework and definitions within the existing Risk Framework at the City of South Perth, the existing Strategic Risk Register and the existing Strategic Community Plan.
2. That the OAG Exit Debrief 2019, OAG Exit Debrief 2020 and the paper tabled under item 7.6 Response to Notice of Motion be tabled at the June ARIC meeting.

The strategic risk workshop has been scheduled for 7 July 2026. The workshop will consider the City's strategic risk register, including existing and emerging risks, risk controls, and treatment actions. Outcomes from the workshop will inform the refinement and updating of the Strategic Risk Register, which will be finalised following the completion of the review process and subsequently presented to ARIC.

Operational Risk

In accordance with the Risk Management Framework 2024, all operational risks with a residual risk rating of High or Extreme are reported to the ARIC.

At its meeting held 23 April 2026, the Internal Risk Management Committee considered a Work Health and Safety (WHS) Business Unit-level risk relating to psychological illness and injury as contained in **Confidential Attachment (a)**. The risk was assessed with a consequence rating of 3 and a likelihood rating of 4, resulting in a residual risk rating of 12 (High).

The risk was subsequently escalated to the Executive Management Team (EMT) for consideration. Following its review, EMT determined that the risk should retain its high residual risk rating and be included on the City's Operational Risk Register.

The basis for this determination is outlined below:

Workforce capacity pressures

The current likelihood rating has increased from the previous reporting period, driven primarily by workforce pressures that have elevated exposure to several recognised psychosocial hazards under the framework. Key personnel are currently on leave, coinciding with a higher-than-usual number of employee vacancies across the organisation and an elevated number of employees working in acting/higher duty capacities. This combination has created conditions that heighten the likelihood of psychosocial harm, specifically across the following hazard categories:

- Job demands – Some employees are absorbing additional responsibilities to cover gaps, increasing workload, working hours, and cognitive load beyond what would ordinarily be expected of their roles.
- Low job control – Employees in acting roles and those backfilling responsibilities may have limited or perceived as limited authority or decision-making capacity relative to the demands placed upon them, reducing their ability to manage or prioritise their own work effectively.
- Poor support – With key personnel absent, the usual sources of guidance, supervision, and collegial support are reduced. Employees particularly those in acting arrangements may find it more difficult to access timely direction or assistance.
- Lack of role clarity – Acting arrangements and redistributed responsibilities create ambiguity around accountabilities, reporting lines, and expectations, increasing the risk of confusion and stress associated with unclear role boundaries.

6.3 Risk Management, Business Continuity and Work Health and Safety - Quarterly Report

- Poor organisational change management – The cumulative effect of simultaneous absences, vacancies, and acting arrangements represents a period of organisational disruption. Where these changes are not actively managed and communicated, employees can experience uncertainty and anxiety consistent with this hazard.

In accordance with Council Decision 0326/065 the A/CEO is currently undertaking a psychosocial risk assessment, and a report will be presented to Council with the findings.

Business Continuity Plan

The City has developed individual Business Continuity Plans (BCPs) for each Business Unit, which have collectively informed the development of the organisation-wide Business Continuity Plan. This overarching plan is designed to support the continued delivery of critical services and functions during and following disruptions. The plan, together with a separate accompanying report, is presented to the ARIC as a separate item for noting. The next phase of implementation will involve testing and exercising the BCP to assess its effectiveness across a range of disruption scenarios, validate key response and recovery arrangements, evaluate the City's preparedness to respond to and recover from incidents, and identify opportunities for ongoing improvement.

Work Health and Safety

During the last quarter, the following key WHS activities and initiatives were undertaken:

1. EMT held six monthly WHS Safety Management System Review Meetings to review annual targets and objectives. The 2026/27 annual targets and objectives will be provided for EMT review at the next meeting in July/August 2026.
2. Quotations for an organisational wide Psychosocial Risk Assessment were sought, with one provider being selected to conduct the assessment. First steps will include a review of the City's safety systems and processes, as well as an employee survey, prior to Elected Member engagement.
3. The annual employee Health & Wellbeing Survey on the Health & Wellbeing program took place during May 2026. The Health & Wellbeing program received a satisfaction rate of 81.7%, exceeding the target of 75%. The initiatives having the greatest positive impact on employee health and wellbeing included skin cancer checks, flu vaccinations, and team challenges.
4. Menopause friendly workplace initiatives introduced included desk fans available for use as well as sanitary products provided for in bathrooms.

Consultation

Nil.

Policy and Legislative Implications

Local Government Act 1995
Local Government (Audit) Regulations 1996
Work Health and Safety Act 2020

Financial Implications

All activities listed have been completed within allocated budget.

6.3 Risk Management, Business Continuity and Work Health and Safety - Quarterly Report

Key Risks and Considerations

Risk Event Outcome	<p>Legislative Breach</p> <p>Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.</p>
Risk rating	Low
Mitigation and actions	<p>Setting and quantifying risk appetite.</p> <p>Ensuring risk management functions are resourced.</p> <p>Regular risk reviews and identifying potential risks before they occur so that impacts can be minimised and opportunities realised.</p> <p>Embedding risk practices into City operations.</p>

Strategic Implications

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

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

Attachments

6.3 (a): WHS Risk (*Confidential*)

Councillor Tim Houweling retired at 7.42pm prior to consideration of Item 6.4.

6.4 BUSINESS CONTINUITY PLAN

File Ref: D-26-3744

Reporting Officer(s): Donna Shaw, Acting Director Corporate Services

Summary

This report presents the City of South Perth Business Continuity Plan.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Greg Milner

Seconded: Ms Shona Zulsdorf

That the Audit, Risk and Improvement Committee notes the City of South Perth Business Continuity Plan as contained in **Confidential Attachment (a)**.

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

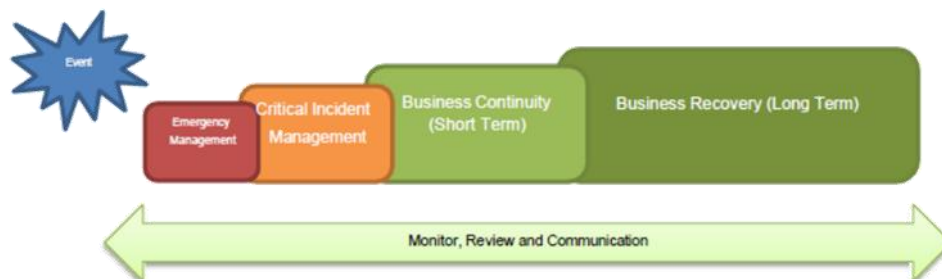
Against: Nil.

Background

The City's Business Continuity Management Framework (BCMF) was presented to the Audit Risk and Improvement Committee (ARIC) at its meeting held 12 September 2023.

The Framework establishes the City's Business Continuity Management capability through four key components and further documentation:

1. Emergency Management Procedures (Emergency evacuation) – the immediate response to an event or critical incident with a focus on ensuring the safety of people followed by the protection of assets.
2. Critical Incident Management – the management of critical incident related issues including the management of stakeholders.
3. Business Continuity Plans – the process of restoring critical elements of City services and functions within the City's service model. This includes the recovery of IT systems by invoking the IT disaster recovery plan.
4. Business Recovery – the process of long-term recovery of all operational and functional capability and performance.



6.4 Business Continuity Plan

The BCMF provides the framework for the development and implementation of the City's Business Continuity Plans (BCPs).

The current organisation-wide BCP, endorsed by the Executive Management Team (EMT) in April 2019, serves as a risk management tool. It identifies potential threats to service delivery, assesses their impact on operations, and outlines mitigation and response measures to maintain continuity during unexpected events.

The City has developed an updated organisation-wide Business Continuity Plan (BCP) to ensure the continued delivery of critical services and functions during and following disruptions, which forms the basis of this report.

Comment

While the BCP was last formally reviewed in 2023, business continuity matters have continued to be regularly considered and reported to EMT. A comprehensive review and update of the BCP was identified through an audit finding, however, completion of this work was delayed due to competing priorities and capacity constraints within the Governance Business Unit. The updated BCP, contained in **Confidential Attachment (a)**, incorporates the outcomes of this review and is presented to the ARIC for noting.

The purpose of this BCP is to enable the City to respond effectively to incidents, safeguard people and assets and recover normal operations in a timely and coordinated manner. Aligned with the City's Risk Management Framework, policies and practices, the BCP provides structured guidance and information to support informed decision-making in the event of a business interruption.

The objectives of this BCP are to:

- Define, prioritise and re-establish critical business functions.
- Establish clear strategies and actions for a swift return to normal business activities or where all business activities are not possible, ensure critical functions are able to be resumed.
- Minimise down time.
- Protect critical resources such as personnel, facilities, data and mitigate financial loss.
- Safeguard reputation and comply with statutory requirements.

The BCP details the City's response to maintain continuity of service in the event of disruption such as natural hazards, human threat, technical hazards and industrial hazards.

The BCP assigns business continuity categories based on the maximum risk consequence likely to be experienced if the service is not delivered and how quickly that impact will be experienced. Each category defines the timeframe within which focus on service delivery should be initiated:

6.4 Business Continuity Plan

Business Continuity Service Categories	Maximum time before disruption impact becomes intolerable			
	1-48 hours	Week 1	Month 1	>1 Month
Critical Services	X	X		
Vital Services		X	X	
Deferred Services			X	X

The BCP provides for the Crisis Management Team to be assembled following a disruptive event. The team is responsible for assessing the impact of the risk on City operations and approving the activation of the business continuity arrangements.

Consultation

Significant consultation has occurred within the Administration.

In accordance with the BCMF, the City has developed individual business unit BCPs. These plans have informed the development of the City’s overarching organisational BCP. As part of this process, Business Impact Analysis’ (BIA) were undertaken by each business unit to:

- Obtain an understanding of the City’s most critical business functions, the priority of each and the timeframes for resumption in the event of an unscheduled interruption.
- Assist the City make an informed decision on Recovery Time Objective figures for each critical function.
- Provide the resource information from which an appropriate recovery strategy can be determined/recommended.
- Outline dependencies that exist both internally and externally to achieve BCM objectives.

Policy and Legislative Implications

ISO 22301:2019 Societal security - business continuity management systems – requirements

AS/NZS 5050 (Int):2020 Managing disruption-related risks

ISO 31000:2018 Risk Management

WA State Government Business Continuity Management Guidelines

Local Government Act 1995

Emergency Management Act 2005

Policy P695 Risk Management

Financial Implications

Financial implications may arise should the City be required to respond to and recover from a critical or emergency incident.

6.4 Business Continuity Plan

Key Risks and Considerations

Risk Event Outcome	<p>Business Interruption</p> <p>Incorporates the impact of events which impinge upon the City's capacity to deliver expected services to the community. These interruptions can range from minor inconvenience requiring an alternative method of service delivery being employed through to forced loss of ability to provide multiple services to all or some of the community. Knowledge loss, technological failure and property damage will also contribute to this outcome.</p> <p>Reputational Damage</p> <p>Deals with adverse impact upon the professional reputation and integrity of the City and its representatives whether those persons be appointed or elected to represent the City. The outcome can range from a letter of complaint through to a sustained and co-ordinated representation against the City and or sustained adverse comment in the media.</p> <p>Legislative Breach</p> <p>Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.</p>
Risk rating	Low
Mitigation and actions	<p>Internal stakeholder consultation to ensure detailed City wide BCP and business unit BCPs are prepared, understood and available.</p> <p>Annual testing of the BCP arrangements.</p> <p>Continuous review and improvement in relation to all Business Continuity activities.</p>

6.4 Business Continuity Plan

Strategic Implications

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

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

Attachments

6.4 (a):	Organisational Business Continuity Plan <i>(Confidential)</i>
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6.5 ANNUAL REVIEW OF COUNCIL DELEGATIONS

File Ref: D-26-2553

Reporting Officer(s): Donna Shaw, Acting Director Corporate Services

Summary

Council has a statutory obligation under the *Local Government Act 1995* to review its delegations each financial year. The Terms of Reference of the Audit, Risk and Improvement Committee include responsibility for reviewing the City's Delegations and making a recommendation to Council regarding the review.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Mayor Greg Milner

That the Audit, Risk and Improvement Committee recommends to Council that, in accordance with section 5.46(2) of the *Local Government Act 1995*, it:

1. Adopts the 'minor changes' to the following Delegations shown at **Attachment (a)**:

DC370	Approve or Refuse Granting of a Building Permit
DC371	Approve or Refuse Granting of a Demolition Permit
DC372	Grant, or Refuse to Grant, Occupancy Permits or Building Approval Certificates
DC373	Approve or Refuse an Extension of the Duration of Occupancy Permits or Building Approval Certificates
DC378	Inspections and Copies of Building Records
DC602	Authority to Make Payments from the Municipal and Trust Funds
DC665	Cats – Local Government Functions
DC677	<i>Bushfires Act 1954</i> – Local Government Functions
DC679	Administer the City's Local Laws
DC692	Enforcement and Legal Proceedings – Illegal Development
DC703	Minor Amendments to Delegations Register and Policies
DC704	<i>Food Act 2008</i> – Determine Compensation
DC706	Food Business Registrations
DC707	Food Businesses List – Public Access
DC708	<i>Food Act 2008</i> – Prohibition Orders and Certificates of Clearance
DC709	Authorised Persons to Perform Specified Functions Under the <i>Local Government Act 1995</i> and <i>Local Government (Miscellaneous Provisions) Act 1960</i>
DC710	Appoint Authorised Officers and Designated Officers – Food Act 2008
2. Adopts the 'substantive changes' to the following Delegations shown at **Attachment (b)**:

6.5 Annual Review of Council Delegations

DC374	Appoint Authorised Officers for the purposes of the Building Act 2011
DC375	Issue or Revoke Building Orders
DC377	Referrals and Issuing Certificates
DC379	Private Pool Barrier – Alternative and Performance Solutions
DC401	Graffiti Vandalism Act – Local Government Functions
DC511	Partial Closure of Thoroughfares
DC603	Investment of Surplus Funds
DC607	Tenders/E-Quotes/Common Use Agreements
DC609	Leases
DC612	Disposal of Surplus Property
DC617	Granting Discounts, Concessions, Fee Waiver and Debt Write Off
DC618	Commence a Prosecution for an Offence
DC664	Dogs – Local Government Functions
DC685	Inviting Expressions of Interest
DC690	Local Planning Scheme No.7
DC705	<i>Food Act 2008</i> – Debt Recovery and Prosecutions

3. Revokes the following Delegations as shown at **Attachment (c)**:

DC376	Infringement Notices Under the Building Regulations 2012
DC642	Appointment of Acting CEO
DC684	Sealed Documents
DC711	Appoint Authorised Officers And Designated Officers – <i>Food Act 2008</i> - List Of Officers Issuing Infringements
DC712	Appoint Authorised Officers and Designated Officers - <i>Food Act 2008</i> – List Of Officers (Administration Of Infringement Notices)

4. Adopts the following ‘new’ Delegations as shown at **Attachment (d)**:

DC380	Smoke Alarms – Alternative Solutions
DC512	Obstruction of Public Footpaths and Thoroughfares
DC513	Public Thoroughfare - Dangerous Excavation
DC514	Crossing - Construction, Repair and Removal
DC515	Private Works on, over or under Public Places
DC624	Powers of Entry
DC625	Declare Vehicle is an Abandoned Wreck
DC626	Confiscated or Uncollected Goods
DC627	Disposal of Sick or Injured Animals
DC619	Rate Record Amendment
DC620	Rate Record Objections
DC621	Agreement as to Payment of Rates and Service Charges
DC622	Recovery of Rates or Service Charges
DC623	Panels of Pre-Qualified Suppliers for Goods and Services
DC713	Appoint Authorised Officer or Approved Officer (Asbestos)
DC714	Designate Authorised Officers - <i>Public Health Act 2016</i>
DC715	Appoint Designated Officer – Information Sharing
DC716	Enforcement Agency Reports to the Chief Health Officer
DC717	Give Enforcement Orders and Issue Clearance Certificates
DC718	Enforcement Orders - Implement and Recover Costs
DC719	Dealing with Seized Items

6.5 Annual Review of Council Delegations

Absolute Majority Required

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

Against: Nil.

Background

Section 5.42 of the *Local Government Act 1995* (the Act) provides that Council may delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act, other than those referred to in section 5.43.

In addition to the powers and duties that can be delegated under the Act and its subsidiary legislation, other legislation such as the *Food Act 2008* and *Bush Fires Act 1954*, allow for the delegation of powers and duties to the CEO.

Delegations assist the City's administration to efficiently deal with a wide range of operational matters that are administrative in nature. By incorporating certain conditions into delegations, such as limiting the use of when a delegation can be exercised, Council can set parameters to the extent in which its decision-making powers can be exercised by delegates.

Section 5.44 of the Act allows the CEO to delegate or sub-delegate any of their powers to another employee and to place conditions on any delegations. This is separate from Council's delegation power.

Section 5.46 of the Act requires delegations to be reviewed by the delegator at least once every financial year for delegations made under the Act. This also presents an opportunity to review delegations made under other legislation.

The last annual review of delegations was presented to the Committee at its 11 March 2025 meeting and endorsed by Council at the 25 March 2025 Ordinary Council Meeting.

Comment

A detailed review of the Delegated Authority Register (**Register**) has been undertaken against the WALGA Template Delegations Register and applicable legislation to consider the operational effectiveness of current delegations, whether they remain relevant and appropriate and whether legislative amendments necessitate any revisions.

Separately to Council's review, a review of the CEO's delegations and sub-delegations to employees will be undertaken. These delegations will also be incorporated into the Register to provide a centralised source for all delegations.

The following global changes have been applied to the Register to improve clarity and readability including:

- Inclusion of the Delegator, which could be Council or the CEO.
- Including the title of each relevant legislative provision, rather than referencing section or regulation numbers only.
- Inclusion of reference to the express power for the CEO to sub-delegate a power or duty where permitted by legislation.

6.5 Annual Review of Council Delegations

For the purposes of this review, delegations are presented in the following categories:

- (a) Amended Delegations (Minor)
- (b) Amended Delegations (Substantive)
- (c) Revoked Delegations
- (d) New Delegations

Amended Delegations (Minor)

The delegations listed below and included in **Attachment (a)** have been amended to include the global changes detailed above. As these changes are considered to be minor administrative changes, no explanatory notes have been provided.

- DC370 Approve or Refuse Granting of a Building Permit
- DC371 Approve or Refuse Granting of a Demolition Permit
- DC372 Grant, or Refuse to Grant Occupancy Permits or Building Approval Certificates
- DC373 Approve or refuse an Extension of the Duration for Occupancy Permits or Building Approval Certificates
- DC378 Inspection and Copies of Building Records
- DC602 Authority to Make Payments from the Municipal and Trust Funds
- DC665 Cats – Local Government Functions
- DC677 Bush Fires Act 1954 – Local Government Functions
- DC679 Administer the City’s Local Laws
- DC692 Enforcement and Legal Proceedings – Illegal Development
- DC703 Minor Amendments to Delegations Register and Policies
- DC704 *Food Act 2008* – Determine Compensation
- DC706 Food Business Registrations
- DC707 Food Businesses List – Public Access
- DC708 *Food Act 2008* – Prohibition Orders and Certificates of Clearance
- DC709 Authorised Persons to Perform Specified Functions Under the Local Government Act 1995 and Local Government (Miscellaneous Provisions) Act 1960
- DC710 Appoint Authorised Officers and Designated Officers - *Food Act 2008*

Amended Delegations (Substantive)

The delegations listed below and included in **Attachment (b)** are proposed to be amended in addition to the global changes. The proposed amendments are detailed in the below table and shown by tracked changes in the attachment.

Delegation	Details
DC374 Appoint Authorised Officers for the purposes of the <i>Building Act 2011</i>	It is proposed that the powers currently contained within DC376 relating to the appointment of authorised officers for the issuing of infringement notices under the <i>Building Act 2011</i> be incorporated into DC374 for clarity and ease of reference by locating all powers relating to the appointment

6.5 Annual Review of Council Delegations

	of authorised officers under this legislation within a single delegation.
DC375 Issue or Revoke Building Orders	<p>The following functions are proposed to be deleted from the delegation for the reasons provided in italics below:</p> <ul style="list-style-type: none"> Authority to specify a way in which an outward facing side of a particular close/boundary wall must be finished off. <i>This falls under the power already granted by point 1 of the delegation to issue Building Orders requiring certain action.</i> Authority to initiate a prosecution for non-compliance with a building order. <i>The CEO is delegated authority under point 5 of this delegation to take court action for non-compliance with a building order.</i>
DC377 Referrals and Issuing Certificates	It is recommended that an additional power be included in this delegation in line with the WALGA template register to delegate the authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the location is located within the City's District.
DC379 Private Pool Barrier – Alternative and Performance Solutions	<p>It is recommended that the following functions be deleted from DC379 for the reasons provided in italics below:</p> <ul style="list-style-type: none"> Authority to use alternative requirements for a barrier to a pre-May 2016 private swimming pool. <i>Covered by point 1 of the delegation.</i> Authority to arrange for an authorised person to inspect. <i>This comes under the power to appoint authorised officers for this function.</i>
DC401 Graffiti Vandalism Act – Local Government Functions	<p>In addition to the global changes, the proposed amendments to DC401 explicitly detail the specific powers that can be exercised by a local government under the <i>Graffiti Vandalism Act 2016</i> and in keeping with the WALGA template register.</p> <p>A new condition is proposed to require that obliterating graffiti on private property is subject to exercising Powers of Entry.</p>
DC511 Partial Closure of Thoroughfares	This delegation is proposed to be expanded in line with the WALGA template register to detail all applicable sections of the Act and confirm via the conditions that the delegation relates to temporary road closures only, with permanent road closures requiring referral for Council decision.

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<p>DC603 Investment of Surplus Funds</p>	<p>The conditions on this delegation are proposed to be amended to:</p> <ul style="list-style-type: none"> • Update condition (a) to replace the specific list of permitted Authorised Deposit-taking Institutions (banks, building societies and credit unions) with a requirement that all investments comply with regulation 19C of the <i>Local Government (Financial Management) Regulations 1996</i>, which sets out authorised institutions and investment requirements for local governments. • Include a new condition which formalises current practice to present a report on the investment portfolio in the monthly financial report to Council.
<p>DC607 Tenders/E-Quotes/Common Use Agreements</p>	<p>This delegation has been amended to align with the WALGA template including:</p> <ul style="list-style-type: none"> • Reordering the powers delegated to be in sequential order. • Addition of the following delegated powers: <ul style="list-style-type: none"> ○ Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely there is more than one supplier, determine to contract directly with a suitable supplier. ○ Authority to vary a tendered contract, after it has been entered into. ○ Authority to exercise a contract extension option that was included in the original tender specification and contract. • Addition of the following conditions regarding contract renewals and variations: <ul style="list-style-type: none"> ○ A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term and the contractor's performance has been reviewed evidencing the rationale for entering into the extended term. ○ A decision to vary a contract before entry into the contract must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. ○ A decision to vary a contract after entry into the contract must comply with Council Policy P701 Variations to Contract and must include evidence that the variation is necessary and does not change the scope of the contract.

6.5 Annual Review of Council Delegations

<p>DC609 Leases</p>	<p>This delegation permits the CEO to enter into lease agreements with certain types of tenants including Not for Profit Sporting Organisations and Community Associations.</p> <p>The organisations detailed at condition d) of this delegation are proposed to be updated to align exactly with the organisations specified in Policy P609 Management and Sale of City Property.</p> <p>All new commercial leases are required to be brought to Council for consideration.</p>
<p>DC612 Disposal of Surplus Property</p>	<p>Condition 2 of this delegation is proposed to be amended to clarify that DC612 does not relate to the disposal of land by way of lease which is provided for by DC609.</p> <p>Existing condition 3 is proposed to be replaced by new condition 4 in line with the WALGA template, providing guidance on considerations when determining the method of disposal of property.</p>
<p>DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write-Off</p>	<p>This delegation has been amended to:</p> <ul style="list-style-type: none"> • Adjust the wording of the powers delegated to align with the relevant provisions of the Act and the WALGA template delegation. • Adjust the wording of the conditions to cover the entire delegation and not only write-offs. • Remove the condition requiring recordkeeping of exercise of delegation. This is a legislative requirement under section 5.46(3) of the Act.
<p>DC618 Commence a Prosecution for an Offence</p>	<p>The power delegated to the CEO is proposed to be amended as shown below consistent with the WALGA template delegation:</p> <p><i>1. Authority to initiate authorise persons to commence prosecutions for offences on behalf of the Local Government under the Local Government Act 1995, all Regulations made under the Local Government Act 1995 and City of South Perth Local Laws [s.9.24(1)(c) and (2)(b)].</i></p>
<p>DC664 Dogs – Local Government Functions</p>	<p>Section 10AA(3) of the <i>Dog Act 1976</i> provides:</p> <p><i>“The delegation may expressly authorise the delegate to further delegate the power or duty.”</i></p> <p>It is proposed that DC664 be amended to expressly permit the Chief Executive Officer (CEO) to sub-delegate powers and duties to employees.</p>
<p>DC685</p>	<p>A new condition is proposed to be inserted providing that Expressions of Interest may only be called where there is an adopted annual budget for the proposed goods or services.</p>

6.5 Annual Review of Council Delegations

Inviting Expressions of Interest	This is consistent with existing practices and provides additional clarity.
DC690 Local Planning Scheme No.7	<p>This delegation was reviewed by Council at the Ordinary Council Meeting held 24 March 2026. A further amendment to this delegation is proposed in relation to regulated trees and single house developments.</p> <p>Division 2A of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (Performance of development approval functions in relation to single houses) establishes a statutory framework that:</p> <ul style="list-style-type: none"> • mandates that prescribed single house applications are to be determined by the CEO; and • removes these applications from Council determination, subject to limited exceptions. <p>Prescribed single house development means development that consists of:</p> <p>(a) the erection of, or alterations or additions to, a single house; or</p> <p>(b) the erection or installation of, or alterations or additions to, any of the following that is ancillary or incidental to a single house –</p> <ul style="list-style-type: none"> (i) an ancillary dwelling; (ii) an outbuilding; (iii) an external fixture; (iv) a boundary wall or fence; (v) a patio; (vi) a pergola; (vii) a verandah; (viii) a deck; (ix) a garage; (x) a carport. <p>In relation to Regulated Trees, DC690 provides condition (xv):</p> <p><i>Applications which propose tree damaging activity to a regulated tree in accordance with 7.2(c) of Local Planning Policy 3.2 – Tree Retention (i.e. where the redesign of the development to accommodate the regulated tree is unfeasible).</i></p> <p>Given tree damaging activity to a Regulated Tree can be considered development to which approval is required, it is recommended that condition (xv) is updated to clarify that it does not apply to applications involving prescribed single house development as follows:</p>

6.5 Annual Review of Council Delegations

	<p><i>Except for applications involving ‘prescribed single house development’, applications which propose tree damaging activity to a regulated tree in accordance with 7.2(c) of Local Planning Policy 3.2 – Tree Retention (i.e. where the redesign of the development to accommodate the regulated tree is unfeasible).</i></p> <p>This will ensure that applications for prescribed single house development that include a Regulated Tree can be determined by the CEO as one application.</p>
<p>DC705 <i>Food Act 2008 – Debt Recovery and Prosecutions</i></p>	<p>The following condition is proposed to be deleted from this delegation:</p> <p><i>Exercise of the power under s.54 is confined to the Chief Executive Officer, Director Development and Community Services, and Manager Development Services.</i></p> <p>as the above positions are listed as delegates within the “Delegated To” section of the delegation.</p>

Revoked Delegations

The five delegations listed below and provided at **Attachment (c)** are recommended for revocation. Explanatory notes are provided in the table below.

Delegation	Details
<p>DC376 Infringement Notices</p>	<p>This delegation is proposed to be revoked and merged with ‘DC374 Appoint Authorised Officers for the purposes of the <i>Building Act 2011</i>’ as detailed above.</p>
<p>DC642 Appointment of Acting CEO</p>	<p>This delegation provides the CEO with “authority to appoint a Director as Acting CEO when absent on annual leave” under section 5.39(1a)(a) of the Act. However, this section of the Act deals with contracts for acting CEOs providing:</p> <p><i>(1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.</i></p> <p><i>(1a) Despite subsection (1) –</i></p> <p><i>(a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which the employee is acting;</i></p> <p>Section 5.39(1a)(a) does not contain a power capable of being delegated.</p> <p>Section 5.39C of the Act requires Council to adopt a policy setting out “the appointment of an employee to act in the position of CEO for a term not exceeding 1 year”. Council adopted Policy P639 CEO Recruitment, Performance and Termination in April 2021 which presently deals with the</p>

6.5 Annual Review of Council Delegations

	<p>appointment of an Acting CEO by Council in the event the CEO becomes incapacitated or leaves the City but not acting appointments during periods of leave.</p> <p>P639 is considered the appropriate mechanism for dealing with the appointment of an Acting CEO when the CEO is on leave and has been presented for review on this basis within Item 6.6.</p>
<p>DC684 Sealed Documents</p>	<p>This delegation provides the CEO with authority under section 9.49A(2) of the Act to “affix the Common Seal of the City to any document that needs the City’s Common Seal to be legally effective”.</p> <p>Section 9.49A of the Act provides:</p> <p><i>(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.</i></p> <p><i>(3) The common seal of the local government is to be affixed to a document in the presence of –</i></p> <p><i>(a) the mayor or president; and</i></p> <p><i>(b) the CEO,</i></p> <p><i>each of whom is to sign the document to attest that the common seal was so affixed.</i></p> <p><i>(4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.</i></p> <p>This delegation is not appropriate as subsection (3) explicitly provides the Common Seal is to be affixed in the presence of the Mayor and CEO.</p> <p>A Council Policy is recommended as the mechanism for Council to authorise the affixing of the Common Seal to documents, and to authorise the CEO and/or other employees to sign documents on behalf of the City. A new Execution of Documents Policy has been presented for consideration within Item 6.6.</p>
<p>DC711 Appoint Authorised Officers And Designated Officers – <i>Food Act 2008</i> - List Of Officers Issuing Infringements</p>	<p>The delegated authority for the CEO to appoint authorised officers for the purposes of issuing infringement notices under the <i>Food Act 2008</i> is delegated to the CEO in DC710. Sub-delegation of this power is not permitted.</p> <p>DC711 is not an instrument of delegation but rather a list of officers who have been authorised for the purpose of issuing infringements under the <i>Food Act 2008</i>. The list of authorised officers is appropriately detailed within the City’s Authorisations Register.</p> <p>This delegation is therefore proposed to be revoked.</p>

6.5 Annual Review of Council Delegations

<p>DC712 Appoint Authorised Officers and Designated Officers - <i>Food Act 2008</i> – list of officers (Administration Of Infringement Notices)</p>	<p>As above.</p>
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New Delegations

The delegations detailed below and at **Attachment (d)** are proposed for adoption. It is proposed these powers be delegated to the CEO as they are operational in nature.

Delegation	Details
<p>DC380 Smoke Alarms - Alternative Solutions</p>	<p>This delegation has been drafted based on the WALGA template and provides authority under the <i>Building Regulations 2012</i> to:</p> <ol style="list-style-type: none"> 1. Approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning. 2. Approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval.
<p>DC512 Obstruction of Public Footpaths and Thoroughfares</p>	<p>This delegation proposes to delegate the following powers under the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> (ULP Regulations) to the CEO:</p> <ul style="list-style-type: none"> • Authority to serve notice on a person carrying out work near a local government footpath to require the footpath to be covered to prevent damage; • Authority to provide, or refuse to provide, permission for the obstruction of a public thoroughfare; • Authority to require an owner or occupier of land to remove any thing that has fallen from their land and obstructed a public thoroughfare; and • Authority to require an owner or occupier to remove any part of a structure, tree or plant that is encroaching on a public thoroughfare.

6.5 Annual Review of Council Delegations

<p>DC513 Public Thoroughfare - Dangerous Excavation</p>	<p>Regulation 11 of the ULP Regulations provides a local government with powers in relation to dangerous excavations in or near public thoroughfares, being:</p> <ul style="list-style-type: none"> • Authority to fill in or fence the excavation or require the owner or occupier of the land to take this action. • Authority to give permission or refuse to give permissions to make excavations in public thoroughfares.
<p>DC514 Crossing - Construction, Repair and Removal</p>	<p>Regulations 12 and 13 of the ULP provisions provide local governments with authority to:</p> <ul style="list-style-type: none"> • Determine applications for crossover constructions; • Determine the specifications for crossover constructions; • Give notice to a landowner or occupier requiring the person to construct or repair a crossover; and • Carry out works where a person fails to comply with a notice and recover 50% of the associated costs from the person.
<p>DC515 Private Works on, over or under Public Places</p>	<p>Regulation 17 of the ULP provisions provides local governments with authority to:</p> <ul style="list-style-type: none"> • Grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property; and • Impose conditions on such a permission.
<p>DC624 Powers of Entry</p>	<p>This delegation proposes to delegate authority to the CEO under the Act to exercise powers of entry on private property.</p>
<p>DC625 Declare Vehicle is an Abandoned Wreck</p>	<p>This delegation proposes to delegate authority to the CEO under section 3.40A of the Act to declare that an impounded vehicle is an abandoned vehicle wreck. This will enable the administration to make decisions relating to impounded vehicles in a timely and efficient manner consistent with the requirements of the Act.</p>
<p>DC626 Confiscated or Uncollected Goods</p>	<p>This delegation proposes to delegate authority to the CEO under sections 3.46 - 3.48 of the Act to withhold or dispose of confiscated or uncollected goods.</p>
<p>DC627 Disposal of Sick or Injured Animals</p>	<p>This delegation proposes to provide the CEO with authority under section 3.47A of the Act to deal with sick or injured impounded animals where the animal's owner cannot be located.</p>

6.5 Annual Review of Council Delegations

<p>DC619 Rate Record Amendment</p>	<p>This delegation proposes to provide the CEO with the power to determine amendments to the rate record for the 5 years preceding the current financial year as provided by section 6.39(2)(b) of the Act.</p>
<p>DC620 Rate Record Objections</p>	<p>This delegation proposes to provide the CEO with the power to consider objections to the rate record under section 6.76 of the Act.</p>
<p>DC621 Agreement as to Payment of Rates and Service Charges</p>	<p>This delegation proposes to provide the CEO with the power to make payment agreements for the payment of rates or service charges as permitted by section 6.49 of the Act.</p>
<p>DC622 Recovery of Rates or Service Charges</p>	<p>This delegation proposes to provide the CEO with authority to:</p> <ul style="list-style-type: none"> • Recover rates or service charges in court proceedings. • Lodge and withdraw caveats in respect of land where rates or service charges are in arrears. • Take possession and sell or lease land to recover unpaid rates or service charges, where rates or service charges have remained unpaid for at least three years.
<p>DC623 Panels of Pre- Qualified Suppliers for Goods and Services</p>	<p>Under the <i>Local Government (Functions and General) Regulations 1996</i>, a local government may establish panels of pre-qualified suppliers. Local governments intending to establish pre-qualified supplier panels must have a policy relating to panels. Council adopted Policy P611 Pre-Qualified Supplier Panels in 2019.</p> <p>This delegation proposes to delegate authority to the CEO under the Regulations to:</p> <ul style="list-style-type: none"> • Invite submissions for pre-qualified supplier panels. • Evaluate submissions and: <ul style="list-style-type: none"> ○ Accept submissions where the total consideration under the panel arrangement is \$500,000 or less (consistent with the amount delegated to the CEO in respect of awarding tenders); or ○ Recommend Council establish a pre-qualified supplier panel. • Enter into contracts within pre-qualified supplier panels provided the term of the contract does not exceed 12 months.

6.5 Annual Review of Council Delegations

Delegations under the <i>Public Health Act 2016</i>	<p>The following new delegations are proposed under the <i>Public Health Act 2016</i> in preparation for the commencement of new provisions:</p> <ol style="list-style-type: none"> 1. DC713 Appoint Authorised Officer or Approved Officer (Asbestos) 2. DC714 Designate Authorised Officers - <i>Public Health Act 2016</i> 3. DC715 Appoint Designated Officer – Information Sharing 4. DC716 Enforcement Agency Reports to the Chief Health Officer 5. DC717 Give Enforcement Orders and Issue Clearance Certificates 6. DC718 Give Enforcement Orders - Implement and Recover Costs 7. DC719 Dealing with Seized Items
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Consultation

The review of the Register was conducted by Governance in consultation with internal stakeholders.

A copy of the Register is published on the City’s website.

Policy and Legislative Implications

Section 5.46(2) of the Act requires delegations made under the Act to be reviewed at least once each financial year.

Financial Implications

Nil.

Key Risks and Considerations

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

6.5 Annual Review of Council Delegations

Strategic Implications

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

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

Attachments

6.5 (a):	Minor Changes
6.5 (b):	Substantive Changes
6.5 (c):	Revoke
6.5 (d):	New

Mayor Greg Milner disclosed a Financial Interest in Item 6.6 and accordingly left the meeting at 7.51pm prior to consideration of Item 6.6.

6.6 POLICY REVIEW

File Ref: D-26-10100

Reporting Officer(s): Donna Shaw, Acting Director Corporate Services

Summary

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

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Councillor Jacqueline Raison

That the Audit, Risk and Improvement Committee recommends to Council that it:

1. Adopts the following revised policies as shown in **Attachment (a)**:
 - a. P605 Purchasing
 - b. P630 Workplace Health and Safety
 - c. P639 CEO Recruitment, Performance and Termination
 - d. P648 Motor Vehicles
 - e. P649 Mayoral Vehicle
 - f. P699 Breaches of the Councillor Code of Conduct
 - g. P700 Developers and Lobbyists
2. Adopts new Council Policy P704 Execution of Documents as shown in **Attachment (c)**.
3. Adopts new Council Policy P302 Development Fee Refunds as shown as **Attachment (d)**.

CARRIED (5/0)

For: Councillors André Brender-A-Brandis, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

Against: Nil.

6.6 Policy Review

Background

Section 2.7 of the *Local Government Act 1995* (Act) provides:

(1) The Council

a) governs the local government's affairs; and

b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the Council is to –

a) oversee the allocation of the local government's finances and resources; and

b) determine the local government's policies.

Council is responsible for determining the strategic direction of the City. This is assisted by the adoption of Council policies reflecting this direction and guiding the City's decision-making processes.

Council policies should:

- Not duplicate legislation. If a policy conflicts with legislation, the legislation prevails.
- Be clear and concise.
- Not be overly prescriptive but rather provide guiding principles.
- Provide the City with clear direction to respond to issues and act in accordance with Council decisions and direction.
- Enable Council Members to adequately manage enquiries from external stakeholders relating to the role of Council in particular situations.
- Be separate from administrative management and operational procedures (which need to evolve to ensure continuous improvement).

The Terms of Reference of the Audit, Risk and Improvement Committee (ARIC) include responsibility for reviewing the City's policies and making a recommendation to Council for adoption.

Comment

Policies are reviewed on a progressive basis during the calendar year separated by Directorate. The policy review timeline for 2026 has been scheduled as follows:

<u>Directorate</u>	<u>Meeting Cycle</u>
Corporate Services Directorate Development and Community Services Directorate	15 September ARIC Meeting
Infrastructure Services Directorate	9 November ARIC Meeting

Certain policies have been identified by the Administration for priority consideration by the ARIC and Council outside of the above review cycle.

6.6 Policy Review

The policies listed below and shown at **Attachment (a)** are recommended for review with amendments shown by track changes in each policy.

P605 Purchasing

Regulation 11A of the *Local Government (Functions and General) Regulations 1996* requires the City to adopt a purchasing policy in respect of purchases valued under \$250,000.00. Council Policy P605 – Purchasing (P605) was adopted in 2002 and last reviewed in October 2024.

This policy is a reference point for staff for all purchasing activities, and it is essential that it is easy to read and understand.

P605 has been reviewed and it is recommended to simplify and make clear what exemptions are available. Some exemptions were only listed, and others were in full paragraphs. No exemptions have been removed. The following exemptions are proposed to be added:

- Purchase of stock that is to be on sold (for example refreshments).
- 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.
- This exemption replicates the Act: *“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.”*

Council Policy P607 – Tenders and Expressions of Interest and Delegation DC607 - Tenders /E-Quotes/Common Use Agreements apply in respect of tenders for goods and services valued over \$250,000.00.

P630 Work Health and Safety

P630 was adopted in July 2021 and last reviewed in November 2024.

It is being recommended that this policy be amended to ensure it captures Council’s commitment to a healthy and safe working environment for all Workers (employees, contractors, consultants and volunteers and Council members) in order to achieve the City’s strategic objectives.

P630 and the proposed amendments have been drafted to ensure the City remains compliant with and maintains its ISO 45001 Workplace Health and Safety accreditation.

6.6 Policy Review

P639 CEO Recruitment, Performance and Termination

Reforms to the Act in 2021 required Council to:

- Adopt standards to be observed by the City that incorporate the model standards as contained within Schedule 2 of the Regulations (section 5.39B).
- Adopt a policy addressing the temporary employment or appointment of a CEO for a term not exceeding 1 year (section 5.39C).

In April 2021, Council adopted Policy P639 which establishes the minimum standards and guidelines for the recruitment and selection, performance review and termination processes for the position of CEO. Council subsequently adopted Model Standards consistent with Schedule 2 of the Regulations in August 2022.

Policy P639 currently provides for the appointment of an Acting CEO where the CEO becomes incapacitated or ceases employment with the City. Arrangements for Acting CEO appointments during periods of annual leave are addressed under Delegation DC642 – Appointment of Acting CEO however DC642 does not cover other types of leave and a delegation is not considered the appropriate instrument for these arrangements. It is therefore proposed that Delegation DC642 be revoked (refer Item 6.5) and its provisions incorporated into Policy P639 as required by section 5.39C of the Act.

The proposed amendments to Policy P639 include:

- Updating references throughout the policy to ensure consistent references to the Model Standards.
- Including reference to the requirement under the Regulations for Council to certify, as soon as practicable, that CEO recruitment and termination processes have been conducted in accordance with the Model Standards.
- Incorporating provisions from Delegation DC642 to provide that Council consents to the appointment of a Director as Acting CEO during periods of CEO leave (including annual, personal and long service leave etc.) for periods not exceeding 20 working days, with any longer appointment requiring a Council resolution.

P648 Motor Vehicle

P648 was adopted in 2009 and last reviewed in December 2024. The policy outlines the principles for acquisition of the City's light vehicle fleet.

The policy is proposed to be amended to emphasise the City's preference to purchase hybrid or electric powered vehicles where possible and commitment to vehicles with a minimum 5-star ANCAP safety rating whilst focusing on operational suitability and fiscal responsibility.

6.6 Policy Review

P649 Mayoral Vehicle

Part 5, Division 8 of the Act provides for fees, reimbursements and allowances to elected members in relation to the performance of their duties.

Section 5.98(2) of the Act provides for the reimbursement of certain expenses incurred by Elected Members. Council Policy P667 - Elected Member Entitlements provides for the reimbursement of travel expenses where elected members use their private motor vehicle in the performance of their official duties.

Regulation 34AD(1) of the *Local Government (Administration) Regulations 1996* also permits the provision of a motor vehicle owned by the local government for use by the Mayor as an alternative means of meeting expenses for which an elected member may otherwise be reimbursed. Regulation 34AD(2) provides the local government and the council member must sign an agreement setting out the responsibilities of the council member in relation to the use of the vehicle.

The reimbursement of expenses or provision of a Mayoral vehicle is separate from the payment of allowances, including the Mayoral allowance and meeting attendance fees, as these entitlements are authorised under separate provisions of the Act.

Policy P649 – Mayoral Vehicle was adopted in May 2011 and last reviewed in March 2018. In accordance with P649, the City provides the Mayor with a vehicle for use in connection with the performance of the Mayoral duties. The policy provides:

- The Mayor shall, for the purposes of carrying out the functions of the Mayoral office be entitled to receive a fully maintained local government vehicle to the equivalent standard of that provided to the Chief Executive Officer.
- The Mayoral vehicle:
 - *Is provided in lieu of travel/mileage claims otherwise claimable by the Mayor for use of their personal vehicle;*
 - *Can be used for private purposes (and not for any commercial purpose) on the basis that the cost of that private use is fully reimbursed by the Mayor to the City;*
 - *Will not occur at the reduction of the fees, allowances and reimbursement otherwise ordinarily payable to the Mayor's position as approved by Council accordance with the relevant provisions of the Act.*
- Calculation of the private use component to be reimbursed to the City by the Mayor is determined as follows:
 - *A logbook is to be kept of both official and private use of the vehicle;*
 - *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; and*
 - *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*

6.6 Policy Review

and the reimbursement amount remains less than the statutory maximum for the Mayoral allowance).

Review of P667 is considered prudent as the policy is inconsistent with the legislation in that it provides for reimbursement to the Mayor for private use of the vehicle through an equivalent increase in the Mayoral allowance. In practice, this provision lacks clarity and as outlined above, reimbursements and allowances are separate matters. Pursuant to Policy P667, Council has determined the Mayoral allowance to be paid at the maximum amount within the range determined by the Salaries and Allowances Tribunal.

Mayor Vehicles – Metropolitan Local Governments

A review of the provision of Mayoral vehicles at other metropolitan local governments has been undertaken and is provided at **Attachment (b)** for reference. In summary:

- 8 of 15 Band 1 metropolitan local government's relevant policies provide for a Mayoral vehicle.
- Of the 8 Band 2 metropolitan local governments:
 - 6 do not publicly mention the provision of a Mayoral vehicle.
 - The City of Vincent provides an electric bicycle for all official duties connected to the office of Mayor.
 - The Town of Cambridge Council may resolve after each ordinary election to provide a suitable vehicle for the office of Mayor.
- No Band 3 or 4 metropolitan local governments provide a Mayoral vehicle.

Mayor Vehicle Options

The Mayor has a Toyota RAV4 Cruiser, purchased in August 2024 for \$45,192. Comparable vehicles within the City's fleet typically sell for \$2,000–\$5,000 below purchase price at five years of age.

For the purposes of calculating the costs associated with each option, the Administration has utilised the approximate 2024/25 vehicle costs and kilometres travelled for the full financial year being:

- 3,000 approx. business kilometres travelled (27%);
- 8,000 approx. private kilometres travelled (73%);
- Total vehicle costs for the period including fuel, servicing, registration and insurance of approximately \$2,200; and
- Reimbursement payable of approximately \$1,600, representing 73% of the total vehicle costs for the period.

The current reimbursement rate prescribed by section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* is 67.72 cents per kilometre for travel within the metropolitan area using a vehicle with an engine displacement between 1600cc to 2000cc.

6.6 Policy Review

The Administration has outlined four options in the below table in relation to the Mayoral vehicle.

No.	Option	Details	Comment	Cost Implications
1.	Mayoral Vehicle – Private Use Reimbursed (Actual cost)	A Mayoral vehicle is provided with private use reimbursed proportionate to the running costs for the vehicle and the percentage of private kilometres travelled.	The calculation of the reimbursement for the private use is by way of a logbook in accordance with the of the Australian Taxation Office logbook method.	As outlined above, the estimated annual reimbursement to the City for this option is approximately \$1,600 subject to the number of kilometres travelled. Under this option, the City would continue to meet the operating costs of the vehicle, with reimbursement by the Mayor for private use calculated proportionately based on actual vehicle running costs.
2.	Mayoral Vehicle – Private Use Reimbursed (Award Rate)	A Mayoral vehicle is provided with private use reimbursed to the City at the rate specified in section 30.6 of the <i>Local Government Officers' (Western Australia) Award 2021</i> .	This option retains the current arrangement while updating the reimbursement calculation methodology to align with the rate specified in the Salaries and Allowances Tribunal determination.	Based on the above figures, and assuming all travel is within the metropolitan area, the estimated annual reimbursement payable to the City is \$5,417.60, subject to the number of private kilometres travelled.

6.6 Policy Review

				Under this option, the City would continue to meet the operating costs of the vehicle, with reimbursement by the Mayor for private use calculated in accordance with the Award rate.
3.	Mayoral Vehicle – Official Use Only	A Mayoral vehicle is provided for official use only. No private use is permitted.	This option would remove the ability for private use of the Mayoral vehicle. The policy would require amendment on this basis.	Under this option, the City would bear the full cost of the Mayoral vehicle, including all operating and associated expenses. No reimbursement would be payable by the Mayor for private use, as private use would not be permitted.
4.	No Mayoral Vehicle	No Mayoral vehicle is provided. The Mayor is reimbursed for authorised travel expenses in accordance with Council Policy P667 Elected Member Entitlements.	This option would be straightforward to administer and is consistent with the legislative framework and Salaries and Allowances Tribunal determination.	Assuming all travel is within the metropolitan area, the estimated annual cost to the City for reimbursement of authorised travel is \$2,031.60, subject to the number of kilometres travelled. No additional vehicle-related costs would be

6.6 Policy Review

				incurred by the City.
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Option 1 is recommended. Accordingly, the policy has been amended, as shown in the attachment, to:

- Simplify the structure of the policy to improve readability.
- Provide for the calculation of the reimbursement for private use in accordance with the Australian Tax Office Logbook method.
- Provide that the City will invoice the Mayor for reimbursement of private use once per financial year retrospectively.
- Confirm that the provision of a Mayoral vehicle:
 - is in lieu of travel/mileage claims otherwise claimable by the Mayor for the use of their personal vehicle; and
 - does not affect the fees and allowances approved by Council under sections 5.98, 5.98A, 5.99 and 5.99A of the Act.
- Provide that 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*.

It is recommended that this policy be reviewed again ahead of the next Mayoral election.

P699 Breaches of the Councillor Code of Conduct

This policy was adopted in April 2021 and establishes the framework for assessing complaints of alleged breaches of Division 3 of the Council Member, Committee Member and Candidate Code of Conduct (**Code**). Annexed to the policy is a Code of Conduct Breach Form.

Following Council’s review of the Code in February 2026 in response to legislative reforms, Policy P699 has been reviewed to ensure consistency with the amended Code.

The proposed amendments include:

- Updating terminology to refer to parties as the “Complainant” and “Respondent” for improved readability.
- Aligning policy language with the revised Code.
- Incorporating legislative changes including:
 - The requirement that complaints involving a Council Member who has been found to have committed more than two behavioural breaches after 1 January 2026 be referred to the Local Government Inspector.
 - Clarification that, in accordance with s 5.105(4) of the Act, a Council Member who is party to a complaint must not participate in the discussion or decision-making procedure in relation to that complaint.
- Introducing a provision that complaints will ordinarily be dealt with in the order they are received.

6.6 Policy Review

- Requiring the external body engaged to assess the complaint to provide the Complainant with an opportunity to discuss the complaint, in addition to the existing requirement to provide the Respondent with an opportunity to respond.
- Updating the Code of Conduct Breach Form to include additional information requirements including the office held by the Respondent, the specific provisions of the Code alleged to have been breached and a designated email address for lodgement of complaints.

P700 Developers and Lobbyists

P700 was adopted in March 2022. The policy provides guidance to Elected Members on associations and interactions with developers and lobbyists, requiring prescribed contact to be disclosed and the CEO to maintain a register of disclosures of such interactions.

Policy P700 has been reviewed with the following changes proposed:

- Policy statement expanded to reflect the intention of the policy.
- Extension of the definition of Planning or Development Proposal to include a proposed Structure Plan, Local Development Plan or amendment to the City's Heritage List or the Metropolitan Region Scheme.
- Refinement of the provisions surrounding meeting with developers.

The policy listed below and shown at **Attachment (c)** is recommended for adoption by Council.

P704 Execution of Documents

Council Delegation DC684 - Sealed Documents currently provides the Chief Executive Officer with authority under section 9.49A(2) of the *Local Government Act 1995* (the Act) to affix the Common Seal of the City to any document that needs the City's Common Seal to be legally effective. This delegation is not considered appropriate as section 9.49A(3) of the Act requires the affixing of the common seal to be authorised by the local government, rather than delegated.

Where a document is required to be executed under common seal, authorisation is typically provided through a resolution of Council. However, there are instances where documents are required to be executed without Council resolution by way of delegated authority or in the ordinary course of business.

To address this, a new Council Policy is proposed to govern the execution of documents by the City. The policy has been developed in accordance with the Act and outlines the types of documents the City may be required to execute, categorised as follows:

- Category 1 Documents - documents that require affixing of the Common Seal. Separated into two subcategories:
 - A. Documents requiring Council resolution i.e. Local Laws, Local Planning Schemes, land transaction documents; and
 - B. Documents that do not require a specific Council resolution i.e. Extensions of lease under the provisions of the original lease, loan documents where Council has resolved to raise the loan.

6.6 Policy Review

- Category 2 Documents - documents that require execution as a result of a Council resolution or a decision made under delegated authority or a legislative provision. This includes contracts for tenders, documents required in the management of land as landowner or under management order, documents prepared for registration at Landgate other than Category 1 Documents.
- Category 3 Documents - documents that are created in the normal course of business to enable employees to perform their duties consistent with City policies and Management Practices.

The policy articulates that Officers may only execute a document on behalf of the City where authorised to do so under delegated authority, statutory authority or operational authorisation.

Delegation DC684 - Sealed Documents is proposed to be revoked accordingly through the annual review of Council delegations.

The policy listed below and shown at **Attachment (d)** is recommended for adoption by Council.

P302 Development Fee Refunds

Whilst Council Delegation DC617 - Granting Discounts, Concessions, Fee Waiver and Debt Write-Off provides the Chief Executive Officer with authority to waive or grant a concession in relation to any amount of money and write off an amount of money which is owed to the City, it is considered appropriate to adopt a policy that informs the circumstances / principles to be applied when determining a refund.

To address this, a new Council Policy is proposed to set out these circumstances, which has been proposed to apply for applications for development approval for regulated tree(s) and heritage protected places.

It is noted that a condition on DC617 is that it is limited to individual or cumulative sums below \$2,000. Applications for tree damaging activity to a regulated tree incur a fee of \$147. Applications for works to a heritage protected place are based on the estimated cost of development.

Consultation

Some of the policies were discussed at the Council Policy Workshop held on 9 March 2026.

Each policy has been considered by the custodian business unit having the relevant technical expertise in relation to the policy content and subsequently by the Executive Management Team (EMT) representing each of the City's Directorates.

Policy and Legislative Implications

Local Government Act 1995

Financial Implications

Nil.

6.6 Policy Review

Key Risks and Considerations

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

Strategic Implications

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

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

Attachments

- 6.6 (a): Amended Policies - Tracked Changes
- 6.6 (b): Comparison Table – Metropolitan Local Government Mayoral Vehicles
- 6.6 (c): P704 Execution of Documents
- 6.6 (d): P302 - Development Fee Refunds

Mayor Greg Milner returned to the meeting at 7.56pm following consideration of Item 6.6.

6.7 CORPORATE BUSINESS PLAN - MINOR REVIEW

File Ref: D-26-11782

Reporting Officer(s): Anita Amprimo, Acting Chief Executive Officer

Summary

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

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Greg Milner

Seconded: Ms Shona Zulsdorf

That the Audit, Risk and Improvement Committee recommends to Council that it adopts the Corporate Business Plan 2025/26 – 2028/29 as contained within **Attachment (a)**.

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

Against: Nil.

Background

In accordance with *the Local Government Act 1995* (the Act) and the Local Government (Administration) Regulations 1996 (the Regulations), the City of South Perth (the City) has developed an Integrated Planning and Reporting Framework (IPRF). The objective of this framework is to guide the City's planning and reporting processes to ensure alignment to, and delivery of the community's expectations.

Section 5.56(1) of the Act states that a local government is to "*plan for the future of the district*", and section 5.56(2) states that the plans are to be made "*in accordance with any regulations made about planning for the future.*" Division 3, 19C and 19DA of the regulations require a local government to prepare two documents to address section 5.56(1):

- a. A 10-year strategic community plan that identifies the vision, aspirations and objectives of the community in the district (Regulation 19C).
- b. A four-year corporate business plan that sets out how the local government will respond to the vision, aspirations and objectives identified in the strategic community.

A major review of the City of South Perth's Strategic Community Plan (SCP), which included extensive community engagement was undertaken in 2021/22 and adopted by Council at its meeting held 14 December 2021. A minor review of the SCP was undertaken in early 2024 and a revised SCP was adopted by Council at its meeting held 23 April 2024.

The Department of Local Government Sports and Communities IPRF and Guidelines state that every two years, local governments are required to undertake a review of the SCP, alternating between a minor and major review. A minor review, according to the

6.7 Corporate Business Plan - Minor Review

Departmental guidelines, is *“primarily a desktop exercise and usually focuses on resetting the Corporate Business Plan.”*

The Corporate Business Plan (CBP) 2024/25 – 2027/28 was adopted by Council at its meeting held 25 June 2024, and further reviewed and adopted at the 24 June 2025 Ordinary Meeting.

In accordance with Regulation 19DA(4) of the *Local Government (Administration) Regulations 1996* (the Regulations), the local government is to review the current CBP for its district every year. This report presents the CBP for adoption in accordance with the Regulations, and intended approach in light of legislative changes.

Comment

Typically, the annual review and reset of the CBP drives the annual budgeting process and ensures alignment of operational requirements with the SCP and other informing plans. Proposed modifications to the CBP to reflect changes in circumstances or delays that have occurred since the last review are otherwise presented for adoption as part of the CBP minor review.

As a result of legislative changes, the City is in the process of developing a Council Plan which will see the SCP and CBP be superseded during 2026/27. As part of the Council Plan development, a review of corporate projects and measures of success (KPIs) in the CBP was to take place concurrently. Due to temporary key personnel staffing arrangements and priorities over the preceding months, whilst some work has progressed on the review of projects and KPIs, this project has been delayed.

Quarterly reporting will continue to be presented to the Audit, Risk and Improvement Committee and Council, to ensure oversight of the delivery of the current CBP.

Whilst this report presents the CBP for adoption in accordance with Regulation 19DA(4), the City intends to provide a further CBP review (review of corporate projects and measures of success), following progression of the development of the Council Plan.

Council will be invited to a further Council Plan workshop in the second half of 2026 to verify projects and KPI's as workshopped in February 2026 and to provide feedback on the draft Council Plan prior to the City commencing a community engagement process. Through this process, the work completed to date on the minor review of the CBP will be presented for Council's consideration. It is anticipated that following the community engagement process, amendments may be required (where appropriate) to the draft Council Plan, and it is anticipated the draft Council Plan will then be provided to Council for adoption in late 2026.

Consultation

An Elected Member workshop was held in February 2026 with INK Consulting on the Council Plan development.

Since the February 2026 Council Workshops facilitated by INK Consulting on the Council Plan development, the City's Leadership Team attended a workshop with INK Consultants in early March 2026 to review and provide feedback on projects prioritised at the Council Workshops. Development of the Council Plan template commenced, and drafting has begun based on the Council identified projects and in line with the City's IPR Strategies and Plans Framework.

6.7 Corporate Business Plan - Minor Review

Policy and Legislative Implications

Local Government (Administration) Regulations 1996

Regulation 19DA requires a local government to prepare a corporate Business Plan covering a period of at least four financial years each financial year. The plan must contain priorities in line with the Strategic Community Plan, internal operations planning, resource management and other integrated matters relating to long term financial planning. Regulation 19DA (6) also requires Council to make a determination on the Business Plan via absolute majority.

Financial Implications

The CBP 2025/26 – 2028/29 will help guide the City’s financial planning for the next four years and integrates with the City’s Long Term Financial Plan and Annual Budget.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Medium
Mitigation and actions	Undertake a yearly review of the CBP.

Strategic Implications

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

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

Attachments

- 6.7 (a):** Corporate Business Plan 2025/2026-2028/ 2029

6.8 COUNCIL RESOLUTION TRACKING

File Ref: D-26-11035
Reporting Officer(s): Donna Shaw, Acting Director Corporate Services

Summary

This report provides the Audit, Risk and Improvement Committee with an update on the status of Council Resolutions.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Councillor Jacqueline Raison

That the Audit, Risk and Improvement Committee notes the contents of this report.

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

Against: Nil.

Background

A Status Report on Council Resolutions is maintained and available on the City's website for the period 2021 to 2025.

A report is provided to each Audit, Risk and Improvement Committee (ARIC) meeting detailing Council resolutions and their status.

The Council Resolutions Register is managed as follows:

- After a Council Meeting, each resolution is entered on the Register.
- Each resolution is assigned to the relevant Manager/Director.
- The resolution is marked as in progress or completed.
- Items that have been completed are shown in green.
- Items that are not completed or are in progress are shown in red.

Comment

At the ARIC meeting held 10 March 2026, the ARIC was presented with a report on Council Resolutions made in 2025 and their status.

Since the last report to the ARIC, the City held three Ordinary Council Meetings and three Special Council Meetings.

The Resolutions from the Ordinary Council Meeting held 26 May 2026 are not included in this report due to the proximity to the creation of this Agenda.

6.8 Council Resolution Tracking

The table below details the number of Council Resolutions that were made at each meeting and their status:

Meeting Date	Number of Resolutions	Status
24 February 2026 (Reconvened on 4 March 2026)	23	18 completed 5 in progress
24 March 2026	13	12 completed 1 in progress
25 March 2026 (Special)	1	All completed
31 March 2026 (Special)	2	1 completed 1 In progress
16 April 2026 (Special)	1	All completed
28 April 2026	12	9 completed 3 in progress

The 2026 Register is presented as **Attachment (a)**.

2025 Resolutions

At the last ARIC meeting held 10 March 2026, eight resolutions were noted as in progress. Three resolutions are now completed, with five in progress. These resolutions are presented at **Attachment (b)**.

Consultation

Resolutions are marked as in progress or complete by the responsible officer.

The Register is reviewed regularly by the Executive Management Team.

Policy and Legislative Implications

Local Government Act 1995

Financial Implications

Nil.

6.8 Council Resolution Tracking

Key Risks and Considerations

Risk Event Outcome	<p>Legislative Breach</p> <p>Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.</p> <p>Reputational Damage</p> <p>Deals with adverse impact upon the professional reputation and integrity of the City and its representatives whether those persons be appointed or elected to represent the City. The outcome can range from a letter of complaint through to a sustained and co-ordinated representation against the City and or sustained adverse comment in the media.</p>
Risk rating	Low
Mitigation and actions	<p>Council Resolutions are maintained in a register and there is visibility and accountability of the Register through the ARIC, Council and on the website.</p> <p>They are reviewed regularly by the Executive Management Team.</p>

Strategic Implications

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

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

Attachments

- 6.8 (a): 2026 Council Resolutions Register
- 6.8 (b): 2025 Council Resolutions Register - In Progress

6.9 COUNCIL DECISION 0426/091 - TABLING OF DOCUMENTS

File Ref: D-26-10936

Reporting Officer(s): Donna Shaw, Acting Director Corporate Services

Summary

To table documents with the Audit, Risk and Improvement Committee in accordance with Council Decision 0426/091.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Mayor Greg Milner

That the Audit, Risk and Improvement Committee notes the contents of this report.

CARRIED (6/0)

For: Mayor Greg Milner, Councillors André Brender-A-Brandis, Jacqueline Raison and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.

Against: Nil.

Background

At the Audit, Risk and Improvement Committee (ARIC) meeting held on 10 March 2026, the Committee were presented with a quarterly update report on risk management (Item 6.6).

The officer recommendation for this item was “*That the Audit, Risk and Improvement Committee notes the details of the activities contained in the body of this report.*”

An alternative motion was carried by the Committee recommending that Council:

1. *Requests that the Chief Executive Officer hold a Strategic Risk Workshop with all Councillors and ARIC members attending and delivered using the framework and definitions within the existing Risk Framework at the City of South Perth, the existing Strategic Risk Register and the existing Strategic Community Plan.*
2. *That the OAG Exit Debrief 2019, OAG Exit Debrief 2020 and the paper tabled under item 7.6 Response to Notice of Motion be tabled at the June ARIC meeting.*

At the Ordinary Council Meeting held 28 April 2026, Council resolved in accordance with the Committee’s recommendation, with item 1 of the amended to replace the word “attending” with “invited” (Council Decision 0426/091).

6.9 Council Decision 0426/091 - Tabling of Documents

Comment

The documents referred to in point 2 of the Committee Recommendation and Council Decision have previously been tabled with the Committee and are attached to this item as follows:

- 10 June 2025: Item 7.6 Response to Notice of Motion – City of South Perth Financial Indicators. Provided at **Attachment (a)**.
- 14 December 2020: Annual Financial Audit Exit Brief for the financial year ended 30 June 2020 within Item 7.1 City of South Perth Annual Financial Report 2019/20. Provided at **Confidential Attachment (b)**.
- 18 November 2019: Annual Financial Audit Exit Brief for the financial year ended 30 June 2019 within Item 7.9 2018/19 Annual Financial Report. Provided at **Confidential Attachment (c)**.

Consultation

Nil.

Policy and Legislative Implications

Nil.

Financial Implications

Nil.

Key Risks and Considerations

Risk Event Outcome	Reputational Damage Deals with adverse impact upon the professional reputation and integrity of the City and its representatives whether those persons be appointed or elected to represent the City. The outcome can range from a letter of complaint through to a sustained and co-ordinated representation against the City and or sustained adverse comment in the media.
Risk rating	Low
Mitigation and actions	Reports are presented to ARIC with appropriate context and explanation of actions undertaken in response to findings or recommendations.

6.9 Council Decision 0426/091 - Tabling of Documents

Strategic Implications

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

Strategic Direction:	Leadership
Aspiration:	A local government that is receptive and proactive in meeting the needs of our community
Outcome:	4.3 Good governance
Strategy:	4.3.3 Maintain a culture of fiscal efficiency

Attachments

- 6.9 (a):** Item 7.6 ARGC Meeting 10 June 2025
- 6.9 (b):** Annual Financial Audit Exit Brief Year Ended 30 June 2020
(Confidential)
- 6.9 (c):** Annual Financial Audit Exit Brief Year Ended 30 June 2019
(Confidential)

7. MEETING CLOSED TO THE PUBLIC

The meeting was closed to the public at 6.36pm and reopened at 6.42pm to consider the Confidential Attachment at Item 6.3.

8. CLOSURE

The Presiding Member declared the meeting closed at 8.09pm.

These Minutes were confirmed at the next Audit, Risk and Improvement Committee Meeting yet to be determined.

Signed: _____
Presiding Member at the meeting at which the Minutes were confirmed.

Delegation from Council DC370

Approve or Refuse Granting of a Building Permit

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

Head of Power:	<i>Building Act 2011</i>
Delegator:	Council
Express Power to Delegate:	<i>Building Act 2011:</i> <i>s.127(1) & (3) Delegation: special permit authorities and local government</i> <i>Section 127(1) and 127(3)</i>
Delegation No.:	DC370
Delegation Title:	Approve or Refuse Grant of a Building Permit
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Building Act 2011 Section 18, 20 22, 23 and 27</i> <i>Building Regulations 2012 Regulation 23, 24 and 26</i> <i>Building Act 2011:</i> <i>s.18 Further Information</i> <i>s.20 Grant of building permit</i> <i>s.22 Further grounds for not granting an application</i> <i>s.27(1) and (3) Impose Conditions on Permit</i> <i>Building Regulations 2012:</i> <i>r.23 Application to extend time during which permit has effect (s.32)</i> <i>r.24 Extension of time during which permit has effect (s.32(3))</i> <i>r.26 Approval of new responsible person (s.35(c))</i>
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)].

	<p>4. Authority to determine an application to extend time during which a building permit has effect [r.23].</p> <p>i. Subject to being satisfied that work for which the building permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</p> <p>ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</p> <p>4.5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26]. The authority to grant or refuse to grant building permits</p>
Conditions of Delegation:	Nil
Delegated To:	<p>Chief Executive Officer</p> <p>Director Development and Community Services</p> <p>Manager Development Services</p> <p>Coordinator Building Services</p> <p>Assistant Building Surveyor</p>
Express Power to Sub-Delegate:	<p><i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>

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

Delegation from Council DC371

Approve or Refuse Granting of a Demolition Permit

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

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

	<p>3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)].</p> <p>4. Authority to determine an application to extend time during which a demolition permit has effect [r.23].</p> <p style="padding-left: 20px;">i. Subject to being satisfied that work for which the demolition permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</p> <p style="padding-left: 20px;">ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)].</p> <p>4.5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26]. The authority to grant or refuse to grant demolition permits:</p>
<p>Conditions of Delegation:</p>	<ul style="list-style-type: none"> • Keep a register in the approved form of all demolition permits made by Local Authority. • Make the register available for inspection by members of the public during normal office hours. • Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure. • Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <i>Financial Management Act 2006</i> Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the <i>Building Services (Complaint Resolution and Administration) Act 2011</i> section 3. • Allow interested persons to inspect a building record. • A delegation of a special permit authority's powers or duties may be only to: <ul style="list-style-type: none"> ○ An employee of the special permit authority (s127(2)); or ○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>.
<p>Delegated To:</p>	<p>Chief Executive Officer</p> <p>Director Development and Community Services</p>

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

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

Delegation from Council DC372

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

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

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

	<p>3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].</p> <p>The authority to grant, modify or refuse to grant occupancy permits or building approval certificates:</p>
<p>Conditions of Delegation:</p>	<ul style="list-style-type: none"> • Keep a register in the approved form of all occupancy permits and building approval certificates made by the Local Authority. • Make the register available for inspection by members of the public during normal office hours. • Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure. • Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <i>Financial Management Act 2006</i> -Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the <i>Building Services (Complaint Resolution and Administration) Act 2011</i> section 3. • A delegation of a special permit authority's powers or duties may be only to: <ul style="list-style-type: none"> ○ An employee of the special permit authority (s127(2)); or ○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>. • Allow interested persons to inspect a building record.
<p>Delegated To:</p>	<p>Chief Executive Officer</p> <p>Director Development and Community Services</p> <p>Manager Development Services</p> <p>Coordinator Building Services</p> <p>Assistant Building Surveyor</p>

Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
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Council Adoption	27/11/2012
Reviewed/Modified:	03/10, 02/11, 03/12, 07/12, 11/12, 03/13, 07/13, 03/14, 03/15, 03/16, 06/17, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25
Relevant Management Practice:	N/A
Relevant Policy:	N/A
Relevant Delegation:	N/A

Delegation from Council DC373

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

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

Head of Power:	<i>Building Act 2011</i>
Delegator:	Council
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government Section 127(1)
Delegation No.:	DC373
Delegation Title:	Approve or refuse an Extension of the Duration for Occupancy Permits or Building Approval Certificates
Legislative Reference of Power:	<i>Building Act 2011:</i> s.65(4) Extension of period of duration <i>Building Regulations 2012:</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65) <i>Building Act 2011</i> Section 65(4) <i>Building Regulations 2012</i> Regulation 40
Power or Duty being Delegated:	Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40]. The authority to grant, modify or refuse to grant occupancy permits or building approval certificates:
Conditions of Delegation:	<ul style="list-style-type: none"> Keep a register in the approved form of all occupancy permits and building approval certificates made by the Local Authority. Make the register available for inspection by members of the public during normal office hours.

	<ul style="list-style-type: none"> • Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure. • Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the <i>Financial Management Act 2006</i> Part 5 by the accountable authority, as defined in section 3 of that Act, of the Department as defined in the <i>Building Services (Complaint Resolution and Administration) Act 2011</i> section 3. • A delegation of a special permit authority's powers or duties may be only to: <ul style="list-style-type: none"> ○ An employee of the special permit authority (s127(2)); or ○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>. <p>Allow interested persons to inspect a building record.</p>
Delegated To:	<p>Chief Executive Officer</p> <p>Director Development and Community Services</p> <p>Manager Development Services</p> <p>Coordinator Building Services</p> <p>Assistant Building Surveyor</p>
Express Power to Sub-Delegate:	<p><i>Building Act 2011:</i></p> <p>s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>

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

Delegation from Council DC378

Inspection and Copies of Building Records

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

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

Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
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Council Adoption	25/6/24
Reviewed/Modified:	03/25
Relevant Management Practice:	N/A
Relevant Policy:	N/A
Relevant Delegation:	N/A

Delegation from Council DC602

Authority to Make Payments from the Municipal and Trust Funds

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

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

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

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

Delegation from Council DC665

Cats – Local Government Functions

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

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

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

Relevant Policy:	N/A
Relevant Delegation:	N/A

Delegation from Council DC677

Bush Fires Act 1954 – Local Government Functions

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

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

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

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

Delegation from Council DC679

Administer the City's Local Laws

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

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	Section 5.42 Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Delegation No.:	DC679
Delegation Title:	Administer the City's Local Laws
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Local Government Act 1995</i> Section 3.18-(1) Performing executive functions All powers under the City's local laws: <ul style="list-style-type: none"> • Cats Local Law 2024 • Dogs Local Law 2025 • Fencing Local Law 2024 • Health Local Laws 2002 • Parking Local Law 2017 • Public Places and Local Government Property Local Law 2011 • Standing Orders Local Law 2007 • Waste Local Law 2017
Power or Duty being Delegated:	The authority to administer the City's local laws and to do all other things that are permissible , necessary or convenient to be done for or in connection with performing the functions of the City.
Conditions of Delegation:	Not Applicable Parking Local Law 2017

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

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

Delegation from Council DC692

Enforcement and Legal Proceedings – Illegal Development

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

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Section 5.42 Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO(1)(b)</i>
Delegation No.:	DC692
Delegation Title:	Enforcement and Legal Proceedings – Illegal Development
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Planning and Development Act 2005: -Section 214(2), (3) and (5) Illegal development, responsible authority's powers as to</i>
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. <i>Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements.</i> 2. <i>Give a written direction to the owner or any other person who undertook an unauthorised development:</i> <ol style="list-style-type: none"> a. <i>to remove, pull down, take up or alter the development; and</i> b. <i>to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</i> 1.3. <i>Give a written direction to the person whose duty it is to execute work to execute that work where it appears that</i>

	<p>delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order. To issue a direction to a person contravening section 214 of the <i>Planning and Development Act 2005</i>:</p>
<p>Conditions of Delegation:</p>	<p>(1) Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements:</p> <p>(2) Give a written direction to the owner or any other person who undertook an unauthorised development:</p> <p>a) to remove, pull down, take up or alter the development; and</p> <p>b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</p> <p>(3)(1) Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order: Nil</p>
<p>Delegated To:</p>	<p>Officers occupying the following positions as determined by the delegation from Chief Executive Officer to Officers:</p> <ul style="list-style-type: none"> • Director Development and Community Service <p>Manager Development Services Chief Executive Officer</p>
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995</i>: s.5.44 CEO may delegate some powers and duties to other employees</p>

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

Delegation from Council DC703

Minor Amendments to Delegations Register and Policies

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

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

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

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

Delegation from Council DC704

Food Act 2008 - Determine Compensation

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

Head of Power:	Food Act 2008
Delegator:	Council
Express Power to Delegate:	Food Act 2008: Section s. 118 (2)(b), (3), (4) Functions of enforcement agencies and delegation
Delegation No.:	DC704
Delegation Title:	Food Act 2008 - Determine Compensation
Legislative Reference of Power: Express Power or Duty Delegated:	Food Act 2008 - Sections 56 (2), and 70(2) and (3) Food Act 2008: s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Power or Duty being Delegated:	<ol style="list-style-type: none"> The authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s. 56(2)]. The authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s. 70(2) and (3)].
Conditions of Delegation:	<ol style="list-style-type: none"> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time.

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

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

Delegation from Council DC706

Food Business Registrations

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

Head of Power:	<i>Food Act 2008</i>
Delegator:	Council
Express Power to Delegate:	<i>Food Act 2008: s.118 Functions of enforcement agencies and delegation Section 118, 118(2)(b), 118(3), 118(4)</i>
Delegation No.:	DC706
Delegation Title:	Food Business Registration
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Food Act 2008 Sections 110(1), 110(5), 112 Food Act 2008: s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses</i>
Power or Duty being Delegated:	<ol style="list-style-type: none"> The a Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s. 110(1) and s.-110(5)]. The a Authority to vary the conditions or cancel the registration of a food business [s.-112].
Conditions of Delegation:	In accordance with s.-118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time.
Delegated To:	Chief Executive Officer Director Development and Community Services Manager Development Services Coordinator Environmental Health Coordinator

	<i>Note: Food Regulations 2009 do not provide for sub delegation.</i>
Express Power to Sub-Delegate:	<i>Nil – Food Regulations 2009 do not provide for sub-delegation.</i>

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

Delegation from Council DC707

Food Businesses List – Public Access

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

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

Express Power to Sub-Delegate:	<i>Nil – Food Regulations 2009 do not provide for sub-delegation.</i>
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Council Adoption	25/03/25
Reviewed/Modified:	
Relevant Management Practice:	N/A
Relevant Policy:	N/A
Relevant Delegation:	N/A

Delegation from Council DC708

Food Act 2008 - Prohibition Orders and Certificates of Clearance

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

Head of Power:	<i>Food Act 2008</i>
Delegator:	Council
Express Power to Delegate:	<i>Food Act 2008:</i> <i>s.118 Functions of enforcement agencies and delegation</i> <i>Section 118, (2)(b), (3), (4)</i>
Delegation No.:	DC708
Delegation Title:	<i>Food Act 2008 - Prohibition Orders and Certificates of Clearance</i>
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Food Act 2008: -Sections 65(1), 66, 67(4):</i> <i>s.65(1) Prohibition orders</i> <i>s.66 Certificate of clearance to be given in certain circumstances</i> <i>s.67(4) Request for re-inspection</i>
Power or Duty being Delegated:	<ol style="list-style-type: none"> The aAuthority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.-65(1)]. The aAuthority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.-66]. The aAuthority to give written notice to the proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.-67(4)].

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

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

Delegation from Council DC709

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

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

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

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

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

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

Delegation from Council DC710

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

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

Head of Power:	<i>Food Act 2008</i>
Delegator:	Council
Express Power to Delegate:	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation Section 118 (2)(b), (3), (4)
Delegation No.:	DC710
Delegation Title:	Appoint Authorised Officers and Designated Officers - <i>Food Act 2008</i>
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Food Act 2008 - Sections 122(1), 126(6), (7) and (13). Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement notices
Power or Duty being Delegated:	<ol style="list-style-type: none"> The a Authority to appoint a person to be an 'authorised officer' for the purposes of the <i>Food Act 2008</i> [s.122(2)]. The a Authority to appoint an 'authorised officer' appointed under s. 122(2) of this Act or s. 24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)] 3. The a Authority to appoint an 'authorised officer' to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s. 126(7)].

	<i>4.3. Note: Food Regulations 2009 do not provide for sub delegation.</i>
Conditions of Delegation:	<p>1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> i. Appointment of Authorised Officers as Meat Inspectors ii. Appointment of Authorised Officers iii. Appointment of Authorised Officers – Designated Officers only iv. Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Nil – Food Regulations 2009 do not provide for sub-delegation.</i>

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

Delegation from Council DC374

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

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

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

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

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

Delegation from Council DC375

Issue or Revoke Building Orders

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

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

	<p>2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s. 111(1)(c)].</p> <p>1:3. Authority to revoke a building order [s. 117].</p> <p>2:4. If there is non-compliance with a building order, authority to cause an authorised person to:</p> <ul style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s. 118(2)]. <p>3:5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s. 118(3)].</p> <p>Authority to specify a way in which an outward facing side of a particular close/boundary wall must be finished off.</p> <p>Authority to initiate a prosecution for non-compliance with a building order.</p>
<p>Conditions of Delegation:</p>	<p>Keep a register in the approved form of all building orders issued by the Local Authority.</p> <p>A delegation of a special permit authority’s powers or duties may be only to:</p> <ul style="list-style-type: none"> o An employee of the special permit authority (s127(2)); or <p>a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>.</p>
<p>Delegated To:</p>	<p>Chief Executive Officer</p>
<p>Express Power to Sub-Delegate:</p>	<p><i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>

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

Delegation from Council DC377

Referrals and Issuing Certificates

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

Head of Power:	<i>Building Act 2011</i>
Delegator:	Council
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government Section 127(1) & (3)
Delegation No.:	DC377
Delegation Title:	Referrals and Issuing Certificates
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Building Act 2011: Section 145A</i> s.145A Local government functions
Power or Duty being Delegated:	<p><u>1.</u> Authority to refer uncertified applications under s. 17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</p> <p><u>2.</u> Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the location is located within the City's District [s.145A(2)].</p>
Conditions of Delegation:	<p>A delegation of a special permit authority's powers or duties may be only to:</p> <ul style="list-style-type: none"> ○ An employee of the special permit authority (s127(2)); or ○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>.
Delegated To:	Chief Executive Officer

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

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

Delegation from Council DC379

Private Pool Barrier – Alternative and Performance Solutions

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

Head of Power:	<i>Building Act 2011</i>
Express Power to Delegate:	Section 127(1) and (3)
Delegation No.:	DC379
Delegation Title:	Private Pool Barrier – Alternative and Performance Solutions
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Building Regulations 2012 Regulation 50A(4); 51(2); 51(3) and 51(5)</i>
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 <i>[r. 51(2)]</i>. 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner or occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability <i>[r.5(3)]</i>. 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement <i>[r. 51(5)]</i>. <p><i>Authority to use alternative requirements for a barrier to a pre-May 2016 private swimming pool.</i></p> <p><i>Authority to arrange for an authorised person to inspect.</i></p>

Conditions of Delegation:	<p>A delegation of a special permit authority’s powers or duties may be only to:</p> <ul style="list-style-type: none"> ○ An employee of the special permit authority (s127(2)); or ○ a person employed by the local government under s5.36 of the <i>Local Government Act 1995</i>. <p>The proposed method of enclosure must not provide a lesser standard of protection than would otherwise have been provided through adherence to the provisions of Australian Standard 1926.1.</p>
Delegated To:	<p>Coordinator Building Services Chief Executive Officer Director Development and Community Services Manager Development Services Assistant Building Surveyor Development Services Compliance Officer</p>
Express Power to Sub-Delegate:	<p><i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>

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

Delegation from Council DC401

Graffiti Vandalism Act – Local Government Functions

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

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

	<p>2. <u>Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</u></p> <p>3. <u>Authority to deal with an objection to a notice [s.22(3)].</u></p> <p>4. <u>Authority, where an objection has been lodged, to:</u></p> <p style="padding-left: 40px;">a. <u>determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)]; and</u></p> <p style="padding-left: 40px;">b. <u>to give notice to the affected person, before taking the necessary actions [s.24(3)].</u></p> <p>5. <u>Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].</u></p> <p>6. <u>Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].</u></p> <p>7. <u>Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].</u></p>
Conditions of Delegation:	Not Applicable Item 5 is subject to exercising Powers of Entry.
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

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

Delegation from Council DC511

Partial Closure of a Thoroughfare

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

Head of Power:	Local Government Act 1995
Delegator:	Council
Express Power to Delegate:	Section 5.42 Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Delegation No.:	DC511
Delegation Title:	Partial Closure of a Thoroughfare
Legislative Reference of Power: Express Power or Duty Delegated:	Local Government Act 1995: s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenances s.3.51 Affected owners to be notified of certain proposals Section 3.50, 3.50A and 3.51
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. The authority to allow for the partial and temporary closure of a thoroughfare. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ol style="list-style-type: none"> a. Give local public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and b. consider submissions relevant to the road closure(s) proposed [s.3.50(1a), (2) and (4)].

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

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

Relevant Policy:	N/A
Relevant Delegation:	N/A

Delegation from Council DC603

Investment of Surplus Funds

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

Head of Power:	Local Government Act 1995
Delegator:	Council
Express Power to Delegate:	Section 5.42 Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Delegation No.:	DC603
Delegation Title:	Investment of Surplus Funds
Legislative Reference of Power: Express Power or Duty Delegated:	Section 6.10 and 6.14 (1) Regulation 19 of the Local Government (Financial Management) Regulations 1996 Local Government Act 1995: s.6.14 Power to invest Local Government (Financial Management) Regulations 1996: r.19 Investments, control procedures for
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. The authority to invest money held in the Municipal Fund or the Trust Fund that is not, for the time being, required for any other purpose [(s.6.14 (1))]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [(FM r.19)].
Conditions of Delegation:	<p>(a) — The funds may be invested in any of the Australian Prudential Regulation Authority regulated and listed, Authorised Deposit-taking Institutions (ADIs) being corporations as authorised under the Banking Act 1959.</p> <p>ADIs include the following institutions:</p> <ul style="list-style-type: none"> • — Banks;

	<ul style="list-style-type: none"> ● Building Societies, and ● Credit Unions: <p>(a) The funds may only be invested in those authorised financial instruments which are set out in All investment activity must comply with regulation 19C of the Local Government (Financial Management) Regulations 1996 and Council Policy P603 - Investment of Surplus Funds.</p> <p>(b) A report summarising the composition of the investment portfolio including investment classes, amounts invested with each financial institution and details of the investment performance shall be provided to Council monthly.</p>
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Delegation from Council DC607

Tenders /E-Quotes/Common Use Agreements

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

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

	<p>b)c) Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].</p> <p>e)d) Authority to invite tenders although not required to do so [F&G r.13].</p> <p>d)e) Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)].</p> <p>e)f) Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)].</p> <p>g) Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].</p> <p>f)h) Authority to determine whether or not to reject tenders that do not comply with the requirements specified in the invitation to tender [F&G r.18(2)].</p> <p>i) Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)].</p> <p>g)j) Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>k) Authority to accept tenders, only within the \$value detailed as a condition on this Delegation, or reject tenders as per the conditions on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)].</p> <p>l) Authority to decline to accept any tender [F&G r.18(5)].</p> <p>h)m) Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into or the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p> <p>i)n) Authority to determine that whether variations in goods and services proposed is are minor variations in context of the total goods or services sought through the invitation to tender and to negotiate with the successful tenderer to make then enter into minor variations with the successful tenderer before entering into into a contract [F&G r.20(1) and (3)].</p>
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	<p>j) Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>k) Authority to decline any tender [F&G r.18(5)].</p> <p>h) If the chosen tenderer is unable or unwilling to form a contract, OR or the a minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)]</p> <p>Authority to accept another tender where within 6 months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p> <p>p) Authority to vary a tendered contract, after it has been entered into [F&G r.21A(a)].</p> <p>m)q) Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</p>
<p>Conditions of Delegation:</p>	<ol style="list-style-type: none"> 1. The authority to accept tenders is limited to: <ol style="list-style-type: none"> a. All tenders to a maximum value of \$500,000 (exclusive of GST); and b. Undertake purchases of goods and services which are, or expected to be up to the value of up to A maximum value of \$700,000 (exclusive of GST) where the supply of products or services is procured through the Western Australian Local Government Association (WALGA) Preferred Supplier Program, State Government Common Use Agreement (CUA) or the State or Commonwealth Governments or any of its-their agencies that provide preferred supplier contracts or arrangements. 2. Acceptance of tenders is conditional upon the Chief Executive Officer being satisfied that: <ol style="list-style-type: none"> a. The tender process has been conducted in accordance with the Act, Regulations, the City's Policies and Management Practices; b. The specifications set out in the tender match the specifications of the Request for Tender; c. The successful tender represents the best overall value for the City; and

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

Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
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Council Adoption	27/03/07
Reviewed/Modified:	09/08, 03/10, 02/11, 03/12, 03/13, 03/14, 03/15, 03/16, 03/17, 04/18, 03/19, 08/21, 03/22, 03/23, 06/24, 03/25
Relevant Management Practice:	M607 Tenders and Expressions of Interest
Relevant Policy:	P607 Tenders and Expressions of Interest
Relevant Delegation:	DM607 Acceptance of Tenders

Delegation from Council DC609

Leases

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

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Section 5.42 Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO</i>
Delegation No.:	DC609
Delegation Title:	Leases
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Local Government Act 1995: Section s.3.58 (3) Disposing of Property</i>
Power or Duty being Delegated:	1. Authority is given to the CEO to enter into agreements to lease property that the City owns or that it controls under a management order which confers the power to lease.
Conditions of Delegation:	The CEO may exercise this power in relation to a lease subject to: <ul style="list-style-type: none"> a) Meeting the requirements of section 3.58 of the <i>Local Government Act 1995</i>; b) Meeting the requirements of the <i>Commercial Tenancy (Retail Shops) Agreements Act 1985</i> where applicable; c) Obtaining Minister for Lands consent pursuant to section 18 of the <i>Land Administration Act 1997</i>, should the property be subject to a management order where applicable; d) Leases being for a maximum term of five years with a five year option for:

	<ul style="list-style-type: none"> • Not for Profit Sporting Organisations; or; • Not for Profit Organisations Kindergartens Operated by Not for Profit Organisations; or • Not for Profit Community Associations ; Government Bodies, Committees and Associations, and educational institutions; and <p>(d)e) Renewal of an existing commercial lease being for a maximum term of five years.</p> <p>Note: All new commercial leases will be brought to Council for consideration.</p>
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</i>

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

Delegation from Council DC612

Disposal of Surplus Property

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42 <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Delegation No.:	DC612
Delegation Title:	Disposal of Surplus Property
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58 Disposing of Property Section 3.58 (2) & (3), Regulation 30 the <i>Local Government (Functions & General)</i>
Power or Duty being Delegated:	<ol style="list-style-type: none"> Authority to dispose of property to: <ol style="list-style-type: none"> to the highest bidder at public auction [s.3.58(2)(a)]. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Conditions of Delegation:	<ol style="list-style-type: none"> Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. This delegation does not apply to the disposal of land by way of lease which is provided for by DC609.

	<p>For the purposes of the leases in accordance with Policy P609 and DC609: Exempt Dispositions (as prescribed by Functions and General Regulation 30) are to be undertaken to ensure that the best value return is achieved. Where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal.</p> <p>3. For the purposes of s5.43(d) disposal of property identified in 1 and 2 above is limited to a maximum value of \$350,000.00 for any single project or where not part of a project but part of a single transaction.</p> <p>4. When determining the method of disposal:</p> <ul style="list-style-type: none">a. Where a public auction is determined as the method of disposal:<ul style="list-style-type: none">i. Reserve price is to be set by independent valuation.ii. Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.b. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, the delegate is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.c. Where a direct negotiation is determined as the method of disposal, the delegate is to:<ul style="list-style-type: none">i. Negotiate the sale of the property up to a -10% variance on the valuation; and 3ii. Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded.
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	<i>a.d. Where an exempt disposition is proposed to be undertaken [r. 30], the disposal method must obtain a best value outcome for the City.</i>
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</i>

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

Delegation from Council DC617

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

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

Head of Power:	<i>Local Government Act 1995</i>
Express Power to Delegate:	Section 5.42 <i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Delegation No.:	DC617
Delegation Title:	Grant Discounts, Concessions, Fee Waiver and Debt Write-Off
Legislative Reference of Power: Express Power or Duty Delegated:	Section 6.12(1)(b)(c) Section 6.12 (3)S.6.12 <i>Local Government Act 1995:</i> S 6.12 Power to defer, grant discounts, waive or write off debts
Power or Duty being Delegated:	<p>Waive a debt which is owed to the City [s 6.12(1)(b)];</p> <ol style="list-style-type: none"> Waive or gGrant a concessions in relation to fees, levies or charges by the Council for the use of its facilities and services any amount of money which is owed to the City [s 6.12(1)(b)]. Write off an amount of money which is owed to the City [s. 6.12(1)(c)]. To write-off any single amount of money owing to the City less than \$2,000 (GST exclusive) subject to conditions as stipulated: To write-off any amount of money previously specifically identified and provided for in the Provision for Doubtful Debts subject to conditions as stipulated:
Conditions of Delegation:	Write-off any Limited to individual or cumulative single amount of money owing to the City less than sums below \$2,000 (GST exclusive) where: a) The amount is too small to warrant collection;

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

<p>Council Adoption</p>	<p>25/06/24</p>
<p>Reviewed/Modified:</p>	<p>03/25</p>
<p>Relevant Management Practice:</p>	<p>N/A</p>
<p>Relevant Policy:</p>	<p>N/A</p>
<p>Relevant Delegation:</p>	<p>N/A</p>

Delegation from Council DC618

Commence a Prosecution for an Offence

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

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> <i>s.5.42 Delegation of some powers or duties to the CEO</i> <i>s.5.43 Limits on delegations to the CEO</i> <i>Section 5.42</i>
Delegation No.:	DC618
Delegation Title:	Commence a Prosecution for an Offence
Legislative Reference of Power:	<i>Local Government Act 1995:</i> <i>Sections 9.24 (1) (c) and (2) (b)</i> <i>s.9.24(1)(c) and (2)(b)</i> <i>Prosecutions, commencing</i>
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to initiate <i>authorise persons to commence prosecutions for offences on behalf of the Local Government</i> under the <i>Local Government Act 1995</i>, all Regulations made under the <i>Local Government Act 1995</i> and City of South Perth Local Laws made under the Local Government Act 1995 <i>[s.9.24(1)(c) and (2)(b)]</i>. 2. Authority to be registered on the eCourts Portal as persons authorised to commence prosecutions and lodge prosecution notices on behalf of the City.
Conditions of Delegation:	Nil.
Delegated To	Chief Executive Officer

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

Delegation from Council DC664

Dogs – Local Government Functions

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

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

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

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

Delegation from Council DC685

Inviting Expressions of Interest

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

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Section 5.42 Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO</i>
Delegation No.:	DC685
Delegation Title:	Expressions of Interest
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer Section 3.57 Local Government (Functions and General) Regulations 1996 - Regulation 21, 22, 23 and 24</i>
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Conditions of Delegation:	<i>Compliance with Regulations regulations 21, 22, 23 and 24 of the Local Government (Functions and General) Regulations 1996 and - Compliance with City Policy P607 Tenders and Expressions of Interest.</i>

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

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

Delegation from Council DC690

Local Planning Scheme No.7

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

Head of Power:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Express Power to Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Clause 82 Delegations by local government
Delegation No.:	DC690
Delegation Title:	Local Planning Scheme No. 7
Legislative Reference of Power:	Functions under the <ul style="list-style-type: none"> • Local Planning Scheme No. 7 • Schedule 2 (Deemed provisions for local planning schemes) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (The Deemed Provisions).
Power or Duty being Delegated:	<p>1. Development Applications</p> <p>The authority to undertake all functions and processes outlined in Schedule 2 Part 7, Part 8 and Part 9 of the Deemed Provisions, noting the conditions on this delegation below.</p> <p>2. Discretion to Modify Development Standards</p> <p>The authority to modify development standards in accordance with clause 34 of LPS 7 where it is considered by the delegate to be minor and inconsequential in nature, alternatively in the opinion of the delegate, where an application adversely impacts on the amenity of the locality, it must be referred to Council for determination.</p> <p>3. Structure Plans</p> <p>The authority to:</p> <p>(a) Make a determination under clause 17(1) of the</p>

	<p>Deemed Provisions</p> <ul style="list-style-type: none">(i) as to whether a structure plan complies with the requirements of clause 16(1), or(ii) if further information is required before the structure plan and can be accepted for assessment and advertising. <ul style="list-style-type: none">(b) Advertise a structure plan under clause 18(2) of the Deemed Provisions.(c) Provide advice and assistance to the Western Australian Planning Commission under clause 23 of the Deemed Provisions.(d) Approve a structure plan that provides for further details under clause 24(1A) of the Deemed Provisions, following approval from the Commission. Noting that the Commission can only approve a structure plan that is not a substantial departure as per Clause 24(2).(e) Determine that advertising of an amendment to a structure plan is not required, under clause 29(3) of the Deemed Provisions, where it is considered by the delegate to be minor and inconsequential in nature. <p>4. Local Development Plans</p> <p>The authority to:</p> <ul style="list-style-type: none">(a) Make a determination not to advertise a Local Development Plan under clause 50(3) of the Deemed Provisions.(b) Make a determination to require modifications to a Local Development Plan under clause 52(1)(b) of the Deemed Provisions.(c) Make a determination to amend an approved Local Development Plan under clause 59(1) of the Deemed Provisions, where it is considered by the delegate to be minor and inconsequential in nature.(d) Make a determination to extend the period of approval of a Local Development Plan,<ul style="list-style-type: none">(i) if there are no changes to the terms of the plan; or(ii) the conditions attached to the approval under clause 57(3) of the Deemed
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	<p style="text-align: center;">Provisions.</p> <p>5. Local Planning Policies</p> <p>The determination to make an amendment to a local planning policy without advertising the amendment if, in the opinion of the delegate, the amendment is minor and inconsequential in nature under clause 5(2) of the Deemed Provisions.</p> <p>6. Heritage</p> <p>The authority to:</p> <ul style="list-style-type: none"> (a) Make a determination under clause 11 of the Deemed Provisions to require a Heritage Assessment to be carried out prior to the approval of any development proposed in a heritage area or a place on a heritage list. (b) Make a determination under clause 12 of the Deemed Provisions to vary site or development requirements to <ul style="list-style-type: none"> (i) facilitate the built heritage conservation of a place entered in the State Register of Heritage Places under the Heritage Act 2018 or included on the heritage list; or (ii) enhance or preserve the heritage values in a heritage area <p>subject to undertaking public consultation if required by clause 12(3),</p>
<p>Conditions of Delegation:</p>	<p>1. Granting of Development Approval</p> <ul style="list-style-type: none"> (a) Land Use and Application Type <p>The granting of Development Approval does not extend to the following land uses and application types:</p> <ul style="list-style-type: none"> (i) Child Care Premises. (ii) Fast Food Outlet. (iii) Hotel. (iv) New Residential Aged Care Facilities. (v) Nightclub. (vi) Place of Worship. (vii) Residential Building. (viii) Tavern. (ix) Telecommunications Infrastructure that is not classified as a low-impact facility

	<p>under the <i>Telecommunications Act 1997</i>.</p> <ul style="list-style-type: none">(x) Non-residential 'A' uses within the Residential zone, where objections are received during advertising.(xi) Use not listed.(xii) Change to a Non-Conforming Use.(xiii) Residential development comprising five (5) or more dwellings.(xiv) Applications which require an assessment of significant obstruction of views in accordance with Local Planning Policy 5.1 – Salter Point Escarpment or Local Planning Policy 7.2 – Significant Views.(xv) <u>Except for applications involving 'prescribed single house development'</u>, aApplications which propose tree damaging activity to a regulated tree in accordance with 7.2(c) of Local Planning Policy 3.2 – Tree Retention (i.e. where the redesign of the development to accommodate the regulated tree is unfeasible).(xvi) Applications for Heritage Listed properties or within a Heritage Area except where, in the opinion of the delegated, the proposal is minor in nature and will not detract from the heritage significance of the place.(xvii) Applications on or involving City owned or managed land by a private entity which propose significant works or a change of land use.(xviii) Applications for illuminated and/ or digital content signage opposite (directly or diagonally) to or adjoining a residential zone.(xix) Applications previously considered by Council, unless, in the opinion of the delegate, the application is of a minor nature and in the opinion of the delegate, the proposal is consistent with the objectives and intent of Local Planning Scheme No.7 and any Local Planning Policy, as well as the principles of orderly and proper planning.
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	<p>(xx) Development where the requirements of the Local Planning Scheme, State Planning Policies and/or Local Planning Policies have not been complied with except where, in the opinion of the Delegate:</p> <ul style="list-style-type: none"> a. The proposal is consistent with the objectives of the Local Planning Scheme and relevant Policy; b. The proposal would not have a detrimental impact on the streetscape or any other property; or c. The variation is minor in nature; or d. The variation can be overcome by imposing a condition(s) on any development approval granted. <p>2. Advertising</p> <p>Where advertising of an application is required, the granting of Development Approval may only occur where:</p> <ul style="list-style-type: none"> (i) Consent, no objection or no response is received from those consulted; or (ii) Any objection received can be overcome by imposing a condition(s) on any Development Approval granted, or by modifying the design of the development; or (iii) The objection does not relate to valid planning and development considerations associated with the proposal.
Delegated To	Chief Executive Officer
Express Power to Sub-Delegate:	<p><i>Planning & Development (Local Planning Schemes) Regulations 2015:</i></p> <p>cl. 83 Local government CEO may delegate powers</p>
Council Adoption	26/03/24

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

Delegation from Council DC705

Food Act 2008 - Debt Recovery and Prosecutions

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

Head of Power:	<i>Food Act 2008</i>
Delegator:	Council
Express Power to Delegate: Express Power to Delegate:	<i>Food Act 2008: s.118 Functions of enforcement agencies and delegation Section 118, 118(2)(b), 118(3), 118(4)</i>
Delegation No.:	DC705
Delegation Title:	<i>Food Act 2008 - Debt Recovery and Prosecutions</i>
Legislative Reference of Power: Express Power or Duty Delegated:	<i>Food Act 2008 Sections 54, 125 Food Act 2008: s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings</i>
Power or Duty being Delegated:	<ol style="list-style-type: none"> The a Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. The A Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Conditions of Delegation:	<p>Exercise of the power under s.54 is confined to the Chief Executive Officer, Director Development and Community Services, and Manager Development Services:</p> <p>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health Chief Executive Officer Guidelines, as amended from time to time.</p>
Delegated To:	<p>Chief Executive Officer</p> <p>Director Development and Community Services</p> <p>Manager Development Services</p>

	<i>Note: Food Regulations 2009 do not provide for sub delegation.</i>
Express Power to Sub-Delegate:	<i>Nil – Food Regulations 2009 do not provide for sub-delegation.</i>

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

Delegation from Council DC376

Infringement Notices under the Building Regulations 2012

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

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

Delegation from Council DC642

Appointment of Acting CEO

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

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

Delegation from Council DC684

Sealed Documents

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

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

Delegation from Council DC711

Appoint Authorised Officers And Designated Officers – Food Act 2008

- List Of Officers Issuing Infringements

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

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

Relevant Delegation:	N/A
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REVOKE

Delegation from Council DC712

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

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

Head of Power:	<i>Food Act 2008</i>
Express Power to Delegate:	Section 126 (6) and (7)
Delegation No.:	DC712
Delegation Title:	Appoint Authorised Officers And Designated Officers - <i>Food Act 2008</i> – List Of Officers (Administration Of Infringement Notices)
Legislative Reference of Power:	<i>Food Act 2008</i> - Sections 126(6) and (7).
Power or Duty being Delegated:	1. The authority to extend the time for payment of modified penalties and determine withdrawal of an infringement notice.
Conditions of Delegation:	<ul style="list-style-type: none"> a. Prohibited by Section 126 (13) from also being a Designated Officer for the purpose of issuing infringements. b. The <i>Food Act</i> requires a separation between officers who may be authorised to issue infringements from those who can withdraw an infringement or extend the period within which a modified penalty may be paid.
Delegated To	Director Development Services
Council Adoption	25/03/25
Reviewed/Modified:	
Relevant Management Practice:	N/A
Relevant Policy:	N/A
Relevant Delegation:	N/A

Delegation from Council DC380

SMOKE ALARMS – ALTERNATIVE SOLUTIONS

Head of Power:	<i>Building Act 2011</i>
Delegator:	Council
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2015:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Conditions of Delegation:	Nil
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Delegation from Council DC512

Obstruction of Footpaths and Thoroughfares

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is

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

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

Delegation from Council DC513

Public Thoroughfare – Dangerous Excavation

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].

Conditions of Delegation:	<ul style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ul style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

Delegation from Council DC514

Crossing – Construction, Repair and Removal

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Conditions of Delegation:	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>.
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

DRAFT

Delegation from Council DC515

Private Works On, Over or Under Public Places

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on granting permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Conditions of Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

DRAFT

Delegation from Council DC624

Powers of Entry

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a local law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Conditions of Delegation:	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

Relevant Policy:	Nil
Relevant Delegation:	Nil

DRAFT

Delegation from Council DC625

Declare Vehicle is Abandoned Vehicle Wreck

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

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

Delegation from Council DC626

Confiscated or Uncollected Goods

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government [s.3.46]. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Conditions of Delegation:	Disposal of confiscated or uncollected goods, including abandoned vehicles, is to be in accordance with any applicable legislation, Council policies and DC612 Disposal of Surplus Property.
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Council Adoption	
Reviewed/Modified:	
Relevant Management Practice:	Nil
Relevant Policy:	Nil

Relevant Delegation:	DC612 Disposal of Surplus Property
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Delegation from Council DC627

Disposal of Sick or Injured Animals

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

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

Delegation from Council DC619

Rate Record Amendment

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

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

Delegation from Council DC620

Rate Record Objections

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Conditions of Delegation:	A delegate who participated in any matter contributing to a decision related to the rate record, which is the subject of a rates record objection, must not be party to any determination under this Delegation.
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

Delegation from Council DC621

Agreement as to Payment of Rates and Service Charges

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Power or Duty being Delegated:	Authority to <ul style="list-style-type: none"> a. make an agreement with a person for the payment of rates or service charges [s. 6.49].
Conditions of Delegation:	Decisions under this delegation must comply with applicable policies and procedures.
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

Delegation from Council DC622

Recovery of Rates or Service Charges

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> i. lease the land; or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months; <ol style="list-style-type: none"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the City [s.6.71]. 4. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Conditions of Delegation:	In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without

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

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

Delegation from Council DC623

Panels of Pre-Qualified Suppliers for Goods and Services

Head of Power:	<i>Local Government Act 1995</i>
Delegator:	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(1), (3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers r.24AJ(1) Contracts with pre-qualified suppliers
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to publicly invite persons to apply to join a panel of pre-qualified suppliers [F&G r.24AD(1)]. 3. Authority to, before inviting submissions, determine the written criteria for deciding which applications for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 4. Authority to vary information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 5. Authority to reject an application that does not comply with the requirements specified in the invitation [F&G r.24AH(2)]. 6. Authority to assess applications, by written evaluation, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 7. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 8. Authority to decline to accept any application [F&G r.24AH(5)]. 9. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of

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

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

Delegation from Council DC713

Appoint Authorised Officer or Approved Officer (Asbestos)

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

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

Delegation from Council DC714

Designate Authorised Officers – Public Health Act 2016

Head of Power:	<i>Public Health Act 2016</i>
Delegator:	Council
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016:</i> s.24(1) and (3) Designation of authorised officers
Power or Duty being Delegated:	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> i. The <i>Public Health Act 2016</i> or other specified Act; or ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act; or iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; or b. a person who is not an environmental health officer or a class of persons who are not environmental health officers; or c. a mixture of the two. [s.24(1) and (3)].
Conditions of Delegation:	<ol style="list-style-type: none"> a. Subject to each person appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Delegated To:	Chief Executive Officer

Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under <i>the Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
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Council Adoption	
Reviewed/Modified:	
Relevant Management Practice:	Nil
Relevant Policy:	Nil
Relevant Delegation:	Nil

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Delegation from Council DC715

Appoint Designated Officer – Information Sharing

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

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

Delegation from Council DC716

Enforcement Agency Reports to the Chief Health Officer

Head of Power:	<i>Public Health Act 2016</i>
Delegator:	Council
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016:</i> s.22 Reports by and about enforcement agencies
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the City [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under the <i>Public Health Act 2016</i> [s.22(2)].
Conditions of Delegation:	Nil
Delegated To:	Manager Development Services
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under <i>the Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

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

Delegation from Council DC717

Give Enforcement Orders and Issue Clearance Certificates

Head of Power:	<i>Public Health Act 2016</i>
Delegator:	Council
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016:</i> s.216 Issue of Enforcement Orders s.218 Extension of period of compliance with enforcement order s.223 Certificate of clearance to be given in certain circumstances s.224 Request for assessment
Power or Duty being Delegated:	Authority to: <ol style="list-style-type: none"> 1. Give an enforcement order [s.216]. 2. Extend the period for compliance specified in the order [s.218]. 3. Give a certificate of clearance (in the Department of Health approved form) where an assessment report of an authorised officer finds the enforcement order has been complied with and there is no longer a serious public health risk to be prevented or mitigated [s.223]. 4. Where requested under s.224, cause an assessment by another authorised officer to be made for the purposes of s.233 (clearance certificate) and give notice of a decision to not give a clearance certificate after assessment [s.224(2)].
Conditions of Delegation:	The content of enforcement orders must comply with s. 217 of the <i>Public Health Act 2016</i> .
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under <i>the Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

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

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Delegation from Council DC718

Enforcement Orders - Implement and Recover Costs

Head of Power:	<i>Public Health Act 2016</i>
Delegator:	Council
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016:</i> s.219 Enforcement agency may implement enforcement order s.221 Recovery of costs incurred by or on behalf of enforcement agency
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to take any action reasonably necessary to implement sufficient compliance with an enforcement order that has not been complied with [s.219(2)]. 2. Authority to sign a certificate stating the amount of any costs and the manner in which they were incurred as evidence of the matters certified [s.221(2)].
Conditions of Delegation:	Costs incurred in taking action under s.219 are to be recovered, including recovery in a court of competent jurisdiction [s.221(1)].
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under <i>the Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

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

Delegation from Council DC719

Dealing with Seized Items

Head of Power:	<i>Public Health Act 2016</i>
Delegator:	Council
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016:</i> s.260 Return of seized item s.262 Cost of destruction or disposal of forfeited items s.263 Return of forfeited items s.264 Compensation
Power or Duty being Delegated:	<ol style="list-style-type: none"> 1. Authority to determine if no contravention of the <i>Public Health Act 2016</i> has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263]. 2. Authority to recover the cost of destruction or disposal of forfeited items [s.262]. 3. Authority to, in response to an application for compensation, determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Conditions of Delegation:	Compensation is limited to a maximum value of \$10,000, with any proposal for compensation above this value to be referred for Council's determination.
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under <i>the Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

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

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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-~~ 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	<p>One Written Quotation Required</p> <p>The value of goods or services is of a minimal amount, less than \$4,000 it is permissible to direct purchase based on a single written quote where the market is known, and the purchase is very low riThis instance should only apply for a single, simple purchase where the cost of seeking competitive quotes would</p>

	<p>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.</p>
\$4,001 up to \$10,000	<p>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.</p>
\$10,001 up to \$50,000	<p>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.</p> <p>This purchasing method is suitable where the purchase is in a known market or is relatively small and low risk.</p>
\$50,001 up to \$250,000	<p>A Formal Request for Quote (RFQ) with a Written Specification & Predetermined Evaluation Criteria are required in accordance with the Act and Regulations.</p> <p>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.</p> <p>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.</p> <p>Format Requests for Quote are to be undertaken in conjunction with Finance/Procurement.</p>
– Purchases in Excess of \$250,000	<p>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.</p>

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 Requestion to comply with the City Records Management Policy:

WALGA Preferred Supplier Panels

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

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

Other Exemptions

Emergency Purchases

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

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

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

Statutory Authorities & Uncontested Markets

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

Pre-Qualified Supplier Panels

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

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

Sole Source of Supply

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

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

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

Purchasing Policy Non-Compliance

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

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

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

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

Document Control Box			
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> <i>State Records Act 2000</i>		
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	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
Organisational:	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

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

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

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

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

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

Where ~~the Council Panel~~ deems that none of the Directors are suitable to temporarily fill the position of ~~Interim~~ CEO following the above process, Council ~~may seek a suitable Interim CEO's listing via WALGA and/or may seeks to hold~~ 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 ~~an the Interim Acting~~ CEO arrangements as required by absolute majority.

~~The CEO must publish an up to date version of this P policy on the City's website:~~

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

~~Local Government Act 1995~~

~~Local Government (Administration) Regulations 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	<u>Local Government Act 1995</u> <u>Local Government (Administration) Regulations 1996</u>		
Organisational:	<u>Guidelines for Local Government CEO Recruitment & Selection, Performance Reviews and Terminations by the Department of Local Government, Sport, and Cultural Industries</u> <u>City of South Perth Strategic Community Plan 2021-2031</u> <u>City of South Perth Corporate Business Plan 2025/26-2028/29</u> <u>M652 Recruitment and Selection</u> <u>P637 Employee Separation Payments</u> <u>City of South Perth Model Standards CEO Recruitment, Performance & Termination</u>		
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:~~

- a) Vehicles will generally not be considered if their fuel consumption exceeds 8.5 litres per 100 kilometres travelled.
- b) Carbon emissions (CO₂) should not exceed 185 grams per kilometre.
- c) Purchasing evaluations will use the most economical cost per kilometre, based on a whole of life cost.
- d) Generally, all light fleet vehicles must have a minimum 5 star ANCAP (safety) rating.

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

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

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

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

CATEGORIES OF VEHICLES

The Light Vehicle Fleet is categorised as follows:

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

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

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

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

TYPES OF VEHICLES

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

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

Legislation / Local Law Requirements

Local Government Act 1995

Local Government (Miscellaneous Provisions) Act 1960

Other Relevant Policies / Key Documents

P692-Sustainability Policy

City of South Perth Sustainability Strategy 2012-2015

City of South Perth Strategic Community Plan 2021—2031

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



Council Policy P649 Mayoral Vehicle

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

Policy Objectives Purpose

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

This policy outlines the conditions of use of that Mayor's 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 ~~at~~ 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	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
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	<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



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?

[Tick all that apply]

CLAUSE 8 PERSONAL INTEGRITY

(1) A council member, committee member or candidate -

(a) must ensure that their use of social media and other forms of communication complies with this code; and

(b) must only publish material that is factually correct.

(2) A council member or committee member —

(a) must not be impaired by alcohol or drugs in the performance of their official duties; and

(b) must comply with all policies, procedures and resolutions of the local government; and

(c) must ensure they are as informed as reasonably possible about matters relating to their role

CLAUSE 9 RELATIONSHIP WITH OTHERS

A council member, committee member or candidate —

(a) must not intimidate, threaten, bully or harass another person in any way; and

(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

(c) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and

(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 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.



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:

Relevant Council Delegation:

Relevant Delegation:

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.

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~~ 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

- 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 ~~C~~complainant; 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			



Policy P700 Developers and Lobbyists

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

Policy Objectives

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

Policy Scope

This Policy applies to all “Prescribed ~~C~~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;~~
- ~~(bd) A proposed amendment to the Metropolitan Region Scheme or the City's Town-Local Planning Scheme;~~
- (ce) 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.
35. 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 s should be made available to the Chief Executive Officer and other Council Members as soon as practicable.
7. Council Members should refuse an invitation they receive from Developers and/or Lobbyists to attend meetings between the City and the Developer or Lobbyist. Attendance by Council Members at meetings between the City and Developers and-or Lobbyists may only occur with the approval of the Chief Executive Officer.
8. To maintain a high degree of integrity, Council Members should not accept any personal gifts from a developer or lobbyist.

~~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:	<i>City of South Perth Code of Conduct for Council Members, Committee Members and Candidates</i> <i>P698 Attendance at Events Policy</i>		
Version #	Decision:	OCM Date:	Council Decision Number:
1	Adopted	22 March 2022	0322/027
2			

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	<p>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.</p> <p>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.</p> <p>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.</p>
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	<p>The Mayor is entitled to a fully maintained vehicle to the equivalent standard of that provided to the Chief Executive Officer or Executive Team.</p> <p>Mayoral Vehicle use is restricted to Council Business and private purposes within Western Australia only, in accordance with the agreement.</p>
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	<p>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.</p>
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:

		<ul style="list-style-type: none"> • 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.



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	<ul style="list-style-type: none"> • Standard REIWA terms • Special conditions of offer • Contracts of sale 	Chief Executive Officer
Documents required to enact a decision to award a tender	<ul style="list-style-type: none"> • Contractual documents resulting 	Chief Executive Officer Responsible Director

	<ul style="list-style-type: none"> from a tender process • Letter of award 	
General deeds, legal and service agreements	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
Heritage Protected Place Development applications affecting a heritage protected place.	<ol style="list-style-type: none"> 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.
Regulated Tree(s)	<ol style="list-style-type: none"> 1. The tree meets the criteria of a Regulated tree in accordance with 	100 percent of the development application fee up

<p>Development Application for tree damaging activity to a Regulated Tree(s).</p>	<p>Local Planning Policy 3.2 – Tree Retention.</p> <p>2. The development does not include removal of a Regulated Tree.</p> <p>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.</p>	<p>to the limit prescribed in Delegation DC617 - Granting Discounts, Concessions, Fee Waiver and Debt Write-Off.</p>
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- 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	<i>Local Government Act 1995</i>		
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		



CITY OF SOUTH PERTH

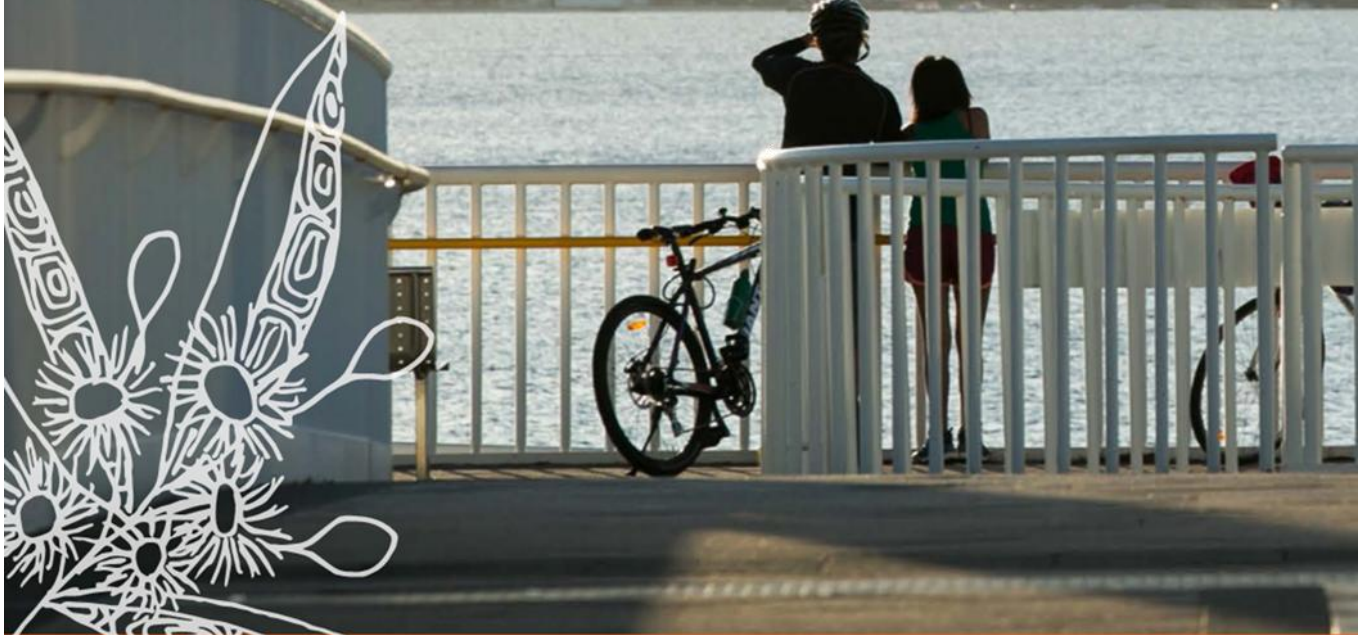
CORPORATE BUSINESS PLAN 2025/26–2028/29



City of
South Perth

Kaardjiniin Nidja Nyungar Whadjuk Boodjar
Koorra Nidja Djining Noonakoort kaardjijin
wangkiny, maam, gnarnk and boordier Nidja
Whadjul kura kura.

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



A city of active places and beautiful spaces

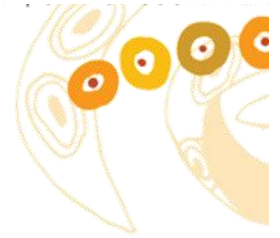
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ACCESS AND INCLUSION

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





MESSAGE FROM THE CEO

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

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

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

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

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

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

A handwritten signature in black ink, appearing to read 'G. Adams'.

Garry Adams
Acting Chief Executive Officer



OUR CITY

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

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

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

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



ABOUT OUR CITY

20.5%
of people used a
language other
than English



39
MEDIAN AGE

43%



UNIVERSITY
QUALIFICATION



35%
BORN
OVERSEAS

1.5%
Aboriginal Torres Strait
Islander population



31%
Lone person
households



\$1,994

MEDIAN WEEKLY HOUSEHOLD INCOME

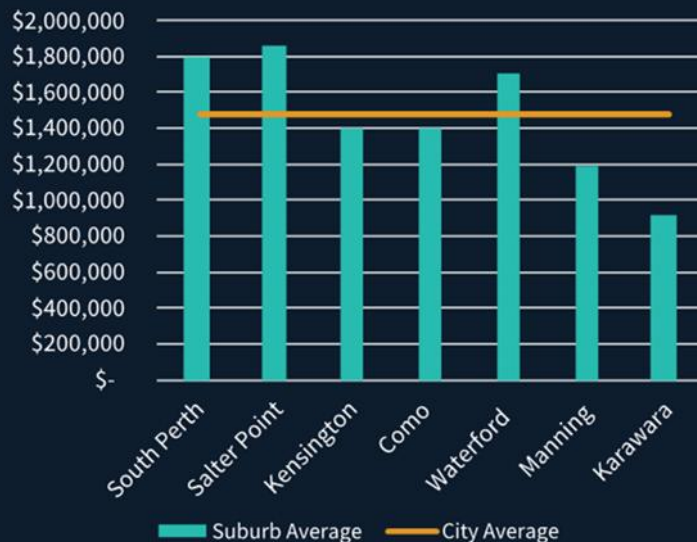
31.4%
HOUSEHOLDS
WITH CHILDREN



20,885
DWELLINGS



MEDIAN HOUSE PRICE



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

5,262

LOCAL BUSINESSES



17,086

Local jobs



14,107

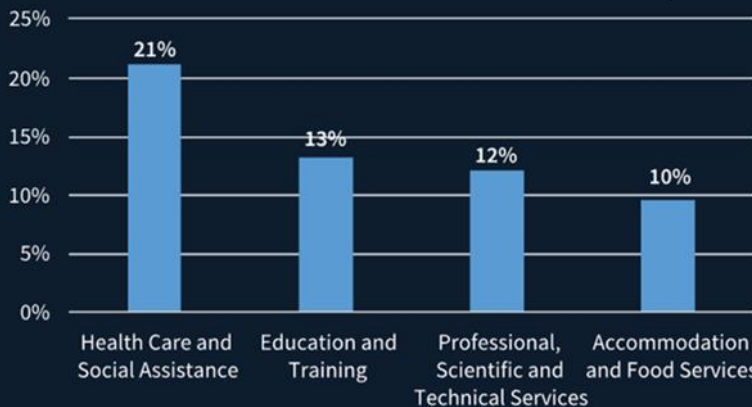
LOCAL WORKERS

GROSS REGIONAL PRODUCT (GRP)

\$2.9 billion

which represents 0.65% of the state's Gross State Product (GSP).

LARGEST EMPLOYMENT BY INDUSTRY (TOP 4)



284 km

pathways



200km

ROADS



391ha

RESERVES



11

SPORTS SPACES



53

PLAY SPACES

21,394

street trees



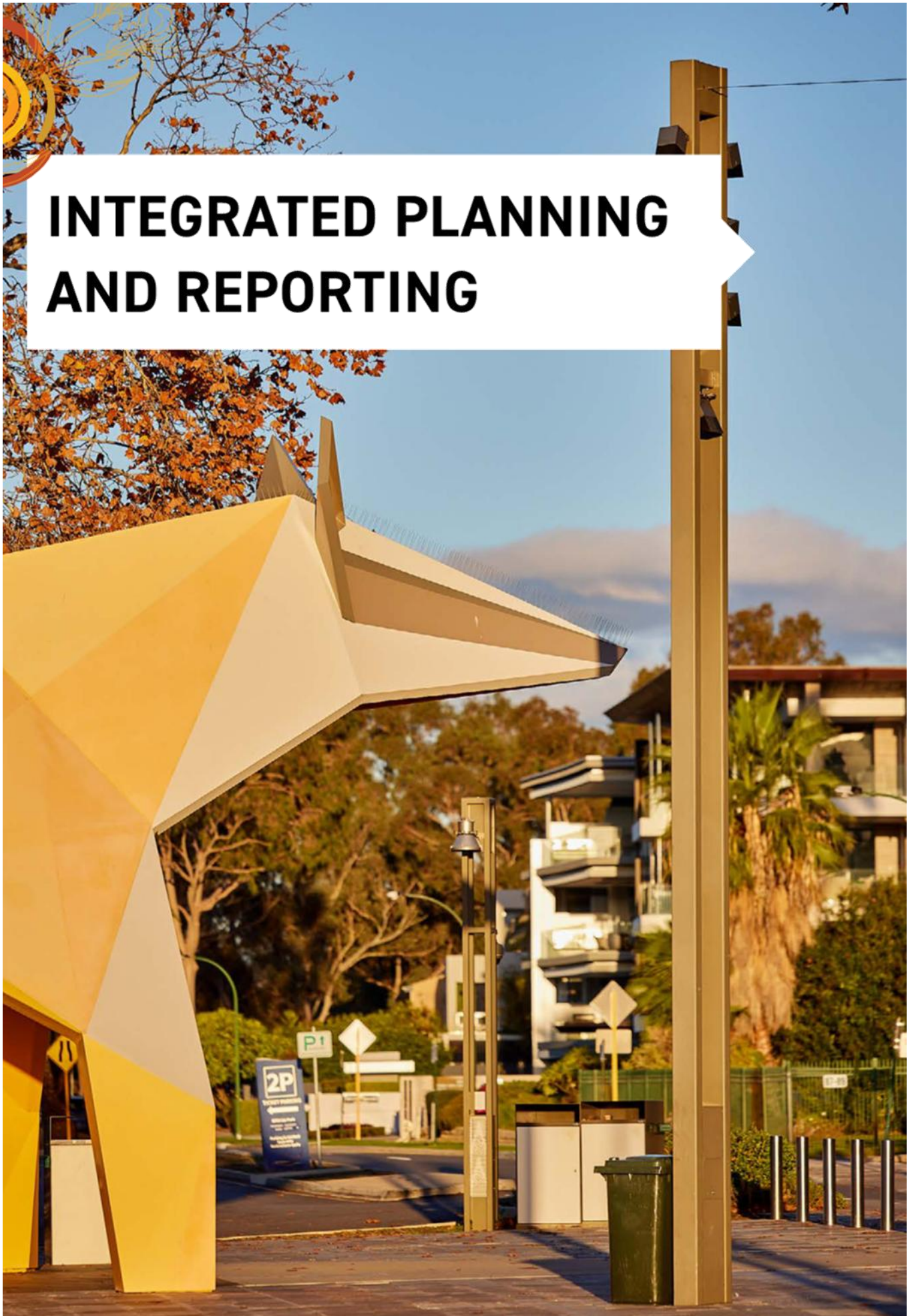
This material is a derivative of ABS Data that can be accessed from the website of the Australian Bureau of Statistics at www.abs.gov.au, and which data can be licensed on terms published on the ABS website.





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

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

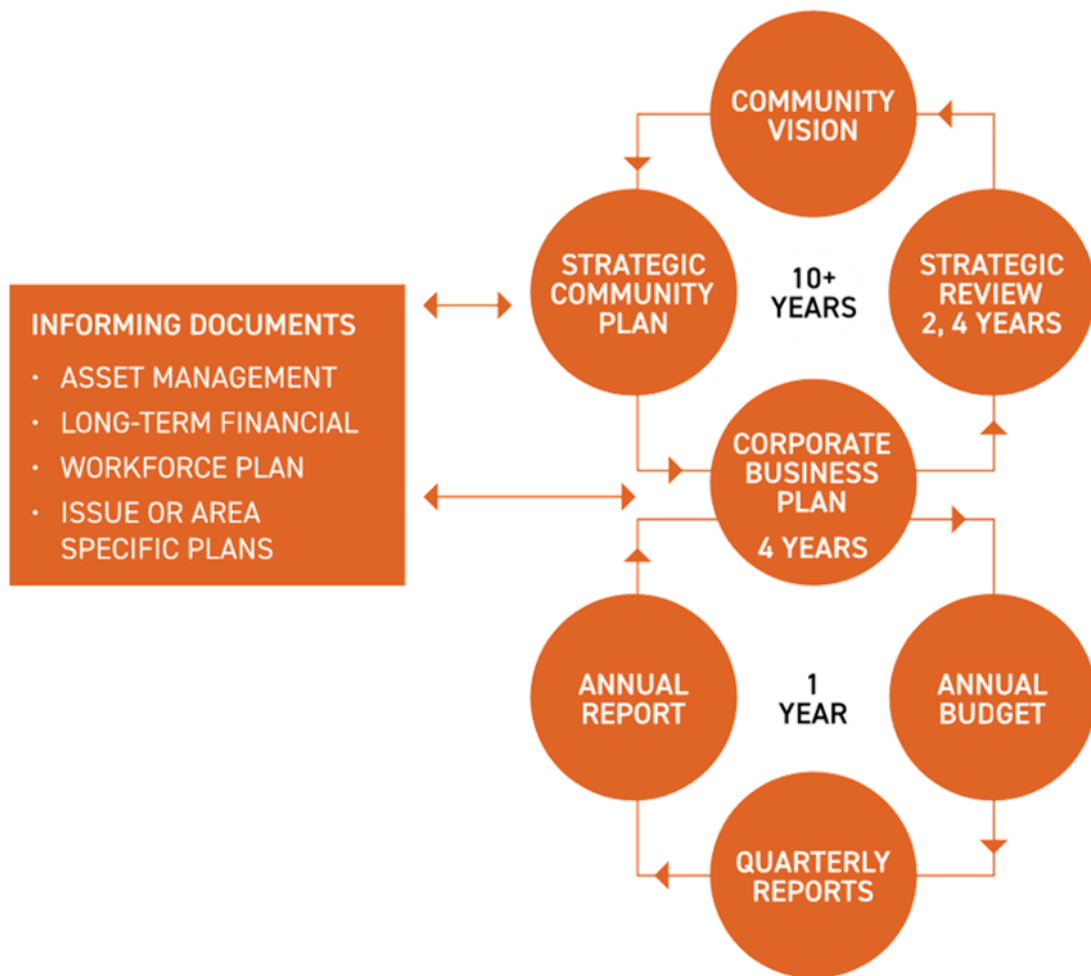


INTEGRATED PLANNING AND REPORTING



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

INTEGRATED PLANNING AND REPORTING PROCESS



INFORMING PLANS

Strategic Community Plan (SCP)

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

Corporate Business Plan (CBP)

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

Annual Budget

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

Long-Term Financial Plan (LTFP)

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

Workforce Plan (WP)

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

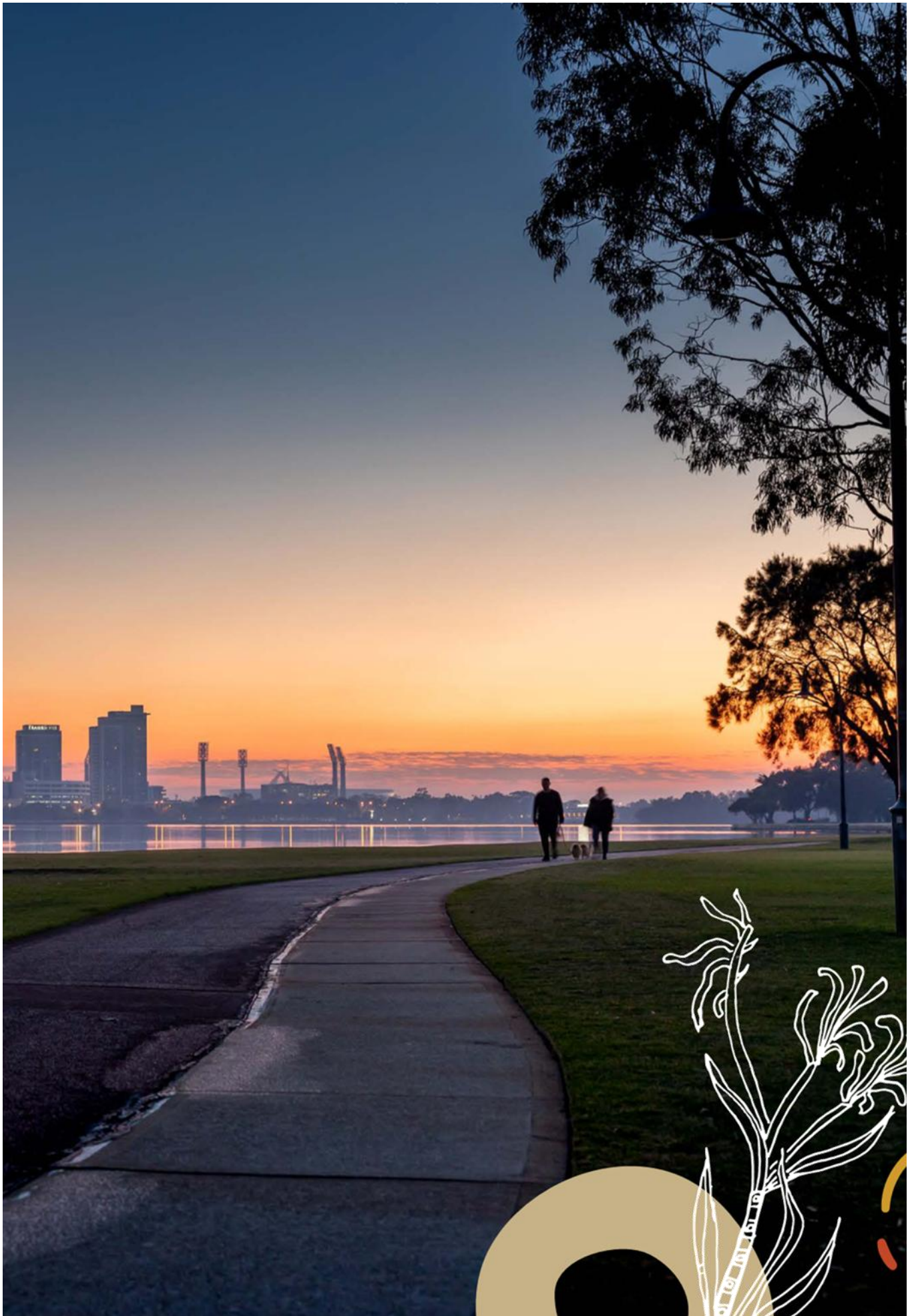
Asset Management Plans (AMP)

Minimum 10-year plans that outline the asset activities and programs for each service area and resources applied to provide a defined level of service in the most cost-effective way.¹

Business Unit Plans

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

¹ Derived from IPWEA's definition of an Asset Management Plan





PERFORMANCE REPORTING

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

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

OTHER CITY PLANS AND STRATEGIES

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

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



OUR ORGANISATION

OUR VALUES

ACCOUNTABLE
RESPECTFUL
SUPPORTIVE
UNIFIED

OUR ORGANISATIONAL STRUCTURE

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

OUR ORGANISATIONAL STRUCTURE

Chief Executive Officer





DELIVERY PLAN

DELIVERY PLAN SUMMARY

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

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





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





1.1 CULTURE AND COMMUNITY

Strategies	
1.1.1	Develop, facilitate and/or support events, services and programs to respond to community needs and priorities
1.1.2	Develop, facilitate and/or support opportunities for inclusive and cohesive social, cultural and healthy activity in the City
1.1.3	Celebrate, support and value heritage and culture within the City for present and future generations
1.1.4	Encourage volunteering that benefits our community

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



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

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

¹ Australian Library and Information Association



1.2 COMMUNITY INFRASTRUCTURE

Strategies

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

Services & Sub Services

Asset Management

Provides asset management leadership to the City through a coordinated, holistic approach to achieve the City's asset management objectives and ensure compliance with local government reporting requirements.

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| <ul style="list-style-type: none"> • Asset Information Management • Asset Management Planning and Governance | <ul style="list-style-type: none"> • Asset Valuations and Capitalisation • Asset Services and Performance Evaluation |
|--|--|

Collier Park Golf Course

The Collier Park Golf Course is a 27-hole public golf course with a mini golf course. It is managed by an outsourced golf course operator on land leased from the City. The City maintains the golf course, mini golf course and the surrounding wetlands and natural areas.

- Golf Course Maintenance

Facilities Management

Ensures the City's facilities are developed, renewed, upgraded and/or maintained in accordance with the City's asset management requirements and standards.

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| <ul style="list-style-type: none"> • Facility Construction | <ul style="list-style-type: none"> • Facility Maintenance and Renewal |
|---|--|

Recreation Services

Plans, coordinates and delivers recreational programs and facilities to meet community needs and priorities.

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| <ul style="list-style-type: none"> • Recreation Planning | <ul style="list-style-type: none"> • Recreation Facility Management |
|---|--|

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



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

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



1.3 COMMUNITY SAFETY AND HEALTH

Strategies	
1.3.1	Enhance community safety in conjunction with other agencies
1.3.2	Facilitate and foster a healthy and connected community

Services & Sub Services	
Animal Management	
Administers and maintains animal management within the City. Responsible for administering the <i>Cat Act 2011</i> and the <i>Dog Act 1976</i> and ensuring responsible ownership of animals within the district.	
• Animal Care Facility	• Animal Management and Control
Community Connection, Health and Wellbeing	
Encourages and supports community connection, health and wellbeing through the provision of social interaction opportunities and educational programs.	
• Health Education and Promotion	
Community Safety & Emergency Management	
Plans, implements and supports programs to support the safety of the community through crime and fire prevention, community safety initiatives and emergency management arrangements.	
• Community Safety • Fire Prevention Compliance	• Local Emergency Management Arrangements
Environmental Health	
Protects public health through the control and assessment of environmental factors that can potentially affect health and creates health supportive environments to prevent disease.	
• Environmental Health Applications • Environmental Health Compliance	• Environmental Health Monitoring

Projects	2025/26	2026/27	2027/28	2028/29
Community Safety and Crime Prevention Plan 2022–2027				
Implement the actions within City’s Community Safety and Crime Prevention Plan	•	•	•	•
Public Health Plan 2020–2025				
Implement actions as detailed in the City’s Public Health Plan, review and develop revised plan in 2025/26	•	•	•	•

Measures of Success			
Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
Dog attacks investigated	Number of dog attack reports responded to within 14 days	Maintain an above 80% rate	Animal Management
CCTV Mobile Trailer Deployment	The number of times that the CCTV trailer is deployed within the local community	Minimum of five deployments per annum	Community Safety and Emergency Management
Community Safety Home Equipment Rebate Program	Number of rebate applications that are approved per annum	Minimum of 50 rebates per annum	Community Safety and Emergency Management
Responsible Pet Ownership Education Satisfaction	The percentage satisfaction of participants at education sessions delivered in relation to responsible pet ownership	80% overall satisfaction	Animal Management

ECONOMY

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





2.1 LOCAL BUSINESS AND ACTIVATED PLACES

Strategies

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

Services & Sub Services

The following services contribute towards the achievement of the strategies within the Local Business and Activated Places outcome area, but are listed in detail in other outcome areas of the CBP:

- Arts and Culture execute and promote localised activations and events that leverage placemaking and local talent to support local businesses, activate commercial centres and promote the City as a dynamic and engaging destination for residents and tourists alike.
- Strategic Planning delivers integrated City-wide land use strategies and place specific frameworks that guide sustainable growth, enable diverse commercial opportunities and shape vibrant centres.
- Marketing and Communications deliver targeted campaigns, community engagement initiatives, and strategic messaging that promote local attractions, support business visibility, encourage investment, and strengthen the City's identity as a vibrant, well-connected destination for commercial activity and community experiences.
- Information Systems deliver secure, reliable digital infrastructure and data insights that support local businesses, streamline planning and approvals, and enable smart city technologies.

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

ENVIRONMENT

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





3.1 CONNECTED AND ACCESSIBLE CITY

Strategies

3.1.1	Facilitate a safe, efficient, accessible and reliable transport network that encompasses alternative forms of transport and supportive infrastructure
3.1.2	Develop and implement integrated transport and infrastructure plans that consider improved parking management systems and encourage alternative forms of transport

Services & Sub Services

Integrated Catchment Management

Supports the effective management of urban stormwater in an ecologically sustainable manner.	
• Drainage Network Management	

Parking Plan

Designates, constructs, maintains and manages compliance of areas delineated for parking of vehicles.	
• Local Law Enforcement	• Parking Management and Compliance

Transport Network Management

Manages and maintains the City's local transport network incorporating roads, pathways, lighting and verges.	
• Lighting	• Roads
• Parking	• Verges and Crossovers
• Pathways	

Projects	2025/26	2026/27	2027/28	2028/29
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Integrated Transport Plan 2021-2031

Implement the supporting plans associated with the Integrated Transport Plan (ITP). The ITP focuses on five key areas: active travel (walking and cycling), public transport, road transport, parking and public spaces	•	•	•	•
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Joint Bike Plan 2018

The Joint Bike Plan outlines a five-year action plan for improvements to the cycle network and environment for the City to further investigate and implement. Other recommendations in the plan include partnering with the RAC and Department of Transport on awareness campaigns, continuing to seek funding through the Perth Bicycle Network Grants Program and Federal Government, and improving the collection of bicycle and pedestrian count data on key routes	•	•	•	•
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Parking Plan

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





3.2 SUSTAINABLE BUILT FORM

Strategies

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

Services & Sub Services

Building Services

Primarily a statutory service that provides quality, customer-focused advice in relation to building approval and compliance to deliver quality development outcomes.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Building Applications • Building Compliance | <ul style="list-style-type: none"> • Swimming Pool Barrier Inspections |
|--|---|

Statutory Planning

A statutory service that is responsible for administering, regulating and enforcing the *Planning and Development Act 2005*, in particular the City's Local Planning Scheme to achieve sustainable, liveable, diverse and welcoming neighbourhoods that respect and value the natural and built environment.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Design Review Panel • Development Assessment • Development Compliance (Planning) • Development Application Referrals | <ul style="list-style-type: none"> • Street Addressing • Subdivision Assessments and Clearance • Planning Advice |
|---|---|

Strategic Planning

Delivers holistic, integrated City-wide strategies, plans and policies, that set the direction for the sustainable growth of the City including land use, environmental sustainability, and economic and built-form heritage outcomes.

- | | |
|---|--|
| <ul style="list-style-type: none"> • Local Heritage Planning Framework • Local Planning Scheme and Amendments | <ul style="list-style-type: none"> • Strategic Land Use Planning • Structure and Local Development Plans |
|---|--|

Projects	2025/26	2026/27	2027/28	2028/29
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Local Heritage List

Prepare and implement a Local Heritage List in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*

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Measures of Success

Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
Building Permit Determination	The number of building permits determined within 10 days for certified permits and 25 days for uncertified permits	Maintain ratio of 100% of building permits determined within statutory timeframes	Building Services
Development Application Determination	The percentage of development (planning) applications determined within 60 days where no consultation is required and 90 days where consultation is required	Maintain a minimum of 85%	Statutory Planning



3.3 ENHANCED ENVIRONMENT AND OPEN SPACES

Strategies

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

Services & Sub Services

Open Space Management

Maintains passive parklands, active sports fields, playgrounds, streetscapes and natural areas. Designs and implements improvements to open spaces in accordance with the City's plans and strategies.

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|--|--|
| <ul style="list-style-type: none"> • Active Open Space • Natural Areas | <ul style="list-style-type: none"> • Passive Open Space • Streetscapes |
|--|--|

Plant Nursery

Manages the City's accredited plant nursery to produce a range of quality plant products for use by the City and for sale to other local governments. Specialises in producing native species and large trees (Jarrah/ Banksia) as well as small tube stock.

- | | |
|--|---|
| <ul style="list-style-type: none"> • External Plant Sales | <ul style="list-style-type: none"> • Plant Supply - Internal Use |
|--|---|

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

Measures of Success

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





3.4 RESOURCE MANAGEMENT AND CLIMATE CHANGE

Strategies

3.4.1 Manage and promote sustainable water, waste, land and energy practices

Services & Sub Services

Environmental and Sustainability Management

Promotes and implements sustainable water, waste, land and energy management practices. Sustainable environmental leadership ensures the sustainable consumption of natural resources. Maintains and improves the ecosystem and biodiversity in the City.

- Environment and Sustainability Planning and Initiatives
- Environmental and Sustainability Education

Integrated Catchment Management

Supports the effective management of urban stormwater in an ecologically sustainable manner.

- Water Quality Management

Waste and Cleansing Services

Provides waste collection and disposal services, manages the regulatory responsibilities and educates the community to support sustainable waste management. Provides environmental cleansing services to maintain the visual integrity of the City's infrastructure.

- Graffiti Management
- Illegal Dumping
- Recycling Centre
- Street Sweeping
- Waste Collection/Disposal
- Waste Education

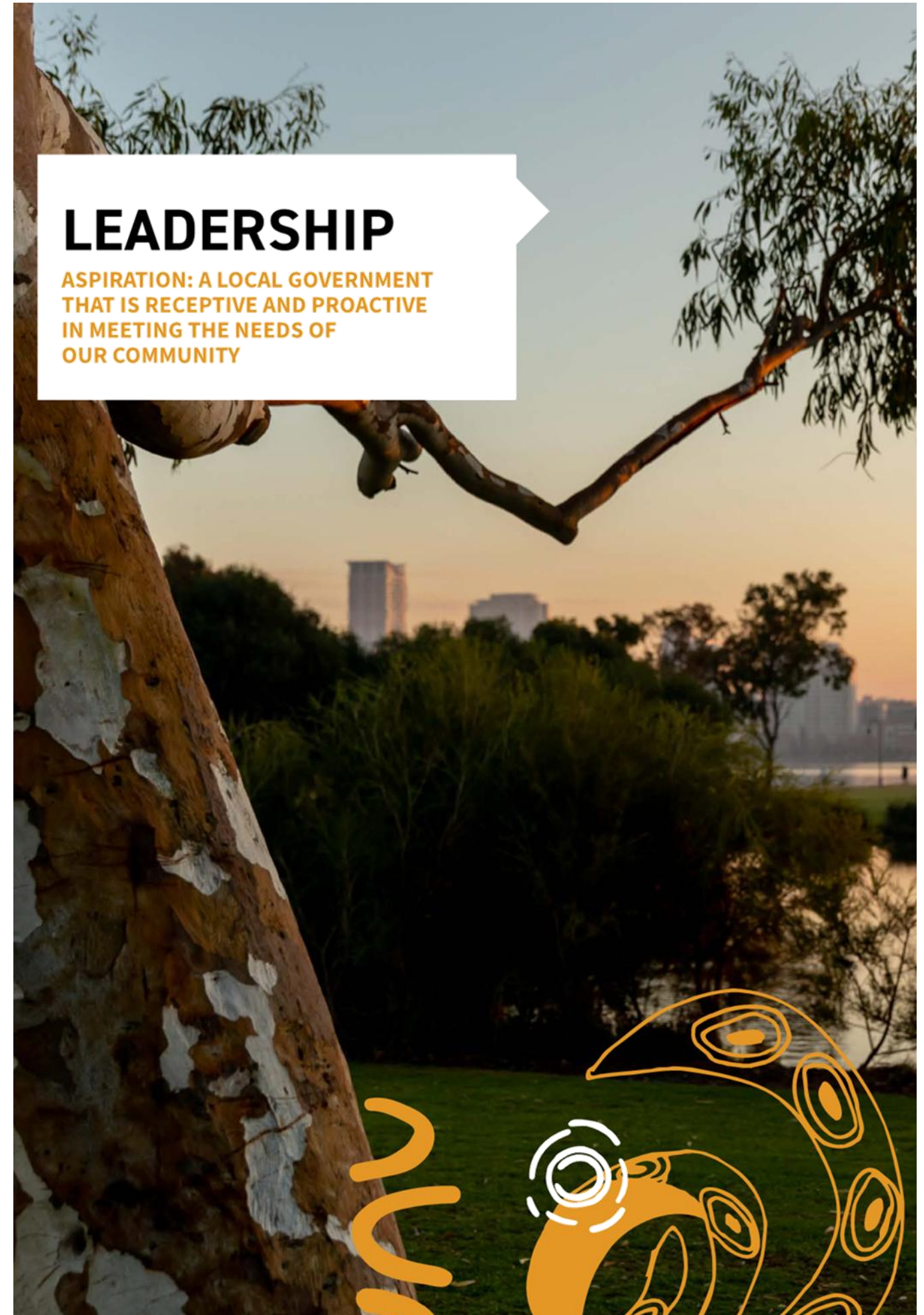
Projects	2025/26	2026/27	2027/28	2028/29
Clontarf Waterford Salter Point Foreshore Masterplan 2019				
Implement recommendations within the Clontarf Waterford Salter Point Foreshore Masterplan, coordinating investment and implementation of foreshore improvements, and ensuring alignment of City, community and stakeholder aspirations	•	•	•	•
Integrated Drainage Catchment Management Plan 2004				
The City's Integrated Drainage Catchment Management Plan (IDCMP) 2004 addresses stormwater management in the City. The IDCMP has been developed with the aim of identifying land use and water quality issues within the City's catchments and to determine strategies for monitoring and improving ecological value	•	•	•	•
State Waste Plan				
The State Waste Plan is the strategic document which guides delivery of the City's waste management services. The actions in the implementation plan are subject to ongoing review throughout the year and progress is reported annually to the State Government	•	•	•	•

Measures of Success

Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
Sustainable Living Program Satisfaction Rate	The number of people who respond that they are satisfied with the City's Sustainable Living Program	Maintain satisfaction rate above 95%	Environmental & Sustainability Management

LEADERSHIP

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





4.1 ENGAGED COMMUNITY

Strategies

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

Services & Sub Services

Communication and Marketing

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

- Communication, Media and Public Relations
- Marketing and Promotion
- Graphic Design

Customer Service

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

- Customer Interactions
- Customer Service Standards and Improvement
- Customer Systems

Infrastructure Services Support

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

- Infrastructure Customer Services

Stakeholder Engagement

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

- Stakeholder and Community Engagement Projects
- Engagement Education

Measures of Success

Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
Customer Service (VoC) Improvement Actions	The number of improvement actions agreed in response to the Voice of the Customer (VoC) surveys	12 improvement actions are agreed with business units in response to the results of the VoC surveys each year	Customer Service
Customer Service Request Satisfaction	The percentage of people who respond that they are satisfied with the City's request lodgement experience	Maintain customer satisfaction rate above 80% with the City's request lodgement experience	Customer Service
Stakeholder Engagement Participation Opportunities	The number of projects in which stakeholders and the community have been provided with an opportunity to participate	14 projects per annum	Stakeholder Engagement



4.2 ADVOCACY

Strategies

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

Services & Sub Services

Advocacy and Partnerships

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

- Advocacy

- Partnership and Stakeholder Management

Projects

2025/26

2026/27

2027/28

2028/29

South Perth Foreshore River Wall

Advocate for external (public and private) funding for river wall replacement on the South Perth Foreshore

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Public Transport Services Advocacy

Advocate for expanded transport services including the South Perth Train Station and ferry services

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4.3 GOOD GOVERNANCE

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



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



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



Measures of Success			
Key Performance Indicator	Key Performance Indicator Description	Performance Measure	Service
Council meeting minutes availability	The percentage of time that Council meeting minutes that are published on the City's website within three days from the meeting date	Achieve 100% compliance with Council meeting minute availability	Elected Members
Meeting agenda availability	The percentage of time that meeting agendas are available 72 hours prior to a meeting	Achieve 100% compliance with meeting agenda availability	Elected Members
Asset renewal funding ratio	The ratio of the net present value (NPV) of asset renewal funding in the LTFP relative to the NPV of projected renewal expenditure identified in asset management plans for the same period	Maintain benchmark standard of ratio between 75% and 95%	Financial Management
Asset sustainability ratio	The ratio of asset renewal expenditure relative to depreciation for the year	Maintain benchmark standard of ratio between 90% and 110%	Financial Management
Current ratio	The ratio of current assets minus restricted assets relative to current liabilities minus liabilities associated with restricted assets (Current Assets/Current Liabilities)	Maintain benchmark standard of ratio greater than 1.0	Financial Management
Financial health indicator annual result	The Financial Health Indicator (FHI) annual result is calculated from the seven financial ratios that were required by WA Local Government regulation	Maintain a FHI result of 70 or above per annum	Financial Management
Revenue other than Rates	The amount of revenue obtained from grants, fees charges and other revenue relative to the amount of revenue generated from rates (Revenue other than rates/Total Revenue)	Maintain annual revenue other than rates greater than 25% of total annual revenue	Financial Management
Compliance Audit Return Responses	The percentage of time that the Compliance Audit Return is submitted in accordance with legislative requirements	Achieve 100% compliance with the Compliance Audit Return submission requirements	Governance and Risk
Internal audit completion	The number of internal audits completed relative to the number of audits planned in the Strategic Internal Audit Plan (SIAP)	Maintain completion rate above 75%	Governance and Risk
Closure of audit recommendations	The percentage of medium to high rated audit recommendations that have been actioned and closed out each year	Achieve closure of at least 50% of recommendations	Governance and Risk
Strategic risks reviewed	All strategic risks are reviewed twice annually	Maintain 100% compliance with review process	Governance and Risk
Safety Management System	Percentage of non-conformances identified during review audit which are completed in accordance with the auditor's timeframe	100% completion	Work Health and Safety



FINANCIAL RESOURCING





The following extract from the Long-Term Financial Plan shows that the services and projects contemplated by this Corporate Business Plan are fully funded.

CITY OF SOUTH PERTH STATEMENT OF FINANCIAL ACTIVITY

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

WORKFORCE PLANNING










WORKFORCE PLAN

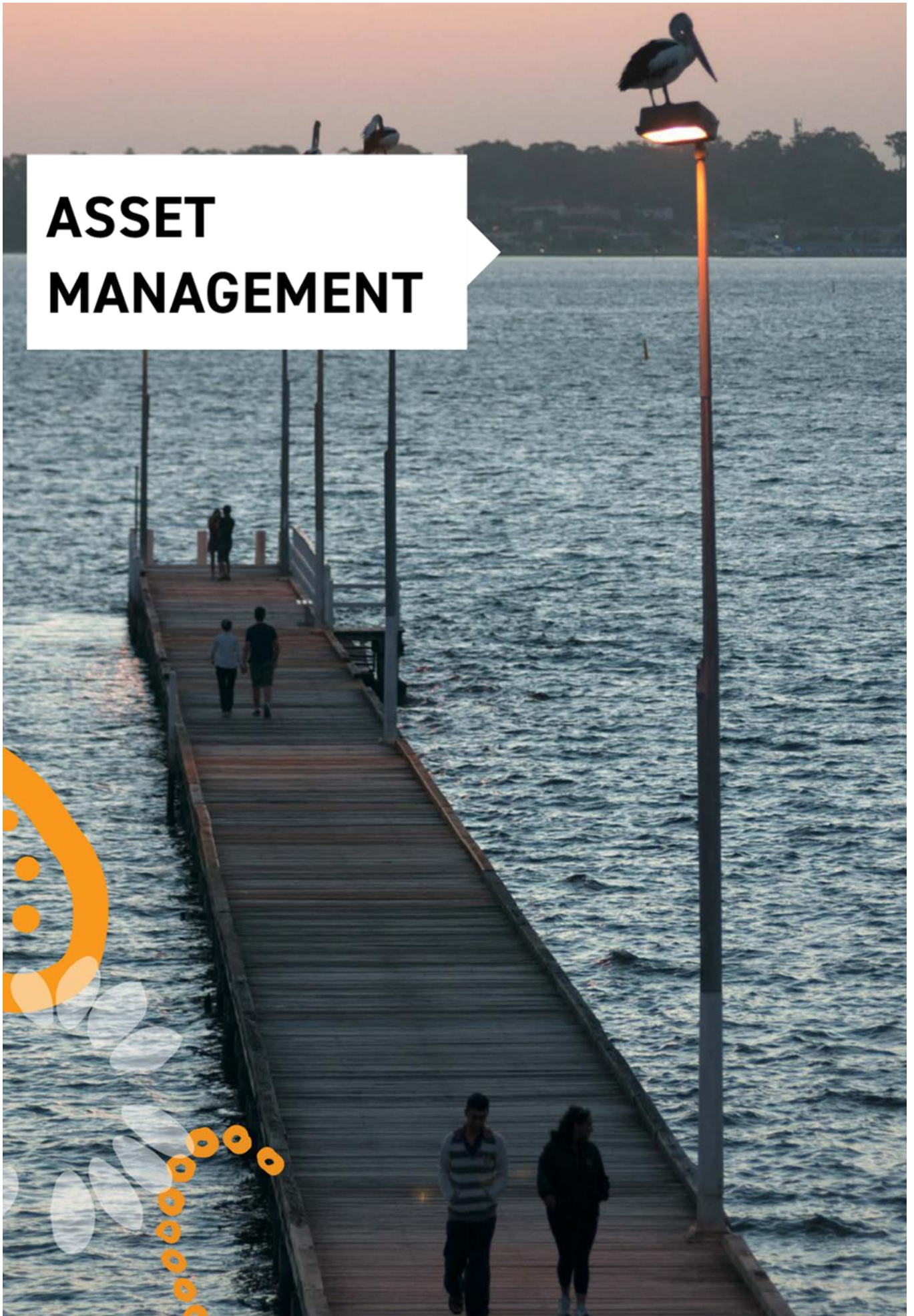
As a key informing plan to enable the delivery of the CBP, the Workforce Plan provides the necessary workforce management and resource strategies to deliver the objectives, outcomes and strategies of the City's SCP. Workforce priorities have been considered during the development of this CBP and the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

OUR WORKFORCE PROFILE

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

WORKFORCE FOCUS AREAS

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



ASSET MANAGEMENT



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

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

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

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

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

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

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



RISK

RISK MANAGEMENT

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

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

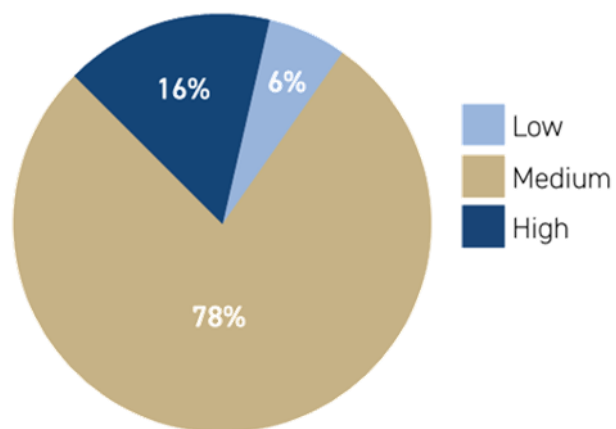
RISK PROFILE

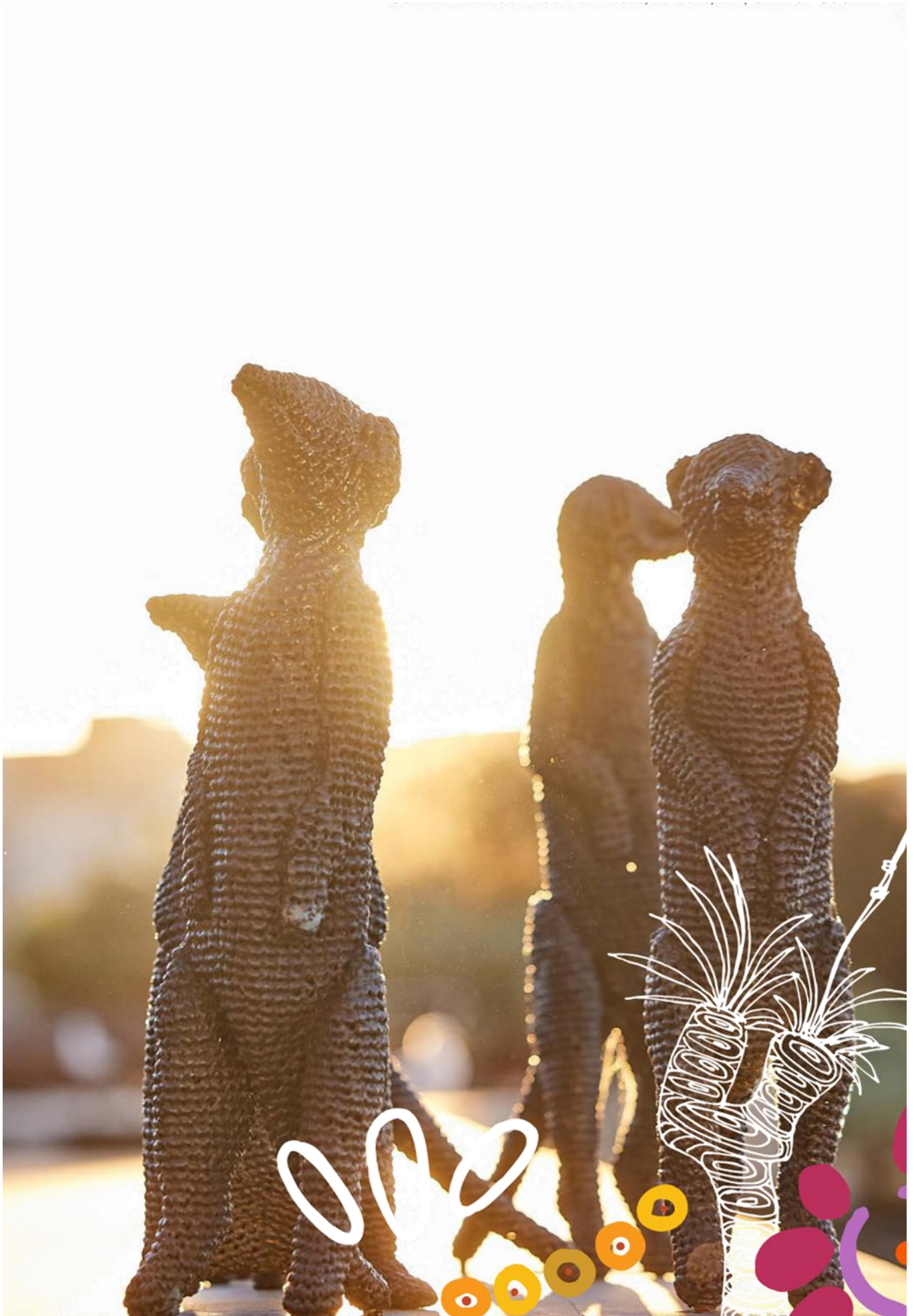
As at 31 March 2025, the City had 31 risks within its corporate risk profile, made up of eight strategic and 23 corporate operational risks registered.

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

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

STRATEGIC & OPERATIONAL RISK PROFILE





USEFUL CONTACTS

Civic Centre
9474 0777

Cnr Sandgate St & South Tce,
South Perth WA 6151
Fax 9474 2425
southperth.wa.gov.au

Recycling Centre
9474 0970

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

Animal Care Facility
9474 0777

199 Thelma St, Como

Ferry Tram
9474 0777

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

George Burnett Leisure Centre
9474 0855

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

South Perth Library
9474 0800

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

Manning Library
9474 0822

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

Old Mill
9367 5788

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

South Perth Senior Citizens
9367 9880

53 Coode St, South Perth
spsc@bigpond.com

Manning Senior Citizens
9450 6273

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

Graffiti Hotline
1800 007 774

Collier Park Golf Course
9484 1666

Hayman Rd, Como
collierparkgolf.com.au

9474 0777

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City of
South Perth

