

AGENDA.

Ordinary Council Meeting

29 September 2026

Notice of Meeting

Mayor and Councillors

The next Ordinary Council Meeting of the City of South Perth Council will be held on Tuesday 29 September 2026 in the City of South Perth Council Chamber, corner Sandgate Street and South Terrace, South Perth commencing at 6.00pm.



ANITA AMPRIMO
ACTING CHIEF EXECUTIVE OFFICER

25 September 2026

Acknowledgement of Country

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

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

Our Guiding Values



Disclaimer

Members of the public are cautioned against taking any action as a result of a Council decision until such time as they have seen a copy of the Minutes or been advised, in writing, by the Council's Administration with regard to any particular decision.

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Ordinary Council Meeting - Agenda

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS
2. DISCLAIMER
3. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The Mayor presents the following report of the Mayor's formal engagements, meetings and events since the last Council Meeting:

Date	Subject
27 August 2026	Phillip Pandal Young Heritage Awards
29 August 2026	South Perth Football Club 100th Anniversary Dinner
1 September 2026	Councillor Briefing
4 September 2026	Manning Mens Shed AGM
5 September 2026	Manning Community Toy Library AGM
8 September 2026	South Perth Senior Citizens Centre Father's Day Lunch
9 September 2026	South Perth Young Writers Award Presentation Evening
14 September 2026	Opening of Civic Heart Restaurant
16 September 2026	"Meet and Greet" with Riverside Village residents
17 September 2026	City of South Perth Citizenship Ceremony
18 September 2026	Meeting with Mayor Karen Vernon
18 September 2026	Meeting with Geoff Baker MLA
22 September 2026	Council Agenda Briefing
25 September 2026	Manning Mens Shed BBQ
25 September 2026	Opening of 'Zoo Lights' at Perth Zoo
29 September 2026	Swearing In Ceremony for New Councillors
29 September 2026	Ordinary Council Meeting

4. ATTENDANCE

4.1 APOLOGIES

4.2 APPROVED LEAVE OF ABSENCE

- Councillor André Brender-A-Brandis for the period 23 September 2026 to 21 October 2026, inclusive.

5. DECLARATIONS OF INTEREST

- Mayor Greg Milner – Proximity Interest in Item 10.3.2 as ‘a party who contributed to my Mayoral re-election campaign in 2023 either owns or has an interest in 464 Canning Highway, which is opposite the subject site.’
- Councillor Kathy Lees – Impartiality Interest in Item 10.3.2 as ‘I know one of the people who has submitted an objection to this development application, but they are not closely associated. As a result, I declare an impartiality interest and confirm that I will consider the matter on its merits and vote accordingly.’
- Councillor Kathy Lees – Impartiality Interest in Item 10.3.3 ‘as this item deals with a development application proposing tree-damaging activity, I declare an impartiality interest due to my association with the South Perth and WA Tree Canopy Advocates. I will consider the matter on its merits and vote accordingly.’
- Councillor Bronwyn David – Impartiality Interest in Item 10.3.3 as ‘before joining Council, my children attended Wesley College, and between 2018 and 2024 I served on the Wesley College Parents and Friends Association. I am also a cofounder of South Perth Tree Canopy Advocates. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.’
- Mayor Greg Milner – Impartiality Interest in Item 10.5.6 as ‘this Item proposes the revocation of Policy P668 Mayoral Portraits.’

6. PUBLIC QUESTION TIME

6.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

6.2 PUBLIC QUESTION TIME: 29 SEPTEMBER 2026

7. CONFIRMATION OF MINUTES AND TABLING OF NOTES OF BRIEFINGS

7.1 MINUTES

7.1.1 Ordinary Council Meeting Held: 25 August 2026

Officer Recommendation

That the Minutes of the Ordinary Council Meeting held 25 August 2026 be taken as read and confirmed as a true and correct record.

7.2 CONCEPT BRIEFINGS

7.2.1 Concept Briefings and Workshops

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

Date	Subject	Attendees
1 September 2026	Policy Review Workshop	Councillors André Brender-A-Brandis, Gavin Denton, Kathy Lees, Stephen Russell.
8 September 2026	Council Plan Workshop 3	Councillors André Brender-A-Brandis, Bronwyn David, Gavin Denton, Kathy Lees, Stephen Russell, Blake D'Souza.

Attachments

Nil.

7.2.2 Council Agenda Briefing - 22 September 2026

Officers of the City presented background information and answered questions on Items to be considered at the September Ordinary Council Meeting at the Council Agenda Briefing held 22 September 2026.

Attachments

7.2.2 (a): Briefing Notes

Officer Recommendation

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

- 7.2.1 Concept Briefings and Workshops
- 7.2.2 Council Agenda Briefing - 22 September 2026

8. PRESENTATIONS

8.1 PETITIONS

Nil.

8.2 GIFTS / AWARDS PRESENTED TO COUNCIL

Nil.

8.3 DEPUTATIONS

Deputations were heard at the Council Agenda Briefing held 22 September 2026.

9. METHOD OF DEALING WITH AGENDA BUSINESS

10. REPORTS

10.3 STRATEGIC DIRECTION 3: ENVIRONMENT (BUILT AND NATURAL)

10.3.1 South Perth Activity Centre Plan - Community Benefits Contribution Framework - Status Report

File Ref: D-26-16356
Reporting Officer(s): Fiona Mullen, Acting Director Development and Community Services

Summary

This report is to provide an update to Council on the review of the Community Benefits Contribution Framework contained within the South Perth Activity Centre Plan, as required by provisions within the South Perth Activity Centre Plan.

Officer Recommendation

That Council notes the current status of the review and actions listed in the South Perth Activity Centre Plan - Community Benefit Contribution Framework, contained in **Attachment (a)**.

Background

The South Perth Activity Centre Plan (SPACP) was endorsed by the Western Australian Planning Commission (WAPC) in December 2021. The SPACP includes a Community Benefit Contribution Framework (CBCF), which, along with development requirements contained within Local Planning Scheme No.7 (LPS 7), requires a monetary or in-kind contribution to be made to the City to enable additional building height and/or plot ratio above prescribed primary limits to be approved.

In accordance with the SPACP, a more comprehensive review of the CBCF should be conducted every five years (due 2026). The City has previously advised that it intended to commence scoping of the review of the SPACP in 2025, including the CBCF, and that a comprehensive review of the CBCF would occur in 2026.

The review of the CBCF forms the basis of this report.

Comment

Annual Statement

LPS 7 requires the City to publish an annual statement in accordance with the SPACP, that provides information regarding expenditure of any community benefit contribution received by the City. As the manner and form of the statement is not prescribed, the City presents an annual report to Council to meet the requirements of publishing an annual statement, which was last presented at the 16 December 2025 Ordinary Council Meeting.

The last statement confirmed that no community benefit contribution had been received in 2025 and noted a future comprehensive review, including an updated project list and valuations, should be undertaken.

South Perth Activity Centre Community Benefit Contribution Fund

The CBCF provides that the City will establish and maintain a dedicated South Perth Activity Centre Contribution Fund (SPACCF) and all community benefit contributions shall be deposited into this fund.

The CBCF provides that:

- The SPACCF is a reserve account in accordance with the *Local Government Act 1995*;
- All community benefit contributions within the SPACP Area shall be paid from it;
- The purpose of this reserve account and the use of money in it is limited to the application of funds for delivery of community benefits within the SPACP area in accordance with the provisions of the SPACP;
- Any interest earned on contributions credited to the SPACCF reserve account may only be applied in the SPACP Area; and
- The SPACCF will be reported as part of the Annual Financial Report.

The above reference to a reserve account is contrary to the provisions of LPS 7, which provides that a community benefit contribution is:

- Paid to the City of South Perth, and held in *trust*, to be expended in accordance with the SPACP; or
- Delivered onsite in accordance with the SPACP.

In accordance with the Local Government (Financial Management) Regulations 1996, a payment may only be made from a trust fund:

- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
- (b) otherwise, if the payment is authorised in advance by a resolution of the council.

The trust account is yet to be created, as no community benefit contributions have been received.

To support best practice and ensure alignment between the SPACP and LPS 7, the City has progressed a scheme amendment to LPS 7 (Amendment No. 5) to modify the wording from 'trust' to 'reserve'. Council endorsed this proposed scheme amendment at the June 2026 Ordinary Council Meeting, and it is currently with the WAPC for consideration and endorsement.

Community Benefit Contributions Register

The CBCF provides that the City will maintain an accurate and up to date register of all community benefit contributions received. The register is held by the City and details:

- Development approvals that contain a condition requiring a community benefit contribution;
- Where the development is located, including the address and the character area within the SPACP;
- The amount of the monetary contribution received, or details of the onsite community benefit contribution approved; and
- The date the payment was received and when it needs to be invested by.

The register provides a base of information to inform the annual statement and ongoing review.

Method of Calculation

Where a community benefit contribution is to be paid to the City in accordance with LPS 7, the amount payable shall be in accordance with whichever of the following formulas yields the greatest contribution amount:

- (a) $(3\% \times \text{total contract sum}) \times (\text{number of storeys above the Primary standard} \div \text{total number of storeys})$; or
- (b) $(3\% \times \text{total contract sum}) \times (\text{m}^2 \text{ of plot ratio area above the Primary standard} \div \text{m}^2 \text{ of total plot ratio area})$.

Community Benefits Contribution Framework Project List

The SPACP includes a Project List which comprises an inventory of projects which are to be funded by community benefit contributions. The projects included in the list primarily consists of upgrades to public infrastructure, streetscapes, and community facilities within the SPACP area. The Project List prioritises each project and also identifies the estimated costs and the relevant source document of each project. Each of the projects identified in the Project List have been sourced from other plans and strategies prepared by the City.

Community Benefit Contributions Received

Since the SPACP's approval in December 2021, one community benefit contribution has been received related to the Civic Heart development, resulting in the completion of the Mends Street (South) – Local Streetscape Upgrade. This project is listed in the SPACP Project List and was reported in the 2025 annual review of the CBCF.

No monetary community benefit contributions have been received to date.

Community Benefit Contributions Anticipated

There has been a noted increase in approvals from 2025 for developments requiring a form of community benefit contribution under the SPACP (8 developments in total).

A summarised review of all developments approved with a community benefit contribution condition is outlined in the table below:

Status	Number
Total development applications approved with community benefit contribution condition	10
Building permit lodged	4
Construction commenced	1

For the developments listed in the above table, the community benefit contribution is due before occupancy of the development occurs. This requirement is set as a condition of approval.

Current Review of CBCF Framework

Starting in late 2025, the City began reviewing the CBCF.

Project scoping for the CBCF review outlined a systematic process to be followed. The key steps in the CBCF review completed to date are:

- A review of the development 'pipeline', i.e., the status of development within the SPACP.

- A literature review of the SPACP and the documents it references, to establish the need and nexus for all existing projects in the list.
- An expanded literature review to include new projects arising from plans and strategies completed after 2021.
- A review of existing projects, removing completed projects or those that refer to plans that are now revoked or expired.
- Amendments to the value scores given to projects to better reflect the current built form and the 'need' context.

The above work has resulted in a draft CBCF Project List that reflects the City's current plans and strategies. A copy of the draft updated CBCF Project List with all amendments in tracked changes is attached as **Attachment (a)**.

The CBCF Project List forms a part of the SPACP. Therefore, any changes to the CBCF Project List will be subject to an amendment to the SPACP, which is classed as a 'structure plan' under the Western Australian planning framework. A structure plan is a planning instrument that coordinates future zoning, subdivision and development of an area of land, and includes guidance on specific built form outcomes and the public realm. The procedure for amending a structure plan is the same as preparing a new structure plan. It is recommended that the reviewed CBCF Project List is kept on record, and forms part of the substantive review of the SPACP, which will be required prior to its expiry in December 2031.

Next Steps

The City will continue with the following actions:

- Provide an update to Council on the finalised Project List, once complete.
- Update costings for all included projects. This will require further internal referral and analysis, and the engagement of a quantity surveyor. This will be required once the City receives a contribution, to ensure that project costs are as accurate as possible. The appointment of a quantity surveyor will come at a cost to the City and will need to be budgeted. The Community Benefits Contribution Fund may not be utilised for such purposes.
- Provide Council with a yearly update on the number of contributions received (next update due in December 2026).
- Proceed with a substantive review of the SPACP prior to its expiry (December 2031).

Consultation

Nil.

Policy and Legislative Implications

The *Planning and Development (Local Planning Schemes) Regulations 2015* outline the specific process required to prepare, adopt and amend a structure plan.

Financial Implications

The City will be required to engage a quantity surveyor to update project costs. This will be required once the City receives a contribution, to ensure that project costs are as accurate as possible. The appointment of a quantity surveyor will come at a cost to the City and will need to be budgeted.

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	Undertake annual reviews of the South Perth Activity Centre Plan Community Benefit Contribution Framework.

Strategic Implications

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

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

Attachments

10.3.1 (a):	Updated Community Benefits Contribution Framework
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10.3.2 Proposed Change of Use from Cafe/Restaurant to Fast Food Outlet and Signage (Illuminated and Non-Illuminated) - Lot 21 (No. 459-463) Canning Highway, Como

Location:	Lot 21 (No. 459-463) Canning Highway, Como
Ward:	Como Ward
Applicant:	McCredie Group Pty Ltd
Owner:	Michael French
File Reference:	D-26-16358
DA Lodgement Date:	26 March 2026
Reporting Officer(s):	Fiona Mullen, Acting Director Development and Community Services
Previous Reference:	Nil.
Delegation:	DC690 – Local Planning Scheme No. 7
Council Role:	Quasi-Judicial

Summary

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

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

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

Officer Recommendation

That pursuant to the provisions of the City of South Perth Local Planning Scheme No. 7 and the Metropolitan Region Scheme, the application for development approval for a Change of Use (Café/Restaurant to Fast Food Outlet) and Signage (Illuminated and Non-Illuminated) on Lot 21 (No.459-463) Canning Highway, Como be approved subject to the following conditions:

1. This decision constitutes development approval only and is valid for a period of two years from the date of determination. If the subject development is not substantially commenced within the specified period, the approval shall lapse and be of no further effect.
2. The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plans. In the event of any inconsistency, conditions of development approval prevail over the approved plans.
3. External lighting shall comply with the requirements of Australian Standard 4282 – Control of Obtrusive Effects of Outdoor Lighting to the satisfaction of the City of South Perth.
4. No storage of equipment, vehicles or materials associated with the land use is to occur outside the building(s), to the satisfaction of the City of South Perth.

5. The opening hours of the 'Fast Food Outlet' are limited to 11:00am to 1:00am Monday to Sunday, including public holidays.
6. The loading and/or unloading of vehicles is to occur on-site and in a manner that does not interfere with the parking of vehicles in the car park. All car parking bays in the car park are to be made available at all times for the parking of vehicles by visitors and employees.
7. Prior to occupation and use of the development, the applicant shall supply certification confirming the constructed design of all bicycle parking and end of trip facilities are compliant with AS2890.3—1993, Parking facilities, Part 3: Bicycle parking facilities to the satisfaction of the City of South Perth.
8. The approved Waste Management Plan prepared by McCredie Group Pty dated 14 August 2026 shall be implemented and adhered to all times, to the satisfaction of the City of South Perth.
9. Prior to occupation or use of the development, a Parking Management Plan shall be submitted to, and approved in writing by the City of South Perth. The Parking Management Plan is to include detailed management measures for the operation of the following to ensure vehicle access is readily available and safe at all times:
 - (i) The total number of car parking bays, time restrictions on parking bays, short- and long-term bicycle parking spaces and the total number of other bays (for example, service and loading and unloading bays);
 - (ii) Access and manoeuvring arrangements for car parking bays, including where applicable (but not limited to), swept paths, tandem parking, car stackers, pickup and drop-off bays, service and loading and unloading bays;
 - (iii) Parking allocation for users of the development (for example, staff and customer bays, ACROD bays and bays allocated for shared use), and duration of use of the bays;
 - (iv) Details of who will be responsible for the management, operation and maintenance of parking;
 - (v) Management of allocation of parking bays as specified in the Parking Management Plan, including signage and enforcement; and
 - (vi) Way-finding measures to ensure efficient use of parking facilities.

The approved Parking Management Plan shall be implemented by the owners/occupiers/strata managers of the development to the satisfaction of the City of South Perth. The approved Parking Management Plan shall be implemented and adhered to all times, to the satisfaction of the City of South Perth.
10. Any proposed illumination of the signage must not exceed 300 cd/m² (candela per square metre) during the day and 150 cd/m² during the night.
11. The signage must not flash, pulsate or chase.
12. The signage must not contain fluorescent, reflective or retro-reflective colours or materials.

Note: The City will include any relevant advice notes in the determination notice.

1.0 Details

Metropolitan Region Scheme - Zone/Reserve	Urban
Local Planning Scheme - Zone/Reserve	Centre
Activity Centre Plan	Canning Bridge Activity Centre Plan
Activity Centre Land Use Designation	Fast Food Outlet
Use Class and Permissibility	Preferred Land Use
Lot Size	1009m ²
Existing Land Use	Café/Restaurant
Heritage	N/A
Bushfire Prone Area	N/A

2.0 Proposal

On 26 March 2026, the City received a development application for a proposed Change of Use from Café/Restaurant to Fast Food Outlet (Pizza Hut) together with associated illuminated and non-illuminated signage, at Lot 21 (No. 459-463) Canning Highway, Como (the subject site).

The City advised the applicant on 27 March 2026 that the application was incomplete and requested additional information. Further information was received on 30 March 2026, however, the application remained incomplete, and the applicant was advised accordingly on the same day. The outstanding information was subsequently provided on 31 March 2026, at which time the application was accepted for assessment.

Following the initial assessment, the City referred the application to Main Roads Western Australia (MRWA) on 1 April 2026 for comment, in accordance with Instrument of Delegation DEL 2025/04. Referral to MRWA was required as the subject site abuts the Canning Highway road reserve, which is reserved Primary Regional Road under the Metropolitan Region Scheme.

On 17 April 2026, MRWA requested further information, including the preparation of a Traffic Impact Statement (TIS). This request was forwarded to the applicant by the City. The applicant's response and supporting information were received on 12 May 2026 and subsequently forwarded to MRWA for consideration. MRWA's referral response was received by the City on 8 June 2026.

Concurrently, the City undertook its assessment of the application and, on 24 April 2026, requested additional information relating to the preparation of a Waste Management Plan (WMP), parking arrangements, operational details of the proposed use, and clarification regarding the proposed illuminated signage. The requested information was received and deemed satisfactory on 21 May 2026.

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

Following discrepancies identified between the submitted plans and the WMP, the City sought further information. These matters have since been addressed and are deemed satisfactory.

The application relates to a proposed change of use from Café/Restaurant to Fast Food Outlet and installation of two signs, consisting of one illuminated roof sign and one non-illuminated wall sign.

The applicant has provided the following operational information in relation to the proposed Fast Food Outlet land use:

- Staff numbers: minimum three staff and maximum seven staff on-site at any time.
- Proposed trading hours: 11:00am to 1:00am, 7 days per week (including public holidays).
- Typical demand: 70% pick-up and 30% delivery.
- Delivery vehicles: maximum 2 cars present at any one time (inclusive of company delivery and third-party delivery services).

A copy of the development plans is contained as **Attachment (a)** and the applicant's cover letter in support of the proposal is contained as **Attachment (b)**.

3.0 Background

Site Context

The tenancy subject to this application is part of an existing commercial building consisting of two separate tenancies, with the adjacent tenancy operating as a 'Liquor Store – Small' land use. The two tenancies share a bitumen carpark consisting of ten unallocated parking bays and accessed directly from Lockhart Street. The parent lot has an area of 1009m², and the net lettable area (NLA) of the subject tenancy is 134m².

The site is subject to the 'Canning Bridge Activity Centre Plan' (CBACP). The site is within the Cassey Quarter (Q3) of the CBACP area and is within the 'M10' precinct for mixed-use development up to ten storeys. 'Fast Food Outlet' is listed as a preferred land use on the ground floor within Q3, M10 of the CBACP.

The site is bound to the east by Canning Highway, to south by Henley Street and to the west by Lockhart Street.

The surrounding area is a mix of existing residential and commercial land uses, consisting of predominantly:

- Grouped Dwellings to the west of Lockhart Street;
- Multiple Dwellings, Fast Food Outlet and Café/Restaurant to the north;
- A mix of commercial uses including Shop, Recreation – Private, Consulting Rooms to the east of Canning Highway; and
- Fast Food Outlet and Café/Restaurant land uses to the south of Henley Street.

An aerial image and zoning map depicting the site within its context is contained as **Attachment (c)**.

4.0 Legislation and Policy

Legislation

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Metropolitan Region Scheme (MRS)

City of South Perth Local Planning Scheme No. 7 (LPS 7)

Structure Plans/Activity Centre Plans

Canning Bridge Activity Centre Plan (CBACP)

Local Planning Policies

Local Planning Policy 2.3 – Non-Residential Parking

Local Planning Policy 3.1 – Waste Management

Local Planning Policy 6.1 – Advertising of Planning Proposals

Local Planning Policy 6.2 – Design Review Panel

Local Planning Policy 7.1 – Advertising Signage

5.0 Consultation and Referrals

Public Consultation

Consultation has been undertaken to the extent and in the manner required by the Deemed Provisions and Local Planning Policy 6.1 – Advertising of Planning Proposals.

The application was advertised for a period of 14 days between 25 May 2026 and 8 June 2026 in the following manner:

- A total of 36 letters were sent to adjoining landowners and occupiers; and
- A copy of the application was made available for review on the City's website.

At the close of the consultation period, two submissions were received (one objection and one neutral).

A summary of the key matters raised in submissions is provided in the table below, in addition to the Officer's comments:

Matter	Assessment
Traffic impact	The Traffic Impact Statement (TIS) demonstrates that the proposed fast-food use generates: • Lower AM peak traffic compared to the existing café use (net reduction of 42 vehicles per hour). • An increase to PM peak traffic (+11 vehicles per hour), which remains within the carrying capacity of the existing car parking layout, internal site manoeuvring areas and within the carrying capacity of the adjoining road network. • The proposal does not result in an increase to total traffic volumes when assessed during peak travel periods and reduces vehicle movements during the AM period. The subject site is located on Lockhart Street, a cul-de-sac access road, however:

	- The TIS confirms the use is an existing land use and is serviced via an existing shared access arrangement. - Commercial and customer traffic is not newly introduced to the cul-de-sac network, and the traffic generated by the development is a continuation of existing commercial operations that have occurred on this site for a number of years. - The change in trip generation is consistent with carrying capacity of the adjoining road network. The proposal is therefore not anticipated to result in a material increase in traffic impacts within the local or regional road network.
Increased parking	The proposed development complies with the on-site car parking requirements of the applicable planning framework. In accordance with Element 18 – Parking of the CBACP, car parking for non-residential development in Q3 shall be provided at a rate not less than one bay per 50m² of net lettable area (NLA). This car park is located on private property and therefore the on-site carparking requirements are calculated based on the NLA of the two tenancies on the subject site. The combined NLA for both tenancies on the site is approximately 412m². Therefore, a total of 8.24 (9) on-site car parking bays is required. The subject site has nine available parking bays, inclusive of one ACROD bay and associated shared area. Parking demand generated by nearby land uses separate and unrelated to the subject site is not a relevant consideration of this development application.
Safety	The proposed use does not generate a high volume of motorised delivery vehicle movements, and no new drive-through component is included as part of the development. The reliance on third-party delivery platforms is typical for this type of tenancy; however, vehicle access and servicing arrangements remain unchanged from the existing approved use, with no intensification of on-site manoeuvring or car parking requirements proposed.
Waste Management	In relation to waste management, the proposal is a change of use within an existing building footprint, with no redevelopment or redesign of the site layout that would facilitate alternative waste collection arrangements. Consistent with LPP 3.1, on-site collection is maintained as the required servicing method for development.

	The existing built form and access configuration do not permit safe or practical forward entry and exit for waste collection vehicles. Waste servicing is therefore undertaken via a controlled reverse-in/forward-out arrangement, consistent with established practice for constrained commercial sites. The servicing outcome does not introduce a new or intensified safety risk compared to the existing land use, as the waste and servicing remains consistent. Accordingly, the waste collection and servicing arrangements are considered acceptable and consistent with LPP 3.1 and present standard access safety expectations for constrained urban commercial sites.
Amenity	The surrounding area is characterised by an established mixed-use corridor along Canning Highway, including existing illuminated commercial signage and road lighting, which collectively define the prevailing night-time context. The application includes assessment of the proposed illuminated signage, including its scale, location, and context within a high-traffic arterial road environment. The proposed signage has also been reviewed by MRWA. The signage is designed to operate within standard commercial illumination parameters and is not expected to produce excessive luminance levels beyond typical expectations for a Primary Distributor Road. Local Planning Policy 7.1 – Advertising Signage (LPP 7.1) permits a maximum of one sign subject to illumination/digital content per tenancy. The proposed roof sign is the only sign proposed to be illuminated at the development site as part of this application. A condition of approval is recommended to manage the illumination levels and for external signage to comply with the requirements of AS 4282 to manage potential impact to nearby residences.

A Schedule of Submissions is contained as **Attachment (d)**.

Referrals/consultation with Government/Service Agencies

The development application was referred to Main Roads Western Australia (MRWA) for comment. MRWA advised it supports the proposal and recommended a series of conditions be imposed if development approval is granted. The City has included these conditions in the recommended conditions of development approval. The MRWA referral response, including recommended conditions and advice notes, is contained as **Attachment (e)**.

6.0 Assessment

Local Planning Scheme No. 7 (LPS 7)

The proposal has been assessed against all relevant legislative requirements of LPS 7, and is considered to satisfy the relevant zone objectives as follows:

The proposal is considered to satisfy the relevant Additional Centre Requirements as follows:

Additional Centre Requirements	Requirement	Assessment
ACR4 – Land subject to the Canning Bridge Activity Centre Plan	Where a site is coded RAC-0 and located within the Canning Bridge Activity Centre Plan area all site and development requirements shall be in accordance with the Canning Bridge Activity Centre Plan.	The proposal has been assessed against the Canning Bridge Activity Centre Plan and is in accordance with all relevant requirements.

Canning Bridge Activity Centre Plan (CBACP)

The proposal has been assessed against all relevant requirements of the CBACP, and is considered to satisfy the relevant requirements as follows:

Element 1 – Land Use	Preferred Land Uses	Assessment
	Q3 – Ground Floor Uses: M10 Zone – Restaurant, Hotel, Shop, Fast Food Outlet, Consulting Rooms, Convenience Store.	The proposed land use is a 'Fast Food Outlet' and is located at ground level. The land use is designated as a preferred land use for the Q3 quarter and consistent with the objectives of the CBACP.

Element 18 – Parking	Requirements	Assessment
	Car parking for non-residential development in Q3, Q4 and Q5 shall be not less than one bay per 50m ² of net lettable area.	Car parking for the subject site is shared by two tenancies with a total NLA of approximately 412m ² and therefore requiring 8.24 (9) on-site bays. A total of nine on-site bays are available within the subject site for use by the two tenancies, inclusive of one ACROD bay (proposed) and associated shared area.

Local Planning Policy 7.1 – Advertising Signage (LPP 7.1)

Details of the signs to be considered as part of this application are provided below:

LPP 7.1 provides development requirements for a range of advertising signage and specifies advertising signage that does not require development approval.

The proposed development includes one illuminated roof sign and one non-illuminated wall sign; both are proposed to be affixed to the Henley Street frontage of the tenancy and require development approval. Certain signage types such as awning signs, banners, building wrap signs, display home/sales office/real estate signs, flagpoles and window signs do not require development approval, provided that they comply with the requirements of Table 1 of LPP 7.1.

An assessment of the signs subject to this application has been undertaken. The proposed wall sign satisfies the requirements of LPP 7.1; however, the proposed illuminated roof sign seeks discretion under LPP 7.1 as follows:

Sign Type	Requirement	Assessment
5.2 Illuminated and Digital Content	5.2.1 Advertising signage subject to illumination (e.g., backlit or spotlight) or with digital content shall not: f) Occupy an area larger than 3m², or 20% of the façade whichever is the lesser. Signage exceeding a maximum area of 3m² may be considered where the applicant has demonstrated to the satisfaction of the City, in consultation with Main Roads Western Australia, the following: i) The scale of the sign is proportionally appropriate to the building upon which is proposed to be attached; ii) The sign relates to businesses located on the lot and does not include third party content; and iii) The lot has primary frontage and the sign	The proposed illuminated signage has an area of 5.4m². The proposal is considered to satisfy the relevant requirements as: i) The sign occupies 13.6% of the façade and is proportional to the building upon which it is attached; ii) The sign will display the name and logo of the tenancy to which it relates; and iii) The lot has primary street frontage to Henley Street and is also oriented towards north-bound lanes of Canning Highway. The proposal was referred to MRWA, which indicated its support for the proposal subject to

	will orientate towards Canning Highway.	inclusion of conditions of approval.
<u>Table 2</u> 6. Roof Sign	4) Must not exceed a maximum area of 4m ² .	The roof sign has an area of 5.4m². For context, the existing sign has dimensions of 1.2m high and 8.0m width, with a total area of 9.6m² The roof sign occupies 13.6% of the façade and is considered to be of a scale appropriate to the building to which it is attached. The sign is within the mixed-use zone of the CBACP and is therefore considered to be compatible with its setting.

The proposal is considered to satisfy the objectives of LPP 7.1 as follows:

Objectives	Assessment
4.1 To ensure advertising signage is compatible with the desired character of the area.	The proposed signage is located within the mixed-use (M10) zone of the CBACP. The signage is directly associated with the proposed 'Fast Food Outlet' which is a preferred land use for the area and is located on a high-exposure site with visibility from Canning Highway. The signage is considered compatible with the desired character of the area as outlined within the planning framework.
4.2 To limit the proliferation of advertising signage on individual sites and across the City, and to support the rationalisation of signage on a lot.	There is a total of two signs (one roof sign and one wall sign) proposed on the subject tenancy. There is one existing (illuminated) roof sign and a number of other signs of various typologies at the adjoining tenancy. There are no opportunities for the two tenancies to share a single sign without introducing additional freestanding signage.

	Notwithstanding, the proposed signage is of a scale proportionate to the subject tenancy and is not proposed in numbers that are considered prolific for the proposed land use.
4.3 To ensure advertising signage support architectural elements of and where possible, integrated into the design of the building.	It is considered that the proposed signage has been designed at an appropriate scale for the building façade and is of a size consistent with the signage on the adjoining tenancy.
4.4 To ensure advertising signage does not adversely impact on the level of safety for the public and road users.	The proposal has been referred to MRWA, which has indicated its support subject to conditions. It is considered that if the recommended conditions are imposed, there will be no adverse impact on the level of safety for the public and road users.

Local Planning Policy 3.1 – Waste Management (LPP 3.1)

LPP 3.1 outlines waste management practices for development and the information to submitted and considered as part of the development application process.

The development proposes private on-site waste collection three times weekly, with collection via an existing loading/service zone and bin store. An assessment of the proposed waste collection arrangements has been undertaken and the following variations to the requirements of LPP 3.1 are identified, as detailed below:

Matter	Assessment
5.3.1 The waste generation rates included in Appendix 2 of this Policy are to be used for the purposes of calculating waste generation volumes and bin capacity requirements.	The waste generation rates for a 'Fast Food Outlet per LPP 3.1 are: • 480L per 100m² floor area per day (General Waste). • 360L per 100m² floor area per day (Recycling). Based on the 134m² floor area, this equates to: • General Waste – 643.2L per day and 4,502.4L per week. • Recycling – 482.4L per day and 3,376.8L per week. The application proposed the following waste generation rates based on information sourced from other outlets:

	- General Waste – 287L average per day or 4100L average per week. - Recycling – 478.5L average per day or 3350L average per week. The proposed waste generation rates are higher than the waste generation rates specified in the LPP 3.1. The applicant has addressed this inconsistency by increasing the waste capacity of the bin store. The bin store capacity has been increased by providing additional bins which will provide the following waste storage capacity: - General Waste – 5040L per week. - Recycling – 3600L per week. The City is satisfied that that the proposed bin store capacity, size of the bins and frequency of collection can accommodate the anticipated waste generation volumes.
5.7.4 Where waste collection is provided by private contractor, collection shall occur Monday to Friday between 7:00am and 5:00pm.	The application specifies that waste collection is anticipated to occur three times weekly and acknowledges that LPP 3.1 specifies a maximum collection frequency of three per week for on-site collection. LPP 3.1 requires private waste collection by private contractor to occur Monday to Friday between 7:00am and 5:00pm. The applicants waste management plan states waste collection will occur Monday to Friday between 7am and 5pm, consistent with the requirements of LPP 3.1.
5.8.2 Communal bin storage areas are to be designed to satisfy the following requirements: (c) Access is to be provided to all bins (i.e. no stacking of rows of bins). Each bin must have a minimum 50mm spacing around all sides, including between walls, other bins and aisles;	A total of 12 bins are proposed to be located within the designated bin storage area. The required minimum 50mm spacing between the bins and walls is not achieved due to the size constraints of the existing structure. Notwithstanding, the City is satisfied that the bin storage area is sufficient to accommodate the 12 x 240L bins and that there is sufficient space to access and manoeuvre the bins outside the bin store during collection times as required.

The proposal is considered to satisfy the objectives of LPP 3.1 as follows:

Objectives	Assessment
4.1 To ensure developments are designed to provide for best practice management, storage, separation, collection and handling of waste.	A total of 12 x 240L bins are proposed, which will be contained within an enclosed bin storage area and will be collected on-site by a private waste contractor three times per week. This provides a weekly waste capacity of 5040L of general waste and 3600L of recyclable waste. The site is capable of on-site waste collection by a private contractor as required.
4.2 To ensure waste storage and collection minimise visual, environmental and amenity impacts on the streetscape, public realm and adjoining properties.	General waste and recycling bins are proposed to be contained within a designated storage area and collected from the loading zone on-site. Bins are proposed to be returned to the storage area once emptied and therefore would not have any detrimental amenity impacts on the streetscape, public realm and adjoining properties.
4.3 To provide occupants and service providers with convenient, legible and safe access to waste management and recycling facilities.	On-site waste collection via the existing loading/service zone on Lockhart Street is considered legible, safe and convenient for occupants and services providers.

A copy of the applicant's Waste Management Plan (WMP) is contained as **Attachment (f)**.

Local Planning Policy 6.2 – Design Review Panel (LPP 6.2)

LPP 6.2 outlines the criteria for referral of planning proposals to the Design Review Panel (DRP) for review.

Matter 5.4 requires *inter alia*, that proposals for development approval which result in an intensification of the existing land use including a works component that fall within the CBACP, will be referred to the DRP for review.

Whilst the proposal includes a works component (signage) the illuminated sign occupies 13.6% of the façade, and no intensification of an existing use is proposed. Given the de minimis nature of the works proposed in the context of the overall built form, it was not considered necessary to refer the application to the DRP.

Traffic and Parking

Traffic

The proposed Fast Food Outlet land use proposes operational hours from 11:00am to 1:00am. The submitted Traffic Impact Statement (TIS) at **Attachment (g)** anticipates that the busiest period of operation will occur between 6:00pm and 8:00pm, which falls outside the afternoon peak period for the surrounding road network (4:00pm to 5:00pm).

The site is also occupied by a 'Liquor Store – Small' which operates between 9:30am to 8:30pm Monday to Thursday, 9:30am to 8:30pm Friday to Saturday and 10:00am to 7:00pm Sunday. This land use is anticipated to have a similar peak period to the Fast Food Outlet.

The TIS was prepared in accordance with the Western Australian Planning Commission (WAPC) Guidelines for Transport Impact Assessments, which requires trip generation for the proposed land uses to be estimated based on peak hours for the road network and not for the peak operation times of the land use. The proposed peak hours for the road network were identified as 8:00am to 9:00am (AM) and 4:00pm to 5:00pm (PM).

The Fast Food Outlet land use is anticipated to generate approximately 25 and 35 trips during the AM and PM peak periods, respectively, on a typical weekday.

Based on an assessment of additional traffic generation for the surrounding road network, the TIS concludes that the traffic associated with the proposed development would have an insignificant impact on the surrounding road network.

The Road Safety Assessment (RSA) at **Attachment (h)** was also prepared to assess the potential safety implications of the illuminated roof sign component of the proposal due to its visibility from a section of Canning Highway that is categorized as Crash Risk Category Level 4. The RSA concludes that the proposed illuminated sign will not increase the risk of a causality crash.

Both the TIS and RSA have been reviewed and are supported by the City and have also been reviewed by MRWA who have conditionally supported the proposal.

Parking

The following car parking ratios apply to the development under the CBACP:

Requirement	Applicable Parking Ratio
Non-Residential Development (in Q3) – Car Parking Bays	Shall not be less than one bay per 50m ² of net lettable area (NLA).
Non-Residential Development – Bicycle Storage/Parking	One bay per 100m ² of net lettable area (NLA).

The subject site is occupied by two separate tenancies (both non-residential). The strata plan does not provide a parking allocation; however, the City has confirmed on-site that three parking bays have been line-marked for the exclusive use of the 'Liquor Store – Small' tenancy. As there is no parking allocation on the strata plan, the on-site carparking requirements are calculated on the basis of the combined NLA of both tenancies and a shared parking arrangement. It is noted, however that there may be an informal parking agreement between the two tenancies.

Tenancy 1 (Liquor Store – Small) has an approximate NLA of 280m² and the tenancy subject to this application (Tenancy 2) has an approximate NLA of 132m². The combined NLA for both tenancies is therefore 412m² and the on-site carparking requirement, calculated at a rate of 1 bay per 50m² NLA, is 8.24 (9) bays. There are currently 10 on-site car parking bays available, however, the development proposes one ACROD car bay which will result in the loss of one existing bay to accommodate the shared area required in association with the ACROD bay. Therefore, the development proposes a total of nine (9) on-site car bays which satisfies the non-residential car parking requirement of the CBACP.

Notwithstanding the line-marking of three bays for the exclusive use by Tenancy 1, there remains sufficient carparking availability to meet the requirements of Tenancy 2 which, if calculated separately, would require a total of three on-site bays in accordance with the CBACP requirements. A Parking Management Plan is recommended as a condition of approval.

One bicycle parking bay is also proposed under the existing awning on the eastern side of the building for use by the subject tenancy and complies with the requirement.

Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)

Clause 67(2) of the Regulations include matters which the local government is to have due regard to when considering an application for development approval. Items relevant to the assessment of this application include:

Requirement	Assessment
(a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.	The proposal is consistent with the requirements of LPS 7 and satisfies the applicable policy objectives where relevant.
(m) The compatibility of the development within its setting including – (i) the compatibility of the development with the desired future character of its setting; and (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.	The development is consistent with the prevailing and future development context, which is commercial in the immediate area with nearby residential typologies consisting of Grouped Dwellings and Multiple Dwellings. The subject site is located in the CBACP area and is in area zoned for mixed-use development, with the proposed 'Fast Food Outlet' land use a preferred land use for the quarter. The scale of the proposed signage is consistent with existing signage at other tenancies within its setting in an existing commercial complex and with surrounding commercial land uses along Canning Highway. The development is not considered to have an adverse impact to development on adjoining land.

	The non-illuminated wall sign will have low to no visibility to nearby residences, and the illuminated signage is not oriented towards any residential land uses.
(n) The amenity of the locality including the following – (i) Environmental impacts of the development; (ii) The character of the locality; (iii) Social impacts of the development.	It is considered that the proposed development would have no detrimental impact on the amenity of the locality. Conditions of approval are recommended to ensure that the illuminance levels of the roof sign are managed to minimise potential for light spill to impact amenity for nearby residences. There is sufficient on-site parking available on the site to satisfy the requirements of the CBACP. Appropriate management of on-site parking to ensure availability for patrons of the two specific tenancies to which it relates will ensure that the proposed development does not directly result in any social impacts to the surrounding locality. Waste management occurring in accordance with the submitted WMP and collection times restricted in accordance with the recommended condition of approval, will address any environmental impacts as a result of the development. Issues.
(r) The suitability of the land for the development taking into account the possible risk to human health or safety.	If luminance levels of the proposed illuminated signage are managed in accordance with AS.4282, the risk of distraction to drivers, cyclists and pedestrians is considered to be negligible and unlikely to result in any detrimental risk to human health or safety. The non-illuminated sign is affixed flush to the façade of the tenancy such that it does not encroach onto the pedestrian footpath. It is considered that the non-illuminated signage component of the development will also not present any detrimental risk to human health or safety. The proposed 'Fast Food Outlet' land use is not considered to pose any detrimental risk to human health or safety.

(u) the availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability.	The site is located in a high-frequency transit route area. Waste is proposed to be stored and managed on-site within the existing bin store and collected on-site by a private contractor three times per week. The proposed waste strategy is adequate for the land use. One bicycle bay is provided. No dedicated end of trip facilities are provided. There is a staff toilet and sufficient space to provide staff facilities commensurate with the size of the size of the tenancy. A total of one ACROD and associated shared space will be provided directly in front of the entry door to facilitate access by older people and people with disabilities.
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7.0 Conclusion

The proposed development is consistent with the applicable local planning framework as discussed in this report.

The proposed signage, including the illuminated roof sign and non-illuminated wall sign, and 'Fast Food Outlet' land use are compatible with the site's setting in the mixed-use (Q3, M10) precinct of the CBACP and will not have a detrimental amenity impact to the surrounding residential and commercial land uses.

Accordingly, subject to the inclusion of appropriate conditions, the application is recommended for approval.

Financial Implications

To the extent that if the applicant were to make an application for review of the decision, the City may need to seek representation at the State Administrative Tribunal.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	The application has been assessed in accordance with the requirements of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and the local planning framework.

Strategic Implications

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

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

Attachments

10.3.2 (a):	Development Plans
10.3.2 (b):	Cover Letter
10.3.2 (c):	Aerial and Zoning Map
10.3.2 (d):	Schedule of Submissions
10.3.2 (e):	MRWA Referral Response
10.3.2 (f):	Waste Management Plan
10.3.2 (g):	Traffic Impact Statement
10.3.2 (h):	Road Safety Assessment

10.3.3 Proposed Additions and Alterations to an Educational Establishment, including Tree Damaging Activity to a Regulated Tree - Lot 504 (No. 40) Coode Street, South Perth

Location:	Lot 504 (No. 40) Coode Street, South Perth
Ward:	Mill Point Ward
Applicant:	Rowe Group
Owner:	Wesley College
File Reference:	D-26-16359
DA Lodgement Date:	12 June 2026
Reporting Officer(s):	Fiona Mullen, Acting Director Development and Community Services
Previous Reference:	Nil.
Delegation:	DC690 – Local Planning Scheme No. 7
Council Role:	Quasi-Judicial

Summary

The purpose of this report is to consider an application for development approval for proposed Additions and Alterations to an Educational Establishment, including Tree Damaging Activity to a Regulated Tree, on Lot 504 (No. 40) Coode Street, South Perth.

The item is referred to Council as the proposed development is an application which proposes tree damaging activity to a regulated tree in accordance with 7.2 (c) of Local Planning Policy 3.2 – Tree Retention and the works are located on a heritage-protected place.

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

Officer Recommendation

That pursuant to the provisions of the City of South Perth Local Planning Scheme No. 7 and the Metropolitan Region Scheme, this application for development approval for Additions and Alterations to an Educational Establishment, including Tree Damaging Activity on Lot 504 (No. 40) Coode Street, South Perth be approved subject to the following conditions:

1. This decision constitutes development approval only and is valid for a period of two (2) years from the date of approval. If the subject development is not substantially commenced within the specified period, the approval shall lapse and be of no further effect.
2. The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan. In the event of any inconsistency, conditions of development approval prevail over the approved plans.
3. Other than the regulated tree proposed for removal, all regulated trees on site are to be retained and protected during the construction phase. A tree protection zone (TPZ) in accordance with Australian Standard AS4970 is to be established for all regulated trees within proximity of the works area prior to

any works occurring (demolition and construction) to the satisfaction of the City of South Perth.

4. One replacement tree must be planted on site. The tree must be a minimum of 2.0m high and 100-litre pot size at the time of planting and both the tree, and the tree growth zone, must be retained and maintained to the satisfaction of the City of South Perth.

Note: The City of South Perth will include any relevant advice notes in the determination notice.

1.0 Details

Metropolitan Region Scheme - Zone/Reserve	Urban
Local Planning Scheme - Zone/Reserve	Private Community Purposes
Activity Centre Plan	N/A
Activity Centre Land Use Designation	N/A
Use Class and Permissibility	Educational Establishment – P (Permitted)
Lot Size	7.8ha
Existing Land Use	Educational Establishment
Heritage	Yes – Category 1
Bushfire Prone Area	No

2.0 Proposal

On 12 June 2026, the City of South Perth (the City) received a development application for Additions and Alterations to an Educational Establishment (Wesley College), specifically the extension of an existing electrical substation located along the eastern boundary of the subject site. Further information was requested on 17 June 2026, and on receipt the application was accepted on 23 June 2026.

The proposed substation extension is to facilitate the aquatic centre redevelopment which is currently under construction on the site. The proposed works to the electrical substation include:

- Demolition of an existing staircase and portions of retaining walls/fence.
- Extending the existing electrical substation from 6.87m wide to 14.52m wide to the east. The extension is proposed to match the existing substation (masonry with tiled roof).

A copy of the development plans is contained as **Attachment (a)**.

10.3.3 Proposed Additions and Alterations to an Educational Establishment, including Tree Damaging Activity to a Regulated Tree - Lot 504 (No. 40) Coode Street, South Perth

To facilitate the proposed works, the applicant also seeks approval to undertake Tree Damaging Activity to a Regulated Tree, specifically the removal of:

- A Callery Pear tree (*Pyrus calleryana*) – the tree has a height of 6.0m, average canopy diameter of 7.6m and a trunk circumference of 30cm measured 1.4m off the ground.
- The Callery Pear tree is located immediately to the east of the existing electrical substation.

Photographs and details of the tree are contained in the Tree Information document submitted by the applicant in support of the application, as contained as **Attachment (b)**.

3.0 Background

Site Context

The site has four frontages; Swan Street to the north, Sandgate Street to the east, Angelo Street to the south and Coode Street to the west. The site forms part of the multi-lot Wesley College school site, which extends north of a private internal road that connects Swan Street to Coode Street adjacent to the site's northern boundary. The prevailing development surrounding the site is characterised by a mix of single- and two-storey single houses and grouped dwellings, multi-storey multiple dwellings and commercial land uses.

An aerial image and zoning map depicting the site within its context is contained as **Attachment (d)**.

4.0 Legislation and Policy

Legislation

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Heritage Act 2018

Metropolitan Region Scheme (MRS)

City of South Perth Local Planning Scheme No. 7 (LPS 7)

Local Planning Policies

Local Planning Policy 3.2 – Tree Retention

Local Planning Policy 8.1 – Heritage Conservation and Development

5.0 Consultation and Referrals

Public Consultation

The application was not advertised as the proposed development is contained wholly within the Wesley College campus site, immediately south of a private internal road connecting Swan Street and Coode Street. As such there is little to no visibility from the public street or any property that is not owned by Wesley College.

Additionally, a heritage assessment was not required to be carried out and therefore, in accordance with Clause 64(1)(b)(iv) of the Deemed Provisions, the City was not required to advertise the development application as the works will not adversely impact any nearby occupier or landowner.

Heritage Council of Western Australia

The proposed development is located on a site that is entered in the State Register of Heritage Places.

On 13 July 2026, the City referred the application to the Heritage Council of Western Australia (HCWA) for advice in accordance with section 73 of the *Heritage Act 2018*.

On 28 July 2026, the HCWA provided its referral response, finding that the proposed extension of the electrical substation, which is located approximately 70m north of the curtilage containing the heritage buildings, would have no discernible detriment or impact on the cultural heritage significance of Wesley College, South Perth. The HCWA concluded that it had no objection to the built form element of the proposal.

A copy of the HCWA Referral Response is contained as **Attachment (e)**.

6.0 Assessment

Planning and Development (Local Planning Schemes) Regulations 2015

Clause 67(2) of the Regulations include matters which the local government is to have due regard to when considering an application for Development Approval. Items relevant to the assessment of this application include:

Requirement	Assessment
(a) The aims and provisions of this Scheme (including any planning codes that are read, with or without modifications, into this Scheme) and any other local planning scheme operating within the Scheme area.	The proposal is inconsistent with the requirements of LPS 7 and does not satisfy all policy objectives where relevant.
(k) The built heritage conservation of any place that is of cultural significance.	The proposal was referred to the HCWA which advised no objection to the proposal as detailed in this report.
(n) the amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	The development is consistent with the prevailing and desired future development context.
(p) Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.	A condition is recommended for one replacement tree to be planted on-site. Retention of other regulated trees on-site is discussed as part of the LPP 3.2 section of this report.

(x) The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.	The development is not considered to have a detrimental impact to the community or any particular individuals.
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Local Planning Scheme No. 7 (LPS 7)

The proposal has been assessed against all relevant legislative requirements of the LPS 7, and is considered to satisfy the relevant Additional Site and Development Requirements of Clause 32(1) as follows:

Requirement	Comment
4. All land zoned Private Community Purpose. (1) In the absence of an approved Local Development Plan, all non-residential development shall be designed in accordance with the following requirements: (c) Side Setbacks – Minimum 4.5m	The development is setback 1m from the northern lot boundary. The site is directly abutted to the north by a private internal road and by other lots owned by Wesley College to the north. All lots form part of the Wesley College campus. Notwithstanding, the City has the ability to vary the prescribed setbacks in accordance with Clause 34 of LPS 7. It is considered that the proposed side setback has no detrimental impact to any adjoining property or the locality and is therefore supported.

Local Planning Policy 3.2 - Tree Retention

The purpose of LPP 3.2 is to encourage and facilitate the protection of trees and to maintain and enhance tree canopy. For the purposes of the Policy:

Requirement	Assessment
Regulated tree	means a living tree that: (a) Is 8.0m or more high; and/or (b) has an average canopy dimension of at least 6.0m; and/or (c) has a 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.
Tree-damaging activity	Means: (a) the killing or destruction of a tree; and/or (b) the removal of a tree; and/or

	(c) the severing of branches, limbs, stems or trunk of a tree; and/or (d) the ringbarking, topping or lopping of a tree; and/or (e) any other substantial damage to a tree.
--	---

The Tree Information contained within **Attachment (b)** identifies the species, health, and relevant particulars of the regulated trees on site. As the justification for their removal is not based on health or safety concerns, the report does not make any recommendations regarding retention or removal and instead serves solely as a factual record of the tree's characteristics assisting with the assessment of the development proposal.

The regulated tree proposed to be removed is as follows:

Tree	Characteristics
Callery Pear (<i>Pyrus calleryana</i>)	Height: 6.0m Canopy Spread: 7.6m Circumference at breast height: 0.3m

The proposal is compliant with LPP 3.2 except for the following:

Requirement	Assessment
Objectives	
4.2 Prioritise the retention, protection, and the provisions of trees on private land and adjacent reserves in the planning process.	The removal of the tree does not prioritise the retention, protection and the provision of trees on private land.
4.3 Promote and facilitate tree preservation at the earliest possible stage in the planning and development process, balancing with the desired built form and land use outcomes.	The location of the tree impacts the extension of the electrical substation towards the east, which has been determined by an electrical engineer to be the only feasible location for the extension.
4.4 Preserve and enhance neighbourhood amenity, character and sense of place.	The tree is located within the Wesley College school site and visible to the private internal streetscape only. The tree is semi-mature and less than 6.0m in height and is not considered to provide a significant contribution to neighbourhood amenity, character or sense of place. It is noted there are a number of other similar trees in the immediate area which are to be retained.

4.5 Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and contribute to biodiversity and other environmental benefits.	The removal of the tree will not mitigate the urban heat island effect, reduce air pollution, improve ground water quality or contribute towards biodiversity and does not have any environmental benefits.
Development applications 7.2 Tree damaging activity to a regulated tree may be considered if the following relevant information and/or technical reports are provided to demonstrate: (a) The regulated tree is unhealthy, based on the recommendations of an Arborist Report; (b) The regulated tree causes safety risks to people, infrastructure or buildings based on recommendations on an Arborist Report and/or Structural Engineering Report; (c) In the opinion of the City, the redesign of the development to accommodate the regulated tree is unfeasible.	The applicant did not provide an Arborist Report as the City was satisfied that it was not necessary in this instance, given the reason for removal is based on technical engineering requirements. The applicant has identified that the tree is of good health. No concerns have been raised in relation to the tree's structural integrity and any subsequent safety risks to people, infrastructure or buildings. The applicant has provided justification in relation to the location of the proposed extension identifying that the extension of the substation is required to be oriented east to west rather than north south due to a number of reasons, including Western Power requirements, cable locations and access requirements. The applicant has identified alternative locations for the extension and detailed why those alternative designs were deemed unfeasible. Based on the submitted information, the City does not consider the redesign of the proposed substation extension to be feasible.

Local Planning Policy 8.1 – Heritage Conservation and Development

The proposal has been assessed against LPP 8.1 and is considered to satisfy all relevant requirements.

7.0 Conclusion

The proposed additions are consistent with the applicable local planning framework as discussed in this report. The application is however inconsistent with the aim of LPS 7 to protect tree canopy, and some of the objectives and provisions of LPP 3.2. Whilst it is acknowledged that the tree provides some environmental and amenity benefits, the location of the tree presents a significant and impractical constraint to the development.

In the context of the subject site and development, the proposal achieves an appropriate development outcome through the retention of all other trees and planting of a replacement tree. This approach balances tree retention with the development of a functional proposal.

The redesign of the development to accommodate the retention of the regulated trees onsite is not considered feasible. Accordingly, the application is recommended for approval subject to appropriate conditions.

Financial Implications

To the extent that if the applicant were to make an application for review of the decision, the City may need to seek representation at the State Administrative Tribunal.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	The application has been assessed in accordance with the requirements of the Planning and Development (Local Planning Schemes) Regulations 2015 and the local planning framework.

Strategic Implications

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

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

Attachments

10.3.3 (a):	Development Plans
10.3.3 (b):	Tree Information
10.3.3 (c):	Applicant Cover Letter
10.3.3 (d):	Aerial and Zoning Map
10.3.3 (e):	HCWA Referral Response
10.3.3 (f):	Tree Protection Plan

10.3.4 RFT000006 Provision of Tree Maintenance Services - Panel Arrangement

File Reference: D-26-16361

Reporting Officer(s): Olaya Lope, Acting Director Infrastructure Services

Summary

This report recommends that Council accept a proposal from Beaver Tree Services Aust Pty Ltd and Genus Environment Pty Ltd for the Provision of Tree Maintenance Services – General and Powerline Pruning (Panel).

Please note that following adoption, the estimated tender price will be available on the Tender Register on the City's website.

Officer Recommendation

That Council:

1. Accepts the tenders submitted by Beaver Tree Services Aust Pty Ltd and Genus Environment Pty Ltd to form a panel for the Provision of Tree Maintenance Services, as shown in **Confidential Attachment (a)**; and
2. Authorises the Chief Executive Officer to execute the contract with Beaver Tree Services Aust Pty Ltd and Genus Environment Pty Ltd for the Provision of Tree Maintenance Services.

Background

The City of South Perth (the City) is seeking to establish a non-exclusive panel arrangement of suitably qualified and experienced arboricultural contractors to provide for the provision of Tree Maintenance Services within the City's streets, parks, reserves, and amenity areas.

The City's tree maintenance activities encompass works of varying complexity, risk, and technical requirements. To ensure service continuity, safe work practices, and value for money, the City intends to appoint two contractors to its proposed panel arrangement, each capable of delivering all the required services in the categories provided.

Comment

At the close of the RFT000006 advertising period three submissions had been received and these are tabled below:

TABLE A – Tender Submissions

Tender Submissions
Beaver Tree Services Aust. Pty Ltd
Intelife Group Limited (Civitus)
Genus Environmental Pty Ltd

The Tenders were reviewed by an Evaluation Panel and assessed according to the qualitative criteria detailed in the Request For Tender, as per Table B below.

TABLE B - Qualitative Criteria

Qualitative Criteria	Weighting %
1. Capacity to complete the contract and deliver a high standard of quality	40%
2. Demonstrate experience in providing similar services	30%
3. Demonstrated understanding of the required tasks	25%
4. Social and economic effect on the local community	5%
Total	100%

Based on the assessment of all submissions received for RFT000006 Provision of Tree Maintenance Services, it is recommended that the tender submissions from Beaver Tree Services Aust Pty Ltd and Genus Environmental Pty Ltd be accepted as a joint panel agreement by Council.

More detailed information about the assessment process can be found in the Recommendation Report – **Confidential Attachment (a)**.

Consultation

Public tenders were invited in accordance with the *Local Government Act 1995*.

RFT000006 for the Provision of Tree Maintenance Services was advertised in The West Australian on Wednesday 20 May 2026 and closed at 11:00pm Wednesday 10 June 2026 (AWST).

RFT000006 were invited as a Schedule of Rates Contract.

The contract is for the period three years. The Contract includes two options to extend the contract, each being for an additional 12 months exercisable at the sole discretion of the City. A mandatory site briefing was held at 10:30am on Tuesday 30 June 2026.

Policy and Legislative Implications

All legislative and policy requirements have been adhered to.

Section 3.57 of the *Local Government Act 1995* - tenders for providing goods or services:

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Regulation 11 of the Local Government (Functions and General) Regulations 1996 - when tenders have to be publicly invited:

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.*

The following Council Policies also apply:

- Policy P605 - Purchasing
- Policy P607 - Tenders and Expressions of Interest

Financial Implications

The full cost of the works is included in the 2026/27 budget.

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. Business Interruption 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.
Risk rating	High
Mitigation and actions	Approval of the tender report at the September 2026 Ordinary Council Meeting will enable timely contract award and reduce the risk of business interruption.

Strategic Implications

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

Strategic Direction:	Environment (Built and Natural)
Aspiration:	Sustainable, liveable, diverse and welcoming neighbourhoods that respect and value the natural and built environment
Outcome:	3.3 Enhanced environment and open spaces
Strategy:	3.3.2 Enhance the City's urban forest on public and private land

Attachments

10.3.4 (a): Recommendation Report (*Confidential*)

10.4 STRATEGIC DIRECTION 4: LEADERSHIP

10.4.1 Listing of Payments - August 2026

File Ref: D-26-16362

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

Summary

This report presents to Council:

- The list of accounts paid under delegated authority between 1 August 2026 to 31 August 2026; and
- Purchase card (credit and fleet cards) transactions included in the total monthly balance settled between 1 August 2026 and 31 August 2026.

Officer Recommendation

That Council receives the Listing of Payments for the month of August 2026 as detailed in **Attachment (a)** and notes all payments made by the Chief Executive Officer under Delegation DC602- Authority to Make Payments from the Municipal and Trust Funds.

Background

Council has delegated to the Chief Executive Officer (CEO) the exercise of power to make payments from its Municipal and Trust Funds.

In accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the CEO is to be prepared each month and presented to Council at the next Ordinary Meeting of the Council after the list is prepared.

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* requires payments made with purchase cards to be included in the list of accounts paid.

Comment

The payment listing for August 2026 is included in **Attachment (a)** and shows the following payments:

EFT Payments to Creditors	371	\$8,070,228.31
Cheque payments to Creditors	2	\$385.06
EFT Payments to Non-Creditors	38	\$47,860.23
Cheque payments to Non-Creditors	3	\$4,094.01
<i>Total EFT & Cheque Payments</i>	414	\$8,122,567.61
Credit Card Payments	74	\$13,309.08
Fleet Card Payments	20	\$1,577.24
Total Payments	508	\$8,137,453.93

The attached reports include a "Description" for each payment.

The report records payments are classified as:

- Creditor Payments

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

- Non-Creditor Payments

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

- Purchase Cards

Purchase card payments are included in the listing of payments as required by the Regulations. The Regulations requires the City to prepare a list of the payments made with each card and to present it to Council.

Timing of Purchase Card Reporting

Due to the timing of statement receipt and transaction acquittal in the City's system, this listing generally relates to transactions from the preceding month. The total value of those transactions is settled in the month being reported.

The City have redacted (in black) information of a private or confidential nature.

Details of payments made by direct credit to employees are not provided in this report.

The payments of bank fees, such as merchant service fees which are directly debited from the City's bank account in accordance with the agreed fee schedules under the contract for provision of banking services, are also not provided in this report.

Consultation

Nil.

Policy and Legislative Implications

Local Government (Financial Management) Regulations 1996 - Regulations 12, 13(1) and 13A

Financial Implications

The payment of authorised amounts is within existing budget provisions.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	Adopting the officer recommendation ensures the Monthly Financial reporting timelines do not exceed statutory requirements.

Strategic Implications

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

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

Attachments

10.4.1 (a):	Payment Listing August 2026
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10.4.2 Monthly Financial Statements - August 2026 and Carry Forward Budget Adjustments

File Ref: D-26-16363

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

Summary

To present to Council the Financial Statements for August 2026 and carry forward budget adjustments.

Officer Recommendation

That Council:

1. Notes the Financial Statements and report for this financial year to 31 August 2026, as shown in **Attachments (a)–(i)**.
2. Adopts the carry forward budget adjustments with the amendments contained in the Statement of Financial Activity in **Attachment (j)**, as well as the detailed changes contained in **Attachment (k)**

Absolute Majority Required for 2

Following the Council Agenda Briefing, a change was made to this report as follows:

The officer report has been updated to reflect the correct figures contained within **Attachment (j)**.

Background

The *Local Government (Financial Management) Regulations 1996* require a Statement of Financial Activity and Statement of Financial Position to be prepared monthly. These statements must report on material variances between the adopted budget and actual revenue and expenditure.

At the Special Council Meeting of 18 June 2026, as part of adoption of the 2026/27 budget, Council determined the material variance reporting threshold as \$10,000 or 10%.

Comment

The following CPI and interest rate update is provided as background:

- The national Consumer Price Index (CPI) inflation was 3.5% for the 12 months to July 2026 and Perth was 3.8% for the same period, compared to 3.8% nationally and 3.7% for Perth for the 12 months to June 2026.
- Trimmed mean inflation was 3.6%, unchanged from 3.6% in the 12 months to June 2026.
- At its 11 August 2026 meeting the Reserve Bank of Australia (RBA) decided to leave the cash rate target unchanged at 4.35%.

- The RBA Monetary Policy Board released the following statement on the 11 August 2026: *“Inflation picked up materially in the second half of 2025, and information since the beginning of this year confirms that some of the increase reflected greater capacity pressures. While the impact of the Middle East conflict on inflation has so far been less than expected, headline inflation is still too high. Trimmed mean inflation also remains elevated and is little changed from the March quarter.*
Oil and most related commodity prices remain higher than they were prior to the Middle East conflict. Some firms experiencing cost pressures are increasing the prices of their goods and services and others are looking to do so. Short-term measures of inflation expectations have eased but remain higher than earlier in the year.”
- Banks have been offering improved average interest rates of 5.06% for investments under 12 months.

Financial Statements

The Financial Statements represent the results of the 2026/27 operations to 31 August 2026 and compare year to date expenditure and revenue against the corresponding adopted budget of Council.

Category	Variance
Revenue from operating activities	Favourable variance of \$82,073. (\$64,063,418 in comparison to budget of \$63,981,345)
Expenditure from operating activities	Favourable variance of \$321,664. (\$11,021,992 in comparison to the budget of \$11,343,656)
Net operating position (See Attachment (c))	Favourable variance of \$403,737 (\$53,041,427 in comparison to budget of \$52,637,690)
Capital revenue	Favourable variance of \$22,644 (\$527,292 in comparison to budget of \$504,648)
Capital expenditure (See Attachment (e))	Favourable variance of \$2,911. (\$4,620,638 in comparison to the budget \$4,623,549)

A variance analysis is provided within **Attachment (f) Significant Variance Analysis** for those variances of \$10,000 or 10%.

Attachment (h) is a *Summary of Cash Investments, Investments and Cash* and shows where cash is invested, what % it equates to and the short-term credit rating provided by Standard & Poor's for each of the institutions.

Municipal	\$42,384,641
Reserves	\$57,025,836
Total	\$99,410,477
Total invested (various institutions)	\$89,778,623
Interest earned YTD (as at 31 August 2026)	\$669,716

As at 31 August 2026, the City held 28.13% of its investments in institutions that do not provide fossil fuel lending.

Carry Forward Budget Adjustments

As outlined during budget deliberations, estimating capital projects to be carried forward from one year to the next is challenging. This is influenced by several factors, including weather conditions, material and labour shortages, and the timing of contractor works before 30 June. Carry forward estimates were completed in two phases: first, as part of the adopted 2026/27 budget, and second, through further refinement now presented in this report. Consistent with previous years, several capital projects require budget adjustments to recognise carry forward project adjustments.

Attachment (j) the Statement of Financial Activity Revised Budget in the Revised Budget column illustrates the impact of the carry forward adjustments. Detailed adjustments are contained in **Attachment (k)** Carry Forward Budget Adjustments 31 August 2026. It details the required funding source and capital adjustments to affect the refined carry forward adjustments to the adopted 2026/27 budget.

In summary, capital grants, subsidies and contributions income is expected to increase by \$587,823 offset by a \$1,596,836 increase in capital expenditure. Transfers from cash-backed reserves will increase by \$696,910 partly offset by a \$488,852 adjustment to the Movement in cash-backed grant obligations. The net impact of the carry forward adjustments is that the balanced budget position will move to an \$800,954 deficit. Once the financial year-end process and mid-year budget review are complete, the net result is expected to return to a budget surplus.

Consultation

The City is required to prepare and submit a report to Council for the Statement of Financial Activity for each month, reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) of the *Local Government (Financial Management) Regulations 1996*.

Statements of Financial Activity must be submitted within two months after the end of the month to which the statement relates in accordance with regulation 36(4) of the *Local Government (Financial Management) Regulations 1996*.

Policy and Legislative Implications

Section 6.4 of the *Local Government Act 1995*

Section 6.8 of the *Local Government Act 1995*

Regulation 34 and 35 of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality.

Policy P603 Investment of Surplus Funds

Financial Implications

The preparation of the monthly financial reports and carry forward budget adjustments occurs from the resources provided in the annual budget.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	Adopting the officer recommendation ensures the Monthly Financial reporting timelines do not exceed statutory requirements.

Strategic Implications

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

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

Attachments

10.4.2 (a):	Statement of Financial Position
10.4.2 (b):	Statement of Change in Equity
10.4.2 (c):	Statement of Financial Activity
10.4.2 (d):	Operating Revenue and Expenditure
10.4.2 (e):	Capital Revenue and Expenditure
10.4.2 (f):	Significant Variance Analysis
10.4.2 (g):	Statement of Council Funds
10.4.2 (h):	Summary of Cash Investments
10.4.2 (i):	Statement of Major Debtor Categories
10.4.2 (j):	Statement of Financial Activity Revised Budget
10.4.2 (k):	Carry Forward Budget Adjustments 31 August 2026

10.4.3 Additional Waste Service Charge Reversal - Lot 2 (No.69) Ranelagh Crescent, South Perth

File Ref: D-26-16364

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

Summary

This report seeks Council authorisation to allow credit for additional waste service charges applied to Lot 2 (No.69) Ranelagh Crescent, South Perth.

Officer Recommendation

That Council authorise the Chief Executive Officer to allow a credit of \$6,113.00 for rates or service charges in respect of Lot 2 (No.69) Ranelagh Crescent, South Perth.

Background

On 12 August 2026, the landowner/ ratepayer submitted a customer request advising that they had been charged for 2 x waste charges, whilst only receiving one general waste bin and one recycling bin. The landowner requested this charge be reviewed, along with previous financial years.

Comment

Service Charge

The *Local Government Act 1995* (the Act) provides for the imposition on owners or occupiers of land within the district a service charge for a financial year to meet the cost to the local government in the provision of a prescribed work, service or facility in relation to the land, which includes waste charges.

The landowner became aware of the additional waste charge as the 2026/27 financial year rates notices display the number of waste services recorded against the property. Previous rates notice only displayed the total waste charge (monetary value) and did not identify the number of services.

Following review, it has been identified that the additional waste charge has been charged to the property since the 2005/06 financial year. Consistent with the City's records, the landowner has advised that this additional service was never requested or provided.

The total amount for the 2005/06 – 2026/27 period is \$6,113.00.

Consultation

The City has been liaising with the landowner on the matter.

Policy and Legislative Implications

Local Government Act 1995

The Act provides the following with respect to service charges:

“6.38 Service Charges

- (5) If a local government receives more money than it requires from the service charge imposed under subsection (1)(a) it —*
- (a) may, and if so requested by the owner of the land, is required to, make a refund to the owner of the land which is proportionate to the contributions received by the local government; or*
 - (b) is required to allow a credit of an amount proportionate to the contribution received by the local government in relation to any land on which the service charge was imposed against future liabilities for rates or service charges in respect of that land.”*

As the ratepayer is the landowner, they have the option of either a refund or credit. The landowner has opted for credit.

The Act does not provide for additional funds towards interest on the balance.

Financial Implications

Should Council authorise the credit, the total amount of credit applied to the property will be \$6,113.00.

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. Financial Loss An adverse monetary impact on the City as a consequence of a risk event occurring. A grading is assigned to different levels of potential loss relative to the significance of the impact on the City's ongoing operations and its ability to deliver expected services.
Risk rating	Low
Mitigation and actions	After becoming aware of the error, the City is seeking to rectify the matter and has been liaising with the landowner.

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

Nil.

10.4.4 Response to Notice of Motion - Review of the City's Foreshore Strategy and Management Plan

File Ref: D-26-16365
Reporting Officer(s): Olaya Lope, Acting Director Infrastructure Services
Anita Amprimo, Acting Chief Executive Officer

Summary

This report provides the response to a Notice of Motion from former Councillor Jacqueline Raison titled 'Review of the City's Foreshore Strategy and Management Plan.'

Officer Recommendation

That Council notes the review of the South Perth Foreshore Strategy and Management Plan 2015.

Following the Council Agenda Briefing, a change was made to this report as follows:

An oversight was contained in the Attachment in Node 8, action IV that indicated that the draft South Perth Foreshore Shade, Vista and Seating Plan is currently pending stakeholder review. This oversight has been corrected to advise of the correct status, consistent with the other times that this Plan is mentioned.

Background

In response to a Notice of Motion from former Councillor Jacqueline Raison, at its meeting held 24 February 2026, Council resolved as follows:

"That Council requests the CEO to commence a review of the City's Foreshore Strategy and Management Plan 2015 (Plan), which will result in a report to Council by the end of September 2026 that summarises:

- 1. How the Plan is tracking in terms of implementation.*
- 2. Whether there have been any unintended outcomes and the financial and / or social impact of those outcomes.*
- 3. Whether there have been any outcomes that have not been able to be achieved and why."*

This report presents the outcome of the above review.

Comment

South Perth Foreshore Strategy and Management Plan (Plan)

The Plan provides the long-term vision for the management, development and use of the South Perth foreshore. The Plan establishes a series of foreshore nodes and identifies strategies and actions to balance environmental, recreational, cultural and tourism outcomes while preserving the foreshore's significance as a regional and local destination.

A review of the actions identified within the Plan has been undertaken in accordance with Council Decision 0226/033. A summary of the status of individual actions is provided in **Attachment (a)**.

1. How the Plan is tracking in terms of implementation

The review found that **66 of the 75 actions (88%)** have either been **completed**, are currently **in progress** or have become **ongoing** operational activities delivered through the City's business-as-usual programs and services. The strategic relevance assessment further identified that a significant number of actions remain current, while others would benefit from a review and update to reflect changes in technology, community expectations and more recent strategic priorities.

Table 1: Implementation Status Summary

Implementation Status	Number of Actions
Completed	15
Ongoing (BAU)	23
In progress	28
Not Completed / Not Commenced	9
TOTAL	75

Table 2: Strategic Relevance Assessment Summary

Strategic Relevance Status	Number of Actions
Current	31
Review Required – Recommended for Update	26
Review Required – Recommended for Closure	18
TOTAL	75

2. Whether there have been any unintended outcomes and the financial and/or social impact of those outcomes

The review did not identify any unintended outcomes directly attributable to the implementation of the Plan. In some instances, competing demands for limited foreshore space and funding have required the City to balance environmental, recreational and community expectations when prioritising projects. While this has occasionally resulted in differing stakeholder views regarding the timing or prioritisation of projects, these impacts are considered to be a normal consequence of managing a highly valued and intensively used public asset. Overall, the implementation of the Plan has delivered positive social, environmental and recreational outcomes for the community.

3. Whether there have been any outcomes that have not been able to be achieved and why

A number of actions have not been completed as originally envisaged. In most cases, this has occurred due to one or more of the following factors:

- Changes in Council priorities and strategic direction since the Plan was adopted in 2015.
- Funding constraints and competing capital and operational budget requirements.
- The need for further investigations, business cases or feasibility assessments before progressing implementation.
- Dependencies on approvals, partnerships or engagement with external agencies and stakeholders.
- Actions being superseded, incorporated into other strategies, plans or projects, or no longer considered a priority based on subsequent assessments.

The review has identified opportunities to close completed or superseded actions and to consider whether remaining actions should be updated, integrated into contemporary strategic planning documents or progressed through future work programs as appropriate.

Overall, the review demonstrates that the Plan provides an effective framework for guiding the management and development of the South Perth foreshore, with many of its objectives having been achieved or continuing to be delivered through ongoing City programs and projects.

Consultation

Internal consultation was undertaken with relevant City officers responsible for, or involved in, the delivery of actions identified within the Plan.

Policy and Legislative Implications

Nil.

Financial Implications

There are no direct financial implications arising from this review. Any future projects, investigations or initiatives identified as a result of the review will be subject to separate consideration through future budget processes.

Key Risks and Considerations

Risk Event Outcome	Recommendations arising from this review were not implemented or incorporated into future planning processes.
Risk rating	Low
Mitigation and actions	Consider findings of this review in future strategic planning and budget processes.

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

Attachments

10.4.4 (a): Individual Actions Summary

10.5 MATTERS REFERRED FROM COMMITTEE MEETINGS

10.5.1 Minutes of the Audit, Risk and Improvement Committee Meeting held on 15 September 2026

File Ref: D-26-16366

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

Summary

This report recommends Council receive the minutes of the Audit, Risk and Improvement Committee meeting held 15 September 2026.

Officer Recommendation

That Council:

1. Receives the unconfirmed minutes of the Audit, Risk and Improvement Committee (ARIC) meeting held on 15 September 2026 as contained in **Attachment (a)**.
2. Adopts all recommendations contained within the unconfirmed ARIC minutes, except where a specific ARIC related matter is included as a separate report on this Ordinary Council Meeting agenda, in which case the Council determination on that report shall prevail.

Background

An Audit, Risk and Improvement Committee meeting was held on Tuesday 15 September 2026.

The unconfirmed minutes from that meeting are presented to Council to receive. The minutes will be confirmed by the Committee at its next meeting as required by the *Local Government Act 1995*.

In accordance with the Committee's Terms of Reference:

- "The Committee's recommendations must be adopted by Council before implementation."
- "Any recommendation for action from the Committee will be presented to the next Ordinary meeting of Council for consideration."

Comment

The ARIC were presented with nine reports being:

- Item 6.1 Terms of Reference – Audit, Risk and Improvement Committee
- Item 6.2 Audit Register - Quarter Four Report
- Item 6.3 Risk Management, Business Continuity and Work Health and Safety - Quarter Four Activity Report
- Item 6.4 Strategic Internal Audit Plan Update
- Item 6.5 Delegation DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write-Off

10.5.1 Minutes of the Audit, Risk and Improvement Committee Meeting held on 15 September 2026

- Item 6.6 Policy Review
- Item 6.7 Policy P609 - Management and Sale of City Property
- Item 6.8 Compliance Audit Return
- Item 6.9 Council Resolution Tracking

Items:

- 6.1 Terms of Reference - Audit, Risk and Improvement Committee
- 6.3 Risk Management, Business Continuity and Work Health and Safety - Quarter Four Activity Report
- 6.4 Strategic Internal Audit Plan Update
- 6.5 Delegation DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write-Off
- 6.6 Policy Review
- 6.7 Policy P609 - Management and Sale of City Property
- 6.8 Compliance Audit Return

are presented as a stand-alone report in this Agenda as the Committee's recommendation requires a resolution of Council.

All other Committee recommendations are for noting by Council.

Consultation

Nil.

Policy and Legislative Implications

Local Government Act 1995

Financial Implications

Nil.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	The minutes are provided in full and those requiring further consideration or decision of Council can be elevated separately.

Strategic Implications

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

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

Attachments

10.5.1 (a):	Minutes
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10.5.2 Terms of Reference - Audit, Risk and Improvement Committee

File Ref: D-26-16367

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

Summary

The Terms of Reference for the Audit, Risk and Improvement Committee were presented for consideration by the Committee and referred to Council for adoption.

Committee Recommendation

That Council adopts the Audit, Risk and Improvement Committee Terms of Reference as contained in **Attachment (b)**, subject to the removal of the words 'the Mayor' under the heading 'Membership.'

Officer Recommendation

That Council adopts the Audit, Risk and Improvement Committee Terms of Reference as contained in **Attachment (b)**.

Background

The Audit, Risk and Improvement Committee Terms of Reference (ToR - **Attachment (a)**) were last adopted by the Audit, Risk and Improvement Committee on 10 November 2025 and endorsed by Council at its meeting held 16 December 2025.

Comment

New Appointment

The current ToR state that the ToR are required to be reviewed with the election of new members. At the 28 July 2026 Ordinary Meeting, Council resolved as follows:

"That Council in accordance with section 7.1A of the Local Government Act 1995, appoints the following Elected Members to the Audit, Risk and Improvement Committee for the period 28 July 2026 to 16 October 2027.

a. Councillor Bronwyn David."

As such, ToR have been reviewed and updated as contained in **Attachment (b)** as further discussed below. It is recommended that the ARIC recommends to Council that it adopts the updated ToR.

Terms of Reference Modifications

Areas of Responsibility

The areas of responsibility, which outline the functions ARIC is responsible for, has been updated to refer to the specific sections of relevant legislation.

Membership

The current ToR provide for between 3 to 8 Elected Members, in addition to the Mayor and independent members. The wording has been updated to provide for a minimum of three (3) Council Members in addition to the Mayor and independent members.

Committee Operations

The requirement for the ToR to be reviewed in line with the election of new members has been deleted and replaced with the need for Council to review the ToR at least once every two years or as required due to changes in relevant legislation.

Reporting and Minutes

The ToR have been updated to clarify that in accordance with section 7.1CA of the Act, decisions of the ARIC are to be made by simple majority.

The current ToR state that the minutes will be uploaded to the City's website and the HUB. This has been deleted as it is a requirement under the Act that minutes are published and is an administrative function.

In terms of providing recommendations of ARIC to Council, this section has been updated to provide that the recommendations should be presented to the next Ordinary Council Meeting or where this is not practicable, at the first Ordinary Council Meeting after that meeting or at a Special Council Meeting called for that purpose.

Quorum

A new section has been included that provides the details of a quorum. The quorum for a committee meeting is set by section 5.19 of the Act. A quorum shall consist of at least 50% of the number of members of the ARIC, unless a reduction is approved by the local government under section 5.15 of the *Local Government Act 1995*.

Under section 5.15 of the Act, the local government may, by absolute majority, reduce the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

Consultation

Nil.

Policy and Legislative Implications

Local Government Act 1995

Local Government Amendment Act 2024

Local Government (Audit) Regulations 1996

Financial Implications

Nil.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	The Terms of Reference are in accordance with the requirements of the Local Government (Audit) Regulations 1996.

Strategic Implications

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

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

Attachments

10.5.2 (a):	ARIC Terms of Reference (Current)
10.5.2 (b):	Draft ARIC Terms of Reference

10.5.3 Risk Management, Business Continuity and Work Health and Safety - Quarter Four Activity Report

File Ref: D-26-16369

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

Summary

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

Officer Recommendation

That Council:

1. Notes the details of the Quarterly Activity Report as contained in the body of the report;
2. Notes the two Corporate Operational Risks being escalated as contained within the report; and
3. Endorses the Strategic Risk Register as contained in **Confidential Attachment (a)**.

Background

The Council is responsible for the strategic direction of the City. The City's Audit, Risk and Improvement Committee (ARIC) is a Committee of Council in accordance with the *Local Government Act 1995* (the Act) and is responsible for providing guidance, assistance and oversight to the Council, in relation to matters which include the City's compliance with Regulation 17 of the *Local Government (Audit) Regulations 1996* (the audit regulations).

The responsibility of the Chief Executive Officer (CEO) in relation to Regulation 17 of the audit regulations includes reviewing the appropriateness and effectiveness of the City's systems and procedures in relation to:

- Risk management;
- Internal control; and
- Legislative compliance.

This activity report will provide an update on the City's Risk Management, Business Continuity and Workplace Health and Safety activities undertaken for the previous quarter and identifies proposed activities for the upcoming quarter.

Information contained in this report will assist the ARIC in fulfilling their responsibilities as they relate to Regulation 17 of the audit regulations.

Comment

Strategic Risk Register

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

“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 was held on 7 July 2026, and considered the City's strategic risk register, including existing and emerging risks, risk controls, and treatment actions. A copy of the draft updated register was circulated for Elected Members and the independent ARIC members for comment, following which, the register was further reviewed by the Internal Risk Management Committee and Executive Management Team.

The draft Strategic Risk Register was then further updated with additional commentary provided to expand on the detail of the actions, and to include appropriate risk mitigation measures. It is noted that the new risk proposed at workshop, being Community Safety and Wellbeing, has been removed from the draft register. The rationale for removal was that whilst the City liaises with relevant agencies in this respect, ultimately, this is a State Government (WA Police and Department of Communities) function, and is therefore not appropriately contained as a risk within the City's Strategic Risk Register.

The control effectiveness of each risk has been reviewed with all being assessed as having effective controls in place. The updated register is contained in **Confidential Attachment (a)** and track changes are contained in **Confidential Attachment (b)**.

Operational Risk Register

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 which was assessed having a consequence rating of 3 and a likelihood rating of 4, resulting in a residual risk rating of 12 (High). The risk was subsequently reported to ARIC at its 16 June 2026 meeting and was reassessed by the Internal Risk Management Committee at its meeting held on 5 August 2026, with the risk rating remaining unchanged at High.

A psychosocial risk assessment has been undertaken by the City, as noted by Council Decision 0326/065 following the risk's initial presentation to ARIC as contained in **Confidential Attachment (c)**.

The risk is submitted to ARIC for review in accordance with the City's Risk Management Framework.

Business Continuity Plan

The City has developed an organisation-wide Business Continuity Plan (BCP) which was noted by ARIC at its 16 June 2026 meeting. 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 next phase of implementation involves 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.

Preparation for a Business Unit desktop exercise is anticipated to commence by December 2026.

Work Health and Safety

The list below provides the WHS activities and initiatives that were undertaken during the last quarter ending 20 June 2026, as well as additional items that have occurred since the reporting period until the date of preparation of this report to inform ARIC:

- The 2026/27 Annual WHS Targets and Objectives have been drafted and were presented to EMT for review in August 2026.
- City wide (including Council Members) psychosocial risk assessment has been undertaken, which included a review of the City's safety systems and processes, an employee survey and Elected Member engagement. Any areas for improvement will be imbedded into the Annual WHS Objectives and Targets for 2026/27.
- WHS Committee was held in June 2026.
- M630 - Managing Fitness for Work has been reviewed to include post incident breathalysing protocols during normal working hours on site.
- WHS Policy reviewed and draft sent for review.
- New procedure for use of Body Worn Camera (BWC) has been developed and implemented to support health and safety for Community Rangers.
- New WHS Advisor commenced in July 2026.
- Animal Care Facility operations risk assessment commenced.
- Chainsaw and Pole Saw training for 25 nominated employees has been completed.
- Resilience First Aid Training for two nominated employees was completed.
- Warden / Bomb Threat Training for nominated employees completed.

Psychosocial Risk Assessment

At its 16 June 2026 meeting, ARIC considered the Risk Management, Business Continuity and Work Health and Safety quarterly report. 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.

As noted in Council Decision 0326/065 the City undertook a psychosocial risk assessment.

The City sought quotations for an organisational wide Psychosocial Risk Assessment, with one provider selected to conduct the assessment. The Assessment commenced with a review of the City's safety systems and processes, as well as an employee survey, prior to Elected Member engagement.

The Psychosocial Risk Assessment Employee Survey was available to all employees for a period of two weeks. The Risk Assessment was undertaken in accordance with the WHS Code of Practice. The Risk Assessment is submitted to ARIC for information. A copy of the outcomes of the survey are contained as **Confidential Attachment (c) and (d)**.

Consultation

Nil.

Policy and Legislative Implications

Local Government Act 1995

Local Government (Audit) Regulations 1996

Work Health and Safety Act 2020

Industrial Relations Regulations Amendment (Work Health and Safety) Regulations 2022

WHS Code of Practice

Financial Implications

All activities listed have been completed within allocated budget.

Key Risks and Considerations

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

Strategic Implications

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

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

Attachments

10.5.3 (a):	Strategic Risk Register - Clean (<i>Confidential</i>)
10.5.3 (b):	Strategic Risk Register - Track Changes (<i>Confidential</i>)
10.5.3 (c):	Psychosocial Report (<i>Confidential</i>)
10.5.3 (d):	Pyschosocial Risk Assessment Review Report (<i>Confidential</i>)

10.5.4 Strategic Internal Audit Plan Update

File Ref: D-26-16371

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

Summary

This report presents an update on the progress and proposed amendments to the City of South Perth Strategic Internal Audit Plan 2025-2027.

Officer Recommendation

That Council notes the Strategic Internal Audit Plan 2025-2027 update.

Background

The objectives of Internal Audits are to:

- Provide independent consideration of risks, controls and processes.
- Promote mechanisms that encourage a culture, which is conscious of risk, control and processes; and
- Assist and support the City in its drive for process improvement.

The City's Strategic Internal Audit Plan 2025-2027, contained as **Attachment (a)** outlines the areas within the business in which to review over the 3-year period.

The purpose of this report is to provide a status update on this audit projects and advise ARIC of a new proposed audit project.

Comment

The City has liaised with the external auditors as to the audit projects.

The following table outlines the status of the audit program to date and proposed modifications:

Audit Project	Hours			Comment
	FY25	FY26	FY27	
Regulation 5 Financial Controls	120			Complete
Regulation 17 CEO Review	100			Complete
Procurement and Contract Management		100		Not completed due to a new procurement system being implemented in FY25/26 and vacancies in procurement positions. A specific procurement and contract management audit as

				further detailed in this report is being undertaken to test procurement and contract management functions in the interim. This audit project is proposed to be undertaken in a future financial year subject to available funding.
Records Management		80		Complete
Customer service, Social-Media & Stakeholder Engagement		80		Complete
Environmental Regulation			80	Proposed to be deferred until FY27/28 to provide for completion of the Specific Audit Project – Collier Park Golf Course Development as detailed below in FY26/27.
Fraud and Misconduct including Conflict of Interest, Gifts and Hospitality			100	At the ARIC meeting held 10 March 2026, ARIC considered a report from the City in relation to the Integrity Framework which contained a self-assessment that was released by the Public Sector Commission. Scope expanded to include integrity matters. Audit project currently progressing.
Business Continuity and Disaster Recover			40	Business Continuity Plan prepared and noted by ARIC at its 16 June 2026 meeting. Given its recent development, this audit project will be reduced in scope to a desktop audit (approximately 40 hours instead of 60) and is intended to be undertaken in a future financial year subject to available funding.

Specific Audit Project – Collier Park Golf Course Development

Given the City has recently implemented a new procurement system as detailed in the Audit Register previously presented to ARIC, and due to vacancies in this business unit, the City has proposed to defer this audit until a future financial year to enable the new procurement system to be utilised before an audit occurs.

In the interim, the City has still sought to test existing procurement and contract processes to ensure the effectiveness, consistency, and alignment of these activities with City expectations, strategic objectives, and legislative obligations via a specific project, being the Collier Park Golf Course Development project, which has been of significant public interest.

The City liaised with solicitors to create a more specific scope for this audit project, beyond the high-level audit details provided for the Procurement and Contract Management audit project contained within the Strategic Internal Audit Plan 2025-2027. A copy of the brief to the auditors is contained as **Confidential Attachment (b)**.

This audit project will test the City's procurement and contract processes for a specific project, as well as specifically provide independent assurance that the procurement and contractor appointment processes undertaken for the Collier Park Golf Course Development were conducted in accordance with Council's policies, applicable legislative requirements, principles of transparency, fairness and value for money, and that appropriate governance, probity and contract management arrangements were established to support the successful delivery of the project.

Future Strategic Internal Audit Plan

Given the current Strategic Internal Audit Plan concludes in FY27, a new Strategic Internal Audit Plan will be required. It is recommended the outstanding audit projects from the current plan be included, being:

- Environmental Regulation
- Business Continuity and Disaster Recovery
- Procurement and Contract Management

A budget allocation will be required for the preparation of this plan, to be considered in the 2027/28 Annual Budget and thereafter presented to the ARIC.

Consultation

The City has previously liaised with the independent ARIC members to confirm the intent of the expanded scope on integrity matters for the Fraud and Misconduct including Conflict of Interest, Gifts and Hospitality audit project.

Policy and Legislative Implications

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Audit) Regulations 1996

Financial Implications

The 2026/27 Annual Budget provides \$90,000 towards consultancy services, including the internal audit program. The City had anticipated the cost of the internal audit program in the 2026/27 financial year would be approximately \$40,000.

The cost of the Collier Park Golf Course Development Audit Project is approximately \$30,826. The cost of the Fraud and Misconduct including Conflict of Interest, Gifts and Hospitality Audit Project is approximately \$22,350.

The City will manage consultancy expenditure in line with the above expected costs.

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	Independent audits are a tool used by the City to identify risk. By implementing the recommendations or taking opportunities to improve, this reduces risk for the City and reduces chances of legislative breaches and/or reputational damage. Audit findings are listed in an Audit log and provided to the ARIC for full transparency.

Strategic Implications

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

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

Attachments

10.5.4 (a):	Strategic Internal Audit Plan 2025 - 2027
10.5.4 (b):	Internal Audit Project Brief - Collier Park Golf Course Development (<i>Confidential</i>)

10.5.5 Delegation DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write-Off

File Ref: D-26-16372

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

Summary

This report presents amendments to Council Delegation DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write-Off. Enabling the Chief Executive Officer to grant concessions, waive fees and write off eligible debts within approved limits and conditions. It supports efficient financial management while maintaining appropriate record keeping.

Officer Recommendation

That Council adopts amended Council Delegation DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write-Off as contained in **Attachment (b)**.

Absolute Majority Required.

Background

The 2026 annual review of delegations, undertaken in accordance with section 5.46 of the *Local Government Act 1995*, was endorsed by Council at the Ordinary Council Meeting held on 30 June 2026 and included Delegation DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write-Off.

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.

Section 5.44 of the Act allows the CEO to delegate or sub-delegate certain powers and duties to another employee, subject to any conditions imposed by the CEO.

The administration is seeking Council's consideration of further amendments to Delegation DC617, as outlined in this report, to provide greater clarity around the circumstances in which non-rate debts may be written off and when discounts, fee waivers and concessions may be granted.

Comment

The proposed amendments to Delegation DC617 are intended to clarify the scope of the delegated authority, strengthen governance controls and improve consistency in the administration of debt write-offs, discounts, fee waivers and concessions.

Proposed improvements include:

- Increasing and clarifying the delegated authority for debt write-offs to permit the write-off of debts up to \$5,000, providing greater administrative flexibility while maintaining appropriate financial controls.

10.5.5 Delegation DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write-Off

- Introducing more detailed criteria for determining when a debt may be written off, including where the debt is irrecoverable and all reasonable recovery actions have been exhausted.
- Confirming that rates and service charges, and debts prescribed by legislation as rates or service charges, are excluded from the delegation.
- Clarifying that the write-off of penalty interest, instalment fees and payment plan fees associated with rates may only occur where authorised under the City's Financial Hardship Policy.
- Requiring debts exceeding the delegated monetary limit to be referred to Council for determination.
- Introducing a specific delegated authority for the granting of discounts, fee waivers and concessions up to \$2,000 (GST exclusive) per applicant, per matter.
- Establishing eligibility criteria for discounts, fee waivers and concessions, including demonstrated community benefit, financial hardship, limited financial capacity or exceptional circumstances.
- Excluding insurance charges, bonds, security deposits and any fees specifically excluded by Council policy from the delegation.

Consultation

Nil.

Policy and Legislative Implications

Local Government Act 1995

Section 5.42 of the Act provides for Council to delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the Act, other than a small number of functions which may not be delegated.

Financial Implications

The purpose of this Delegation is improved consistency, transparency and accountability. While this change may generate some revenue for the City it is not the City's primary objective.

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the Administration, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	The proposed amendments improve clarity and support consistent decision making in the administration of debt write-offs, discounts, fee waivers and concessions. Delegations are reviewed annually and any required changes are presented to Council for consideration.

Strategic Implications

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

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

Attachments

10.5.5 (a):	Current - DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write-Off
10.5.5 (b):	Draft Amendment DC617 Granting Discounts, Concessions and Debt Write-Off

10.5.6 Policy Review

File Ref: D-26-16373

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

Summary

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

Officer Recommendation

That Council:

1. Adopts the following revised policies with minor amendments as shown in **Attachment (a)**:

P101	Public Art & Art Collections
P102	Community Funding Program
P104	Community Awards
P106	Use of City Reserves and Facilities
P107	Access and Inclusion
P109	Child Safe Awareness
P110	Financial Support of Community Organisations and Sporting Clubs
P116	Installation Use and Management of CCTV and other Monitoring Technology
P118	Library Collection Development
P402	Alfresco Dining and Parklets
P601	Long Term Financial Plan and Annual Budget
P603	Investment of Surplus Funds
P607	Tenders and Expressions of Interest
P611	Pre-Qualified Supplier Panels
P613	Capitalisation and Valuation of Fixed Assets
P624	Media Communications
P637	Employee Separation Payment
P667	Elected Member Entitlements
P672	Agenda Briefings, Concept Forums and Workshop
P675	Legal Representation
P677	State Administrative Tribunal
P693	Retiring Elected Member Gift
P695	Risk Management
P696	Related Party Transactions
P698	Attendance at Events

2. Adopts the following revised policies with substantive amendments as shown in **Attachment (b)**.

P625	Equal Opportunity
P697	Financial Hardship Assistance
P669	Elected Member Continuing Professional Development

	P671	Electronic Attendance and Meetings
	P702	Council Caretaker
3.	Revokes the following policy as shown in Attachment (c) .	
	P668	Mayoral Portraits
4.	Adopts the new policies as shown in Attachment (d) .	
	P120	Naming of Facilities, Building and Commemorative Plaques
	P705	Privacy and Information Sharing
	P706	Election Signage
Absolute Majority Required for P669 and P698		

Following the Council Agenda Briefing, a change was made to this report as follows:

The schedule contained in Policy P667 has been updated to reflect the figures as per the Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2026, which came into effect from 1 July 2026.

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 —

- (b) oversee the allocation of the local government's finances and resources; and*
- (c) 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 City reviews the policies on a progressive basis during the calendar year separated by Directorate. The policy review timeline for 2026 has been scheduled as follows:

Directorate

Meeting Cycle

Corporate Services
Development and Community

15 September ARIC Meeting

Infrastructure Services

9 November ARIC Meeting

As part of the review process, policies were assessed and categorised as requiring no changes, minor administrative amendments, substantive amendments, or revocation.

Minor administrative amendments include updates to formatting, references, legislative citations and terminology that do not affect the policy's intent or operation. Substantive amendments are those that alter, or have the potential to alter, the policy's intent, scope, responsibilities or operational application.

Where amendments were proposed, the underlying drivers for change were identified, including legislative requirements, operational improvements, organisational changes, strategic alignment, audit or review findings, and other business needs. The potential impact of proposed changes on policy intent and effectiveness was also considered as part of the assessment.

Policies related to the Corporate Services and Development and Community Services directorates are therefore presented for consideration, as further discussed in this report.

Comment

Minor Amendments

The policies listed below and shown at **Attachment (a)** are recommended with minor amendments shown by track changes in each document, with a summary of changes provided below.

P101 Public Art and Collections

P101 was adopted in 2005 and last reviewed in October 2025. The Policy provides a framework for the effective acquisition, management, display and decommissioning of the City of South Perth's public art and art collections.

The proposed amendments are minor administrative changes that provide for the role of the City's Arts Advisory Group in supporting the implementation of the Policy and the management of the City's public art and art collections.

P102 Community Funding Program

P102 was adopted in 2013 and last reviewed in October 2024. The Policy provides a framework for the equitable distribution of funding to community groups, organisations, individuals and community partnership projects that contribute to community development, enhance community wellbeing, and support initiatives that benefit the South Perth community.

The proposed amendments are minor administrative changes intended to clarify the scope, eligibility requirements and assessment parameters of the Community Funding Program.

P104 Community Awards

P104 has been in place since 2005 and was last reviewed in October 2024. The Policy provides for community awards that recognise the outstanding achievements and contributions of individuals and community groups, helping to foster a strong sense of community.

The proposed amendments are minor operational improvements that clarify the scope of the Policy by confirming its application to the development and implementation of community award programs involving the City of South Perth.

P106 Use of City Reserves and Facilities

The City owns and manages a range of reserves, parks, ovals and facilities that are available for community use and hire. This Policy provides guidance on the appropriate use and hire of those City assets and aims to balance responsible access with the effective management of public facilities for the benefit of the community.

The Policy was adopted in 2005 and last reviewed in October 2024. The proposed amendments are minor in nature and are intended to improve operational clarity. In particular, the Policy has been reworded to clarify that its scope relates to the use and hire of the City's reserves and facilities, rather than the conduct of the individuals or groups using them.

P107 Access and Inclusion

This Policy supports the City's commitment to access and inclusion by providing a framework to guide decision making and service delivery.

The Policy was adopted in 2011 and last reviewed in December 2023. The proposed amendments are administrative in nature and do not alter the intent of the Policy. Changes include updating references to relevant legislation and local laws, and ensuring alignment with current Council policies.

P109 Child Safe Awareness

The Child Safe Awareness Policy focuses on the external-facing and public role of local governments in Western Australia in promoting child safety awareness, providing information to the community, and supporting local child safe initiatives.

The Policy was developed in response to Recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse, which recognised the important role of local governments in community development, community safety, and activities that influence child safety outcomes. The Royal Commission identified an opportunity for local governments to integrate their direct responsibilities to children and young people within their broader community role.

The Policy was adopted in 2023. Minor amendments are now proposed as an operational improvement to clarify that the City's Child Safe Awareness Policy aligns with the National Principles for Child Safe Organisations and the Commonwealth Child Safe Framework. These amendments do not alter the intent or application of the Policy.

P110 Financial Support of Community Organisations and Sporting Clubs

The City acknowledges the valuable role that community organisations and sporting clubs play in providing a diverse range of recreational and leisure opportunities for the local community. This Policy establishes the principles for the allocation of Council borrowings to support community organisations and sporting clubs undertaking capital improvement projects.

The Policy was adopted in 2013 and was last reviewed in October 2024. Minor amendments are proposed as an operational improvement to provide updated information relating to external funding opportunities available to community organisations and sporting clubs through the Department of Creative Industries, Tourism and Sport.

The proposed amendments do not alter the intent of the Policy.

P116 Installation Use and Management of CCTV and Other Monitoring Technology

The provision of CCTV and other monitoring technology supports the City's commitment to enhancing the safety of employees, residents and visitors, and protecting community infrastructure, as outlined in the City's Strategic Community Plan, Community Safety and Crime Prevention Plan, Workforce Plan and associated plans. The Policy aims to improve safety and security outcomes and assist in reducing anti-social behaviour across the City.

The Policy was adopted in 2021 and was last reviewed in April 2024. Minor amendments are proposed as an operational improvement to clarify that the Policy provisions also apply to CCTV equipment hired or otherwise arranged by the City, where required.

The proposed amendments do not alter the intent of the Policy.

P118 Library Collection Development

P118 was adopted in 2021 and last reviewed October 2024. This policy provides a framework for the selection, acquisition, evaluation, and de-accession of library collection materials to ensure they meet the needs of the City and community.

This policy is proposed to be amended to reflect a minor administrative change resulting from an organisational change, whereby the position title '*Collection Development Librarian*' has been updated to '*Resources Librarian*'.

P402 Alfresco Dining and Parklets

Policy P402 Alfresco Dining and Parklets provides a framework for the establishment and management of appropriately located and designed alfresco dining and parklet areas within the City, ensuring they support street activation while maintaining pedestrian and vehicle safety, and protecting the character and amenity of surrounding areas.

The policy was adopted in 2003 and last reviewed in March 2024. The current review proposes minor administrative amendments to improve consistency, with no change to the policy intent.

P601 Long Term Financial Plan and Annual Budget

P601 outlines the City's Long Term Financial Plan (LTFP), which provides a strategic overview of how the City's financial resources may be allocated over a ten-year period. The LTFP links the City's organisational and financial capacity with its strategic objectives and is prepared in accordance with the Department of Local Government Guidelines. The policy also recognises the importance of stakeholder participation in the development of high-quality financial plans.

Adopted by Council in 2023, the policy is proposed to be amended to incorporate minor wording changes that do not alter the intent, application or operation of the policy.

P603 Investment of Surplus Funds

Local governments are required to maintain effective and accountable systems to safeguard the City's financial resources, including appropriate processes for the investment of funds.

P603 was adopted in 2002 and last reviewed in October 2024. The current review proposes minor administrative amendments to improve clarity and consistency, with no substantive changes to the policy intent.

P607 Tenders and Expressions of Interest

P607 provides the framework for inviting, evaluating and accepting tenders and expressions of interest. The policy supports openness, accountability and probity in the procurement of goods and services.

The policy was adopted in 2002 and last reviewed in June 2024. The current review proposes minor administrative amendments to improve clarity and consistency as an operational improvement, with no substantive changes to the policy intent.

P611 Pre-Qualified Supplier Panels

Policy P611 Pre-Qualified Supplier Panels provides a framework for establishing panels of suppliers for the ongoing procurement of similar goods and services, supporting efficient and effective procurement processes.

The policy was adopted in 2019 and last reviewed in June 2024. The current review proposes minor administrative amendments to improve clarity and consistency as an operational improvement, with no change to the policy intent.

P613 Capitalisation and Valuation of Fixed Assets

P613 establishes the framework for recording, capitalising and valuing the City's fixed assets, supporting the effective management and safeguarding of City resources.

The policy was adopted in 2005 and last reviewed in June 2024. The current review proposes minor administrative amendments to clarify the policy intent and improve consistency as an operational improvement, with no substantive changes to the policy requirements.

P624 Media Communication

P624 establishes a clear and consistent protocol for the City's media communications. It provides guidance on the roles of the Mayor, Councillors, Chief Executive Officer and employees when communicating with the media, ensures media communications are conducted professionally, and promotes compliance with relevant legislation, including the *Local Government Act 1995*, the City's Codes of Conduct, and other relevant Council policies.

Adopted in 2019 and last reviewed in October 2025, this policy is proposed to be amended to incorporate minor grammatical changes, update a referenced document name, and clarify that the Mayor may speak to the media on behalf of the City without requiring approval from the Chief Executive Officer or support from the media team.

P637 Employee Separation Payments

P637 was adopted in 2020 and last reviewed in December 2023. The Policy establishes the framework for the approval and administration of separation payments to employees, ensuring such payments are made in a transparent, consistent and accountable manner and in accordance with legislative requirements.

The proposed amendments are minor improvements that provide greater clarity regarding the processes associated with employee separation payments. The changes refine existing provisions and responsibilities to ensure a clearer understanding of the approval.

P667 Elected Member Entitlements

This policy provides clarity regarding the entitlements and support available to Council Members and establishes the method and timing of payments to Council Members in accordance with the *Local Government Act 1995*.

The policy was adopted in 2019 and last reviewed in June 2022. The current review includes minor administrative amendments only, primarily updating references from "Elected Member" to "Council Member" to ensure consistency.

P677 State Administrative Tribunal

P677 provides guidance for responding to applications lodged with the State Administrative Tribunal seeking a review of a Council decision. The policy was adopted by Council in 2010 and was last reviewed in October 2025.

This policy is proposed to be amended to reflect a minor administrative change, involving updates to wording within the policy to improve clarity and consistency.

P672 Agenda Briefings, Concept Forums and Workshop

P672 sets out the purpose, structure and procedures for the City of South Perth's non-statutory meetings, in accordance with the *City of South Perth Standing Orders Local Law 2007* and meetings not prescribed by the *Local Government Act 1995*, including Agenda Briefings, Concept Forums and Workshops.

Adopted by Council in 2012 and last reviewed in April 2025, the policy is proposed to be amended to support an operational improvement by simplifying the policy objectives and clarifying that consultants and specialist advisors may attend workshops and concept forums where appropriate.

P675 Legal Representation

Policy P675, adopted in 2003 and last reviewed in September 2022, outlines the circumstances in which the City may provide financial assistance for legal advice and/or representation to Council Members and employees who are subject to legal action arising from the performance of their official duties.

The proposed amendments are minor in nature and seek to ensure consistent terminology throughout the policy by replacing references to 'Elected Members' with 'Council Members'.

P693 Retiring Elected Member Gift

P693 provides a consistent and equitable approach to formally recognising the service of Council Members who retire after completing a full term of office. The policy was adopted in 2011 and last reviewed in September 2022.

The proposed amendments seek to provide a more concise policy objective and specify the nature and value of the recognition gift in accordance with relevant legislative requirements.

P695 Risk Management

P695 provides a strategic approach to risk management by promoting awareness across the City and ensuring sound risk management practices are integrated into current and future activities, processes and systems. It supports the consistent and effective assessment and management of risks in corporate planning, decision making and operational activities.

Adopted in 2017 and last reviewed in June 2023, the policy is proposed to be amended to incorporate minor wording changes to improve consistency with other Council policies.

P696 Related Party Transactions

Ensures the City's financial statements include the disclosures required under AASB 124 Related Party Disclosures, supporting transparency in reporting transactions, balances and commitments involving related parties.

The policy was adopted in 2017 and last reviewed in September 2022. The current review proposes minor administrative amendments, including the update and addition of definitions, to improve clarity and consistency, with no change to the policy intent.

P698 Attendance at Events

P698 addresses attendance at events, including concerts, conferences, functions and sporting events, whether attendance is free of charge, provided as part of a sponsorship agreement, or funded by the local government. The policy promotes transparency regarding event attendance by Council Members and the Chief Executive Officer.

Adopted in 2020 and last reviewed in September 2022, the policy is proposed to be amended to incorporate minor wording changes to ensure consistency with terminology used in other Council policies.

Substantive Amendments

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

P625 Equal Opportunity

P625 was adopted in 2002 and last reviewed in June 2025. The Policy affirms the City's commitment to complying with relevant State and Federal legislation and maintaining a workplace that is free from discrimination, harassment and unlawful workplace behaviour. The Policy promotes a workplace culture based on fairness, diversity, inclusion and respect, and supports employment decisions that are based on merit.

The proposed amendments are significant and legislative in nature, reflecting the City's positive duty obligations under the *Sex Discrimination Act 1984* (Cth). The amendments strengthen the Policy by introducing clearer leadership responsibilities, promoting a safe, respectful and inclusive workplace culture, adopting a risk-based approach to preventing unlawful conduct, and enhancing reporting and support mechanisms for workers. These changes ensure the Policy remains aligned with current legislative requirements.

P697 Financial Hardship Assistance

Policy P697 Financial Hardship Assistance was adopted in April 2020 in response to the financial impacts of the COVID-19 pandemic and was last reviewed in September 2022. The proposed revision updates the policy to focus on providing hardship assistance to ratepayers experiencing genuine financial hardship in relation to rates and service charges for their principal place of residence, while establishing clearer eligibility criteria, assessment processes and payment arrangements. The revised policy also strengthens support for vulnerable ratepayers.

P669 Elected Member Continuing Professional Development

P669 was adopted in 2013 and was last reviewed in December 2025 and applies to all City of South Perth Elected Members.

The City encourages Elected Members to attend conferences, seminars, networking events, training programs and other professional development opportunities to support their ongoing development and enhance the knowledge, skills and capabilities required to effectively perform their role as an Elected Member.

The Policy establishes the framework for Elected Member participation in professional development activities and outlines the reimbursement of associated fees and expenses incurred while undertaking approved professional development.

The proposed amendments provide greater clarity in relation to:

- (a) travel arrangements where an Elected Member seeks to vary the standard or duration of travel for personal reasons;
- (b) travel-related expenses that may be claimed while attending approved professional development activities;
- (c) reimbursement of costs incurred for a carer to facilitate an Elected Member's participation in professional development;
- (d) reporting requirements, including submission timeframes and the information to be provided to the Chief Executive Officer;
- (e) restrictions on professional development activities during an Elected Member caretaker period; and
- (f) requirements relating to the cancellation of approved professional development activities by an Elected Member.

Feedback from Elected Members at the workshop was also such that the carer provisions should be expanded to include a provision which enables Elected Members who are the primary carer to be reimbursed for costs.

Further feedback was such that the provisions should be clarified such that only those Elected Members that are up for re-election are excluded from attending training/conference in the period immediately prior to an election. These provisions were included in the draft Policy.

P671 Electronic Attendance and Meetings

P671 was adopted in 2023 and establishes the parameters for requests to attend meetings electronically, including the expectations of Council and Committee members in relation to the use of equipment and the location from which they attend.

Operational improvements have been incorporated into the Policy to provide greater clarity regarding electronic attendance at Elected Member workshops and briefings. The amendments introduce a clear notification process and recommended timeframes for requesting electronic attendance, enabling the administration to coordinate, test and support videoconferencing arrangements in advance of meetings. These changes are intended to facilitate effective participation by Elected Members and minimise the risk of technical disruptions during workshops and briefings.

P702 Council Caretaker

P702 was adopted in 2023 and last reviewed in June 2025. The proposed amendments represent a substantial review and rewrite of the Policy to align with the statutory caretaker provisions contained within the *Local Government Act 1995* and associated regulations.

The revised Policy provides a more comprehensive framework governing the conduct of Council Members, Candidates and employees during a Caretaker Period, including a clearer separation between governance responsibilities, election campaign activities and administrative functions.

The Policy also supports governance and decision making controls by incorporating restrictions relating to Significant Acts and delegated authority, and provides enhanced guidance regarding communications, public consultation, events, use of City resources and candidate engagement. Collectively, these changes provide greater clarity, consistency and legislative alignment, while supporting transparency and the equitable treatment of all candidates during an election period.

Revocation

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

P668 Mayoral Portraits

P668 Establishes guidelines for the commissioning of Mayoral Portraits in recognition of individuals who have served as Mayor and their contribution to the City.

The City is recommending the revocation of this policy on the basis that there is no legislative requirement to provide portraits of former Mayors, nor is a Mayoral Portrait an entitlement for Council Members under the *Local Government Act 1995*. In addition, no budget allocation has been made for this purpose.

The policy also does not specify a minimum period of service before a former Mayor becomes eligible for a portrait. As the office of Mayor has a statutory four-year term, this could result in a portrait being commissioned every four years, creating an ongoing financial commitment for the City.

Further, there is insufficient space to accommodate additional portraits where the current portraits are hung.

New Policies

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

P120 Name of City Facilities, Buildings and Commemorative Plaques

The City's current provisions relating to the naming of facilities and buildings and commemorative plaques are contained within Policy P609 Sale and Management of Council Property. While these provisions provide a basis for recognition activities, they are not directly related to the operational management or disposal of City property. Given the significance of naming and commemorative decisions in recognising the City's history, heritage, culture and community contributions, it is appropriate that these matters are addressed through a dedicated policy.

Establishing a standalone policy recognises that these matters are of significance to the community and separate to operational property management functions, as well as recognising that this matter does not relate to the disposal of City property.

Feedback from the workshop with Elected Members was such that specific locations should be available for commemorative plaques. This can be facilitated by a provision in the Policy explaining as such, and a separate list be made available for this purpose.

P705 Privacy and Information Sharing

P705 has been drafted to ensure compliance with the *Privacy and Information Sharing Act 2024* which took effect on 1 July 2026. It sets out how the City will collect, hold, use and disclose personal information. The Policy applies to all Elected Members, employees, contractors and volunteers undertaking duties on behalf of the City and all information handled by the City.

P706 Election Signage

The City does not currently have a dedicated policy governing the display of election signage. During Federal, State and Local Government election periods, election signs are increasingly displayed across the City on both private and public land.

The introduction of an Election Signs Policy will provide a clear, consistent and transparent framework for the placement and management of election signs, ensuring the implied freedom of political communication is balanced with the need to protect public safety, preserve local amenity, and support equitable and effective compliance and enforcement practices.

The ARIC recommended to Council that it adopts the proposed changes to the policy framework.

Consultation

Existing policies that have undergone substantive changes and new draft policies were provided in the Councillor Bulletin on 28 August 2026. Policies with substantive changes were presented at the Council Workshop held on 14 July 2026.

Policy and Legislative Implications

Local Government Act 1995

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	Review of all Council 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

10.5.6 (a):	Minor Amendments
10.5.6 (b):	Substantive Amendments
10.5.6 (c):	Revocation
10.5.6 (d):	New Policies

10.5.7 Policy P609 - Management and Sale of City Property

File Ref: D-26-16374

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

Summary

The Terms of Reference of the Audit, Risk and Improvement Committee include responsibility for reviewing the Council's policies. Policies are presented for the consideration of the Committee and referred to Council for adoption.

P609 - Management and Sale of City Property is presented separately in recognition of the significant changes proposed and the strategic implications arising from those changes.

Officer Recommendation

That Council adopts the revised Policy P609 - Management and Sale of City Property as shown in **Attachment (b)**.

Following the Council Agenda Briefing, a change was made to this report as follows:

References to "subsidy" or "subsidies" on pages 21, 25, 28 and 29 of draft Policy P609 have been amended to "rebate" or "rebates". These changes were made to ensure the terminology accurately reflects the intent of the policy. The policy does not seek to provide subsidies/grants or other forms of financial assistance to tenants; rather, it enables the City to provide rebates where appropriate.

Background

Council Policy P609 - Management and Sale of City Property (P609) was adopted in 2013 to ensure that the City has a framework related to City owned property and that property that where it is disposed of by lease or sale, disposal is undertaken in a consistent, fair and transparent manner. A copy of P609 is contained as **Attachment (a)**.

The City has identified the need for additional and refined provisions within P609 to ensure the management of City owned land and property is transparent and recognises variations between community and commercial operations. The policy also seeks to strengthen alignment with broader asset management objectives and strategic planning outcomes.

Due to the extent and significance of the substantive amendments proposed to P609, this policy has been presented separately from the other policies included in this policy review cycle. A copy of the draft amended P609 is contained as **Attachment (b)** and further discussed in this report.

Comment

Amendments to P609 are proposed to establish clear parameters for the management and sale of City land and property as detailed below.

Item	Comment
Removal of Subheading 'Naming of Facilities, Buildings and Commemorative Plaques	Provisions relating to the naming of facilities and buildings and commemorative plaques are currently contained within P609. As these provisions do not directly relate to the management, leasing, licensing or disposal of City property, it is proposed that they be removed from P609 and incorporated into a dedicated standalone policy.
Clarification of Objectives and Strategic Framework	The draft policy objectives have been revised to provide a clearer framework for the management, leasing and licensing of City land and property assets. The revised objectives strengthen alignment with the City of South Perth Strategic Community Plan 2021-2031 by ensuring property related decisions support the delivery of community, governance and financial sustainability outcomes, while promoting the responsible and effective use of City assets. A key change is the introduction of community benefit and social return as considerations in the allocation and management of City property. This recognises the value that local not-for-profit organisations, community groups and sporting clubs contribute through the delivery of services, programs and activities that benefit the community. The revised objectives also introduce a balanced approach to property management by recognising the need to achieve appropriate cost recovery and revenue generation opportunities, while continuing to support community focused outcomes where a demonstrable public benefit is provided.
Principles	To support decision making, the draft policy incorporates a set of guiding principles that ensure leasing, licensing and property management outcomes are considered holistically. These principles include social return, service excellence, commercial value, financial return, cost recovery, utilisation, equity and exclusivity, together with environmental benefits, the strategic future of the underlying land asset, applicable statutory and regulatory requirements, and any heritage or conservation value associated with the property. Collectively, these principles provide a framework for balancing community outcomes, operational requirements and the long-term interests of the City.

Standard Tenure Conditions	It is proposed to introduce consistent lease and licence terms and conditions across the City's property portfolio. The aim is to provide greater consistency, transparency and fairness in the management of City owned land and property, while ensuring clear expectations for tenants. It is intended to establish a minimum set of responsibilities and obligations that apply to all tenants, unless otherwise negotiated and agreed. It also seeks to improve compliance across the portfolio and minimise the City's exposure to financial loss, legislative breaches and property damage arising from inconsistent tenure arrangements.
Land/Ground Leases	This new section has been introduced to provide guidance for land and ground lease arrangements where the City makes land available for development and ongoing use by a tenant. The section recognises the unique nature of these leasing arrangements, which often involve significant tenant investment in infrastructure and improvements to the site. The City's standard commercial lease terms and tenure conditions do not apply to Development Leases. In recognition of the substantial capital investment typically associated with development proposals, longer lease terms may be granted where justified by the scale and nature of the investment.
Evaluation Criteria and Vacant City Property	This new section outlines the existing process for leasing vacant City property through an Expression of Interest (EOI) process. The EOI process is intended to provide transparency and ensure prospective proponents are provided with the information necessary to prepare and submit a competitive lease proposal for the City's consideration. Submissions will be assessed against predetermined criteria to support a fair, consistent and transparent evaluation process, ensuring the proposed use aligns with the City's strategic objectives and delivers appropriate community, operational and financial outcomes.
Approvals	This new section outlines approval requirements and standards to ensure the City meets its statutory and regulatory obligations in relation to the leasing, licensing and management of City property. This includes compliance with applicable legislation, such as obtaining Ministerial consent under section 18 of the <i>Land Administration Act 1997</i> where required, and ensuring appropriate approvals are obtained before entering or varying tenure arrangements.

Compliance	The section aims to ensure leased properties are managed safely, lawfully and in accordance with the terms of the lease. It outlines the compliance requirements applicable to tenants and reinforces the expectation that all lease obligations are met throughout the term of the tenure arrangement. This includes maintaining compliance with relevant legislation, approvals and regulatory requirements, such as planning and development approvals, building permits, occupancy requirements, fire safety obligations and any other approvals required for the tenant's use and occupation of the premises.
Lease Audit	The mandatory lease audit function implemented by the City in 2025 supports the effective management and oversight of City's leased properties. The lease audit process enables the City to obtain information necessary to assess tenant performance, verify compliance with lease obligations, and ensure the tenant is meeting its responsibilities under tenure arrangements. This may include the review of public liability insurance, emergency evacuation plans, statutory approvals, maintenance obligations, and other documentation required under the terms of the lease. The revised section supports improved compliance, risk management and accountability across the City's property portfolio.
Improved Asset and Building Management Framework	A new section has been introduced to improve alignment between this policy and the City's existing strategic documents, plans and policies, including the Asset Management Plan. This will support a more integrated approach to the management, maintenance and leasing of City owned property and buildings, ensuring decisions are informed by broader asset management objectives and long term planning considerations.
Concessions and Incentives	Concessions and Incentives has been introduced to recognise the community benefits delivered by certain tenants through their programs, services and activities. The section permits Council to consider the approval of concessions and incentives, where a tenant delivers significant community outcomes or contributes to the development of new facilities or substantial upgrades to existing infrastructure. Subject to assessment and approval by Council, incentives may include rent-free periods, fit-out contributions, rent rebates, or extended tenure arrangements, including lease terms of up to 10 years where appropriate. These measures are intended to support investment in community infrastructure and enhance community access to quality facilities and services.

Signage	A new lease condition has been introduced to manage signage within leased areas and ensure consistency with the City's relevant signage requirements. This condition seeks to ensure that signage is appropriately designed and located.
Maximising Use	A new section has been introduced to promote the maximisation of the City's asset portfolio through shared use and co-location arrangements. The section encourages the efficient use of facilities by supporting seasonal and complementary occupancy arrangements between user groups. For example, a sporting club may share a facility with another sporting club under a summer and winter seasonal-use arrangement, where operationally suitable and mutually beneficial.
Sale of City Property	A minor administrative amendment has been made to clarify that the sale and disposal of City property will be undertaken in accordance with the requirements of the <i>Local Government Act 1995</i> .
Tenant Classification Tables	The revised classification framework provides for transparent and equitable lease and licence arrangements. While tenant classification is recognised within the current policy framework, the following classification tables has been introduced to better recognise the differing nature, purpose and operational capacities of tenant groups: 1. Community groups 2. Not for profit (With an annual turnover greater than \$50,000) 3. Sporting clubs and recreational groups 4. Governments bodies 5. Commercial tenants Feedback from the Elected Member workshop sought further definitions for community groups compared to not-for-profits, which has been included. The revised approach acknowledges that tenant categories do not function uniformly and that their ability to generate revenue, meet commercial obligations and deliver community outcomes can vary significantly.
Sub-lease	Feedback from the Elected Member workshop sought to include provisions related to the extent of revenue that could be obtained from sub-letting a premises, in relation to the rent received by the City. The City has included a provision to this effect.

The proposed amendments to P609 establish a framework that ensures the efficient, transparent and responsible retention, development, acquisition and disposal of City land and property assets for the benefit for community. The ARIC recommended to Council that it adopts the revised P609.

Consultation

The draft amended P609 was discussed at a Council Workshop held on 14 July 2026 and a revised draft P609 incorporating feedback was presented at a Council Workshop held 1 September 2026.

Policy and Legislative Implications

Local Government Act 1995

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	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

- 10.5.7 (a): Policy P609 Management and Sale of City Property (Current)
- 10.5.7 (b): Policy P609 - Proposed Changes

10.5.8 Compliance Audit Return

File Ref: D-26-16375

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

Summary

This report provides the City's response to the Local Government Inspector 2025 Compliance Audit Return.

Officer Recommendation

That Council:

1. Adopts the Local Government Inspector Compliance Audit Return for the period 1 January 2025 to 31 December 2025 as contained in **Attachment (a)**;
2. Authorises the certification to be jointly completed by the Mayor and Chief Executive Officer in accordance with Regulation 15 of the Local Government (Audit) Regulations 1996; and
3. Instructs the Chief Executive Officer to provide the Compliance Audit Return and Council's Resolution to the Local Government Inspector by 30 September 2026.

Background

The City is required to undertake an annual audit of statutory compliance in accordance with Regulation 14 of the *Local Government (Audit) Regulations 1996*. The Local Government Inspector issued the Compliance Audit Return (CAR) for the period 1 January 2025 to 31 December 2025, focusing on legislative requirements identified as high risk under the *Local Government Act 1995* and associated regulations. The deadline for submission of the 2025 CAR was deferred to 30 September 2026.

Comment

The 2025 Compliance Audit Return contained the following compliance categories:

- Major Land Transactions;
- Local Laws;
- Procurement and Tendering;
- Disposal of Property;
- Delegations;
- CEO and Senior Employee Recruitment and Employment;
- Codes of Conduct and Standards;
- Disclosure of Interest and Gifts;
- Primary and Annual Returns;

10.5.8 Compliance Audit Return

- Council Member Training and Professional Development;
- Public Information and Website Compliance;
- Integrated Planning and Reporting;
- Audit Risk and Legislative Compliance Reviews;
- Elections and Electoral Gifts; and
- Financial Management.

Local Government (Functions and General) Regulations 1996

The Compliance Audit Return included a number of questions relating to Regulations 19, 24 and 24AI of the *Local Government (Functions and General) Regulations 1996*. These questions assessed whether the CEO complied with statutory notification requirements by providing written advice of outcomes to tenderers, respondents to Expressions of Interest, and applicants to join a panel of pre-qualified suppliers.

In answering these questions, the City has identified a failure to comply with Regulations 19, 24 and 24AI of the *Local Government (Functions and General) Regulations 1996*. While written notification of outcomes was generally provided to tenderers, Expression of Interest respondents, and panel applicants, the notifications did not fully meet the requirements of the Regulations. Specifically, details of the successful tenderer or successful EOI respondents were omitted in some instances, and the notifications were not issued by the CEO in all cases.

The Local Government (Functions and General) Regulations 1996 require the CEO to provide written notification to each tenderer advising the outcome of a tender process. Failure to notify unsuccessful tenderers may constitute non-compliance with Regulation 19.

Local Government Act 1995

The Compliance Audit Return included questions relating to sections 5.46 and 5.77 of the *Local Government Act 1995*. These questions assessed whether the City maintained and reviewed its register of delegations, whether records were kept when delegated powers were exercised, and whether written acknowledgements were provided upon receipt of primary and annual returns.

The City has identified a failure to comply with sections 5.46 and 5.77 of the *Local Government Act 1995*. While the City maintains a register of delegations and is aware of the delegations exercised under Delegation DC617 – *Granting Discounts, Concessions, Fee Waiver and Debt Write-Off*, the use of this delegation was not recorded in a formal register in all instances as required by the Act.

All delegations from the CEO to employees were reviewed as part of the annual review process, with the exception of Delegation DM605 – *Purchasing Approval* and Delegation DM682 – *Dealing with Enrolments for Council Elections*, which were not reviewed due to staff capacity and resource constraints at the time.

Additionally, acknowledgements of receipt for primary and annual returns were issued by Governance on behalf of the CEO and Mayor respectively.

Consultation

Nil.

Policy and Legislative Implications

In accordance with Regulation 14 of the Local Government (Audit) Regulations 1996 the completed 2025 Compliance Audit Return is to be reviewed and the results presented to Council. Following Council's adoption, the 2025 Compliance Audit Return must be submitted to the Local Government Inspector by 30 September 2026.

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	The City has strong controls in place for the Compliance Audit Return.

Strategic Implications

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

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

Attachments

10.5.8 (a):	Responses - Compliance Audit Return
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11. APPLICATIONS FOR LEAVE OF ABSENCE

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.1 NOTICE OF MOTION - UNHOSTED SHORT TERM RENTAL ACCOMMODATION POLICY

File Ref: D-26-16376

Reporting Officer(s): Fiona Mullen, Acting Director Development and Community Services

Summary

Councillor Kathy Lees submitted the following Notice of Motion prior to the Council Agenda Briefing held 22 September 2026.

Notice of Motion Recommendation

That Council requests the Chief Executive Officer to:

1. Undertake a review of Local Planning Policy 2.5 – Unhosted Short Term Rental Accommodation to assess its effectiveness, including the adequacy of the policy objectives in balancing visitor accommodation with the protection of long-term housing availability and residential amenity, and the appropriateness of the current locational requirements.
2. Prepare and present to Council for advertising an updated Policy that reflects the findings of this review.

Background

Councillor Kathy Lees submitted a Notice of Motion regarding Local Planning Policy 2.5 - Unhosted Short Term Rental Accommodation. The reasons for the Notice of Motion are as follows:

- *Since Local Planning Policy 2.5 - Unhosted Short Term Rental Accommodation was adopted in March 2025, the City has determined 23 unhosted short term rental accommodation (USTRA) development applications, approving 19 and refusing four. This provides a sufficient sample of applications to undertake a meaningful review of the policy's effectiveness and operation.*
- *Based on USTRA applications that have come before Council recently, it is considered timely to review the policy to ensure it effectively manages the cumulative impacts of USTRAs on residential amenity and housing availability, while continuing to support appropriate visitor accommodation.*
- *While the current objectives seek to ensure land use compatibility and protect the amenity of adjacent development, they do not expressly address the need to preserve residential amenity and neighbourhood character or protect the availability of housing for long-term residential occupation.*
- *The increasing prevalence of USTRAs has the potential to reduce the supply of long-term rental housing and increase competition for housing stock in residential areas. In the context of the current housing and rental crisis, it is important that the policy gives appropriate weight to preserving housing availability for long-term residents.*

- *Visitor accommodation does play an important role in supporting tourism and the local economy. The review should allow USTRAs to continue to contribute to the City's accommodation offering in appropriate locations while balancing residential amenity and housing availability.*
- *The policy objectives should be expanded to better protect the primary purpose of residential areas in providing housing that is available for long-term residential occupation.*
- *The current locational criteria should also be reviewed, as the 400 metre catchments around Neighbourhood Centre and Centre zones capture extensive residential areas and may not adequately distinguish locations that are appropriate for visitor accommodation.*
- *The review should consider more targeted locational requirements, assisted by approaches adopted by other local governments, including more clearly defined or mapped areas. Options for consideration could include focusing USTRAs in Centre zones, areas where short-stay and tourist accommodation is already established, and locations adjoining high-frequency public transport corridors such as Canning Highway.*
- *Refining the policy in this way would assist in balancing the benefits of visitor accommodation with the need to maintain housing availability and ensure USTRAs are directed to locations best suited to that purpose.*

Comment

The Notice of Motion as worded seeks to initiate a review of Local Planning Policy 2.5 – Unhosted Short Term Rental Accommodation (LPP 2.5), adopted at the Ordinary Council Meeting held 25 March 2025.

The current locational requirements contained within LPP 2.5 were introduced to the draft policy prior to advertising and were not supported by the City for the following reasons:

- Scheme amendment No. 1 to Local Planning Scheme No. 7 (LPS 7) initiated by Council provides for USTRA as an 'A' use (discretionary subject to advertising) in all zones, meaning the use can be considered for approval regardless of any locational criteria contained within LPP 2.5.
- Whilst regard can be given to locational criteria, the existence of a policy cannot replace the discretion of the decision maker insofar as a policy is to be inflexibly applied regardless of the merits of a particular development application.
- Should Council seek to further refine the locational criteria such as the introduction of mapped areas where such uses are preferred, non-compliance with such criteria should not be construed as the use not being permitted in such areas.

It should be noted that as a proportion of the City's overall housing stock, Unhosted Short Term Rental Accommodation currently represents approximately 0.38%.

Consultation

Nil.

Policy and Legislative Implications

An updated Policy would require public advertising for a minimum of 21 days in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

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	Advertise local planning policies in accordance with the Regulations where required.

Strategic Implications

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

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

Attachments

Nil.

13. QUESTIONS FROM MEMBERS

13.1 RESPONSE TO PREVIOUS QUESTIONS FROM MEMBERS TAKEN ON NOTICE

Responses to questions from members taken on notice at the August 2026 Ordinary Council Meeting can be found in the **Appendix** of this Agenda.

13.2 QUESTIONS FROM MEMBERS: 29 SEPTEMBER 2026

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

15. MEETING CLOSED TO THE PUBLIC

Nil.

16. CLOSURE

APPENDIX

13.1 RESPONSES TO PREVIOUS QUESTIONS FROM MEMBERS TAKEN ON NOTICE OCM 25 AUGUST 2026

Councillor Kathy Lees	
1. Can Administration advise who within the organisation is authorised to approve the removal of trees on City-managed land, whether due to tree health, public safety concerns, infrastructure works, or other operational reasons?	The removal of trees on City-managed land is an operational matter assessed by City Officers. Each request is evaluated on its merits, taking into account factors such as tree health, structural condition, public safety risks, asset protection requirements, infrastructure works and other operational considerations. Tree removal is considered a last resort, with alternative management options investigated wherever practicable. Where a proposed tree removal is not driven by health, safety or other operational requirements, the matter is generally referred to Councillors through a workshop process for consideration and discussion before any decision is made.
2. Further, can the Administration confirm whether all removals of trees from City managed land are reported to Council through the weekly Councillor Bulletin?	Not all tree removals are communicated to Councillors. The weekly Councillor Bulletin is used to advise Councillors of tree removals on City-managed land that are considered likely to attract public interest or generate community enquiries. Where reported, the bulletin includes the location of the tree, the reason for removal and any proposed replacement planting, where applicable.

Councillor Stephen Russell	
1. Is there a reason as to why floodway and flood fringes are mapped on the City's IntraMaps but not the flood plains?	The information displayed in IntraMaps is based on flood mapping datasets provided by the Department of Water and Environmental Regulation (DWER), which maintains a comprehensive floodplain mapping system at a State-wide level. In general, the floodway and flood fringe layers shown in IntraMaps represent the various components of the mapped 1% Annual Exceedance Probability (AEP) floodplain, rather than information that is additional to the floodplain. As the combined extent of the floodway and flood fringe layers typically represents the entire floodplain, a separate floodplain layer has generally not been included to avoid duplication. However, DWER has advised that there are some locations, including the Swan River between the Narrows Bridge and Canning Bridge, where a floodplain has been mapped without corresponding floodway or flood fringe classifications. In these areas, a separate floodplain dataset would provide additional information. The City is currently investigating whether this additional DWER floodplain dataset should be incorporated into IntraMaps to improve the completeness of flood mapping information available to users.