

ATTACHMENTS

Ordinary Council Meeting

29 September 2026

**Part 2 – 10.5.1, 10.5.2, 10.5.4, 10.5.4, 10.5.6,
10.5.7, 10.5.8**

ATTACHMENTS TO AGENDA ITEMS

Ordinary Council Meeting - 29 September 2026

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MINUTES

Audit, Risk and Improvement Committee Meeting

15 September 2026

Committee Members

Here within are the Minutes of the Audit, Risk and Improvement Committee Meeting held Tuesday 15 September 2026 in the City of South Perth Council Chamber, corner Sandgate Street and South Terrace, South Perth.



ANITA AMPRIMO
ACTING CHIEF EXECUTIVE OFFICER

18 September 2026

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Audit, Risk and Improvement Committee Meeting - Minutes

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 6.05pm and welcomed everyone in attendance.

2. ATTENDANCE

Elected Members

Manning Ward
Moresby Ward

Councillor André Brender-A-Brandis
Councillor Stephen Russell

Independent Members

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

Officers

Acting Chief Executive Officer	Ms Anita Amprimo
Acting Director Corporate Services	Ms Donna Shaw
Acting Director Development and Community Services	Ms Fiona Mullen
Acting Director Infrastructure Services	Ms Olaya Lope
Manager Governance	Mr Morgan Hindle
Governance Officer	Ms Jane Robinson
Governance Officer	Ms Sarah Gould

Gallery

There were no members of the public present.

2.1 APOLOGIES

- Mayor Greg Milner

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3. DECLARATIONS OF INTEREST

- Presiding Member Leah Horton – Impartiality Interest in Item 6.4 as ‘in my role as Director Strategy and Governance at the Department of Fire and Emergency Services (DFES), we have recently engaged William Buck to undertake a forensic audit. William Buck is not DFES’ contracted internal audit firm; however, was identified to complete this assignment due to their expertise in forensic investigative work and I am disclosing it in the interests of transparency. I am comfortable participating in discussion and decision making on these agenda items.’

4. CONFIRMATION OF MINUTES

4.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD: 16 June 2026

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Councillor André Brender-A-Brandis

That the Minutes of the Audit, Risk and Improvement Committee Meeting held 16 June 2026 be taken as read and confirmed as a true and correct record.

CARRIED (4/0)

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

Against: Nil.

5. PRESENTATIONS

Nil.

6. REPORTS

6.1 TERMS OF REFERENCE - AUDIT, RISK AND IMPROVEMENT COMMITTEE

File Ref: D-26-13636

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

Summary

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

Officer Recommendation

Moved: Ms Shona Zulsdorf

Seconded: Councillor André Brender-A-Brandis

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

AMENDMENT

Moved: Ms Shona Zulsdorf

Seconded: Councillor André Brender-A-Brandis

That the Audit, Risk and Improvement Committee Terms of Reference as contained in **Attachment (b)** be amended to remove the words 'the Mayor' under the heading 'Membership.'

Reasons for Change

It could be any three Council Members.

The amendment was put and declared CARRIED (4/0) and formed part of the substantive motion

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

Against: Nil.

6.1 Terms of Reference - Audit, Risk and Improvement Committee

Amended Substantive Motion AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Councillor André Brender-A-Brandis

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

CARRIED (4/0)

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

Against: Nil.

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.

6.1 Terms of Reference - Audit, Risk and Improvement Committee

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.

6.1 Terms of Reference - Audit, Risk and Improvement Committee

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

- 6.1 (a):** ARIC Terms of Reference (Current)
6.1 (b): Draft ARIC Terms of Reference

6.2 AUDIT REGISTER - QUARTER FOUR REPORT

File Ref: D-26-13502

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

Summary

This report provides an update on the progress of actions included in the Audit Register since last presented to the ARIC at the meeting on 16 June 2026.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Councillor André Brender-A-Brandis

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

CARRIED (4/0)

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

Against: Nil.

Background

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

The Register:

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

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

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

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

6.2 Audit Register - Quarter Four Report

Comment

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

The following findings will be closed as they are complete:

Finding #	Finding
166	IT Project Management
196	Systems and Monitoring
203	Management of cloud services – (Management Practice)
204	Information classification
210	Information security and operational management processes
212	Data loss prevention
234	Management of cloud services – (Management Practice – Cloud vendor assurance process)
240	Management Practice – (Information and Cyber security practices)

Updates on audit findings for the Customer Service, Social Media and Stakeholder Audit and Records Management Audit will be provided in the next reporting period.

Consultation

Nil.

Policy and Legislative Implications

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Audit) Regulations 1996

Financial Implications

The Internal Audit function has a budget of approximately \$40,000 for the 2026/27 financial year.

6.2 Audit Register - Quarter Four Report

Key Risks and Considerations

Risk Event Outcome	Legislative Breach Refers to failure to comply with statutory obligations in the manner in which the City, its officers and Elected Members conduct its business and make its decisions and determinations. This embraces the full gamut of legal, ethical and social obligations and responsibilities across all service areas and decision making bodies within the collective organisation.
Risk rating	Low
Mitigation and actions	The City is subject to a comprehensive OAG Audit each year. The City has a Council endorsed three-year Strategic Internal Audit Plan which runs from 2024/25 to 2026/27. The City completes an annual Compliance Audit Return and undertakes Regulation 5 and 17 audits, as per legislation. The recommendations from those reports are reported on Quarterly reporting to ARIC and Council for 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:	4.3.1 Foster effective governance with honesty and integrity and quality decision making to deliver community priorities

Attachments

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

6.3 RISK MANAGEMENT, BUSINESS CONTINUITY AND WORK HEALTH AND SAFETY - QUARTER FOUR ACTIVITY REPORT

File Ref: D-26-13496

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.

Moved: Ms Shona Zulsdorf

Seconded: Councillor André Brender-A-Brandis

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

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)**.

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

The Presiding Member moved a motion to close the meeting to the public:

COMMITTEE RECOMMENDATION

Moved: Ms Leah Horton

Seconded: Ms Shona Zulsdorf

That the meeting be closed to the public in accordance with section 5.23(4)(e) of the *Local Government Act 1995* to discuss matters pertaining to the **Confidential Attachments**.

Legislative Reference in accordance with section 5.23 (8)(b): *Local Government Act 1995* - Section 5.23(4)(e) - As information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations.

Explanation in accordance with section 5.23 (8)(e): The matter contains information regarding strategic risks and associated controls that, if publicly disclosed, may endanger the security, including cyber security, of the City's property and assets.

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

CARRIED (4/0)

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

Against: Nil.

The meeting was closed to the public at 6.15pm.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Councillor André Brender-A-Brandis

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

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)**.

CARRIED (4/0)

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

Against: Nil.

COMMITTEE RECOMMENDATION

Moved: Ms Leah Horton

Seconded: Councillor André Brender-A-Brandis

That the meeting be reopened to the Public.

CARRIED (4/0)

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

Against: Nil.

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

The meeting was reopened to the public at 6.36pm.

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).

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

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).

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

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.

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

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.

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

Strategic Implications

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

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

Attachments

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

6.4 STRATEGIC INTERNAL AUDIT PLAN UPDATE

File Ref: D-26-13507

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 AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Councillor André Brender-A-Brandis

That the Audit Risk and Improvement Committee recommends that Council notes the Strategic Internal Audit Plan 2025-2027 update.

CARRIED (4/0)

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

Against: Nil.

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

6.4 Strategic Internal Audit Plan Update

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.

6.4 Strategic Internal Audit Plan Update

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

6.4 Strategic Internal Audit Plan Update

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

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

6.5 DELEGATION DC617 GRANTING DISCOUNTS, CONCESSIONS, FEE WAIVER AND DEBT WRITE-OFF

File Ref: D-26-14291

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 AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Councillor Stephen Russell

That the Audit, Risk and Improvement Committee recommends to Council that it adopt amended Council Delegation DC617 Granting Discounts, Concessions, Fee Waiver and Debt Write-Off as contained in **Attachment (b)**.

CARRIED (4/0)

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

Against: Nil.

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.

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

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.
- 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.

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

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

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

6.6 POLICY REVIEW

File Ref: D-26-13527

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

Summary

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

Various policies are presented for consideration by the ARIC for review and referral to Council for adoption.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Councillor André Brender-A-Brandis

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

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

6.6 Policy Review

- 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
- CARRIED (4/0)**
- For:** Councillors André Brender-A-Brandis and Stephen Russell, Ms Leah Horton and Ms Shona Zulsdorf.
- Against:** Nil.

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.

6.6 Policy Review

- 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:

<u>Directorate</u>	<u>Meeting Cycle</u>
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.

6.6 Policy Review

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.

6.6 Policy Review

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.

6.6 Policy Review

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.

6.6 Policy Review

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.

6.6 Policy Review

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.

6.6 Policy Review

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.

6.6 Policy Review

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.

6.6 Policy Review

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.

6.6 Policy Review

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.

It is recommended that the ARIC recommend 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.

6.6 Policy Review

Key Risks and Considerations

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

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

6.7 POLICY P609 - MANAGEMENT AND SALE OF CITY PROPERTY

File Ref: D-26-13912

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 referral 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 AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Councillor Stephen Russell

That the Audit, Risk and Improvement Committee recommends to Council that it adopts the revised Policy P609 - Management and Sale of City Property as shown in **Attachment (b)**.

CARRIED (4/0)

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

Against: Nil.

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.

6.7 Policy P609 - Management and Sale of City Property

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.

6.7 Policy P609 - Management and Sale of City Property

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.

6.7 Policy P609 - Management and Sale of City Property

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.

6.7 Policy P609 - Management and Sale of City Property

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.

6.7 Policy P609 - Management and Sale of City Property

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. It is recommended that the ARIC recommend 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

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

6.8 COMPLIANCE AUDIT RETURN

File Ref: D-26-13808

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 AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf

Seconded: Councillor Stephen Russell

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

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.

CARRIED (4/0)

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

Against: Nil.

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;

6.8 Compliance Audit Return

- 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;
- 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.

6.8 Compliance Audit Return

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

6.8 (a): Responses - Compliance Audit Return

6.9 COUNCIL RESOLUTION TRACKING

File Ref: D-26-13094
Reporting Officer(s): Donna Shaw, Acting Director Corporate Services

Summary

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

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Ms Shona Zulsdorf
Seconded: Councillor André Brender-A-Brandis

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

CARRIED (4/0)

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

Against: Nil.

Background

A Status Report on Council Resolutions is maintained and available on the City's website for the period 2021 to 2026.

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

The Council Resolutions Register is managed as follows:

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

Comment

At the ARIC meeting held 16 June 2026, the ARIC was presented with a report on Council Resolutions made in 2026 and their status.

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

The Resolutions from the Ordinary Council Meeting held 25 August 2026 and Special Council Meeting held 14 August 2026 are not included in this report due to the proximity to the creation of this Agenda.

6.9 Council Resolution Tracking

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

Meeting Date	Number of Resolutions	Status
26 May 2026	12	9 completed 3 in progress
16 June 2026 (Special)	1	1 completed
18 June 2026 (Special)	1	1 completed
30 June 2026	19	18 completed 1 in progress
28 July 2026	22	20 completed 2 in progress
10 August 2026 (Special)	1	1 completed

This Register is presented as **Attachment (a)**.

At the last ARIC meeting held 16 June 2026, the Committee were presented with 2026 resolutions for the period February to April 2026. All resolutions that were noted as in progress are contained as **Attachment (b)**.

2025 Resolutions

At the last ARIC meeting held 16 June 2026, five resolutions were noted as in progress. One resolution is now completed, with four in progress. These resolutions are presented at **Attachment (c)**.

Consultation

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

The Register is reviewed regularly by the Executive Management Team.

Policy and Legislative Implications

Local Government Act 1995

Financial Implications

Nil.

6.9 Council Resolution Tracking

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. 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	Council Resolutions are maintained in a register and there is visibility and accountability of the Register through the ARIC, Council and on the website. They are reviewed regularly by the Executive Management Team.

Strategic Implications

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

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

Attachments

6.9 (a):	May 2026 to 10 August 2026 Council Resolutions Register
6.9 (b):	February to April 2026 Pending Status Report
6.9 (c):	2025 Council Resolutions Register - In Progress

7. MEETING CLOSED TO THE PUBLIC

The meeting was closed to the public at 6.15pm and reopened at 6.36pm to consider the Confidential Attachment at Item 6.3.

8. CLOSURE

The Presiding Member declared the meeting closed at 6.58pm.

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

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



Audit, Risk and Improvement Committee Terms of Reference

Responsible Director	Chief Executive Officer
Responsible Business Unit/s	All
Quorum	4

1. ESTABLISHMENT

The Audit, Risk and Improvement Committee (ARIC) is established under Section 7.1A of the *Local Government Act 1995* (the Act). The Committee will operate in accordance with all relevant provisions of the Act, the Local Government (Audit) Regulations 1996 and the Local Government (Administration) Regulations 1996.

2. OBJECTIVE

The objectives of the Committee are to:

- assist in the annual external audit and liaise with the auditor to ensure appropriate management of the City's financial affairs;
- facilitate the coordination of the internal audit function with the external audit;
- ensure openness and transparency in the City's audit and financial reporting;
- facilitate effective management of financial and other risks, and the protection of Council assets;
- ensure compliance with laws and regulations;
- ensure best practices are followed in relation to audit, risk management, internal control and legislative compliance; and
- advise Council in relation to all audit, risk management and compliance matters.

3. POWERS OF THE COMMITTEE

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference.

The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

4. AREAS OF RESPONSIBILITY

The Audit, Risk and Improvement Committee is responsible for the following functions:

- provide guidance and assistance to Council as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
- provide guidance and assistance to the Council as to –
 - (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act;
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management;
- meet with the Auditor once a year and provide a report to Council on the matters discussed and the outcome of those discussions;
- review the City's draft Annual Financial Report and recommend adoption of the report to Council;
- review any significant changes to the Annual Financial Report that may arise before the report is signed;
- review the annual Compliance Audit Return and report to the Council the results of that review;
- review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –
 - (i) report to the Council the results of that review;
 - (ii) give a copy of the CEO's report to the Council;
- consider the CEO's biennial reviews of the appropriateness and effectiveness of the City's systems and procedures in regard to risk management, internal control and legislative compliance and report to the Council the results of those reviews;
- review the City's Corporate Business Plan, Policies, Delegations and risk management systems;

- review the effectiveness of operations and services including non-financial controls of the City;
- review the internal control structure, monitoring the operations of the information system and internal controls, and providing recommendations for improvements; and
- review the quarterly Activity Report which incorporates Risk Management, Business Continuity and Workplace, Health and Safety.

5. MEMBERSHIP

The Committee shall consist of:

- the Mayor;
- Independent Presiding Member (External Member);
- Independent Deputy Presiding Member (External Member); and

between 3 to 8 Elected Members

In accordance with 7.1A(2) of the Act, members of the Audit, Risk and Improvement Committee will be appointed by an absolute majority decision of the Council.

The appointment of external members shall be made by the Council, by way of a public advertisement and be for a term of two years. All external members shall have business or financial management/reporting knowledge.

The external members shall be paid in accordance with s.5.10 of The Act and as determined by the Salaries and Allowances Tribunal.

Designated City of South Perth employees, whilst not permitted to be members of this Committee, will be required to attend meetings of the Committee to provide advice and guidance to the Committee.

6. COMMITTEE OPERATIONS

6.1 The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995*.

6.2 The Committee shall operate in accordance with the City of South Perth Standing Orders Local Law 2007 and the order of business will be as follows:

- Declaration of Opening/Announcement of Visitors
- Attendance/Apologies/leave of absence
- Declarations of Interest
- Confirmation of Minutes
- Presentations
- Reports
- Closure

- 6.3 No business is to be transacted at an ordinary meeting other than that specified in the agenda, without the approval of the Presiding Member or the Audit, Risk and Improvement Committee Members.
- 6.4 The Committee's recommendations must be adopted by Council before implementation.
- 6.5 The Terms of Reference are to be reviewed in line with the election of new members.

7. MEETINGS

The Committee shall meet at 6.00pm on a quarterly basis or as required.

8. AGENDA ITEMS

- 8.1 During the first quarter, the Committee shall conduct an annual review of Council Delegations and the Compliance Audit Return.
- 8.2 During the fourth quarter, the Committee shall review the City of South Perth Financial Report and Internal Audit Reporting.
- 8.3 Every quarter the Committee shall review the Corporate Business Plan and the Audit Register.

9. MINUTES

- 9.1 The Governance officer will be responsible for keeping minutes of all business transacted at each meeting.
- 9.2 Any recommendation for action from the Committee will be presented to the next Ordinary meeting of Council for consideration.
- 9.3 The minutes will be uploaded to the City's website and the HUB.

Office Use Only			
Council Adoption:	26 November 2019	Item Number	10.7.2
Council Amendment:	12 December 2023	Item Number:	10.5.1

Council Amendment	16 December 2025	Item Number:	10.5.2
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Audit, Risk and Improvement Committee

Terms of Reference

Establishment

The Audit, Risk and Improvement Committee (ARIC) is established under Section 7.1A of the *Local Government Act 1995* (the Act). The Committee will operate in accordance with all relevant provisions of the Act, the Local Government (Audit) Regulations 1996 and the Local Government (Administration) Regulations 1996.

Objective

The objectives of the Committee are to:

- Assist in the annual external audit and liaise with the auditor to ensure appropriate management of the City's financial affairs.
- Facilitate the coordination of the internal audit function with the external audit.
- Ensure openness and transparency in the City's audit and financial reporting.
- Facilitate effective management of financial and other risks, and the protection of Council assets.
- Ensure compliance with laws and regulations.
- Ensure best practices are followed in relation to audit, risk management, internal control and legislative compliance.
- Advise Council in relation to all audit, risk management and compliance matters.

Powers of the Committee

The ARIC is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference.

The ARIC does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The ARIC does not have any management functions and cannot involve itself in management processes or procedures.

Areas of Responsibility

The ARIC is responsible for the following functions:

- Receiving and reviewing reports on, and recommending to Council actions to be taken in respect of, financial, supplementary or performance audits under Part 7 of the Act.
- Receiving and reviewing reports on, and recommending actions to be taken in relation to, the annual compliance audit required under r.14 of the Local Government (Audit) Regulations 1996.
- Receiving and reviewing reports on, and recommending to Council actions to be taken in respect of the four-yearly CEO review into financial management, legislative compliance and risk management required under r.17 of the Local Government (Audit) Regulations 1996.
- Receiving and reviewing reports on the appropriateness and effectiveness of, and recommending to Council improvements to, the City's systems and procedures in relation to financial management, legislative compliance and risk management.
- Receiving and reviewing reports on, and recommending to Council improvements to, the implementation of any actions the City:
 - is required to take under section 7.12A(3) of the Act;
 - has stated it has or intends to take under section 7.12A(4)(a) of the Act;
 - has otherwise decided to take in respect of financial, supplementary or performance audits or annual compliance audits
- has stated it has done or will do or proposes to do in written advice prepared under section 8.16(1)(a) or 8.23(4)(a) of the Act.
- Receiving the Annual Financial Report of the City, prepared under section 6.4 of the *Local Government Act 1995*, for referral to Council.
- Receiving the Auditor's Report, Audit Opinion and any Audit Management letter in respect of the Annual Financial Report, prepared by the auditor of the local government, for ultimate referral to Council.
- Meeting with the auditor of the local government, as required by section 7.12A of the Act.
- Recommending to Council an appropriate internal audit program for the City and monitoring the progress of audits identified in the internal audit program.
- Monitoring and reporting on the effectiveness of the City's risk management framework, including reviewing risk assessments, risk treatment plans, and the effectiveness of controls.
- Monitoring and reporting on the effectiveness of the City's Integrity Framework.

- Monitoring the City's progress in respect of any improvement or other actions Council has resolved to take to address any audit done by a local government auditor or by another auditor pursuant to the internal audit plan.
- Any other function conferred on it by the Act, Regulations, or any other written law.

Membership

The ARIC shall consist of:

- The Mayor
- Independent Presiding Member (External Member)
- Independent Deputy Presiding Member (External Member)
- A minimum of three Council Members
- In accordance with 7.1A(2) of the Act, members of the ARIC will be appointed by an absolute majority decision of the Council.

The appointment of external members shall be made by the Council, by way of a public advertisement and be for a term of two years. All external members shall have business or financial management/reporting knowledge.

The external members shall be paid in accordance with s.5.10 of The Act and as determined by the Salaries and Allowances Tribunal.

Quorum

The quorum for a committee meeting is set by section 5.19 of the Act.

Committee Operations

The general affairs of the Committee shall be administered in accordance with the Act. The ARIC shall operate in accordance with the City of South Perth Standing Orders Local Law 2007 and the order of business will be as follows:

- Declaration of Opening/Announcement of Visitors
- Attendance/Apologies/leave of absence
- Declarations of Interest
- Confirmation of Minutes
- Presentations
- Reports
- Closure

No business is to be transacted at an ordinary meeting other than that specified in the agenda, without the approval of the Presiding Member or the ARIC Members.

The ARIC's recommendations must be adopted by Council before implementation.

Council will review these Terms of Reference at least once every two years or as required due to changes in relevant legislation.

Meetings

The ARIC shall meet at least quarterly.

Reporting and Minutes

In accordance with section 7.1CA of the Act, decisions of the ARIC are to be made by simple majority.

Any recommendations from the ARIC will be presented to the next Ordinary Meeting of Council for consideration or if that is not practicable:

- At the first Ordinary Council Meeting after that meeting; or
- At a Special Council Meeting called for that purpose.

The City is responsible for keeping minutes of all business transacted at each meeting.

Document Control Box			
Legislation	Local Government Act 1995 Local Government (Audit) Regulations 1996 Local Government (Administration) Regulations 1996		
Organisational	City of South Perth Standing Orders Local Law 2007		
Version #	Decision:	OCM Date:	Resolution Number:
1	Initial Adoption	26 November 2019	Item Number 10.7.2
2	Adopted	12 December 2023	Item Number 10.5.1
3	Adopted	16 December 2025	Item Number 10.5.2

WilliamBuck

ACCOUNTANTS & ADVISORS

City of South Perth

3-Year Strategic Internal Audit Plan
FY 25 – 27

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PREPARATION OF THE STRATEGIC INTERNAL AUDIT PLAN 2025 TO 2027

Introduction

The Institute of Internal Auditors' International Professional Practices Framework requires Internal Audit to produce a risk-based plan, which takes into account the City of South Perth's (the "City") risk management framework, knowledge of operations and internal controls derived from previous audits, its strategic objectives and priorities and the views of the City's Management and the Audit and Risk Committee.

The objective of the strategic internal audit plan is to direct internal audit resources in an efficient manner to provide assurance that key risks are being managed effectively.

This document addresses these requirements by setting out a proposed 3-Year Strategic Internal Audit (the "Plan") for the financial years 2024/2025 to 2026/2027, where applicable, based on the changes City's identified risks and in consultation with Senior Management for the consideration of the Audit and Risk Committee.

The nature, timing and extent of resources (budget) necessary to perform the engagements had also been taken into account.

Role of Internal Audit Services

The aim of the City's Internal Audit Service ("Internal Audit") is to assist the Audit and Risk Committee and Management to manage risk by providing an innovative, responsive, proactive and effective value-added Internal Audit function. The objectives of Internal Audit 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.

These objectives are achieved by:

- Assisting Management in evaluating their processes for identifying, assessing and managing the key operational, financial and compliance risks of the City;
- Assisting Management in evaluating the effectiveness of internal control systems, including compliance with internal policies and their alignment with legislation and regulation;
- Recommending improvements in efficiency and effectiveness to the internal control systems established by Management;
- Keeping abreast of new developments affecting the City's activities and in matters affecting Internal Audit;
- Being responsive to the City's changing needs and striving for continuous improvement; and
- Other specific tasks requested by management and the Audit and Risk Committee.

Our internal audit activities typically include amongst others the following as guided by the *Local Government Operational Guidelines Number 09 – Revised September 2013*:

- The review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
- A risk assessment with the intention of minimising exposure to all forms of risk on the local government;

- Examination of financial and operating information that includes detailed testing of transactions, balances and procedures;
- A review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- A review of compliance with management policies and directives and any other internal requirements;
- Review of the annual Compliance Audit Return, if requested;
- Assist in the Chief Executive Officer's reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance to ensure the CEO's compliance with Regulation 17 of the Local Government (Audit) Regulations 1996 within every 3 years; and
- Other specific tasks requested by Management and the Audit and Risk Committee.

A Risk-based Approach

The current Strategic Internal Audit Plan was reviewed by William Buck in conjunction with the City's Management through performance of the following steps:

1. The previous Strategic Internal Audit Plan being considered in this plan's formulation.
2. The latest Strategic Risk and Operational Risks registers were reviewed to determine if there were any areas that require assurance. (Refer to Table 1)
3. Review of findings and recommendations identified from previous internal audit reports
4. Consideration of emerging risks in the sector.
5. Consideration of OAG Findings and recommendations. (Refer to Table 2)
6. High level review of the City's risk management framework.
7. Obtain an understanding of the City's risk appetite.
8. Consideration of when the area was last reviewed.
9. Identify areas of high risk and low assurance with a focus on fraud and corruption.

The 8 Strategic and 23 Operational Risks identified in the City's risk registers are either partly or fully covered to a certain extent in the following reviews:

Table 1:

Risk	Risk Description	Inherent Risk Rating	Residual Risk Rating	Completed Reviews (Previous Plan FY 2022-2024)	Reviews Planned (New Plan – FY2025 – 2027)
Strategic Risks					
1	Financial sustainability - Failure to ensure the City is financially sustainable in order to meet needs of current and future generations.	Extreme	Moderate	— FMR Reg 5 (FY 21) – partly cover risk	— FMR Reg 5 (FY25) – partly cover risk
2	Stakeholder Engagement - Failure to appropriately plan and execute a communications strategy to develop and maintain an effective relationship with ratepayers and the community.	Extreme	Moderate	NIL	NIL
3	Cyber Security - Inadequate cyber security causing compromised systems and data.	Extreme	Moderate	NIL	NIL

Risk	Risk Description	Inherent Risk Rating	Residual Risk Rating	Completed Reviews (Previous Plan FY 2022-2024)	Reviews Planned (New Plan – FY2025 – 2027)
4	Business Planning - Poor business planning resulting in failure to optimise resources and meet organisational objectives.	High	Moderate	— Reg 17 Review (FY21)	— Reg 17 Review (FY25)
5	Capital Investment - Failure to deliver major City projects	High	High	— Project & Program Management (FY25)	NIL
6	Organisational Capability - Insufficient organisational capability to support the City's Strategic Community Plan	High	High	NIL	NIL
7	Work Health & Safety - Inability to maintain a safe and healthy workplace	Extreme	Moderate	NIL	NIL
8	Cohesive Leadership - Failure of Council to work effectively and to work effectively with the Administration.	Extreme	High	NIL	NIL
Operational Risks					
Corp 1.0	Workplace Health and Safety	High	Moderate	NIL	NIL
Corp 1.1	Event Management	High	Moderate	NIL	NIL
Corp 1.2	Physical security of City Officers and Assets. (security policies, processes and procedures are insufficient to prevent, prepare for, respond to, and recover from a security related event)	High	High	— Asset Management (FY23) – partly cover risk	NIL
Corp 2.0	Insufficient Financial Resources • External funding constraints • Internal budget constraints • Poor financial management • High Inflationary Environment	High	Moderate	NIL	NIL

Risk	Risk Description	Inherent Risk Rating	Residual Risk Rating	Completed Reviews (Previous Plan FY 2022-2024)	Reviews Planned (New Plan – FY2025 – 2027)
Corp 3.0	Sustainability Climate change management: Adaption and mitigation (more specifically the potential impacts associated with climate change and the City's ability to respond to e.g. increase in emergencies) Waste Management obligations Availability of Resources Stakeholder expectations	High	Moderate	NIL	— Environmental Regulation — (FY 227) – fully cover risk
Corp 3.1	The City is not fulfilling its obligations in Bushfire Management	Moderate	Moderate	NIL	— Environmental Regulation (FY26) - partly cover risk
Corp 4.0	Misconduct Fraud, Corruption and Misconduct	High	Moderate	NIL	— Fraud and Misconduct including Conflict of Interest, Gifts and Hospitality (FY27) - partly cover risk
Corp 4.1	Legislative/Statutory requirements Failure to respond to new legislation, comply with new/existing legislation, take into account legal implications of decisions. WHS dealt with separately Timely response to compliance issues Compliance management and reputational damage	Moderate	Moderate	— Compliance Audit Return (FY 2023/2024)	— Reg 17 Review (FY25) - partly cover risk
Corp 4.2	Information Management Records are not substantively managed in accordance with statutory requirements	Moderate	Low	NIL	— Records Management (FY26) – fully cover risk
Corp 4.3	Mandating of FOGO collections by State Government	High	Moderate	NIL	NIL

Risk	Risk Description	Inherent Risk Rating	Residual Risk Rating	Completed Reviews (Previous Plan FY 2022-2024)	Reviews Planned (New Plan – FY2025 – 2027)
Corp 5.0	Dependency on contractors to deliver key projects/services • Availability of suitable contractors • Contractor failure • Management of contractors	Extreme	Moderate	— Procurement and Contract Management (FY23) – fully cover risk	— Procurement and Contract Management (FY26) – fully cover risk
Corp 5.1	Insufficient planning or poor management of projects (project management)	High	Moderate	— Project & Program Management (FY25)	NIL
Corp 5.2	Management of Assets (failure to effectively manage the City's assets)	High	Moderate	— Asset Management (FY23) – Fully cover risk	NIL
Corp 5.3	Business Continuity – the City's ability to continue providing services in the event of a business disruption	High	Moderate	NIL	— Business Continuity and Disaster Recovery (FY27) – fully cover risk — Reg 17 Review (FY25) - partly cover risk
Corp 5.4	Employee attraction and retention	High	Moderate	— HR/Payroll (FY23)	NIL
Corp 5.5	Technology Failure Application Systems (software and hardware) may not be supported on current version increasing risk of system failure	High	Moderate	NIL	NIL
Corp 5.6	Multiple Sources of Truth Electronic Data and Information – Accuracy and reliability of information and data may be variable.	High	Moderate	NIL	— Records Management (FY26) – partly cover risk
Corp 5.7	Cyberattack Theft of data, breach of privacy, loss of systems	High	Low	NIL	NIL
Corp 5.8	Appropriate resources to administer the IT network which includes cyber security monitoring	High	Moderate	NIL	NIL

Risk	Risk Description	Inherent Risk Rating	Residual Risk Rating	Completed Reviews (Previous Plan FY 2022-2024)	Reviews Planned (New Plan – FY2025 – 2027)
Corp 6.1	Federal/State Government pressures on local government	High	Moderate	NIL	NIL
Corp 6.2	Leadership of Elected Members	High	Moderate	NIL	NIL
Corp 6.3	Social-Media (including lost opportunities of not utilising social media effectively)	High	Moderate	NIL	— Customer service, social media & stakeholder engagement (FY26) – fully cover risk
Corp 6.4	Dependency on external partners/stakeholders • Breakdown of relationships with strategic partners (e.g. Police, PTA, MRA other state government agencies)	High	Moderate	NIL	NIL

Table 2: Results of OAG Audits and Key Risk Areas Identified

Exit Briefing Paper - 30 Jun 2024 / Final Management Letter Attachment 30 Jun 2024	Interim Management Letter 30 Jun 2023 / Exit Interview Briefing Paper June 2023 / Final Management Letter Attachment 30 Jun 2023 Fin Accounting / Final Management Letter Attachment 30 Jun 2023 (IS)	Interim Management Letter 30 Jun 2022 / Final Management Letter Jun 2022 / Final Management Letter Attachment 30 Jun 2022 (IS) / Exit Brief 30 June 2022	STRATEGIC AUDIT PLAN 3-YEAR
Key Risk Areas Identified Jun 2024	Key Risk Areas Identified June 2023	Key Risk Areas Identified Jun 2022	Reviews Planned (FY 2024/2025)
Capability Maturity (Newly identified in 2024) Noted areas for improvement on the following: - non-payroll staff management - application management - endpoint security - ICT governance - information security and operational management processes	Capability Maturity: Noted areas for improvement on the following: - management of cloud services - information classification - database security - disaster recovery and business continuity - human resources – staff lifecycle management - network access management - vulnerability management d - data loss prevention - email authentication	- Information systems staff resourcing - Backup and recovery - Remote access management - Change management	
	- Infrastructure evaluation process - Peer review of infrastructure validations - Balance sheet reconciliation - Maintenance of fixed asset register	- Fair value of land, buildings, and infrastructure assets, frequency of valuations - Accuracy of rates used on the calculation of Employee Related Provisions - Software as a Service Review - Stocktake	Reg 5 FMR (FY 2024-2025)

Three-Year Internal Audit Plan

PART A: INTERNAL AUDIT PROJECTS ([Refer Appendix 1 for Breakdown](#))

Table 3:

Audit Project	Last Reviewed	Hours			Reason for Inclusion / Comment
		FY/25	FY/26	FY/27	
Regulation 5 Financial Controls	2021	120			Scheduled for audit in 2023/2024 but not conducted. To be prioritised Dec 2024.
Regulation 17 CEO Review	2021	100			Scheduled for audit in 2023/2024 but not conducted. To be prioritised Dec 2024.
Procurement and Contract Management	2021		100		High risk areas
Records Management	-		80		No audit in the past 4 years
Customer service, Social-Media & Stakeholder Engagement	2020		80		Last audit was in 2020
Environmental Regulation	-			80	No audit in the past 4 years
Fraud and Misconduct including Conflict of Interest, Gifts and Hospitality	-			100	No audit in the past 4 years
Business Continuity and Disaster Recover	-			60	No audit in the past 4 years
Sub Total Hours		220	260	240	
Development of Strategic Internal Audit Plan	-	30	-	-	
Total Hours		250	260	240	
Estimated Amount		\$40,850	\$42,000	\$39,000	

Part B: OTHER SERVICES

Description	FY/25	FY/26	FY/27	Total Indicative Hours
Audit & Risk Committee Attendance	8	8	8	24
Audit Log	20	20	20	60
Annual Internal Audit plan	10	-	-	10
Sub Total Annual	38	28	28	94

TOTAL HOURS

Description	FY/25	FY/26	FY/27	Indicative Hours
Part A: Internal Audit Projects	250	260	240	750
Part B: Other Services	38	28	28	94
	288	288	268	844

Appendix 1: Strategic Internal Audit Plan

The following table provides a breakdown of the costs for preparation of the Strategic Internal Audit Plan and Annual Audit, as well as indication of the cost for attending the Audit & Risk Committee.

FY 25

Area of Review	Risks	Proposed Hours	Estimated Fees	High Level Scope
3-Year Strategic Plan Development	— Risk Refresh / Maintenance of Audit Universe — Development of Strategic Internal Audit Plan — Update and prepare Annual Internal Audit Plan	30	\$5,000	— Workshops with key stakeholders to confirm the adequacy and completeness of the current Risk Register. The Audit Universe and Risk Register will be updated based on these discussions; — Development of three-year Strategic Internal Audit Plan based on outputs from the Risk Refresh and other considerations; and — Update and prepare the Annual Internal Audit Plan including development of audit objective and scope.
Finance Review (FMR Reg. 5)	— Ineffective financial management leads to poor reporting and budgeting that impacts sustainability for long - term financial planning.	120	\$19,550	Rates Bank Reconciliations Fees and Charges Financial Reports Budget Fixed Assets Delegations Insurance Borrowings Inventory Credit Card Procedures Investments General Journals Payroll Creditors and Payroll Master Files
Regulation 17 Review	— Prevention, detection and control processes and systems are insufficient which provide the opportunity for Fraud & Misconduct to occur, leading to reputational damage, financial loss and legal consequences.	100	\$16,300	— Internal policies, procedures and processes in place to regularly assess the appropriateness, effectiveness and efficiency of internal controls; — A risk management framework supported by appropriate policies, procedures, processes and systems ensuring that

Area of Review	Risks	Proposed Hours	Estimated Fees	High Level Scope
	— Ineffective risk management system results in poor decision-making impacting reputation, finances, services and infrastructure. — The City's compliance framework is ineffective resulting in increased non-compliance impacting on the City's reputation and exposure to Legal consequence. — Inadequate information and/or processes leads to poor decisions resulting in an unsatisfactory and/or undesired outcome.			the strategic, corporate and operational risks are timely identified, systematically evaluated, treated, regularly reviewed and reported; — Processes that are implemented within the City to ensure that legislative compliance requirements are timely identified and roles and responsibilities for managing compliance are clearly defined and communicated; — Appropriateness of processes implemented to ensure compliance with internal control, risk management and legislative compliance processes implemented; and — Reporting structures to ensure instances of potential and actual non-compliance with Legislation are escalated to management, the Audit and Risk Committee and Council.
	SUB TOTAL	250	\$40,850	

FY 26

Area of Review	Risks	Proposed Hours	Estimated Fees	Areas
Procurement and Contract Management	— Ineffective financial management leads to poor reporting and budgeting that impacts sustainability for long-term financial planning. — Prevention, detection and control processes and systems are insufficient which provide the opportunity for Fraud & Misconduct to occur, leading to reputational damage, financial loss and legal consequences.	100	\$16,000	— Policy and procedure are in place and adequately documented, designed and implemented; — Documents are aligned with Local Government Act and Regulations; — Segregation of duties exist and conflicts of interest are considered, managed and resolved; — Testing of key controls within the following areas to ensure they are operationally effective; — Mechanisms for procurement to identify tender processes which should be followed; — Tendering, Expressions of Interest and Quotations; — Supplier's selection process (including composition of evaluation panels and the use of probity reviews); — Approval; — High level controls on Contract Management Processes (Financial/Performance); — Completeness of the contracts register; — Monitoring/exception reporting processes by procurement on purchase orders and invoices to identify non-compliance with processes; — Systems and processes for administering procurement processes and the team are in place and effectively managed;

Area of Review	Risks	Proposed Hours	Estimated Fees	Areas
				- Records management; and - Adequate training processes implemented in respect of procurement and contract management processes.
Record Management	Ineffective data collection and management of information leads to data analysis that results in inefficient service delivery.	80	\$13,000	- Record Keeping Plan (RKP) is aligned with the State Records Act 2000 (SRA) and has been regularly reviewed and approved by the State Records Office; - Record keeping processes and documents are in place to ensure compliance at a high level with the SRA including Record Keeping Plan, Metadata Management Policy, Thesaurus and Retention and Disposal Plan and key requirements are complied with; - Record Keeping Systems are compliant with the SRA and Record Management practices at the City; - Staff are aware and adhering to record keeping responsibilities under the SRA and Record Management practices, including the security/confidentiality of these records, at the City; - Consistent and systematic approach to record keeping requirements across the organisation; - Access to records is appropriately controlled either through a system or hard copy records; - Disposal/destruction of both electronic and paper-based records are aligned to the General Disposal Authority for Local Government Records (GDA), by either staff or records;

Area of Review	Risks	Proposed Hours	Estimated Fees	Areas
				— Appropriate back-up processes exist for hard and softcopy records; and — Effectiveness of controls exist for a centralised process for all incoming and outgoing records (e.g. mail).
Customer service, Social Media & Stakeholder Engagement	— Failure to regulate social media activities increases reputational risk to the city. — Inappropriate social media use has the potential to generate confusion or conflict in the community that may result in a loss of confidence in decision making.	80	\$13,000	— The identification of risk factors and adequacy of controls in relation to social media activities; — Guidance provided to staff on personal and professional social media use; — Procedures for determining and assessing breaches of the Code of Conduct; — Implications for pre-employment screening and other recruitment processes; — Training and awareness; and — How to integrate best practices guidelines such as: https://www.apsc.gov.au/working-aps/integrity/integrity-resources/social-media-guidance-australian-public-service-employees-and-agencies
	SUB TOTAL	260	\$42,000	

FY 27

Area of Review	Risks	Proposed Hours	Estimated Fees	Areas
Environmental Regulation	— Clearing of native vegetation without environmental approvals. — Failure to satisfactorily complete rehabilitation requirements of offset sites in accordance with conditions of environmental approvals. — Failure to comply with conditions of environmental approvals associated with the clearing of native vegetation	80	\$13,000	— Compliance with policy and procedure and alignment with legislation and regulation; — Rehabilitation program management; — Compliance reporting processes; — Completion of environmental approvals checklists for capital works projects; — Interaction with other Departments of the City to ensure awareness of requirements and environmental impact e.g. native vegetation clearing; and — Training and awareness of requirements is adequate.
Fraud and Misconduct including conflict of Interest, gifts & hospitality	— Prevention, detection and control processes and systems are insufficient which provide the opportunity for Fraud & Misconduct to occur, leading to reputational damage, financial loss and legal consequences.	100	\$16,000	— Review of the draft framework against elements of the fraud control standard that collectively support the prevention, detection, resolution and monitoring pillars; — Assess the suitability of the City's Draft Fraud and Misconduct Resilience Framework to maintain an effective fraud and corruption control system by comparing the City's framework to the minimum requirements and additional guidance provided in AS 8001:2021 Fraud and Corruption Control; — Test the existence of the corporate documents listed in Appendix 2 of the Framework and adequacy of the Fraud and Misconduct Control and Resilience Policy and Fraud Control Plan; — Examine the current and potential fraud and misconduct risks as well as the controls (prevention, detection, monitoring) to mitigate those risks with the five directorates;

Area of Review	Risks	Proposed Hours	Estimated Fees	Areas
				- Assess the potential fraud and misconduct risks and associated controls outlined in the latest version of the Fraud and Misconduct Risk Register, by conducting workshops with each of the five directorates and provide an updated fraud risk register incorporating our findings; - Policy and procedure in relation to the disclosure of gifts and donations by Councillor (including any potential election fundraising activities) and management; - Policies and procedures in relation to the disclosure of conflicts of interest by Councillors and management; - Training and awareness raising undertaken by Council administration; and - Reporting and follow up undertaken.
Business Continuity and Disaster Recovery	Ineffective risk management system, results in poor decision-making impacting reputation, finances, services and infrastructure.	60	\$10,000	- Roles and responsibilities for co-ordinating the Disaster Recovery and Crisis Management Plan and associated Business Continuity Plans (BCPs) development, maintenance and testing are clearly defined; - A formal risk assessment has been completed to define potential events or incidents that could cause a disruption to the City's business services; - Formal BCPs have been developed to define the City's response to business continuity risks and is regularly reviewed and approved; - The BCPs clearly defines contingencies to manage various stages of the BCP's lifecycle including emergency, back-up and recovery phases;

Area of Review	Risks	Proposed Hours	Estimated Fees	Areas
				— The BCPs establishes a chain-of-command in the event of a crisis which defines who is responsible for decision making and how decisions should be made; — The BCPs are regularly tested, using different scenarios, and results of testing are documented, and the outcomes of tests are used to refresh and further improve plans; — Appropriate provisions are made in the City's budget for BCP funding and methods to reallocate funding is in place to ensure that sufficient funding is available for Business Continuity/ Recovery Plans in an event of disruption; and — In cases of disrupting events, the business recovery processes and plans effected are reviewed, tested and updated on a frequent basis to ensure that plans are up to date with the latest developments of the specific identified disruption and that the recovery procedures implemented are working as originally planned. Business Continuity/ Recovery.
	SUB TOTAL	240	\$39,000	





Delegation from Council DC617

GRANTING DISCOUNTS, CONCESSIONS, FEE WAIVER AND DEBT WRITE-OFF

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

Head of Power:	<i>Local Government Act 1995</i>
Delegator	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> S 6.12 Power to defer, grant discounts, waive or write off debts
Power or Duty being Delegated:	- Waive or grant a concession in relation to any amount of money [s 6.12(1)(b)]. - Write off an amount of money which is owed to the City [s. 6.12(1)(c)].
Conditions of Delegation:	<u>Limited to individual or cumulative sums below \$2,000 (GST exclusive) where:</u> - The amount is too small to warrant collection; - It is considered that the cost of collection is likely to be disproportionate to the amount which is owed: and - The amount has not been previously identified and provided for in the Provision for Doubtful Debts. - A record of any amounts written-off under this delegation is required to be kept and made available for external audit purposes. <u>Write-off any amount of money specifically identified and provided for in the Provision for Doubtful Debts where:</u> - The amount is found to be uncollectable; and - Compliance with applicable Australian Accounting Standards or other professional pronouncements require the debt to be removed from the City's accounts.

	A record of any amounts written-off under this delegation is required to be kept and made available for external audit purposes. The authority to waive or grant a concession in relation to any amount of money does not apply to an amount of money owing in respect of rates and service charges.
Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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



Delegation from Council DC617

GRANTING DISCOUNTS, CONCESSIONS, AND DEBT WRITE-OFF

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

Head of Power:	<i>Local Government Act 1995</i>
Delegator	Council
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> S 6.12 Power to defer, grant discounts, waive or write off debts
Power or Duty being Delegated:	1. Waive or grant concessions in relation to any amount of money [s 6.12(1)(b)]. 2. Write off an amount of money which is owed to the City [s. 6.12(1)(c)]. 3. The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government [s. 6.12(3)]. 4. [s. 6.47] Concessions only. 5. In the event of monies owed to the City under r. 34AE of the Local Government (Administration) Regulations 1996, authority to seek the Inspector's approval in accordance with r. 19AA of the Local Government (Financial Management) Regulations 1996.

Conditions of Delegation:	(a) The City cannot grant a waiver or concession for a rate or service charge [s. 6.12(2)]. (b) A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the City. (c) A write off of a debt incurred either as a result of an administrative error on behalf of the City or not being due to an administration error shall not exceed \$5,000. (d) Compliance with applicable Australian Accounting Standards or other professional pronouncements that require the debt to be removed from the City's accounting records. (e) The write-off of penalty interest (excluding penalty interest relating to any State Government charge, including the Emergency Services Levy), instalment fees, or payment plan fees associated with rates may only occur where such write-off is authorised under the Council Policy P697 - Financial Hardship Assistance. (f) The City cannot grant a waiver or concession for rent, insurance charges, bonds, security deposits, or any other fees specifically excluded by Council policy. (g) Any grant of a concession or waiver, either singular or multiple to a person or organisation does not exceed a total sum of \$2,000 in any one financial year. (h) A waiver or concession cannot be granted where the applicant has already received funding, a grant, sponsorship or other financial assistance from the City in the same financial year. (i) A waiver or concession may only be granted where the applicant has demonstrated: • a clear community benefit arising from the activity, event or service; or • financial hardship or limited financial capacity to pay; or • exceptional circumstances that justify the waiver or concession. (j) Exercise of the delegation is to be recorded in the City's records management system and a register.
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Delegated To:	Chief Executive Officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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



Policy P101 Public Art & Art Collections

Strategic Direction	Community
Responsible Business Unit/s	Community, Culture and Recreation
Responsible Officer	Manager Community, Culture and Recreation
Affected Business Unit/s	Community, Culture and Recreation

Policy Purpose

To provide guidelines for the effective acquisition, management and decommissioning of the City of South Perth's (the City's) public art and art collections.

Policy Objectives

The City values:

- public art as a means of celebrating the identity and history of the community, enhancing the environment and contributing to a sense of place; and
- the vital role that the City's art collections play in conserving, celebrating and interpreting local artistic heritage, and contemporary creative practices for the benefit of the local area, the state and the nation.

This policy provides a framework for the development and management of the City's art collections and the cultural assets that they contain, and for public art within the City of South Perth.

Definitions

Art

Artistic works designed and created from many different materials and forms, which may include (but not be limited to): paintings, sculpture, mosaic, stained glass, textiles, ceramics, photography, prints and mixed media. Works created by practising professional artists as defined in the City's Public Art Developer Toolkit, [Management Practices](#), and specifications applicable for relevant art projects and events. Artworks are generally categorized as 'moveable' or 'stand-alone/fixed' (see definitions below).

Art Collections

Art assets that are owned by the City.

Moveable Art Assets

Two dimensional and three-dimensional works in various media that are stored and displayed inside the City's buildings and facilities.

Stand-Alone/Fixed Art

Three dimensional, stand-alone public artworks and murals and integrated artworks

Public Art

Art that is intended to be located in and/or clearly seen from the public realm. Contemporary works of public art may take diverse forms, including long lasting sculptures and monuments, and works that have a temporary or ephemeral presence in the public realm.

Decommissioning

The formal process to remove art from its active status, through methods including (but not limited to): sale, donation or disposal/destruction.

Policy Scope

This Policy applies to ~~Council and City Officers involved in:~~

- the acquisition, ongoing management and/or disposal of cultural assets that make up the City of South Perth art collections; and
- public art and major City projects in alignment with the Public Art Masterplan and including the implementation of developer contributions resulting from Local Planning Policy 6.3 Public Art.

This Policy informs the City's management of its public art and art collections.

Policy Statement

Acquisition of Public Art and Art Collections

The City of South Perth supports the acquisition/development of public art and art collections in the City by:

- Contributing 1% of the construction value of City projects in accordance with the requirements of Local Planning Policy 6.3 Public Art towards public art in new above ground urban design, public open space and community building constructions and redevelopment projects. The City defines construction value as the estimated cost of the equipment, financing, services and utilities that are required to carry out a development but does not include the cost of land acquisition;
- Establishing a process to encourage community involvement and/or consultation in City public art projects;
- Integrating the public art planning process at the commencement of applicable City developments; and
- Requiring private developers to contribute towards public art commissions within the vicinity of the development according to the requirements as listed in Local Planning Policy 6.3 Public Art and in alignment with the Public Art Masterplan.
- [Convening the Arts Advisory Group to make recommendations on the acquisition of art to Council.](#)

Management of Public Art and Art Collections

The City of South Perth supports the management of public art and art collections in the City by facilitating an Arts Advisory Group [consisting of Mayor and/or Councillors, industry, and community representative members and City Officers in accordance with the adopted Arts Advisory Group Terms of Reference](#) to provide ongoing advice and guidance on:

- The acquisition and decommissioning of artworks for the City's Art Collection;
- Review and provide recommendations on developer contributions for public art; and
- Provide advice related to the development and implementation of the Cultural and Social Strategy.

Decommissioning of Public Art and Art Collections

The City's Arts Advisory Group and/or City Officers may through regular processes of review and evaluation make recommendations to the City for the decommissioning of

3 of 5

City Number:	P101	Relevant Council Delegation:	N/A
Council Adoption:	03/05	Relevant Delegation:	N/A
Adopted by Council	03/05, 22/02/11, 06/03/12, 24/09/12, 14/11/13, 09/01/15, 03/16, 08/16, 08/17, 10/18, 03/20,	Relevant Management Practice:	M101 Public Art

public art and art collections by way of relocation (permanently or temporarily), selling, making a gift of, storing, or otherwise disposing of artwork.

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Policy Number:	P101	Relevant Council Delegation:	N/A
Council Adoption:	03/05	Relevant Delegation:	N/A
Amended by Council	03/05, 22/02/11, 06/03/12, 24/09/12, 14/11/13, 09/01/15, 03/16, 08/16, 08/17, 10/18, 03/20,	Relevant Management Practice:	M101 Public Art

Where decommissioning is recommended, the recommendation shall be made:

- (i) To the City where the value of the artwork is up to and including \$5,000 (excluding GST); or
- (ii) To Council where the value of the artwork is more than \$5,000 (excluding GST).

In all cases, an officer's assessment, following independent advice from a suitably qualified Arts Professional to provide guidance on the cultural and financial appropriateness of decommissioning of the artwork is required.

Legislation / Local Law Requirements

Nil.

Other Relevant Policies / Key Documents

City of South Perth Cultural Plan 2023-2028

M101 Public Art & Art Collections

City of South Perth Public Art Masterplan 2022-25

Local Planning Policy 6.3 Public Art

City of South Perth Public Art Developer Toolkit

[Arts Advisory Group Terms of Reference](#)

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Policy Number:	P101	Relevant Council Delegation:	N/A
Council Adoption:	03/05	Relevant Delegation:	N/A
Amended by Council	03/05, 22/02/11, 06/03/12, 24/09/12, 14/11/13, 09/01/15, 03/16, 08/16, 08/17, 10/18, 03/20,	Relevant Management Practice:	M101 Public Art

Strategic Direction

Community

Policy P102 Community Funding Program

Responsible Business Unit/s	Community, Culture and Recreation
Responsible Officer	Manager Community Culture and Recreation
Affected Business Unit/s	Community, Culture and Recreation

Policy Objectives

This policy provides a framework for the City to equitably distribute funding to community groups, organisations involved in community partnership projects and individuals to encourage community and personal development, and foster community services and projects.

Policy Scope

This Policy applies to ~~all officers working in the Directorate of Development and Community Services, external organisations working in the City of South Perth community and individuals living in the City of South Perth community~~ the administration of the City's Community Funding Program.

Policy Statement

The City of South Perth supports community development by providing a range of funding opportunities to community groups, organisations involved in community partnership projects and individuals through the Community Funding Program. Each year during the annual budget process, consideration is given to setting aside funds to distribute to community groups, organisations and individuals in the coming year.

The goals of the funding assistance policy are to:

1. Support and partner with community organisations and groups toward achieving the objectives of the City's Strategic Community Plan 2021-2031;
2. Enable community groups, partnering organisations and individuals to maximise their development opportunities;
3. Provide an equitable and accessible means by which community groups, partnering organisations and individuals can access funding;
4. Provide a process for distributing funds to meet defined outcomes; and
5. Involve stakeholders in a shared approach to the development of projects and services in the City.

~~The City will manage the Community Funding Program through M102: Community Funding Program Management Practice.~~

Types of funding available are as follows:

Level 1: Community partnerships – The City may enter into partnerships with organisations that intend to deliver programs and services that will contribute and assist in meeting the objectives of the City’s Strategic Plan and associated plans.

Level 2: Community grants – These grants provide assistance for minor community projects that provide benefits for people in the local community, such as enhanced community wellbeing, social connectedness, physical activity, economic development and community development. The City will assess these opportunities as they arise.

Level 3: Individual Development Grants – These grants are open to residents of the City of South Perth who have been selected to represent the state or nation in interstate or international championships, competitions or significant cultural, academic or community service programs. The grant is for travel and/or accommodation costs only.

Legislation/ Local Law Requirements

Not Applicable

Other Relevant Policies/ Key Documents

- P110 Support of Community and Sporting Groups
- City of South Perth Strategic Community Plan 2021-2031
- M102 Community Funding Program

Policy Number:	P102	Relevant Council Delegation:	N/A
Council Adoption:	28/05/13	Relevant Delegation:	N/A
Reviewed/Modified:	03/05, 02/11, 03/12, 03/13, 03/14, 01/15, 06/16, 08/16, 08/17, 03/20, 02/21, 09/22, 04/24, 10/24	Relevant Management Practice:	M102 Community Funding Program

Strategic Direction Community

Policy P104 Community Awards

Responsible Business Unit/s	Community, Culture and Recreation
Responsible Officer	Manager Community, Culture and Recreation Manager Community Learning and Libraries
Affected Business Unit/s	Community, Culture and Recreation Community Learning and Libraries

Policy Objectives

This policy provides for relevant community awards which recognise the outstanding achievements of members of the local community and contribute towards fostering a strong sense of community.

Policy Scope

This Policy applies to the [wider community development and implementation of award programs](#) to recognise individuals and community groups who make contributions to the [City of South Perth](#) community.

Policy Statement

The City recognises the important contributions made by individuals and community groups towards local community development. During the development of the City's annual budget, consideration will be given to the facilitation of community awards for the following year. These may include (but are not limited to):

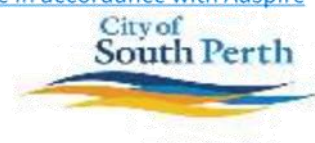
- Community Citizen of the Year Awards (including volunteer recognition)
- Primary School Book Awards
- Speak with Confidence Awards
- South Perth Young Writer Awards

The City may decide that any of these awards will not be presented in a year. [Conditions for all the Awards are stated in the Management Practice.](#)

Community Award Criteria

[Community Citizen of the Year Awards \(including volunteer recognition\)](#)

- [Eligibility, award guidelines and selection criteria shall be in accordance with Auspire Australia Day Council \(WA\).](#)



Primary School Book Awards

- The City sponsors two book awards for local primary schools' graduation and awards ceremonies.
- The primary school must be within the City's boundaries.
- The award recipients will be chosen by the school
- The City provides a cash amount for the purchase of up to two books per primary school. The school is invited to purchase books considered the most appropriate for the award and for the students.

Speak with Confidence Award

- The primary school must be within the City's boundaries
- Each school within the City may nominate two students from either year 5 or 6 to participate in the competition.
- Award recipients will receive a certificate and/or trophy.

South Perth Young Writer Awards

- This award is open to all students from Year one through to Year 12 who live in or attend school within the City of South Perth.
- The entries are judged by a panel of librarians, writers and children's literature enthusiasts.
- The entries are judged by a panel of librarians, writers and children's literature enthusiasts.
Entries will be judged in the following categories:
 - Lower Primary Years 1-2
 - Middle Primary Years 3-4
 - Upper Primary Years 5-6
 - Lower Secondary Years 7-9
 - Upper Secondary Years 10-12
- The Christobel Mattingley Bronze Medallion is awarded to the entry judged to be the most outstanding.

Legislation / Local Law Requirements

Not Applicable.

Other Relevant Policies / Key Documents

Not Applicable. Management Practice M104 Community Awards.

Strategic Direction *Community*

Policy P106 Use of City Reserves and Facilities

Responsible Business Unit/s	Community, Culture and Recreation
Responsible Officer	Manager Community, Culture and Recreation
Affected Business Unit/s	Community, Culture and Recreation

Policy Objectives

The City owns and/or maintains a number of ovals, parks, reserves and facilities which are available for use and this policy provides guidance on the use and/or hire of these reserves/and facilities.

This Policy aims to balance appropriate management and responsible use of the City's reserves and facilities for the benefit of the community.

Policy Scope

This Policy applies to ~~those that wish to make the~~ hire and organised use of reserves and facilities under City ownership or management for all activities including but not limited to sport, recreation, events and commercial activities, sporting and/or recreation purposes and events, such as individuals, personal trainers, sporting groups, social groups, informal and formal not-for-profit community groups and commercial organisations.

Policy Statement

Approval is required for the use of City of South Perth managed reserves and facilities. The City may hire, license or lease owned and managed reserves and facilities whereby:

- The City is satisfied that the use is consistent with the nature of the reserve or facility and the surrounding area;
- The City is satisfied that the applicant is capable of ensuring the safe and appropriate use of the reserve or facility.

The applicant may be required to undertake one or more of the following:

- Pay a use hire or lease or license fee;
- Lodge a bond;
- Apply for a liquor licence;
- Show proof of qualifications;
- Show proof of relevant current insurance;
- Apply for ~~a~~ permits and/or trading licences; and



- Show proof of event and risk management practices, such as risk management plan, noise management, traffic management and compliance to environmental health requirements.

Long term users of reserves and built facilities may enter into a lease or license agreement with the City; however, the City determines whether a lease or license is appropriate. The cost of the hire is determined in accordance with the City's Schedule of Fees and Charges. The Schedule is reviewed annually.

Waterways and Crown Land

The use and hire of waterways; and reserves or facilities on crown land is subject to two separate approvals. The first approval required is from the State Government (Minister for Lands) as the landowner. The second approval required is from the City of South Perth as manager of the land. Each application is to be made separately to the relevant authority. Additionally other government departments may have authority and require applications such as the Department of Biodiversity, Conservations and Attractions for land adjacent to the Swan River.

Events on Reserves and in Facilities

Approval is required for the use of City of South Perth managed reserves and facilities for events. The event will be assessed in relation to the impact it may have on the venue and surrounding area. Considerations may include the number of people attending the event, other activities taking place in the area, the availability of parking facilities and the possible impact of the event on the facility itself, facility users and local residents.

The overall intent is to maximise the positive impact to the community resulting from use of the City's reserves and facilities (i.e. activation of public spaces; improve social connectedness; and promote participation in physical activity and events); and minimise negative impacts (i.e. damage to reserves or facilities; anti-social behaviour; and conflicts between reserve/facility users and the surrounding community through excessive noise, parking issues etc.).

Large Scale Events on South Perth Foreshore

A 'Large Scale Event' means any event/activity that has the capacity to accommodate more than 2,000 people at any given time. As large scale events have greater potential impacts on the community, the following information shall be used to guide the approval process about large scale events planned to be held on the South Perth Foreshore.

Evaluation Criteria Process for Assessing the Suitability of Large Scale Events Requests on the South Perth Foreshore

The table below outlines ed the evaluation criteria process that shall be used by the City to determine the type and number of large scale events suitable for the South Perth Foreshore.

Type of Large Scale Event/Activity	Large Scale Event Approval Process
1. Community Facilitated Large Scale Event/Activity	Event shall be determined by the City under its delegated authority.
2. City of South Perth Facilitated Large Scale Event/Activity	Event shall be determined by the City under its delegated authority.

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Policy Number: P106

Council Adoption: 03/05

Reviewed/Modified: 03/08, 02/11, 03/12, 03/13, 03/14, 01/15, 06/16, 08/16, 08/17, 03/18, 10/18, 06/19, 03/21, 09/22, 10/24

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: M106 Use of City Reserves and Facilities

	<i>Note: Council will also be involved in the approval process for the City's events as part of the annual budget submission process.</i>
3. Commercial Organisation Facilitated Large Scale Event/Activity	Event shall be referred to Council for its determination.

Regular Use of Reserves by Sporting Groups

The City maintains a number of ovals that are designed to accommodate particular sports. The City may enter into agreements with sporting groups for the regular use of these ovals during the appropriate season for each sport. The City will determine the cost of the hire from the fees set out in the City's Schedule of Fees and Charges.

Sports Oval Floodlights

~~The City maintains a number of ovals, parks, reserves and facilities which are made available to be used or hired by personal trainers, sporting clubs, social groups, informal groups or individuals. The provision and management of sports lighting shall be determined by Management Practice M106 'Use of City Reserves and Facilities'.~~

Fireworks

A fireworks event is an event or show that involves the use of fireworks outdoors ~~for the purpose of entertainment, to entertain one or more people, whether at a public or private event/show.~~ The City's function in assessing a Fireworks Event Notice is limited to community impacts associated with noise from fireworks display, proximity to residences and environmental impacts. ~~The City's assessment of fireworks applications shall be determined by the criteria prescribed in Management Practice M106 'Use of City Reserves and Facilities'.~~ The Department of Mines, Industry Regulation and Safety (DMIRS) is responsible for the final approval of fireworks displays.

The City will not support private firework display requests.

In assessing a Firework Event Notice, the following matters are taken into consideration:

- (i) Whether the event is in the public interest.
- (ii) The duration of the event
- (iii) The frequency, including both the proposed event as the number of other events that have occurred at the same venue in same calendar year.
- (iv) The day(s) and time(s) of the event.
- (v) Shell sizes
- (vi) Consideration of previous applications and any previous complaints.
- (vii) The likely noise impacts.

Where the City supports a Fireworks Event Notice, it will be subject to any conditions that the City considers appropriate.

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Policy Number:	P106	Relevant Council Delegation:	N/A
Council Adoption:	03/05	Relevant Delegation:	N/A
Reviewed/Modified:	03/08, 02/11, 03/12, 03/13, 03/14, 01/15, 06/16, 08/16, 08/17, 03/18, 10/18, 06/19, 03/21, 09/22, 10/24	Relevant Management Practice:	M106 Use of City Reserves and Facilities

Busking

Busking is the act of performing/entertaining in a public place usually associated with collecting voluntary donations from members of the public. Busking can assist in creating a sense of vibrancy in public places through activation and attracting people to those spaces.

Busking will be permitted in approved public places only and may not occur in the following locations:

- Places that disrupt traffic, pedestrians or people's safety;
- Near doorways of shops or buildings;
- Nearby other buskers to interfere with their act; or
- Alongside or interfering with planned events in the city.

The City's assessment of busking applications shall be determined by the criteria prescribed in Management Practice M106 'Use of City Reserves and Facilities'.

Legislation/Local Law Requirements

City of South Perth Public Places and Local Government Property Local Law 2011

Environmental Protection (Noise) Regulations 1997

Swan and Canning Rivers Management Regulations 2007

Liquor Control Act 1988

Other Relevant Policies/ Key Documents

P609 Management of City Property

Management Practice M106 Use of City Reserves and Facilities

City of South Perth Schedule of Fees and Charges

City of South Perth Permit Conditions

City of South Perth Community Strategic Plan 2021-2031

Personal Trainer Application Guidelines 2018

Special Event Application Guidelines 2018

City of South Perth Conditions of Hire

Department of Health Guidelines for Concerts, Events and Organised Gatherings

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Policy Number: P106

Council Adoption: 03/05

Reviewed/Modified: 03/08, 02/11, 03/12, 03/13, 03/14, 01/15,
06/16, 08/16, 08/17, 03/18, 10/18, 06/19,
03/21, 09/22, 10/24

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: M106 Use of City Reserves and Facilities

Strategic Direction *Community*

Policy P107 Access and Inclusion

Responsible Business Unit/s	Community, Culture and Recreation
Responsible Officer	Manager Community Culture and Recreation
Affected Business Unit/s	Community Culture and Recreation

Policy Objectives

The City of South Perth is committed to ensuring that the community is an accessible and inclusive one. The City is actively creating a place where all people feel welcome and where the diverse needs and aspirations of all people are respected equally.

Policy Scope

This Policy applies to all members of the community within the City and ensures all City employees consider optimising access and inclusion in their service delivery and planning.

Policy Statement

The City of South Perth will meet its commitments under the Disability Services Act through the adoption, implementation and annual review of its Access and Inclusion Plan (AIP) that ensures the organisation will aim to achieve the following outcomes:

- All people in the community will have optimal access and inclusivity to City events, programs and services.
- All people in the community will have the same opportunities to access City buildings and facilities.
- All people in the community will receive information from the City in an accessible format.
- All people in the community will receive the same level and quality of service from the City's staff.
- All people in the community will have the same opportunities to provide feedback to the City, including compliments and complaints.
- All people in the community will have the same opportunities to participate in the City's stakeholder and community engagement processes.
- All people in the community will have equal employment opportunities with the City.
- To provide information, opportunities and encouragement to raise the awareness of the community regarding access and inclusion.

Legislation/ Local Law Requirements

Western Australian Disability Services Act 1993 (amended 2023)
Commonwealth Disability Discrimination Act 1992 (amended 2022)
AS 1428 (Design for Access and Mobility)
Building Code of Australia

Disability (Access to Premises - Buildings) Standards 2010
Commonwealth Disability Standards for Accessible Transport 2002 (amended 2011)
City of South Perth ~~Disability~~ Access and Inclusion Plan 2022 – 2027
The Western Australian Charter of Multiculturalism (2004)

Other Relevant Policies/ Key Documents

P501: Paths - Provision and Construction
City of South Perth Strategic Community Plan 2021-2031
P502: Cycling Infrastructure
P625: Equal Opportunity

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Policy Number:	P107	Relevant Council Delegation:	N/A
Council Adoption:	26/07/11	Relevant Delegation:	N/A
Reviewed/Modified:	03/05, 07/11, 03/11, 03/13, 03/14, 01/15, 03/16, 08/16, 08/17, 10/18, 03/21, 09/22, 12/23	Relevant Management Practice:	N/A

Strategic Direction *Community*

Policy P109 Child Safe Awareness

Responsible Business Unit/s	Community, Culture and Recreation; Community Learning and Libraries Library Services
Responsible Officer	Manager Community, Culture and Recreation; Manager Community Learning and Libraries Manager Library Services
Affected Business Unit/s	Community, Culture and Recreation; Community Learning and Libraries Library Services

Background

This Child Safe Awareness Policy is focused on the external facing and public role of Western Australian local governments in providing child safe awareness and information for their district and supporting their local communities.

The Policy was developed in response to Recommendation 6.12 from the Royal Commission into Institutional Responses to Child Sexual Abuse [2017](#) and the Royal Commissions recognition of the important role of local governments in community development and community safety, particularly roles that impact on child safety. The Royal Commission identified the opportunity to integrate their direct responsibilities to children and young people within their wider role in the community.

Policy Statement

The City of South Perth supports and values all children and young people. The City makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the City demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This Policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The City is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness Policy has been developed in response to Recommendation 6.12 of the *Royal Commission into Institutional Responses to Child Sexual Abuse* and recognises that the City is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The City will promote the safety and wellbeing of children across the community.

Consistent with the [National Principles for Child Safe Organisations](#) and [Commonwealth Child Safe Framework](#), this policy provides a framework that outlines the role of the City in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.



Policy Scope

The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness Policy applies to all employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the City, regardless of their work related to children or young people. It applies to occupants of City facilities and venues, including visitors, contractors and suppliers.

Definitions

Abuse: Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children: Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions
- places emphasis on genuine engagement with and valuing of children and young people
- creates conditions that reduce the likelihood of harm to children and young people
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm.

Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

Child safe: For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.

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Policy Number: P109

Council Adoption: 12/12/23

Reviewed/Modified:

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Policy Functions

The City of South Perth will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation:

- Developing a process to deliver child safe messages (for example at City venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

Responsibilities

The City of South Perth has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices. Although the City is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise City facilities to operate in alignment with the Child Safe Awareness policy. The City will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

Related Legislation

- *Child Care Services Act 2007*
- *Children and Community Services Act 2004*
- *Civil Liability Act 2002*
- *Corruption, Crime and Misconduct Act 2003*
- *Equal Opportunity Act 1984*
- *Freedom of Information Act 1997*
- *Local Government Act 1995*
- *National Principles for Child Safety Organisations*
- *Parliamentary Commissioner Act 1971*
- *Public Interest Disclosure Act 2003*
- *Public Sector Management Act 1994*
- *United Nations Convention on the Rights of the Child (CRC)*
- *Work Health and Safety Act 2020*
- *Working with Children (Criminal Record Checking) Act 2004*
- *Privacy and Responsible Information Sharing Act 2024*

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Policy Number:	P109	Relevant Council Delegation:	N/A
Council Adoption:	12/12/23	Relevant Delegation:	N/A
Reviewed/Modified:		Relevant Management Practice:	N/A

Other Relevant Policies / Key Documents

- P103 Stakeholder Engagement
- ~~P105 Cultural Services and Activities~~
- P106 Use of City Reserves and facilities
- P117 Library Services and Programs
- P624 Media Communications
- P674 Management of Corporate Records
- ~~P695 Risk Management~~
- ~~PXXX Privacy Management~~
- ~~M644 Responsible Use of Information Technology~~
- ~~M646 Volunteer Procedures~~
- Community Safety and Crime Prevention Plan
- Employee Code of Conduct
- Strategic and Operational Risk Plans

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Policy Number: P109
Council Adoption: 12/12/23
Reviewed/Modified:

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

Strategic Direction

Community

Policy P110 Financial Support of Community Organisations and Sporting Clubs

Responsible Business Unit/s	Community, Culture and Recreation
Responsible Officer	Manager Community, Culture and Recreation
Affected Business Unit/s	Community, Culture and Recreation

Policy Objectives

The City acknowledges the valuable role that local community organisations and sporting clubs play in ensuring that the local community has access to a wide range of leisure opportunities. This policy establishes the principles for the allocation of Council borrowings to support community organisations and sporting clubs for the purposes of capital improvements.

Policy Scope

This policy applies to all not-for-profit community organisations and sporting clubs occupying City owned or vested property that request financial support from the City for community recreation facility upgrades. Capital improvements to City owned or vested properties which are initiated by the City are excluded from this policy.

Policy Statement

The City will consider requests for capital funding for facility development from local community organisations and sporting clubs.

The City will prioritise requests for capital funding through its annual budget setting process. The City may consider capital funding requests for eligible groups outside of this process subject to exceptional circumstances (e.g. to take advantage of an external funding opportunity; or respond to an emergency situation etc).

Community Sport and Recreation Facilities Fund (CSRFF) and Club Night Lights (CNL) Funding Programs

Groups may apply to the City with requests for capital funding through the Community Sport and Recreation Facilities Fund and Club Night Lights funding programs administered by the State Government. The City's preferred stance is that it will contribute a maximum of one third of the project cost. However, in exceptional circumstances, where the club / community organisation can clearly demonstrate additional benefit (above and beyond the normal expectation) to the broader community, Council may be prepared to consider and formally resolve a greater contribution.

[Note: The state government's Department of Creative Industries, Tourism and Sport is undertaking a review of the Community Sporting and Recreation Facilities Fund \(CSRFF\) and Club Night Lights](#)



[Program \(CNLP\) between July and November 2026. Updated guidelines will be released by the end of the year, ahead of funding rounds opening in February 2027, and further information on the outcomes of the review, including how to access application forms, will be published on the Department's webpage.](#)

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Policy Number:	P110	Relevant Council Delegation:	N/A
Council Adoption:	28/05/13	Relevant Delegation:	N/A
Reviewed/Modified:	03/05, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 08/16, 08/17, 03/21, 09/22, 12/23, 10/24	Relevant Management Practice:	M110 Community Sport and Recreation Facilities Fund

City of South Perth Community Funding Program

Groups may apply to the City's Community Funding Program for minor capital upgrades. Applications will be considered in accordance with the eligibility and assessment criteria of the Community Funding Program as amended.

Self-Supporting Loan

Not-for-profit community organisations and sporting clubs may apply to the City with requests to support capital funding of City owned or vested properties, through a self supporting loan. The City will consider providing self supporting loans to eligible applicants if the following criteria are met:

- —To mitigate serious risk and/or meet urgent capital requirements that will deliver demonstrated substantial benefits to the community in alignment with the City's Strategic Plan and priorities identified in the Corporate Business Plan.
- —The City's Long term Financial Plan is not compromised.
- —Regulated borrowing limits as determined by WA Treasury Corporation.
- —Where all other funding alternatives have been sourced and/or exhausted; or is part of a grant program (e.g. CSRFF).
- —All costs incurred by the City will be recouped from the community organisation/sporting club applying for the self supporting loan, including (but not limited to): advertising costs; loan application fee; preparation costs; stamp duties, taxes and/or other duties; Western Australian Treasury Corporation (WARTC) fees etc.
- —An eligible community organisation/sporting club is only permitted to receive one active loan at any one time.

Assessment

The City may consider Self Supporting Loan requests only in circumstances where the group provides financial plans to the satisfaction of the City which demonstrate the ability of the group to repay the loan; without impost on ratepayers and where the borrowing does not have an adverse impact on the City's statutory Debt Service Ratios. To assess this requirement, the following criteria must be met:

- —The applicant community organisation/sporting club must provide evidence of incorporation
- —The applicant community organisation/sporting club must demonstrate to the City's satisfaction the capacity to meet the loan repayments by the provision of forward financial plans covering the life of the loan. The financial plans are to be certified by an independent Certified Practising, Chartered or similarly qualified and experienced Accountant.
- —The applicant community organisation/sporting club provides a business plan in support of the acquisition or development proposal that demonstrates the project is a priority for the club
- —The applicant community organisation/sporting club can demonstrate a satisfactory payment history over a period of three consecutive financial years with at least three principal contractors/suppliers/entities (including the City of South Perth)
- —The applicant community organisation/sporting club has no outstanding debt or default with the City of South Perth

Other Requests for Capital funding

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Policy Number: P110

Council Adoption: 28/05/13

Reviewed/Modified: 03/05, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 08/16, 08/17, 03/21, 09/22, 12/23, 10/24

Relevant Council Delegation:

N/A

Relevant Delegation:

N/A

Relevant Management Practice:

M110 Community Sport and Recreation Facilities Fund

Groups may apply to the City with requests for capital funding that are not to be funded through a self-supporting loan or the Community Sport and Recreation Facilities Fund. In general, the maximum contribution that the City will make to these projects is one third of the approved maximum project cost. There may be occasions whereby the City will consider a higher project contribution subject to sufficient funds being allocated in the annual budget.

Legislation/ Local Law Requirements

Not Applicable

Other Relevant Policies/ Key Documents

City of South Perth Strategic Community Plan 2021-2031

~~M102 Community Funding Program~~

~~P102 Community Funding Program~~

~~M102A Community Sport and Recreation Facilities Fund and Club Night Lights~~

~~P102A Community Sport and Recreation Facilities Fund and Club Night Lights~~

~~M609 Leases and Licences~~

P609 Management and Sale of City Property

Strategic Direction *Community*

Policy P116 Installation, Use and Management of Closed Circuit Television (CCTV) and other Monitoring Technology

Responsible Business Unit/s	GovernanceCommunity, Culture and Recreation
Responsible Officer	Manager GovernanceManager Community, Culture and Recreation
Affected Business Unit/s	All

Definitions

Authorised Personnel	City of South Perth employees designated as authorised by the City's CEO.
CCTV	Closed Circuit Television which is a video system that transmits television signals over a closed (non-broadcast) system.
CCTV System	Means a system used to transmit, record and store images from locations in the City of South Perth.
Monitoring Technology	Any instrument, apparatus, equipment, sensor, software or other device capable of being used to record, observe, track or map including (but not limited to) any fixed or mobile monitoring device. These devices may incorporate data analytics.

Scope

This policy applies to the installation, use and management of Closed Circuit Television (CCTV) and other monitoring technology by the City of South Perth (the City).

Objectives

The provision of CCTV and other monitoring technology aligns with the City's commitment to optimising safety for its employees and members of the public and protection of its community infrastructure, as detailed in the City's Strategic Community Plan, Community Safety and Crime Prevention Plan, Workforce Plan and associated [strategic](#) plans. It is intended to provide an increased level of safety and support; and a reduction in anti-social behavior across the City.

CCTV and other monitoring technology will be used to:

- Enhance employee and public safety;
- Assist in deterring crime, criminal damage and public disorder;
- Reduce fear of crime and enhance public perceptions of safety in public areas;
- Assist with the identification and prosecution of offenders;
- Assist with the identification of traffic management issues;

- Monitor, provide greater protection and enhance operational performance of the City's facilities, assets, plant and equipment;
- Allow for real-time monitoring and subsequent review of customers/visitors at City facilities;
- Assist other emergency services; and
- Assist and contribute in human resources and confidential employee matters as determined in consultation with the City's [People and Performance Human Resources Business Unit](#).

Privacy

The City will undertake appropriate communication strategies where its CCTV system and monitoring technology is installed to make people aware that their activity is being observed/overheard e.g. public signage, information on the City's website etc.

Ownership

The City of South Perth retains ownership of its CCTV equipment and monitoring technology. The City also maintains copyright ownership of all images, photographs and data pertaining to the equipment and systems.

The City may hire CCTV equipment from an external supplier if required. All data gathered by hired CCTV equipment will be managed in accordance with this policy.

Security of Data and Recorded Material

Security measures will ensure that no unauthorised access to, alteration, disclosure, loss or destruction of data or recorded material collected by the City's CCTV system and monitoring technology will occur. Viewing, retrieval, copying and releasing of data and recorded material will require approval by Authorised Personnel. Material will not be permitted to be sold, used for commercial purposes, or for the provision of entertainment.

System Administration

All system administration associated with the City's CCTV system and monitoring technology will be undertaken by Authorised Personnel.

New CCTV and Monitoring Technology Equipment/Projects

All proposals for new CCTV and monitoring technology equipment/projects will require approval by Authorised Personnel.

Legislation/Local Law Requirements

- [State Records Act 2000 \(WA\)](#)
- [Privacy and Responsible Information Sharing Act 2024](#)

Other Relevant Documents and Associated Policies

- City of South Perth Strategic Community Plan 2021-2031
- Community Safety and Crime Prevention Plan 2022-2027
- Western Australian State CCTV Strategy

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Policy Number:	P116	Relevant Council Delegation:	N/A
Council Adoption:	25 May 2021	Relevant Delegation:	N/A
Reviewed/Modified:	09/22, 07/23, 04/24	Relevant Management Practice:	M116 – Installation, Use and Management of CCTV and other Monitoring Technology

-
- Western Australian Closed Circuit Television (CCTV) Guidelines
 - CCTV Design for Local Government & Organisational Applications
 - [City of South Perth Workforce Enterprise Agreement](#)
 - [City of South Perth Policy \(PXX\) Privacy Management](#)

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Policy Number:	P116	Relevant Council Delegation:	N/A
Council Adoption:	25 May 2021	Relevant Delegation:	N/A
Reviewed/Modified:	09/22, 07/23, 04/24	Relevant Management Practice:	M116 – Installation, Use and Management of CCTV and other Monitoring Technology



Policy P118 Library Collection Development

Strategic Direction	Community
Responsible Business Unit/s	Community Learning and Libraries
Responsible Officer	Resources LibrariansCollection Development Librarian; and Coordinator Library Resources and Heritage
Affected Business Unit/s	Community Learning and Libraries

Policy Objectives

To provide the City of South Perth (City) and the community with a framework for the selection, acquisition, evaluation and de-accession of materials for the library collection.

Definitions

Deaccessioned

The process upon which a library item or resource is removed from the collection, catalogue or database.

Digital Resources

Resources provided and stored in an electronic format including the internet, electronic databases, digital audio, images and film, eBooks, eAudio, eNewspapers and eMagazines.

Library Materials

Page 1 of 5

Policy Number: P118
Council Adoption: 25 May 2021
Reviewed/Modified: 09/22, 04/24, 10/24

Relevant Council Delegation: N/A
Relevant Delegation: N/A
Relevant Management Practice: M118, M119

Any item held in the library collection that includes but is not limited to books, CD's, DVD's, audio books, magazines, maps, plans, photographs and electronic resources.

Policy Scope

This policy extends to all library materials held within the City's libraries, and the digital resources that are available via the City's website.

Policy Statement

The City's library service aims to provide free access to a comprehensive and dynamic collection of print, non-print and digital resources which meets the current and future informational, recreational, educational and cultural needs of the community.

Purchase of library materials will maintain the collection at very a high standard and will supplement resources supplied by the State Library of Western Australia.

The City's Resources Librarians Collection Development Librarian will oversee the selection of resources and materials within the libraries with guidance from Coordinator Library Resources and Heritage.

Selection of materials will be based on the following criteria:

- Literary merit
- Relevance and community demand
- Potential level of use
- Authority of source
- Currency and accuracy of content
- Authority and reputation of author, publisher, producer or illustrator
- Suitability of subject and style
- Quality of presentation
- Suitability and durability of format for loan and storage
- Cost
- Language (materials in languages other than English may be acquired to meet community needs)

Additional selection criteria may be considered when selecting digital resources:

- Vendor support
- Technical considerations (in particular, authentication)

- Speed of downloading
- Ease of use and availability of usage statistics
- Content availability and coverage (Australian sources)
- Platform
- Contract provisions (limitations of subscriptions)

Items may be excluded for the following reasons:

- Subject matter provided in alternate resources
- Material is out of print and not readily available
- Content out of date
- Out-dated or unsuitable format
- Textbooks for formal course of study that are not of general interest or value to local community

The library collection and content shall be reviewed and updated with surplus stock deaccessioned based on the following criteria:

- Out of date or inaccurate content
- Low community relevance and interest in content
- New edition available
- Digital availability
- Poor physical condition

Surplus material may be sold at library book sales at a cost prescribed in the City's Fees and Charges Schedule or by other methods deemed effective and appropriate, including (but not limited to) donations to community or commercial agencies or sustainable paper recycling.

Donations will be accepted on the understanding that the material donated becomes the property of the City. The City of South Perth Libraries reserve the right to include or not to include donated materials in its collections or to dispose of such materials and will not be bound in any way whatsoever to account to donors for the manner of the disposal of donated materials.

City of South Perth Libraries endorse the Statement on Free Access to Information (2007), the Statement on Libraries and Literacies (2006) and the Statement on Public library Services (2018) issued by the Australian Library and Information Association.

City of South Perth Libraries will not exercise censorship in the selection of materials by rejecting on moral, gender, individual lifestyle, political, racial or religious grounds alone. Material will not be rejected on the grounds that its content is controversial or likely to offend some section of the community. Such material may otherwise be relevant to the purpose of the Library and meet the standards, such as historical importance, intellectual

integrity, effectiveness of expression or accuracy of information, which are required by the City of South Perth Libraries. Library resources are available to all library users without restriction, except where legally required, or as set out in the Library's loan conditions. The library encourages parents/caregivers to set their own family rules in consultation with their child. It is the responsibility of parents/caregivers to monitor young people's selection and use of library resources.

Legislation/ Local Law Requirements

Library Board (Registered Public Libraries) Regulations 1985.

State and Local Government Agreement for the Provision of Public Library Services in Western Australia, 2020

Local level agreement for the delivery of public library services, 2011

Funding Arrangement for the delivery of public library services, 2011

Western Australian Classification Publications, Film and Computer Games Enforcement Act 1996.

Censorship Act 1996

Other Relevant Policies/ Key Documents

M118 Library Collection Development

M119 South Perth Local History Collection

Statement on Free Access to Information (Australian Library and Information Association 2015)

Statement on Libraries and Literacies (Australian Library and Information Association, 2006)

Statement on Public Library Services (Australian Library and Information Association, 2018)

City of South Perth Libraries Collection Development Guidelines

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Policy P402 Alfresco Dining and Parklets

Strategic Direction	Leadership
Responsible Business Unit/s	Development Services
Responsible Officer	Manager Development Services
Affected Business Unit/s	Environmental Health Services, Development Services

Policy Objectives

To provide a framework for the establishment and management of appropriately located and designed alfresco dining and parklet areas within the City of South Perth (the City) to ensure that such areas do not adversely affect the safety of pedestrian or vehicular traffic, or the character and amenity of the surrounding area, whilst providing street activation.

Definitions

Alfresco Dining

- An approved public area in which tables, chairs and other structures can may be placed for the supply and consumption of food, beverages, or both.

Parklet

- A structure located within a road carriageway, which may be used for Alfresco Dining, or general public use.

Permit holder or proprietor

- The business or representative of the business that holds the alfresco dining permit and/or the parklet license.

Text

Policy Scope

This Policy applies to proposals for alfresco dining and parklet activities, throughout the City.

Policy Statement

1.0 General Criteria - Alfresco Dining and Parklets

- 1.1 The permit holder or proprietor shall have current public liability insurance of not less than \$20,000,000 and provide an indemnity from the permit holder or proprietor indemnifying the City in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place.
- 1.2 Traders are responsible for maintenance of public land on and immediately surrounding where the activity is trading or operating and shall make good any damage to the satisfaction of the City.
- 1.3 All furniture and signage shall be durable, waterproof, rustproof and weather resistant, be maintained in good condition, be designed so that corners and fastenings do not create potential hazards for patrons and pedestrians and where the design requires, be securely anchored in accordance with Australian Standard AS1170.2-2011 – Structural Design Actions – Wind Actions and/or any recommendations provide by the manufacturer.
- 1.4 All furniture and signage must be removed from the public realm at the close of business each day. In any event, the City may remove any furniture, structure or signage from public land at any time to allow the undertaking of works in the road reserve.
- 1.5 Outdoor heating devices must comply with Australian Standards AS1596:2014 – The Storage and Handling of LP Gas and shall switch off automatically if overturned, to prevent injury to patrons, pedestrians and property.
- 1.4 Where the alfresco area or parklet is being used at night, clear and well distributed lighting must be provided to ensure the safety and amenity of both patrons and the public. Lighting shall not cause a nuisance by way of light spill to any nearby premises.

- 1.5 Alcohol consumption shall only be permitted where the necessary approvals have been obtained from the Department of Local Government, Sport and Cultural Industries (Racing, Gaming and Liquor).
- 1.6 Smoking is not permitted within alfresco dining or parklet areas. The permit holder is required to provide appropriate non-smoking signage to ensure compliance.
- 1.7 Unless otherwise specified by the City, hours of operation may be determined at the discretion of the permit holder, subject to compliance with any Liquor Licence conditions and the Environmental Protection (Noise) Regulations 1997.
- 1.8 The Trader is to ensure that the eating area, footpath, and the immediate surrounds are kept in a clean and tidy condition at all times and free of litter.
- 1.9 The Trader must ensure adequate access to the footpath is maintained to ensure the safety and amenity of both patrons and the public at all times.

2.0 Alfresco Dining

2.1 Location

Alfresco Dining shall be located:

- (i) immediately abutting the premises; or
- (ii) a minimum of 0.5m from the kerb.

A minimum 1.8m wide pedestrian clearway (running parallel to the street) is to be provided and maintained at all times.

3.0 Parklets

3.1 Location

Parklets shall be located:

- (i) in existing on-street car parking bays (not loading, taxi, or bus or accessible car parking bays) on a local distributor road with a speed limit of no greater than 50kph;
- (ii) so as to cause no damage or obstruction to a manhole, inspection pit, fire hydrant, water, gas, electrical or communications infrastructure drainage or other service within the location of a parklet; and
- (iii) at least one car parking space (or a minimum of 6.0m) from a corner and at least 0.3m from the edge of the traffic lane.

3.2 Design Criteria - Parklets

- (i) Any pergola constructed within the parklet must be freestanding, have an overhead clear height of a minimum 2.0m and not require fixtures to adjacent structure of buildings.
- (ii) The pergola must be maintained to a high standard and securely anchored in accordance with Australian Standard AS 1170.2-2022- Structural Design Actions – Wind Actions and/or any recommendations provided by the manufacturers.
- (iii) The floor of the parklet is to be flush with the abutting kerb and the parklet must be accessible from the footpath via an unobstructed section with a minimum width of 1.8m.

~~(iii)~~ ~~(iv)~~ — The ends of the parklet must be protected by wheel stops with retro reflective material (or similar to the satisfaction of the City).

~~(iv)~~ All drainage channels and openings underneath a parklet must remain free of debris, so that any draining age functions are not effectedaffected by the construction of the parklet.

3.3 Maintenance – Parklets

- ~~(i)~~ Parklets must not damage or obstruct the operation of, or access by the City or its representative, to public infrastructure such as kerbing, paving, crossovers or road drainage.
- ~~(ii)~~ The permit holder or proprietor of the parklet shall make good any damage to infrastructure that occurs as a result of the construction, operation or removal of a parklet, to the satisfaction of the City.

4.0 Consultation

- 4.1 Applications for Alfresco Dining do not require public consultation.
- 4.2 Applications for Parklets will be advertised to landowners and occupants within 100m of the proposed location for a minimum period of 14 days.

Legislation/ Local Law Requirements

Local Government Act 1995

City of South Perth Public Places and Local Government Property Local Law 2011

Other Relevant Policies/ Key Documents

City of South Perth Strategic Community Plan 2021-2031

City of South Perth Economic Development Plan

Policy Review

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Policy P601 Strategic Financial Management – Preparation of Long Term Financial Plan

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

Policy Objectives

As a part of its responsibilities under the Integrated Planning & Reporting Framework, the City prepares a 10 year Strategic Community Plan ~~(or Council Plan)~~, 4 year Corporate Business Plan, 10 year Asset Management Plan and 4 year Workforce Plan. To enable it to effectively and sustainably match its financial capacity with the strategic intent ~~suggested~~~~indicated~~ by these planning documents, the City also prepares a 10 year Long Term Financial Plan (LTFP).

Best practice in financial management suggests that there should be a clear articulation of the different but complementary roles of Council Members and the Administration in the process by which this key financial document is prepared and integrated. The output of this process should be a transparent, responsible and well co-ordinated approach to the sustainable management of the City's financial resources.

Definitions

~~Not applicable Text~~

Policy Scope

This Policy applies to Council and Officers.

Policy Statement

The LTFP provides a broad strategic overview of where the City's financial resources may be directed over the next ten years. It plays an important role in linking the City's

organisational and financial capacity with its agreed strategic direction. The LTFP is to be compiled in accordance with the Department of Local Government Guidelines using a 'nature & type' classification to permit managerial and reporting comparisons between strategic objectives, budgets and actual performance.

Effective development of high-quality financial plans requires the complementary participation of stakeholders within and external to the organisation.

The principles underlying the development of this key financial document are:

- Reflecting close alignment with strategic objectives.
- Emphasising value for money and positive community outcomes.
- Responsibly balancing competing projects against limited financial and other resources.
- Developing plans which are financially, socially and environmentally sustainable.
- Having due regard to the City's ongoing financial sustainability and the impact of decisions on the Key Financial Indicators (ratios) that are used to measure local government sustainability.

The principal focus of Council in the process is strategic and to ensure alignment between the City's identified Integrated Planning & Reporting Framework documents (and the identified and agreed strategic direction indicated therein). Such deliberations are to be governed by the principles contained in the City's guiding documentation with the over-riding consideration being the benefit of the wider community.

The City's financial planning horizon should always be ten years or greater. Financial planning or budgeting activities should not be regarded as a series of adjacent one-year horizons. All significant financial decisions, ~~(including changes to staffing and initiation of capital projects~~ **(inclusive of the ongoing operational cost of these projects))** should be, where practical, evaluated over long term financial horizons.

Primary responsibility for determining the detailed line items to be included in the key financial documents resides with the administrative staff who are to give due consideration to strategic alignment, ~~responsible~~ budget constraints, community views expressed through appropriate community consultation, cash-flow implications and statutory requirements.

A full review of the City's LTFP will be undertaken in the year immediately after the adoption of the major review of the Strategic Community Plan **or adoption of a Council Plan**, which occurs every 4 years. To allow all participants to have an opportunity to share an informed understanding of the process, the underlying principles, ~~and~~ assumptions

and aggregated financial summaries, a series of Council and Management Briefings will be held during the development of the Long Term Financial Plan.

Once adopted, the LTFP, assumptions and principles together with the aggregate financial estimates disclosed therein are to provide the framework that guides the preparation of the Annual Budget.

Updates to the Long Term Financial Plan and Corporate Business Plan are to be formally presented to Council for consideration on an annual basis.

Legislation/Local Law Requirements

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

Other Relevant Policies/Key Documents

Integrated Planning & Reporting Guidelines

City of South Perth Strategic Community Plan

City of South Perth Corporate Business Plan

City of South Asset Management Plan

City of South Workforce Plan

City of South Perth Information Technology Strategic Plan

City of South Perth Workforce Plan

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Policy P603 Investment of Surplus Funds

Strategic Direction	Leadership
Responsible Business Unit/s	Financial Services
Responsible Officer	Director Corporate Services and Manager Finance
Affected Business Unit/s	Financial Services

Policy Objectives

Local governments are required to ensure that they have effective and accountable systems in place to safeguard the City's financial resources. This includes the development of proper systems to authorise, verify and record the investment of monies in ~~approved~~appropriate financial instruments.

Definitions

"authorised institution" means the same as that defined in Regulation 19C (1) of the Local Government (Financial Management) Regulations 1996 as amended.

o Authorised institution means:

- An authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
- The Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

"counterparty" means the other party that participates in a financial transaction.

"credit rating" means an estimate of overall ability and willingness of an entity or person to fulfil financial obligations in full and on time, based on previous financial dealings. Ratings are opinions issued by credit rating agencies.

Policy Scope

This Policy applies to the Financial Services Business Unit.

Policy Statement

Primary Considerations

- Preservation of Capital
- Meeting Liquidity Requirements
- Meeting the 'Prudent Person' Standard
- Preventing Conflicts of Interest
- Transacting only in 'Approved' Financial Instruments
- Meeting the City's Risk Management Criteria relating to Credit Risk & Counterparty Diversity

Capital Preservation

- Preservation of capital is the principal objective of the investment portfolio.
- All investments are to be made in a manner that seeks to ensure security and safeguard the portfolio by effectively managing credit risk and interest rate risk within identified parameters.
- Investment for speculative purposes is not permitted under this policy.

Liquidity

- Proper consideration is to be given to the present and likely future daily operational cash requirements of the City when selecting investments.
- The liquidity and marketability of the proposed investment during, and on determination, of the proposed financial instrument is to be taken into consideration.
- The term to maturity of an investment shall be in accordance with that specified in the Risk Maturity Framework ~~–but should allow maximum seven (7) day access to Council funds.~~

Prudent Person Standard

- Investments are to be managed with the care, diligence and skill that a prudent person would exercise.
- Officers ~~delegated with authority~~ are to manage the investment portfolio ~~are~~ to safeguard it in accordance with ~~the substance~~ ~~spirit~~ of this policy.

Delegated Authority

- In accordance with Delegation DC603 & ~~DM603~~ Investment of Surplus Funds.

Ethics & Conflict of Interest

- Officers authorised under the relevant delegations shall refrain from personal activities that may conflict with the proper execution of transactions and management of Council's investment portfolio.
- Authorised officers should advise the CEO of any conflict of interest.

Approved Instruments

- Interest Bearing term deposits with ~~a~~Authorised ~~d~~Deposit ~~t~~Taking ~~i~~Institutions (~~ADIs~~, Australian banks, building societies and credit unions) for a maximum term of three years.
 - ~~○ — Authorised institution means:~~
 - ~~▪ — An authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or~~
 - ~~▪ — The Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.~~
- Bonds guaranteed by the Commonwealth and State or Territory Government with a maturity of less than three years.

Prohibited Investments

This policy prohibits any investment not specified as an Approved Instrument in this Policy, ~~including:~~

- ~~_____ (a) deposit with an institution except an authorised institution;~~
- ~~_____ (b) deposit for a fixed term of more than 3 years;~~
- ~~_____ (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;~~
- ~~_____ (d) invest in bonds with a term to maturity of more than 3 years;~~
- ~~_____ (e) invest in a foreign currency.~~
- The use of leveraging (borrowing for investment purposes) is prohibited.

Risk Management

Credit Quality

- Credit quality on 70% of the portfolio is to be a minimum of Standard & Poor credit rating A-1 short term or A+ long term or better.
- Credit quality on a maximum of 30% of the portfolio may be a Standard & Poor credit rating A-2 short term or BBB+ long term or better.

Counterparty Risk

- Counterparty credit risk is to be managed through adequate level of diversification to spread risk.
- Not more than 25% of the total funds invested at any given time are to be placed with any one institution with a Standard & Poor rating A-2 short term or BBB+ long term.
- For institutions with a minimum Standard & Poor rating A-1 short term or A+ long term or better a maximum of 30% of the total funds invested placed with any one institution will apply.

Maturity Term

- Investment terms to maturity may range from 'at call' to a maximum of one (1) year for Municipal or Trust Fund Investments.
- At least 60% of Reserve Fund investments shall have terms to maturity of less than one (1) year.
- Investments which are downgraded below the ratings approved in this policy are to be liquidated application must be made within 7 days of notification of the rating downgrade.

Supplementary Considerations

- Corporate Social Responsibility
- Transaction Costs

Corporate Social Responsibility

- In making investment decisions, consideration may be given to the corporate social responsibility profile of the financial institutions with whom the City invests.
- It is emphasised that this is a subjective criteria and may only be taken into account when making investment decisions **after** all of the Primary Considerations listed in this policy have been met.
- Where this criteria is exercised, the justification for applying it should be recorded for future audit purposes.

Transaction Costs & Administrative Matters

- The administrative, banking and reporting costs that may be associated with the particular financial instrument are to be considered in selecting an appropriate financial instrument.
- Competitive quotations are to be obtained prior to investing Council funds with any institution.

Reporting

- A fully reconciled Investment Register is to be maintained by the City at all times.
- The Investment Register is to record all investments held and those that have matured during that year - including details of financial institution, investment type, interest rate applicable, term to maturity and interest revenues earned and accrued.
- A report summarising the composition of the investment portfolio including investment classes, amounts invested with each financial institution and details of the investment performance shall be provided to Council monthly.

Legislation/Local Law Requirements

Local Government Act 1995

The Trustees Act 1962

Local Government (Financial Management) Regulations 1996

Australian Accounting Standards

Other Relevant Policies/Key Documents

City of South Perth Strategic Community Plan 2021 - 2031

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Policy P607 Tenders and Expressions of Interest

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

Policy Objectives

This Policy provides a framework by which the City can invite, evaluate, and accept Tenders and Expressions of Interest. Openness and accountability are critical elements of the process and hence it is essential to have a framework that adequately addresses matters of probity in the acquisition of goods and services.

Definitions

“expressions of interest” to make a preliminary selection from amongst prospective tenderers, with respect to the supply of the goods or services**Text**

Policy Scope

This Policy will affect all business units within the City of South Perth.

Policy Statement

General Principles

The City uses Tendering and Expression of Interest processes based on the *Local Government Act 1995* and Part 4, Division 2, *Local Government (Functions and General) Regulations 1996*. Tenders are governed by Regs. 11 to 21A and Expressions of Interest are governed by Regs.21 to 24.

~~Tenders and Expressions of Interest (Public Requests) are to be called and accepted in accordance with the principles contained in the City's Purchasing & Tendering Manual and reflected in Management Practice M607.~~

Delegation of authority contained in Delegations DC607 and DC685 are designed to provide a clear, auditable trail of the process and establish accountability for the various stages of the process. Any exercise of delegated authority by City officers under these delegations is to be adequately documented in accordance with ~~Legislation and the procedures specified in the City's Tendering Manual and recorded in the City's Policy P674 Management of Corporate Records~~Record Keeping System.

Regulatory Compliance

In the following instances, public requests are not required (regardless of the value of expenditure):

- An emergency situation as provided by the *Local Government Act 1995*;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction, which Council has authorised;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations.

In all other circumstances where it is expected that the expenditure on the acquisition of goods or services will exceed the tender threshold (\$250,000 excluding GST), tenders must be called in accordance with all relevant statutory obligations and the City's documented tender process.

Anti-Avoidance

Officers shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the consideration below the level of \$250,000, thereby avoiding the need to tender publicly.

Evaluation Criteria

The City shall, before inviting public requests, determine in writing the criteria that will be used for evaluating which tender should be accepted or EOI respondent/s selected to submit a tender.

Evaluation Panel

The evaluation panel shall be established prior to the advertising of a Public Request and shall include a mix of skills and experience relevant to the nature of the purchase or subject matter; the panel must contain a minimum of three members.

Public noticeAdvertising

Public Requests must be advertised on the City's website, all City notice boards, in a Statewide publication, e.g. "The West Australian" newspaper, preferably in the Local Government Tenders section, and preferably on a Wednesday or Saturday.

Public Requests must remain open for at least 14 days after the date advertised. Care must be taken to ensure that 14 days (from the date of notification) are provided as a minimum.

The Notice must include:

- A brief description of the goods, services, or works requirements;
- Information as to where and how responses may be submitted;
- The date and time after which responses cannot be submitted;
- Particulars identifying a person from whom more detailed information may be obtained;
- This detailed information includes:
 - Such information as the City decides should be disclosed to those interested in submitting a response;
 - Detailed specifications of the good, services or works required;
 - The criteria for deciding which response should be accepted;
 - Whether or not the City has decided to submit a response; and

- Whether or not responses can be submitted by facsimile or other electronic means, and if so, how responses may so be submitted.

Issuing Documentation

Public request documentation will be made available via the e-Procurement portal.

It is necessary to register on the City's e-Procurement portal in order to be able to respond to the public request. The portal is used exclusively to advertise, publish and receive responses to and from suppliers and the City.

~~Once confirmed as a registered supplier, users will receive email updates and notifications each time the City adds a new public request to the system.~~

Addendum

If, after the public request has been publicly advertised, the City wishes to make any variations to the documentation, it must take reasonable steps to give each person who has sought copies of the documents notice of the variation.

Response Deadline

A response to a public request is required to be rejected unless it is submitted at a place and within a time specified in the request documentation.

Submitting a Response

Response documentation from respondents must be submitted electronically via the City's e-Procurement portal no later than the deadline. All response documents must be submitted in accordance with the request process conditions stated in the request.

Responses received after the deadline or in a manner other than that stipulated in the request shall be non-conforming and will be rejected. The City accepts no responsibility for a submitted response failing to meet the requirements outlined in the request documents.

Opening of response document senders

No submissions or response to any public request are to be opened, examined or assessed until after the request deadline. Public requests are to be opened in the presence of at least two City employees or a person~~n officer~~ authorised by the Chief Executive Officer and at least one ~~other~~ City ~~employee~~Officer. Details of all tenders or EOIs received/opened shall be recorded in the Tender Register.

Public requests are to be opened after the advertised time and at the advertised place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the City. Members of the public are entitled to be present at the opening.

If the request states that the manner for delivery is by post or hand delivery, then the tenderer's offer form, price schedule and other appropriate pages from each tender shall be date stamped and initialled by the City officer present at the opening of tenders.

If no responses received

Where the City has invited tenders or EOI, and no response was submitted that met the request specifications, direct purchases can be arranged based on the following:

- This fact is clearly and adequately documented; and
- The specification for goods and/or services and/or works remains unchanged; and
- Purchasing is arranged within six months of the closing date of the lapsed request.

Evaluation

The City shall assess responses received that have not been rejected as non-conforming by means of a written evaluation of the extent to which each response satisfies the specified criteria for deciding which response to accept. The evaluation panel determines which tender or EOI response would be most advantageous to the City.

Minor Variations

If after the request has been publicly advertised and a successful respondent has been chosen, but before the City and successful respondent have entered into a contract, the City may make a minor variation in the goods or services or works required. A minor variation will not alter the nature of the goods or services or works required, nor will it materially alter the specification or structure requested by the initial request.

Notification of outcome

Each respondent shall be notified of the outcome following its determination. The notification shall include the name of the successful respondent. The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the process.

Records Management

All documentation associated with the request process must be recorded and retained. This includes:

- Request specification and supporting documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

Record retention shall be in accordance with the ~~minimum~~ requirements of the *State Records Act*, and the City's internal records management policy.

Legislation / Local Law Requirements

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Other Relevant Policies / Key Documents

P605: Purchasing

P611: Pre-Qualified Supplier Panels

P674: Management of Corporate Records

P695: Risk Management Policy

City of South Perth Strategic Community Plan 2021 - 2031

DC607: Acceptance of Tenders/E-Quotes/Common Use Agreements

DC607B: Non-Acceptance of Tenders

DC685: Inviting Tenders or Expressions of Interest

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

Policy Objectives

The City of South Perth will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the City has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel.

Definitions

Panel of pre-qualified suppliers means a panel of suppliers of goods or services established in accordance with Division 3 of the Local Government (Functions and General) Regulations 1996~~Text~~

Pre-qualified supplier, of particular goods or services, means a person who is part of a panel of pre-qualified suppliers for the supply of those goods or services established in accordance with Division 3 of Local Government (Functions and General) Regulations 1996

Policy Scope

This Policy affects all business units within the City of South Perth.

Policy Statement

Establishing and Managing a Panel

~~Should the City decide that a Panel is to be created, it~~ will establish the Panel in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement or a number of similar supply requirements under defined categories.

Panels may be established for a minimum of one (1) year and for a length of time deemed appropriate by the City.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier (through an invitation procurement process advertised via a state-wide notice ~~and in accordance with the Public notice requirements of P607~~), the City will state the expected number of suppliers it intends to put on the Panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel applicant determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel. The City will disclose this approach in the detailed information when establishing the Panel.

Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe the following as to whether the City intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; and/or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; and/or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the supplier's suitability for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; and/or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The City will invite the highest ranked Panel member, to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the City may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in Policy P605. When a ranking system is established; and/or
- an alternate method of distribution of work may be chosen. The City will disclose this approach in the detailed information when establishing the Panel.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, or which includes options to extend the contract.

Purchasing from the Panel

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications, must all be captured on the City's electronic procurement system and records system ~~or e-tendering portal~~. A separate electronic record is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

Record Keeping

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

Legislation / Local Law Requirements

Local Government Act 1995

Local Government (Functions & General) Regulations 1996

State Records Act 2000

Other Relevant Policies / Key Documents

P605: Purchasing

P607: Tendering & Expressions of Interest

P674: Management of Corporate Records

P695: Risk Management Policy

City of South Perth Strategic Community Plan 2021 - 2031

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Policy P613 Capitalisation & Valuation of Fixed Assets

Strategic Direction	Leadership
Responsible Business Unit/s	Financial Services, Asset Management
Responsible Officer	Director Corporate Services, Manager Finance
Affected Business Unit/s	All Business Units

Policy Objectives

Local governments are required to ensure that they have effective and accountable systems in place to safeguard the City's resources. This includes the development of proper systems to record the location and valuation of fixed assets (non-financial assets) acquired or constructed by the City. Fundamental matters to be considered in the effective management of fixed assets (Property, Plant & Equipment or Infrastructure) are the determination of what constitutes a fixed asset, how they are recorded and how they are valued according to fair value principles as well as at what threshold value they should be capitalised.

Definitions

Cost model, fixed asset is measured at its historical cost minus any accumulated depreciation and any accumulated impairment losses;

Fair value, in relation to a fixed asset (non-financial asset), means the fair value of the fixed asset measured in accordance with the AAS;

Right-of-use asset, of a local government, includes the local government's right to use —

- (a) Crown land; or
- (b) other land that is not owned by the local government,

that is vested in the local government at nil or nominal cost for an indefinite period for the purpose of roads or for any other purpose;

~~Vested improvement~~, in relation to a local government, means a pre-existing improvement on land of which the care, control or management is vested in the local government at nil or nominal cost for an indefinite period

Text

Policy Scope

This Policy directly affects the Financial Services Team and Asset Management Team ~~and informs the preparation of the Annual Financial Statements~~ to ensure the recording of accurate data on fixed assets in accordance with relevant legislation, accounting standards and professional announcements. ~~It also directly impacts the way in which assets are maintained and managed by informing maintenance cycles and initiating renewal expenditure. In this way, the policy indirectly impacts the activities of all service departments.~~

Policy Statement

To permit the preparation of statutory financial statements and to inform the effective planning for, management of and enhancement of fixed assets, expenditures incurred by the City must be classified as either being 'operational in nature' or being such that they result in the creation or renewal of a 'fixed asset'. The manner in which expenditure is classified has a major impact on results disclosed in the Income Statement and on the financial position disclosed in the City's Statement of Financial Position.

Those items that are 'capitalised' as assets must be depreciated over their useful life which is determined according to the particular asset class (and component within that class to which that item belongs). Costs that are simply 'expensed' rather than capitalised are to be included as operating expenditure at the time of incurring the cost.

The nature of the expenditure must be considered in both the budget and financial reporting stages to determine whether it is likely to create a new fixed asset, renew a fixed asset or whether it constitutes a repair or maintenance expenditure. Reference to relevant professional accounting standards and practice statements provide persuasive guidance in this regard. Not only does this determination impact financial results and financial position, but it also impacts the financial ratios by which the City's financial sustainability is assessed.

In determining whether or not an expenditure by the City results in the creation of an 'asset', the City applies the principles contained within the Australian Accounting

Standards (AAS) and the Local Government (Financial Management) Regulations 1996 (LGFMR). It also reflects on contemporary best practice principles in asset management. This determination requires the exercise of appropriate professional judgement - and therefore the determination is made only by the City's qualified professional accounting staff in consultation with the City's Asset Management Team.

It is important to effectively balance the administrative workload of recording and maintaining a reliable Asset Register that meets all legislative requirements and asset management responsibilities - including the risk and compliance issues attaching to the proper classification of capital expenditures.

CLASSIFICATION & CAPITALISATION THRESHOLDS

In accordance with the ~~amendment to the~~ Local Government (Financial Management) Regulations 1996 (Regulation 17A (4) and (5)) the capitalisation threshold of assets ~~has been amended to~~ is \$5,000.

Assets with a fair value less than \$5,000 as at the date of acquisition that are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale are included under the Portable and Attractive category of the Asset Register.

To permit efficient, accurate and complete recording of fixed assets, expenditure incurred to acquire, renew or enhance an asset should be capitalised if the expenditure meets capitalisation criteria and is above the legislated capitalisation threshold.

Assets are capitalised progressively throughout the year - at the time of acquisition or commissioning ready for use. The legislated asset capitalisation threshold is applied to these assets individually.

The City does not capitalise separate component parts within a larger asset class of Property Plant & Equipment assets- with the specific exception of Buildings which are required to be recorded and valued at the component level. Building assets can be classified as 'Specialised' or 'Non Specialised' which determines the level of valuation inputs required. Buildings are recorded and valued at fair value at the 'component' level to recognise the differing useful lives of the various components of the particular building asset.

Infrastructure assets are specifically required to be recorded and valued at fair value (reflected as the current written down replacement cost) compiled at the 'component' level. This methodology recognises the differing useful lives of the various components of the infrastructure assets.

~~Building assets can be classified as 'Specialised' or 'Non Specialised' which determines the level of valuation inputs required. Buildings are recorded and valued at fair value at the 'component' level to recognise the differing useful lives of the various components of the particular building asset.~~

ASSET COMPONENTS:

Building assets are segregated into the following (minimum) component classification for the purposes of recording, valuation and maintenance / replacement:

- Building structural shell & sub-structure
- Roof
- Transportation systems (lifts / elevators)
- Electrical systems
- Hydraulic systems
- Security systems
- Fire protection systems
- Mechanical plant (air conditioning plant etc)
- Internal fit-out
- Floor coverings

Note that AV equipment, furniture and fittings are not considered to be part of the building and are separately addressed.

Infrastructure assets are segregated into the components that are considered specific to (and relevant for) that particular asset class as determined by the Asset Management Team - guided by contemporary asset management principles.

VALUATION

VALUATION AND REVALUATION OF CITY ASSETS ARE IN ACCORDANCE WITH THE LGFMR SPECIFICALLY REGULATION 17A.

The City revalues its assets, subject to revaluation in accordance with the LGFMR:

- If the asset is an investment property —
 - whenever required under the AAS known as AASB 140; and
 - in any event, on the day after the period of 5 years beginning on the asset's last valuation date;
- Otherwise — on the day after the period of 5 years beginning on the asset's last valuation date.
- The City may revalue its assets subject to revaluation in accordance with the LGFMR earlier than required if it chooses to do so.

- The City is not required to comply with the AAS known as AASB 136 to determine the recoverable amounts of its assets subject to revaluation for an impairment indicator of a general decrease in asset values.

The following classes of Property Plant & Equipment are measured using the cost model in accordance with AAS, individual assets may be subject to an impairment test (and possible downwards revaluation) at any time should the City's professional staff deem that the asset has been 'impaired':

- Technology Equipment (Computers, peripherals and communications equipment)
- Furniture & Fittings
- Plant & Equipment
- Mobile Plant
- Right-of-Use Assets (as defined by the LGFMR)

The following asset classes are valued at 'fair value' determined by [expert or](#) management valuation representing the written down replacement cost determined using contemporary valuation techniques:

- Land and Buildings, Artworks
- Road Network
- Path Network
- Drainage Network
- Parks Assets
- Street Furniture & Other Assets
- Foreshore Assets
- Car Parking
- Vested Improvements controlled by the City (as defined by the LGFMR)

Certain readily transferable items with a fair value lesser than the \$5,000 capitalisation thresholds, such as mobile telephones or minor mobile plant such as chainsaws or brush-cutters, etc, are recorded under the Portable and Attractive (P&A) category of the Asset Register with their details, serial numbers and location. P&A assets are fully expensed at the date of acquisition and recorded with a nil value on the Asset Register.

In accordance with the LGFMR vested land is a Right-of-Use (ROU) asset to be measured at cost. All ROU assets (other than Vested Improvements which is measured at Fair Value) under zero cost concessionary leases are measured at zero cost e.g. easements, land under roads and land utilised as public open space.

USEFUL LIVES & DEPRECIATION RATES

The City determines the useful lives of fixed assets (and therefore the applicable depreciation rates to be applied), for each class of asset utilising the principles contained in the Institute of Public Works Engineering Australasia Practice Notes, relevant accounting pronouncements and guidelines, its own experience and comparison with other Local Governments. These are re-assessed annually by City officers to ensure that they reflect contemporary practice and compliance with the AAS. They are also subject to annual review by the City's auditors for 'reasonableness'.

~~The policy in relation to the estimated useful lives which are to be applied to the City's depreciable fixed assets for the purposes of preparing statutory financial statements is:~~

Legislation / Local Law Requirements

Relevant accounting standards and guidance including, but not limited to the following:

AASB 13 Fair Value Measurement

AASB 116 Property, Plant and Equipment AASB 136 Impairment

AASB 5 Assets Held for Sale AASB 40 Investment Properties

Local Government (Financial Management) Regulations 1996

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2021 - 2031

City of South Perth Long Term Financial Plan

City of South Perth Asset Management Plans

International Asset Management Manual

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Policy P624 Media Communications

Strategic Direction	Leadership
Responsible Business Unit/s	Customer, Communications and Engagement
Responsible Officer	Manager Customer, Communications and Engagement
Affected Business Unit/s	All Business Units

Policy Objectives

The City of South Perth (the City) is committed to open and transparent communication and to being accountable. We will communicate with our community and stakeholders and provide the media with City information in a timely manner.

This policy is in accordance with the *Local Government Act 1995*, the City's [Elected Members Code of Conduct](#) [for Council Members, Committee Members and Candidates](#), the Employee Code of Conduct and all relevant City policies.

The objective of this policy is to:

- Detail legislative obligations and establish protocols applicable to the City's official communications with our community, to ensure the City is professionally and accurately represented.
- Provide guidance to Council and the City's administration for a coordinated approach to communicating with the media either in their role at the City or in a personal capacity about matters relevant to the City.
- Help keep the community informed about the City through appropriate communication channels.
- Ensure that communication is inclusive, consistent, accurate and in the best interests of the City.
- Provide guidance with responding to the media.

Policy Scope

This policy applies to Elected Members, City employees and consultants.

Policy Statement

Responding to media enquiries fosters open and transparent relations

This policy sets out a clear and consistent protocol for media communications. It aims to:

- Provide clear guidance on the role of the Mayor, Councillors, Chief Executive Officer and employees in communicating with the media.
- Ensure that communications with the media are to a professional standard.
- Ensure that media communication is in accordance with relevant statutory provisions and the Local Government Act 1995, ~~the City's Councillor and Employee Codes of Conduct, this Policy and other relevant City policies~~ the City's Code of Conduct for Council Members, Committee Members and Candidates, the Employee Code of Conduct and all relevant City policies.

SPEAKING TO THE MEDIA

All media enquiries seeking an official comment on behalf of the City, whether received by an Elected Member or an employee, must be referred to the Chief Executive Officer (CEO) or a person authorised by the CEO. The CEO will coordinate the information to support the Mayor, or an authorised alternative spokesperson, in providing an official response.

In accordance with section 2.8(1)(b) of the *Local Government Act 1995*, the Mayor is the official spokesperson for the City, representing the local government in official communications, including speeches, statements, and comments across print, electronic, broadcast, and social media. The Mayor is the only person authorised to speak to the media on behalf of the City without the prior approval of the CEO.

In accordance with section 5.41(4)(b) of the *Local Government Act 1995*, the CEO may be authorised by the Mayor to speak on behalf of the City. Such authorisations must be provided in writing. The CEO may appoint a City employee with relevant expertise to act as a spokesperson on a specific topic.

If the Mayor has not authorised the CEO to speak on behalf of the City and is unavailable to perform this function, the Deputy Mayor may, in accordance with sections 2.9 and 5.34 of the *Local Government Act 1995*, speak on behalf of the City. Confirmation of the Mayor's unavailability should be obtained in writing, unless impracticable.

The Mayor, or an authorised alternative spokesperson, may invite relevant Elected Members (such as the ~~Ward-ward~~ Councillors) to contribute quotes for inclusion in the City's media response.

CITY EMPLOYEES

In cases where it is appropriate for an employee to be interviewed for a news story, this is at the discretion of the Chief Executive Officer. The employee must first seek approval from their Business Unit Manager and following approval by the Chief Executive Officer, the employee must liaise with the Communications team to prepare for the interview.

Employees cannot make public comment unless specifically directed to do so and only in consultation with the Communications team. Comments should be confined to factual information and employees must not express their personal opinion.

MEDIA LIAISON

The Communications team is responsible for coordinating media liaison, issuing media releases and responding to media enquiries on behalf of the City.

The Manager, Customer, Communications and Engagement, the Communications and Marketing Coordinator, Communications Officer and, if required, the Marketing Officer, are the only City employees approved to respond to a media enquiry with approval from the CEO and/or Mayor. No other employees can provide comment to the media, either 'on' or 'off' the record on any matter pertaining to the City and its Council.

MEDIA RELEASES

Media releases should present a professional image of the City.

The City will not promote a community group or business or State or Federal Government either via the media or any other of the City's communications channels unless the City is involved in a partnered activity or event.

The Communications team will manage all media statements and releases.

Employees who become aware of issues or potential issues that could lead to adverse media outcomes for the City must contact the Communications team immediately so that an appropriate response or statement can be developed.

Where a media release relating to a City project or in which the City is involved is to be prepared by another organisation, a copy must be provided to the Communications team to enable input from the City and to seek approval from the Chief Executive Officer or Mayor prior to the information being released.

Media releases will be made available by publishing on the City's website.

Media releases will not include information of an electioneering or personal promotional nature.

MEDIA EVENTS AND INCLUSIVITY

Where a media event or announcement is related to a particular ward or subject matter, and where the Mayor is unavailable or the event is localised in nature, the Deputy Mayor or relevant ward Councillor or Councillor with demonstrated involvement in the matter may be invited and/or authorised to attend and speak on behalf of the City.

CITY SOCIAL MEDIA PLATFORMS

The City's social media platforms are used to inform, engage and celebrate the activities of the City, Council and the wider community.

While the Mayor is the principal spokesperson under the *Local Government Act 1995*, the City recognises the important representational role of all Elected Members.

Where relevant and appropriate, other Elected Members should be included in social media ~~contact~~content, particularly in relation to:

- Ward-based community events, opening or initiatives
- Endorsed Council decisions or projects where Councillors have played a leading or representative role.
- Civic, cultural or ceremonial functions were attended on behalf of the City.

RECORD KEEPING AND FREEDOM OF INFORMATION

Official communications undertaken on behalf of the City including on the City's Social Media accounts and third- party social media accounts must be created and retained as local government records in accordance with the City's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Elected Member communications that relate to their role as an Elected Member are subject to the requirements of the City's Record Keeping Plan and the *State Records Act 2000*. Elected Members are responsible for transferring these records to the City's administration. Elected Member records are also subject to the *Freedom of Information Act 1992*.

PERSONAL COMMUNICATIONS

Personal communications and statements made privately; in conversation, written, recorded, emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Elected Members should ensure that their personal or private communications do not break the requirements of this policy, the Councillor Code of Conduct and the Local Government (Model Code of Conduct) Regulations 2021.

ELECTED MEMBERS' STATEMENTS ON CITY MATTERS

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the City.

Any public statements made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:

- Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of City;
- Be made with reasonable care and diligence;
- Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
- Be factually correct;
- Avoid damage to the reputation of the local government;

- Not reflect adversely on a decision of the Council;
- Not reflect adversely on the character or actions of another Council Member or Employee; and
- Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member.

An Elected Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Councillor Code of Conduct or the Local Government (Model Code of Conduct) Regulations 2021, may constitute a minor breach.

Legislation / Local Law Requirements

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

Section 2.8 of the *Local Government Act 1995* (Mayor's role)

Section 2.10 of the *Local Government Act 1995* (Councillor's role)

Section 2.9 of the *Local Government Act 1995*

Section 5.41 of the *Local Government Act 1995* (CEO responsibilities)

Section 5.43 of the *Local Government Act 1995*

Local Government (Model Code of Conduct) Regulations 2021

Freedom of Information Act 1992

State Records Act 2000

Other Relevant Policies / Key Documents

City of South Perth Employee Code of Conduct

City of South Perth Councillor Code of Conduct



Policy P637 Employee Separation Payment

Strategic Direction	Leadership
Responsible Business Unit/s	People & Performance
Responsible Officer	Manager People & Performance
Affected Business Unit/s	All Business Units

Policy Objectives

To comply with section 5.50 of the *Local Government Act 1995*, and set out the circumstances in which the City of South Perth (the City) may pay to an employees whose employment with the City is finishing, an amount in addition to any amount to which the employee is entitled under a contract of employment, or award, and the manner of assessment of the additional amount.

Policy Scope

This Policy applies to all employees of the City whose employment with the City is finishing.

Policy Statement

1. GIFTS TO DEPARTING EMPLOYEES – GENERAL PROVISIONS

Where an employee's employment with the City is finishing, the City may give the employee a payment or other gift to a value –

- (a) in the case of an employee who has completed 10 years of service with the City - approximately \$250;
- (b) in the case of an employee who has completed 20 years of service with the City - approximately \$500;
- (c) in the case of an employee who has completed 25 years or more of service with the City - approximately \$1,000; and is entirely at the discretion of the CEO.

Any costs relating to gifts or payments to a departing employee for the purpose of service recognition will be from the employee's Business Unit budget subject to approval from the Business Unit Manager, Director and CEO, where required and will be arranged directly by the Business Unit.

2. EXCEPTIONAL CIRCUMSTANCES

- 2.1 In exceptional circumstances, where an employee's employment with the City is finishing, the City may give the employee (in lieu of a gift under 1 above) a payment or other gift that does not exceed the maximum amount prescribed under section 5.50(3) of the *Local Government Act 1995*.
- 2.2 Exceptional circumstances for these purposes include –
- (a) outstanding service to the City; and
 - (b) significant achievements in the performance of the employee's functions; and is entirely at the discretion of the CEO.

3. MEANING OF 'CITY'

In this Policy, a discretion given to the 'City' is to be exercised –

- (a) Where the employee whose employment is finishing is the CEO – by the Council; and
- (b) In any other case – by the CEO.

Legislation / Local Law Requirements

Local Government Act 1995 section 5.50 and section 5.36(2) and (3) and 5.41(g)

Local Government (Administration) Regulations 1996, Regulation 19A

Other Relevant Policies / Key Documents

M637 Employee Separation Payments

City of South Perth Strategic Plan 2021-2031



Policy P667 Elected Member Entitlements

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

Policy Objectives

~~To provide clarity around the entitlements and support available to Council Members and determine the method and timing of payments to Council Members in accordance with the Local Government Act 1995 (the Act). Elected Members are required to perform a number of functions in the fulfilment of their duties. The City provides Elected Members with allowances and equipment and reimburses Elected Members for specified expenses incurred in the performance of their duties. This policy outlines the entitlements that will be provided to all Elected Members to enable them to effectively fulfil their duties.~~

Policy Scope

This policy is relevant to the Mayor and Councillors and outlines the allowances that will be provided and the expenses that will be reimbursed to ~~Elected Council~~ Members in accordance with the *Local Government Act 1995* and the *Salaries and Allowances Act 1975*.

Policy Statement

MAYORAL ALLOWANCE

The Mayor shall be entitled to an annual local government allowance equal to the maximum amount permitted to be paid to the Mayor as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*.

[*Local Government Act 1995 s.5.98(5)*]

DEPUTY MAYORAL ALLOWANCE

The Deputy Mayor shall be entitled to an annual local government allowance equivalent to 25% of the Mayoral Allowance.

[Local Government Act 1995 s.5.98A]

MEETING ATTENDANCE FEES

[Elected Council](#) Members shall be entitled to an annual meeting attendance fee equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*.

[Local Government Act 1995 s.5.99]

TELECOMMUNICATIONS & TECHNOLOGY ALLOWANCE

[Elected Council](#) Members shall be entitled to an annual telecommunications allowance equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal in accordance with the *Salaries and Allowances Act 1975*, to cover all information and communications technology costs that are a kind of expense for which [Elected Council](#) Members may be reimbursed.

[Local Government Act 1995 s.5.99A]

SUPERANNUATION

Pursuant to section 5.99B of the *Local Government Act 1995*, superannuation contribution payments will be paid at the same time as the remuneration of the [Council Elected](#) Member is made. This payment sits outside the threshold for fees and allowances set by the Salaries and Allowances Tribunal.

[Council Elected](#) Members will be required to complete a Superannuation Standards Choice form which can be located on the HUB and return it to the Governance Business Unit as soon as practical. Under section 5.99D(4) of the *Local Government Act 1995*, the City cannot pay a superannuation contribution until the [Council Elected](#) Member has nominated their account or a retirement benefit scheme for which the Superannuation Guarantee (Administration) Act 1992 (Commonwealth) applies.

In the event of an [Council Elected](#) Member's resignation or suspension, the [Council Elected](#) Member will need to repay any overpaid superannuation contributions to the City in accordance with regulations 32B and 34AE(2) of the Local Government (Administration) Regulations 1996. As an overpayment of superannuation cannot be recovered directly from the superannuation fund, the [Council Elected](#) Member will be required to repay this amount from their own finances.

MEMBER REIMBURSEMENTS

TRAVEL

[Council Elected](#) Members shall be entitled to reimbursement of travelling expenses incurred in accordance with the *Salaries and Allowances Tribunal Act 1975* while using their own private motor vehicle in the performance of their official duties of their office, attending the below:

- Ordinary and Special Council Meetings
- Council Agenda Briefings
- Electors' General and Electors' Special Meetings
- Workshops, presentations and deputations
- Working group and Advisory group meetings
- External panels, associations, councils, working groups where those organisations don't reimburse travel expenses
- Events in accordance with Policy P698 Attendance at Events
- Authorised training and development activities in accordance with Policy P669 Elected Member Continuing Professional Development
- On-site inspections within the City's boundaries

All claims must:

- Be submitted using the Mileage Reimbursement Claim Form (available on the HUB).
- Be submitted within four weeks of the end of the financial year to which the expenses relate.
- Be able to be properly substantiated via City records.

Travel costs need to be verified by sufficient documentation such as the completion of the required claim form (via the HUB) with related documentation attached (if applicable), such as receipt, transaction, proof of purchase invoice (that has been paid) or completion of a statutory declaration.

Travel costs incurred are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021.

Travel expenses do not extend to visiting the city offices for administrative purposes such as to check for mail, drop forms off or for printing.

Council may approve reimbursement of the expense either in a particular case or generally, and if the latter, must set *the extent* to which the expense can be reimbursed. Claims submitted outside of the agreed timeframe will be submitted to Council for a determination.

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)(b) and 32]

CHILDCARE

[Council Elected](#) Members shall be entitled to reimbursement of childcare expenses as prescribed by the Salaries and Allowances Tribunal for the care of children, of which they are parent or legal guardian, whilst attending a Council or Committee meeting of which he or she is a member.

In addition, [Council Elected](#) Members are entitled to reimbursement of childcare expenses for children, of which they are the parent or legal guardian, incurred in connection with their duties as a Councillor, including attending briefings, workshops, presentations, deputations, ceremonies (i.e. Australia Day, Anzac Day and Citizenship), functions and receptions, training and seminars, on-site inspections within the City and similar activities.

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1)(b), and 32]

OTHER EXPENSES

It is not expected that [Council Elected](#) Members will incur any other expenses in the performance of their duties. Where an [Council Elected](#) Member does incur any other expense in the performance of their duties which the Elected Member believes they are entitled to have reimbursed, the Council shall decide whether that expense should be reimbursed and if so to what extent in accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

REPORTING

In accordance with section 5.96A(1)(i) of the *Local Government Act 1995* and regulation 29C(2)(f) of the *Local Government (Administration) Regulations 1996* the CEO must publish on the City's website the type, and the amount or value, of any fees, expenses or allowances paid to each council member during a financial year.

COUNCILELECTED MEMBERS EQUIPMENT

In order to assist **CouncilElected** Members in the performance of their duties the following equipment will be provided:

- A City of South Perth name badge;
- 500 City of South Perth business cards; and
- A laptop.

The City will provide the Office of the Mayor with a mobile phone for the Mayor's use.

The laptops issued to **CouncilElected** Members will be replaced every four years. At the end of that four year period, **CouncilElected** Members will be entitled to retain the laptop at no cost. **CouncilElected** members wanting to retain their laptop will be required to return the device to the IT department when requested to do so to enable the device to be prepared for private, rather than local government use.

Effective from the cessation of the **CouncilElected** Members term of office, any City funded data plan for that device will be deactivated.

ELECTED MEMBER PARENTAL LEAVE

Pursuant to section 2.25(5B) of the *Local Government Act 1995*, **CouncilElected** Members are entitled to parental leave when themselves, or their spouse or de facto partner, either:

- (a) gives birth; or
- (b) either alone or with another person and whether in the State or elsewhere — adopts, or becomes the guardian or foster parent of, a person who is under 16 years of age.

An **CouncilElected** Member is entitled to 6 months of parental leave beginning on the day on which the **CouncilElected** Member, or their spouse or de facto partner, gives birth, adopts or becomes a guardian or foster parent.

The Act does not allow for the period of parental leave to be deferred to a later date.

The period of parental leave can be less than 6 months, if desired.

Note: While an **CouncilElected** Member is on parental leave, their office on Council is not to be counted when determining quorum for a meeting.

Notice of Parental Leave:

CouncilElected Members intending to take parental leave must provide written notice of their intention by email to both the Mayor and the Chief Executive Officer. This notice should state that they will be taking parental leave and, where known, specify the dates during which the leave will be taken.

A formal leave of absence request is not required for parental leave.

Legislation / Local Law Requirements

Local Government Act 1995

Salaries and Allowances Act 1975

Local Government (Administration) Regulations 1996

Public Service Award 1995

Local Government Officers' (Western Australia) Award 2021

Superannuation Guarantee (Administration) Act 1992 (Commonwealth)

Other Relevant Policies / Key Documents

P669 Elected Member Continuing Professional Development

P680 Elected Members Electronic Devices

Superannuation Standards Choice form

Schedule 1

Table 1 – Annual Meeting Attendance Fees

Position	Annual Allowance	Payments	Period
Mayor	\$36,112	\$9,028	Quarterly
Elected Members	\$26,931	\$6,732.75	Quarterly

Table 2 – Mayoral and Deputy Mayoral Annual Allowance

Position	Annual Allowance	Payments	Period
Mayor	\$73,435	\$18,358.75	Quarterly
Deputy Mayor	\$18,358.75	\$4,589.68	Quarterly

Table 3 – Information and Communications Technology Allowance

Position	Annual Allowance	Payments	Period
All Elected Members	\$3,500	\$875.00	Quarterly

Table 4 – Child Care Reimbursement Costs

Position	Maximum Allowance	Payments made
All Elected Members	\$35.00 per hour	Upon submission of a Child Care Claim

Table 5 – Travel Costs Reimbursement

Engine displacement	Over 2600cc	Over 1600 – 2600cc	1600cc and under	Motorcycle
Cents per kilometre	\$0.9397	\$0.6772	\$0.5585	\$0.3255



Policy P672 Agenda Briefings, Concept Forums and Workshops

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

Policy Objectives

There is a need for Council to meet and discuss matters relating to the strategic directions, operations and affairs of the City outside the formal council meeting framework prescribed by the *Local Government Act 1995* which sets out the formal procedures that apply to such meetings. Council may from time to time wish to conduct Agenda Briefings, Concept Forums or Workshops to which the provisions of the *Local Government Act 1995* do not apply.

This policy sets out the procedure which is intended to apply to the conduct of these informal (i.e. non-statutory) meetings of Council. To set 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 those meetings not prescribed by the *Local Government Act 1995*, which includes Agenda Briefings, Concept Forums and Workshops.

Policy Scope

This Policy applies to ~~the Mayor, Councillors~~ all Council Members and ~~all~~ officers involved in Agenda Briefings, Concept Forums and Workshops.

Policy Statement

PROCEDURAL GUIDELINES

~~The following Procedural Guidelines shall apply to the conduct of Agenda Briefings, Concept Forums and Workshops:~~

CALLING AGENDA BRIEFINGS, CONCEPT FORUMS AND WORKSHOPS

The Mayor or Chief Executive Officer may call an Agenda Briefing, Concept Forum or Workshop.

PRESENTATIONS

In consultation with the Mayor, the CEO may approve a request for a presentation to an Agenda Briefing, Concept Forum or Workshop on issues considered of special significance to the City.

AGENDA

The CEO shall prepare an agenda for each Agenda Briefing, Concept Forum or Workshop.

NOTICES OF MOTION

In the interests of transparency and accountability, a notice of motion should be considered at an Agenda Briefing accompanied by a full officer's report. This will allow members of the public to make a deputation and allow Council Members the opportunity to ask questions and be fully informed.

In order for a notice of motion to be incorporated into the published Agenda for an Agenda Briefing, sufficient time is to be provided to allow the inclusion of an appropriately considered full officers report. The agenda for Council Agenda Briefings are published prior to 5.00pm six (6) days prior to the briefing. Therefore, notices of motion for Council Agenda Briefings should be submitted at least nine (9) clear working days before the Agenda Briefing at which the motion is presented.

Council Members are encouraged to comply with this policy and submit their notices of motion at least nine (9) clear working days before an Agenda Briefing. Any Notices of Motion not received in accordance with this policy ~~will~~ may not appear on the Agenda Briefing agenda.

NOTICE

The CEO shall give Council Members at least one week written notice of an Agenda Briefing, Concept Forum or Workshop unless the CEO in consultation with the Mayor agrees to provide a lesser period of notice in urgent or exceptional circumstances. Notice may be given to Council Members by phone or in writing.

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Policy Number: P672

Council Adoption: 28/03/06, 26/06/2012

Reviewed: 03/08, 02/11, 03/12, 06/12, 03/13, 03/14, 01/15.

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

Public notice of the dates on which Agenda Briefings are to be held shall be given by the CEO on the City's website.

PRESIDING PERSON

The Mayor shall preside at Agenda Briefings, Concept Forums or Workshops. The Mayor may nominate another person to be the presiding person.

DISCLOSURE OF INTERESTS

Those provisions in the Code of Conduct dealing with Conflict of Interests shall apply to Agenda Briefings, Concept Forums and Workshops.

NOTES OF MEETINGS

The CEO will cause notes to be kept of each Agenda Briefing, Concept Forum and Workshop. These notes will include the date, attendance and title of the subjects addressed. These notes will be included on the agenda of the next council meeting.

DECISIONS

As these meetings are outside the statutory framework of the *Local Government Act 1995* and are not intended to replace [Ordinary Council Meetings](#) ~~ordinary council meetings~~, Council cannot make decisions at Agenda Briefings, Concept Forums or Workshops.

VOTING INTENTIONS

Council Members must not indicate their voting intentions at an Agenda Briefing, Concept Forum or Workshop.

AGENDA BRIEFINGS - GENERAL

Agenda Briefings provide an opportunity for Council to be briefed on items that are on the agenda of the immediately following Ordinary Council Meeting. They provide information to Council on agenda items and provide the opportunity for questions to be asked of relevant officers.

AGENDA BRIEFINGS - PROCEDURE

Council Members may ask questions of relevant officers concerning items on the agenda. Council Members must address their questions through the presiding person and must not express an opinion or enter into debate on an agenda item.

AGENDA BRIEFINGS - PUBLIC ATTENDANCE AND DEPUTATIONS

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City Number:	P672	Relevant Council Delegation:	N/A
Council Adoption:	28/03/06, 26/06/2012	Relevant Delegation:	N/A
Reviewed:	03/08, 02/11, 03/12, 06/12, 03/13, 03/14, 01/15.	Relevant Management Practice:	N/A

Agenda briefings are generally open to the public unless an item is one to which section 5.23 of the *Local Government Act 1995* may apply.

Deputations are permitted to be heard, only in relation to items on the Agenda for that Briefing. Deputations may be heard prior to the commencement of an item or at the commencement of an Agenda Briefing session. If an item is of interest to a significant portion of members of the public present, the presiding member may bring it forward for earlier discussion than otherwise listed on the agenda.

Any person or group who completes and submits, with at least 24 hours' notice, a 'Request for Deputation' application form (available on the City's website) may be received as a deputation at an Agenda Briefing session.

Deputations shall not exceed 10 minutes without the approval of the Presiding Member. Group deputations are encouraged (no more than five persons, where speaking to the same agenda item). The Presiding Member reserves the right to reduce the time for each deputation in the case where deputations are covering similar points.

Debate is not permitted during deputations.

Electronic presentations are required to be submitted to the City prior to 12.00pm on the day of the Council Agenda Briefing.

CONCEPT FORUMS

Concept Forums provide an opportunity for Council Members to discuss ideas, strategies and concepts for the development of the City or projects that are in the early planning stage and are some time away from being presented to Council for decision. They provide an opportunity for relevant officers or outside consultants to present information to Council on the concept or project. They allow Council Members to ask questions of relevant officers or consultants and enable Council to discuss aspects of the concept or project.

PROCEDURE

Council Members may ask questions of relevant officers or consultants and must address their questions and all discussion through the presiding person.

Council Members must limit their discussion about issues arising in the Concept Forum to brief statements on relevant matters and must not enter into debate.

PUBLIC ATTENDANCE

Concept Forums are generally closed to the public. [Consultants or specialists may be invited by the CEO to provide input and/ or facilitate the Workshop.](#)

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City Number: P672

Council Adoption: 28/03/06, 26/06/2012

Reviewed: 03/08, 02/11, 03/12, 06/12, 03/13, 03/14, 01/15.

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

WORKSHOPS

Workshops provide an opportunity for Council to have input into the development of a concept. They allow Council to explore different options with relevant officers and to participate more fully in the development of a concept.

PROCEDURE

Council Members may ask questions of relevant officers and may address their questions through the presiding person or directly to the person concerned.

Council Members must not debate their voting intentions at a Workshop.

PUBLIC ATTENDANCE

Workshops are generally closed to the public. [Consultants or specialists may be invited by the CEO to provide input and/ or facilitate the Workshop.](#)

Legislation / Local Law Requirements

City of South Perth Standing Orders Local Law 2007

Local Government Act 1995

Other Relevant Policies / Key Documents

City of South Perth Code of Conduct

City of South Perth Strategic Plan 2021-2031

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Policy Number:	P672	Relevant Council Delegation:	N/A
Council Adoption:	28/03/06, 26/06/2012	Relevant Delegation:	N/A
Reviewed	03/08, 02/11, 03/12, 06/12, 03/13, 03/14, 01/15.	Relevant Management Practice:	N/A



Policy P675 Legal Representation

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

Policy Objectives

~~Elected Council~~ Members and employees of the City performing their statutory roles and functions, may occasionally in the course of their duties, be exposed to legal action initiated by third parties.

In these circumstances Council Members and employees may require legal advice and/or representation and should be able to expect that their local government will provide financial assistance to meet the cost of the advice or representation. Accordingly, it is appropriate and prudent for the City to be in a position to assist members and employees by adopting a policy to fund or partly fund the cost of providing legal services in appropriate circumstances.

Policy Scope

This Policy is ~~relevant applicable to Elected all Council~~ Members and officers that may be involved in legal matters needing legal representation.

Definitions

‘Approved lawyer’ means a ‘certified practitioner’ (as defined in the *Legal Practice Act 2003*) who is from a law firm on the City’s panel of legal service providers, unless the Council or CEO considers that this is not appropriate – for example, where there is or may be a conflict of interest;

‘City’ means the City of South Perth;

‘Council Member’ means a current Council Member;

‘Employee’ means a current Employee of the City;

‘Improper conduct’ means a breach of the standards of conduct that a reasonable person would expect of a person knowing their duties, powers and authority;

‘Legal proceedings’ may be civil or criminal;

‘Legal representation’ means the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that is in respect of –

- (a) a matter or matters arising from the performance of the functions of the council member or employee; and
- (b) legal proceedings involving the council member or employee that have been, or may be, commenced.

‘Legal representation costs’ are the costs, including fees and disbursements, properly incurred in providing legal representation;

‘Legal services’ includes advice, representation or documentation that is provided by an approved lawyer.

Policy Statement

LEGISLATIVE FRAMEWORK

Section 9.56 of the *Local Government Act 1995* (the Act) provides protection from actions of tort for anything a council member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law. However, the legislation does not preclude people taking action against individual council members or employees if they believe that the council member or employee has not acted in good faith.

Section 3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district. Section 6.7(2) provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law. Under these provisions a local government can expend funds to provide legal representation for council members and employees as long as it believes that the expenditure falls within the scope of the local government’s function.

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Policy Number: P675

Council Adoption: 06/03

Amended by Council 10/06, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16,

Relevant Council Delegation: DC675 Legal Representation

Relevant Delegation: N/A

Relevant Management Practice: N/A

1. PAYMENT CRITERIA

There are four major criteria for determining whether an application for the payment of the legal representation costs of a council member or employee will be approved:

- (a) the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
- (b) the legal representation costs must be in respect of legal proceedings that have been, or may be, commenced;
- (c) in performing his or her functions, to which the legal representation relates, the member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- (d) the legal representation costs do not relate to a matter that is of a personal or private nature.

2. EXAMPLES OF LEGAL REPRESENTATION COSTS THAT MAY BE APPROVED

If the criteria in clause 1 are satisfied, the City may approve for the payment of legal representation costs:

- (a) where proceedings are brought against a ~~council~~ Council member Member or employee in connection with his or her functions - for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee: or
- (b) to enable proceedings to be commenced and/or maintained by a ~~council~~ Council member Member or employee to permit him or her to carry out his or her functions - for example where a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the ~~council~~ Council member Member or employee; or
- (c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about ~~council~~ Council members Members or employees.

3. APPLICATION FOR PAYMENT

- 3.1 A ~~council~~Council member Member or employee who seeks assistance under this policy is to make an application(s), in writing, to the council or the CEO.
- 3.2 The written application for payment of legal representation costs is to give details of -
- (i) the matter for which legal representation is sought;
 - (ii) how that matter relates to the functions of the council member or employee making the application;
 - (iii) the nature of the legal representation being sought (such as advice, representation in court, preparation of documents etc);
 - (iv) the lawyer (or law firm) who is to be requested to provide the legal representation;
 - (v) an estimate of the cost of the legal representation; and
 - (vi) why it is in the interests of the City for payment to be made.
- 3.3 The application must contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 3.4 The application is to be made before commencement of the legal representation to which the application relates.
- 3.5 The application must be accompanied by a signed written statement signed by the applicant that he or she –
- (a) has read and understands the terms of this policy;
 - (b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
 - (c) undertakes to repay to the City any legal representation costs in accordance with the provision of clause 7.
- 3.6 In relation to clause 3.5(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of that money to the local government as may be required by the City under the terms of this Policy.
- 3.7 An application is also to be accompanied by a report prepared by the CEO or where the CEO is the applicant by an appropriate employee.

4. LIMIT ON LEGAL REPRESENTATION COSTS

- 4.1 The Council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.
- 4.2 A ~~council~~Council ~~member~~Member or employee may make a further application to the Council or CEO in respect of the same matter.

5. ASSESSING APPLICATION

- 5.1 The Council or CEO may –
- (a) refuse;
 - (b) grant; or
 - (c) grant subject to conditions, an application for payment of legal representation costs.
- 5.2 Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment and repayment of legal representation costs.
- 5.3 In assessing an application, the Council or CEO may have regard to any insurance benefits that may be available to the applicant under the City's ~~council~~Council ~~members~~Members or employees insurance policy or its equivalent.
- 5.4 The Council or CEO may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 5.5 The Council may, subject to Clause 5.6, determine that a ~~council~~Council ~~member~~Member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:
- (a) has not acted in good faith, has acted unlawfully or has acted in a way that constitutes improper conduct; or
 - (b) has given false or misleading information in respect of the application.
- 5.6 A determination under clause 5.5 may be made by the Council only on the basis of, and consistent with the findings of a court tribunal or inquiry.
- 5.7 Where the Council makes a determination under clause 5.5, the legal representation costs paid by the City are to be repaid by the ~~council~~Council ~~member~~Member or employee in accordance with clause 7.

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City Number: P675

Council Adoption: 06/03

Amended by Council 10/06, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16,

Relevant Council Delegation:

DC675 Legal Representation

Relevant Delegation:

N/A

Relevant Management Practice:

N/A

6. DELEGATION TO CHIEF EXECUTIVE OFFICER

- 6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the Council, any of the powers of the Council under clause 5.1 and 5.2, to a maximum of \$10,000 in respect of each application.
- 6.2 The City may take action in any court of competent jurisdiction to recover any monies due to it under this Policy.

7. REPAYMENT OF LEGAL REPRESENTATION COSTS

A ~~council~~ ~~Council member~~ ~~Member~~ or employee whose legal representation costs have been paid by the City is to repay the City –

- (a) all or part of those costs – in accordance with a determination by the Council under clause 5.7; or
- (b) as much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the City paid the legal representation costs.

Legislation / Local Law Requirements

Local Government Act 1995

Department of Local Government Operational Guidelines No. 14 - Legal Representation for Council Members and Employees

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2021-2031

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Policy Number: P675

Council Adoption: 06/03

Amended by Council 10/06, 02/11, 03/12, 03/13, 03/14, 01/15, 03/16,

Relevant Council Delegation: DC675 Legal Representation

Relevant Delegation: N/A

Relevant Management Practice: N/A



Policy P677 State Administrative Tribunal

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

Policy Objectives

On occasions, there will be instances where the Council makes a decision that is inconsistent or contrary to an Officer recommendation. This policy provides guidance for ensuring that such Council decisions are appropriately [defended-managed](#) in the event of an application for review being lodged with the State Administrative Tribunal.

Policy Scope

This Policy is relevant to the officers responsible for appointments of external consultants and lawyers to represent the City of South Perth (the City) at the State Administrative Tribunal. The policy is also relevant to those officers and Elected Members attending matters.

The appointment of legal representation in accordance with this Policy does not apply to Class 1 [appeals-reviews](#) (development with a value less than \$250,000) where the applicant has elected that neither party be legally represented in accordance with s.239 of the *Planning and Development Act 2005*.

Policy Statement

This policy provides guidance in responding to applications for the review of a decision made by the Council that are lodged with the State Administrative Tribunal.

APPOINTMENT OF CONSULTANT / LAWYER

Where an application is made for the review of a decision that is inconsistent or contrary to a recommendation made by an Officer, an independent consultant / lawyer will be engaged to represent the Council's best interests. The consultant / lawyer shall be selected and engaged by the City administration to represent the resolution of Council and its best interests.

ELECTED MEMBER ATTENDANCE

The Elected Members that moved and seconded the Council decision may be requested to attend meetings with the engaged consultant / lawyer as well as attend mediation sessions and hearings as far as practicable, to defend the Council's decision. Elected Members are not able to lawfully give instructions to the engaged consultant / lawyer on behalf of the City, nor should they contact them directly.

OFFICER ATTENDANCE

The City will ensure an Officer is present at any meeting, mediation or hearing involving Elected Members, the engaged consultant / lawyer and the State Administration Tribunal. ~~Officers may also wish to voluntarily attend to represent the City, as far as practicable.~~ Officers are able to issue instructions on behalf of the City to the engaged consultant / lawyer at any meeting, mediation or hearing, which may take into consideration ~~Councillors~~ Elected Members input.

OFFICER SUBPOENA

There may be instances where an Officer receives a subpoena requiring them to appear as a witness at the State Administrative Tribunal. The Council acknowledges that in these circumstances, an Officer's evidence to the State Administrative Tribunal may be contrary to Council's decision with respect to the decision that is the subject of review.

MEDIATION

Where a matter is referred to mediation, the Elected Members, Officer and engaged consultant / lawyer shall participate constructively in the mediation. Any outcome of mediation shall not be agreed to beyond the scope of the Officer's delegated power. Any outcome arising out of mediation shall be referred back to the Council for decision. Matters discussed during mediation remain confidential.

STATE ADMINISTRATIVE TRIBUNAL

The State Administrative Tribunal may refer a matter to the Council inviting the Council to reconsider a decision. In this instance, the Officer shall assess the proposal and refer it to Council to affirm the decision, vary the decision or set aside the decision and substitute a new decision.

JUDICIAL REVIEW

The City will not generally seek a judicial review of a State Administrative Tribunal decision unless, the Council, following legal advice, considers that the Tribunal has made an error of law and / or the issue has significant implications for the City and / or local government.

COSTS

The City will generally not seek an order relating to costs against an applicant, unless ~~they~~ [the applicant](#) ~~has~~ [ve](#) behaved in a dishonest, frivolous or ~~vexatio~~[vexatious](#) ~~n~~ manner in ~~conducting~~[conducting](#) the proceeding. The City may seek legal advice as to the likelihood of being awarded costs prior to making a decision to seek an order relating to costs.

Legislation / Local Law Requirements

- [Nt-~~State~~ Administrative Tribunal Act 2004](#)
- [Planning and Development Act 2005](#)
- [Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2021-2031

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cy Number:	P677	Relevant Council Delegation:	N/A
ncil Adoption:	27/07/10	Relevant Delegation:	N/A
ilified by Council	02/11, 03/12, 03/13, 03/14, 01/15, 03/16, 03/17,	Relevant Management Practice:	N/A



Policy P693 Retiring Elected Member Gift

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

Policy Objectives

To provide a consistent and equitable approach to formally and officially recognise the contribution of service by Council Members. To recognise a retiring Elected Member's invaluable contribution and honourable service to the community with an appropriate gift of appreciation.

Policy Scope

This Policy applies to Elected Members who retire after a full term of office.

Policy Statement

The City will acknowledge the service and contribution of an Elected Member who retires after serving a full term with an appropriate gift of appreciation. The amount of this gift will be limited to \$100 per year of service, to a maximum of \$1,000. The value of this gift must take into consideration and be reduced by the residual value of any City provided furniture or equipment that the retiring Elected Member wishes to retain.

- A Council Member will, upon retirement, receive a gift to the value of \$100.00 per year for each year served as a Council Member to a maximum of \$1,000.00 (as prescribed under s5.100A(a) and s5.100A(b) of the Local Government Act 1995.
- The value of the gift provided to a retiring Council Member is limited to the prescribed amount (excluding GST) as set out in regulation 34AC of the Local Government (Administration) Regulations 1996 taking into consideration the market value of the disposal of ICT equipment to a retiring Council Member at a value equivalent to the item's depreciated market value.

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Policy Number: P693

Council Adoption: 08/11

Amended by Council 03/12, 03/13, 03/14, 01/15, 03/16, 03/17, 03/18,

Relevant Council Delegation: N/A

Relevant Delegation: N/A

Relevant Management Practice: N/A

Legislation / Local Law Requirements

[Local Government Act 1995 section 100A\(a\) and s5.100A\(b\).](#)

Local Government (Administration) Regulations 1996 clause 34AC Gifts to Council Members.

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan 2021-2031

Page 2 of 2			
Policy Number:	P693	Relevant Council Delegation:	N/A
Council Adoption:	08/11	Relevant Delegation:	N/A
Amended by Council	03/12, 03/13, 03/14, 01/15, 03/16, 03/17, 03/18,	Relevant Management Practice:	N/A



Policy P695 Risk Management

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

Policy Objectives

This policy provides a strategic approach to risk management to raise awareness across the City ensuring sound risk management practices are integrated across current and future practices, processes, and systems. It aims to deliver consistent and effective assessment and management of risks in all corporate planning and decision-making activities and operational processes. The City's risk management approach aims to manage risk activities by anticipating, understanding, and mitigating risks to an agreed acceptable level.

Policy Scope

This policy is applicable to all ~~officers and Council Members of the City~~ [Council Members and officers](#).

Definitions

Risk: Effect of uncertainty on objectives (AS/NZS ISO 3100:2018).

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk. (AS/NZS ISO 3100:2018)

Risk Management Framework – Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation (ISO Guide 73:2009 Risk Management).

Policy Statement

1. The City is committed to developing and implementing a Risk Management Framework (the Framework) in accordance with the risk management standard AS/NZS ISO 31000:2018 (the standard).
2. The Framework reflects the principles contained within AS/NZS ISO 31000:2018 for the management of risk throughout the life of any process, activity, asset, operation, or project of the City.
3. The City is committed to developing and maintaining appropriate documentation to guide the implementation of risk management throughout the organisation.
4. Risk management will be aligned to the Strategic Community Plan 2021 – 2031.
5. The objectives of this policy are to:
 - Promote a culture of risk awareness and active management of risks;
 - Protect the City by systematically identifying risks and managing them appropriately;
 - Ensure Council is provided with reliable information to support decision-making and planning;
 - Reduce the potential costs of risk by reducing liability, preventing litigation, and improving loss control; and
 - Assign responsibilities for managing risks.

Risk Appetite

The City has a conservative risk appetite with an established risk tolerance in nine (9) agreed outcome categories. We recognise that in some circumstances it is not possible or desirable to eliminate all risk and through accepting some degree of risk we can seize opportunities, promote and support innovation.

Our risk appetite is the level and type of risk we are willing to accept to achieve our objectives. It describes our attitude towards risk taking and helps us to understand what constitutes acceptable risk taking in our day-to-day work and in achieving our strategic objectives as detailed in the Strategic Community Plan 2021-2031.

The identification and assessment of risks is carried out in accordance with the requirements of the Risk Management Framework 2021 and acceptance of each individual risk in accordance with the below detailed Risk Assessment and Acceptance tables. Risks are escalated in accordance with the requirements of the Risk Management Framework and the Risk Acceptance Criteria.

Risk Assessment and Acceptance Criteria

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year
4	Likely	The event will probably occur in most circumstances (>50% chance)	At least once per year
3	Possible	The event should occur at some time (>10% chance)	At least once in 3 years
2	Unlikely	The event could occur at some time (>5% chance)	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances (<3% chance)	Less than once in 15 years

(Source –Department of Local Government – Risk Management Resources March 2013)

Measures of Consequence

City of South Perth Measures of Consequence							
Rating (Level)	Health / Injury	Financial Loss	Service Interruption	Legislative Breach	Reputational Damage	Property Damage	Environmental Damage
Insignificant (1)	Near miss, Minor first aid injuries	Less than \$50,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries	\$50,001 - \$500,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury <30 days	\$500,001 - \$1,000,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury >30 days	\$1,000,001 - \$10,000,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$10,000,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

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Document Number: P695
Council Adoption: 03/17

Relevant Council Delegation: N/A
Relevant Delegation: N/A

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

(Source –LGISWA Risk Matrix)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO & Council
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Executive / CEO
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Business Unit Manager
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Business Unit Manager

(Source –LGISWA – Risk Acceptance Criteria)

Existing Control Ratings		
Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.

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Agenda Number: P695
Council Adoption: 03/17

Relevant Council Delegation: N/A
Relevant Delegation: N/A

Existing Control Ratings		
Rating	Foreseeable	Description
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist or are not being complied with. Have not been reviewed or tested for some time.

Legislation / Local Law Requirements

Local Government Act 1995

Local Government (Audit) Regulations 1996

Other Relevant Policies / Key Documents

AS/NZS ISO 31000:2018 – Risk Management

City of South Perth Risk Management Framework

M695 Risk Management



Policy P696 Related Party Transactions

Strategic Direction	Leadership
Responsible Business Unit/s	Financial Services
Responsible Officer	Director Corporate Services and Manager Finance
Affected Business Unit/s	All Business Units

Policy Objectives

This Policy objective is to ensure that the City of South Perth's financial statements contain disclosures necessary to comply with the Australian Accounting Standard AASB 124 – Related Party Disclosures, which draw attention to the possibility that the City's financial position may have been affected by the existence of transactions with related parties and outstanding balances and commitments with such parties.

Definitions

Key Management Personnel (KMP): Councillors, the CEO, and senior staff with authority or responsibility for directing council activities. ~~Text~~

Family Members: Spouses, domestic partners, children, and dependents of KMP

Controlled Entities: Companies, trusts, joint ventures, or local sporting clubs and non-profits controlled or jointly influenced by a KMP or close family member

Policy Scope

This policy is to be applied in:

- Identifying related parties and their responsibilities;
- Identifying related party transactions;
- Identifying the circumstances in which disclosure is required;
- Identifying ordinary citizen transactions (OCT);

- e) Systems to capture and record related party transactions and their terms and conditions;
- f) Determining the disclosures to be made about those items in the general purpose financial statements for the purpose of complying with the AASB 124.

Policy Statement

AASB 124 is the Australian Accounting Standard that provides ‘a framework for reporting relationships between the key decision makers in a reporting entity and the reporting entity. This relationship is commonly described as “related Party”.’

Related party transactions are a normal feature of commerce; however they can affect the profit or loss, financial position and cash flows of an entity. Related parties may transact with an entity’s transactions, outstanding balances (including commitments) and relationships with related parties may affect assessments of its operations by users of the financial statements.

This Policy aims to enhance transparency and accountability, rather than detect fraud or misconduct and defines the parameters and level of disclosure and reporting required in order for the City to achieve compliance with the Australian Accounting Standard AASB 124 – Related Party Disclosures.

Definitions and Requirements

a) *Identifying related Parties*

- Key Management Personnel (KMP) is defined in AASB 124 as persons having the authority and responsibility for planning, directing and controlling the activities of the City, directly or indirectly. At the City of South Perth, this would be the Mayor and Councillors and the Executive Team (Chief Executive Officer and Directors);
- Entities related to City of South Perth where the City has control or joint control, with significance influence (e.g., regional Council ~~such as Rivers Regional Council etc.~~);
- Close family members of KMP who may be expected to influence, or be influenced by the KMP, in their dealings with the City, and even wider if there is a strong personal connection, examples include;
 - a) That person’s children and spouse or domestic partner;
 - b) Children of that person’s spouse or domestic partner;
 - c) ~~Dependants~~ **Dependents** of that person or that persons spouse or domestic partner
- Entities that are controlled or jointly controlled by KMP or their close family members.

b) *Identifying related party transactions*

A related Party Transaction is a transfer of resources, services or obligations between the City of South Perth and a related party, regardless of whether a price is charged.

c) Identifying the circumstances in which disclosure is required

AASB 124 contains disclosure requirements to enable users of financial statements to understand the potential effect of the relationship on the financial statement.

Key requirements are detailed below.

1. KMP Compensation in aggregate and for each of the following categories:
 - a) Short-term employee benefits, such as wages, salaries, paid annual leave, paid sick leave, bonuses, non-monetary benefits, such as use of motor vehicles and free and/or subsidized goods or services;
 - b) Post-employment benefits, including superannuation, pensions, other retirement benefits,
 - c) Other long-term employee benefits, including long service leave
 - d) Termination benefits
2. Relationships between council and its subsidiaries, irrespective of whether there have been transactions between them.
3. Amounts incurred by council for the provision of KMP services that are provided by a separate management entity.
4. Where related party transaction have occurred (this is for all categories of related parties including related entities, KMPs, KMPs' close family member/controlled entities and any other related parties council has identified):
 - a) The nature of the related party relationship;
 - b) Information about the transactions, outstanding balances and commitments including terms and conditions;

The types of transactions to be disclosed include but are not limited to:

- Purchase/sales and lease of goods, property and other assets
- Rendering or receiving of goods, services, property and other assets.
- Guarantees given or received
- Commitments
- Loans and settlements of liabilities
- Expense recognised during the period in respect of bad debts
- Provisions for doubtful debts relating to outstanding balances.

At a minimum, disclosures shall include:

- a) The amount of the transactions, including transactions with no value (e.g. Pro bono work);
- b) The amount of outstanding balances, including commitments, and:
 - i. their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - ii. details of any guarantees given or received;
- c) Amounts written off during the period with respect to bad or doubtful debts due from related parties

5. Separate disclosure for each category of related party.

d) Ordinary Citizen Transactions (OCT)

These transactions are those that an ordinary citizen would undertake with Council (Ordinary Citizen Transaction OCT), such as immaterial transactions undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities, in similar terms and conditions to other members of the public.

OCTs are not material transactions because of their nature, and therefore they will be excluded from being recorded as a related party transaction. However, if the OCTs were to occur on terms and conditions that are different to those offered to the general public, then the transaction may become material.

Ordinary Citizen Transactions include but are not limited to the following:

- Use of Council's facilities such as George Burnett Leisure Centre, halls and venues, libraries, parks, ovals and other public open spaces after paying the normal user charges in accordance with the City's schedule of Fees and Charges (including any bonds or deposits associated with the hire and use of the facility);
- Access for information after paying the normal fee in accordance with the City's schedule of Fees and Charges;
- Lodgement of statutory forms and applications after paying the normal fee in accordance with the City's schedule of Fees and Charges;
- Infringements subject to the normal City of South Perth terms and conditions;
- Rates, rubbish services levies and services charges paid subject to the normal City of South Perth conditions;
- Attending City functions that are open to the public

e) Systems to capture and record related party transactions;

- The attached Related Party Disclosure declaration forms must be completed by all Council members, the Chief Executive Office and Directors of the City who were elected or employed at any time during the financial year.
- Declarations will be required:
 - a) Annually, by no later than 30 August and
 - b) At points of resignation or appointment of a Key Management Person e.g. prior to any ordinary or extraordinary election

f) Determining the disclosures to be made about those items in the general purpose financial statements for the purpose of complying with the AASB 124.

Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified nor a specific transaction. Management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality.

Individuals may be specifically identified and separate disclosure may be necessary for an understanding of the effects of related party transactions on the financial statements, if the disclosure requirements of AASB 124 – Related Party Disclosures so demands.

As the disclosures will form part of the financial statements, they will be subject to audit by the external auditors.

Legislation / Local Law Requirements

Australian Accounting Standard AASB 124 – Related Party Disclosures

Other Relevant Policies / Key Documents

Related Party Disclosures (Department of Local Government and Communities)

Document Control Box			
Legislation	**		
Organisational:	**		
Version #	Decision:	OCM Date:	Resolution Number:
1			



Policy P698 Attendance at Events

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

Policy Objectives

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of [Elected Council](#) Members and the Chief Executive Officer.

Policy Scope

This policy ~~provides guidance to the Mayor, applies to~~ Elected Members and the Chief Executive Officer when an invitation to an event has been received, or where ~~the Mayor, Elected Council~~ Members and employees request to attend an event.

Policy Statement

This policy should be read in conjunction with policy P669 Elected Member Continuing Professional Development and policy P667 [Elected](#) Member Entitlements.

For the purpose of this policy, “event” includes:

- A concert;
- A conference;
- A function;
- A sporting event;
- Other hospitality occasions; and
- Other occasions prescribed by any regulations.

Attendance at events as a result of a formal sponsorship arrangement with the City or events held by other local governments are exempt from this policy.

PRE-APPROVED EVENTS

For the purpose of this policy, the following events are pre-approved for ~~Council~~Elected Members and the Chief Executive Officer.

- City hosted or sponsored ceremonies, functions and events
- Events with clubs or organisations within the City
- Western Australian Local Government Association events
- Events held by other local, ~~state~~State or ~~federal~~Federal government organisations
- Any event where the City has purchased a ticket.

CONFLICT OF INTEREST

A gift of a ticket to, or a gift that otherwise relates to a person's attendance at an event that is in accordance with this policy, will be exempted from the conflict of interest provisions under the *Local Government Act 1995* and the City's Code of Conduct. Therefore, an ~~an~~ ~~Council~~Elected Member or Chief Executive Officer who receives tickets or gifts in accordance with this policy will not be required to be disclose an interest if the donor has a matter before Council and they will be able to participate in the decision-making process or the provision of advice.

However, the acceptance of the ticket or gift will still be published in a register publicly available on the City's website.

~~ELECTED~~ COUNCIL MEMBERS

~~Elected~~ Council Members wishing to accept an invitation to attend an event that has not been pre-approved, must obtain approval from the Chief Executive Officer.

Approval for ~~Elected~~ Council Members attendance at events will be assessed against the following criteria:

- The potential for an actual; or perceived conflict of interest;
- The likely number of attendees at the event;
- Expected outcome of the event;
- How the event is relevant to the City;
- How attendance at the event will add value to the City;
- The time commitment involved; and
- The cost of the attendance.

For the purposes of this policy, the acceptance of an invitation to an event for an ~~CouncilElected member~~ Member is to be classified as a gift and is to be managed in accordance with the requirements of the *Local Government Act 1995*.

~~CouncilElected~~ Members wanting to register for an event must advise the Chief Executive Officer's Executive Assistant who will arrange for the event registration. The event must relate to their role as an ~~CouncilElected~~ Member and be of benefit to the City.

If there is a fee associated with registering for the event, then ~~CouncilElected~~ Members will only be registered if the ~~CouncilElected~~ Member has sufficient funds in their annual expense allocation. However, Council may resolve to meet the costs, or approve for the ~~CouncilElected~~ Member to fund any shortfall if attendance by that ~~CouncilElected~~ Member would be of specific benefit to the City.

Attendance at events by ~~CouncilElected~~ Members should not impede any scheduled Council or Committee meeting.

The City will not reimburse or fund any expense incurred by an accompanying person to an event.

~~CouncilElected~~ Member payments in respect of attendance will be managed in accordance with P667 Elected Member Entitlements.

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer requires the approval of the Mayor to accept an invitation or to register for an event that has not been pre-approved.

Approvals for attendance at events will be assessed against the following criteria:

- The potential for an actual or perceived conflict of interest;
- The likely number of attendees at the event;
- Expected outcome of the event;
- How the event is relevant to the City;
- How attendance at the event will add value to the City;
- The time commitment involved; and
- The cost of the attendance.

For the purposes of this policy, the acceptance of an invitation to an event for the Chief Executive Officer is to be classified as a gift and is to be managed in accordance with the requirements of the *Local Government Act 1995* and the City's Code of Conduct.

Any costs associated with the Chief Executive Officer attending approved events is to be funded from existing budgets.

The Chief Executive Officers payments in respect of attendance will be managed in accordance relevant industrial agreements, policies and management practices.

Legislation / Local Law Requirements

- Section 5.90A *Local Government Act 1995*
- Local Government (Administration) Regulations 1996
- City of South Perth Councillor Code of Conduct

Other Relevant Policies / Key Documents

- P667 Elected Member Entitlements
- P669 Elected Member Continuing Professional Development

Adoption and amendments to this policy require an Absolute Majority of Council (5.128 *Local Government Act 1995*).

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Policy P625 Equal Opportunity

Strategic Direction	Leadership
Responsible Business Unit/s	People & Performance
Responsible Officer	Manager People & Performance
Affected Business Unit/s	All Business Units

Policy Objectives

The City of South Perth (the City), in compliance with relevant State and Federal Legislation, is committed to ensuring our workplace is free of discrimination and harassment and that all workers are treated fairly in all aspects of their employment. The City is dedicated to providing a pleasant working environment that encourages diversity and good working relationships and that all recruitment, selection and employment decisions will be based on the individual merit of applicants and workers.

Policy Scope

This policy applies to all workers of the City.

Policy Statement

The objectives of the *Equal Opportunity Act 1984* (EO Act) are:

- “to eliminate, so far as is possible, discrimination against persons on the grounds of sex, marital status, pregnancy, family responsibility or family status, race, religious or political conviction, impairment, age or gender history in the areas of work, accommodation, education, the provision of goods, facilities and services and the activities of clubs;
- to eliminate, so far as is possible, sexual [and sex based](#) harassment and racial harassment in the workplace, and in educational institutions and sexual harassment and racial harassment related to accommodation;
- to promote recognition and acceptance within the community of the equality of men and women; and

- *to promote recognition and acceptance within the community of the equality of persons of all races, regardless of their religious or political convictions, their impairments or ages.”*

The City recognises its legal obligations under the EO Act and will actively promote equal opportunities (EO) through:

- creating and reviewing policies, management practices and programs, and communicating these documents to employees;
- ensuring the philosophy and principles of EO will apply at all levels of the organisation, including any persons visiting/working on City premises;
- employees with supervisory responsibilities at all levels will receive compulsory training and all employees will receive regular awareness training; and
- ensuring other reasonable steps are taken to promote and protect a non-discriminatory and harassment free work environment for all current and prospective workers, including the application of relevant outcomes, goals and actions in the City’s Reconciliation Plan (RP) and Access and Inclusion Plan (AIP) as amended.

The City is committed to complying with the Australian Human Rights Commission to meet its steps for positive duty in relation to Sex Discrimination Act including but not limited to:

- outlining roles and responsibilities of the Leadership Team to ensure they maintain active up-to-date knowledge, and exercise visible commitment for preventing and responding in relation to unlawful conducts
- fostering a culture that is safe, respectful and inclusive and values diversity and gender equality.
- a risk-based approach for identifying and assessing the risk of relevant unlawful conduct occurring, as well as the impact that it might have on the health and safety of those affected.
- ensure that appropriate support is available for workers (including People tLeaders and Mmanagers) to report and to receive appropriate support if they experience or witness relevant unlawful conduct.

Legislation / Local Law Requirements

Local Government Act 1995

Equal Opportunity Act 1984 (WA)

Equal Opportunity for Women in the Workplace Act 1999 (Cth)

Age Discrimination Act 2004 (Cth)

Disability Discrimination Act 1975 (Cth)

Disability Services Act 1993 (WA)

2 of 3

Document Number:	P625	Relevant Council Delegation:	N/A
Council Adoption:	11/02	Relevant Delegation:	N/A
Filed by Council:	02/02, 02/08, 02/11, 02/12, 02/13, 02/14, 04/15	Relevant Management Delegation:	M647, M655

Racial Discrimination Act 1975 (Cth)
Sex Discrimination Act 1984 (Cth)
Human Rights and Equal Opportunity Commission Act 1986
Work Health and Safety Act 2020

Other Relevant Policies / Key Documents

City of South Perth Employee Code of Conduct

M655 Managing Workplace Behaviours

M647 Employee Discipline

City of South Perth Reconciliation Plan 2025-2030

City of South Perth Access and Inclusion Plan 2022-2027

3 of 3			
Document Number:	P625	Relevant Council Delegation:	N/A
Council Adoption:	11/02	Relevant Delegation:	N/A
Adopted by Council:	02/00, 02/08, 02/11, 02/12, 02/13, 02/14, 04/15	Relevant Management Direction:	M647, M655



Council Policy P697

Financial Hardship Assistance for Ratepayers

Strategic Direction	Leadership
Responsible Business Unit/s	Finance
Responsible Officer	Manager Finance
Affected Business Unit/s	Finance

Policy Objectives

The City of South Perth (the City) recognises that some ratepayers may experience financial hardship or vulnerability that affects their ability to meet their obligations for the payment of overdue debtor, and rates and service charges.

The objectives of this Policy are to:

- Enable ratepayers experiencing financial hardship or vulnerability to apply for assistance in relation to unpaid rates and service charges levied on their property under the *Local Government Act 1995* (the Act).
- Ensure all applications for hardship assistance are assessed fairly, consistently, respectfully and with consideration of individual circumstances.
- Provide appropriate financial relief and support to ratepayers experiencing genuine financial hardship in meeting their rates and service charge obligations, including clear processes for the provision of assistance.
- Establish a transparent and consistent approach to assessing and determining applications for financial hardship assistance.

Policy Scope

This Policy applies to ratepayers of the City who are experiencing financial hardship or vulnerability and are seeking assistance with overdue debtor, and rates and service charges.

Policy Provisions

The City will consider requests for financial hardship assistance in accordance with the following provisions.

Financial Hardship Criteria

The City recognises that financial hardship can arise from a range of circumstances and that each application will be assessed on its individual merits. Financial hardship may include, but is not limited to:

- loss or significant reduction of the ratepayer's primary source of income
- serious illness, injury or medical condition affecting the ratepayer or an immediate family member
- physical or mental health issues
- family or domestic violence
- death of an immediate family member
- caring responsibilities for a person with significant health or support needs
- other unforeseen circumstances that significantly affect a ratepayer's capacity to meet their rates and service charge obligations.

Applicants are encouraged to provide any information relevant to their circumstances to support their application.

Eligibility

Financial hardship assistance is available to:

- Rates debtor(s)
- Small business owners.

Financial hardship assistance is not available in respect of:

- investment properties, unhosted-short term rental accommodation, vacant land, or other properties that are not the applicant's primary place of residence.
- Large business or enterprise in accordance with the *Corporations Act 2001*.

Assessment

Applications will be assessed on a case-by-case basis, considering the ratepayer's individual circumstances, capacity to pay, and any supporting evidence provided. The City may request information reasonably required to assess an application, including:

- a letter from a recognised financial counsellor or other suitably qualified professional;
- a statutory declaration outlining the circumstances giving rise to the hardship;
- bank statements or other evidence of financial position;
- Centrelink or concession documentation (where applicable)
- documentation relating to early access to superannuation (where applicable); and
- a proposed payment arrangement.

In addition to the circumstances giving rise to financial hardship, the City may consider the following factors when assessing an application:

- the amount of outstanding rates and charges and the period over which the debt has accrued
- whether the property is owned outright or subject to a mortgage
- whether the property is advertised for sale or lease
- sore residence
- the ratepayer's individual circumstances and history, including pensioner or concession status;
- previous communications and engagement with the City
- demonstrated efforts to meet rates and service charge obligations; and
- any history of payment default or non-responsiveness.

Applicants are responsible for providing sufficient information to enable the City to determine eligibility for financial hardship assistance.

Payment Arrangements

Payment arrangements may be entered into in accordance with section 6.49 of the *Local Government Act 1995*. The frequency and number of payments will be agreed between the City and the ratepayer, considering the ratepayer's individual circumstances and capacity to pay.

When considering a payment arrangement, the City may have regard to:

- the ratepayer's previous efforts to meet their rates and service charge obligations
- the establishment of a realistic and achievable repayment period with a defined end date
- the ratepayer's commitment to promptly advise the City of any change in circumstances that may affect their ability to meet the agreed arrangement
- the payment arrangement must provide for the outstanding debt to be repaid in full by the end of the subsequent financial year, except where exceptional circumstances justify a longer repayment period.

Ratepayers are expected to comply with the agreed payment arrangement and work collaboratively with the City should their circumstances change.

Debt Recovery

The City may suspend debt recovery action while a financial hardship application is being assessed or while negotiating an appropriate payment arrangement with a ratepayer.

Where a ratepayer is unable to meet the terms of an agreed payment arrangement, they are expected to contact the City before defaulting on the arrangement to discuss their circumstances and, where appropriate, establish an alternative payment plan. Where an alternative arrangement is agreed, the City may continue to suspend debt recovery action.

Payment arrangements should provide for the outstanding debt to be repaid in full by the end of the subsequent financial year.

Where a ratepayer fails to comply with an agreed payment arrangement and does not make alternative arrangements with the City, debt recovery action may recommence.

Deferred Rates

Eligible and registered pensioners may apply to defer payment of rates and Emergency Services Levy charges for their principal place of residence in accordance with the *Rates and Charges (Rebates and Deferrals) Act 1992*. Eligibility for a rebate or deferment must be registered with the City.

Where rates are deferred:

- the deferred amount remains a debt against the property until paid
- the deferred amount becomes payable in full if the property is sold, the eligible ratepayer no longer resides at the property, or upon the passing of the eligible ratepayer
- any entitlement to a rates concession is forfeited where rates are deferred
- penalty interest will not be applied to the deferred rates balance.

Legal Proceedings and Recovery Actions

If legal proceedings have been commenced, and the ratepayer lodges a financial hardship application, these proceedings will be temporarily suspended whilst the ratepayer's application for hardship is reviewed and assessed. If the ratepayer is successful with their application, no further legal action will be taken whilst the ratepayer is complying with their payment arrangement.

The City reserves the right to recommence the legal proceedings if the ratepayer's payment arrangement is cancelled for noncompliance. The City will make all reasonable attempts to contact the ratepayer to advise them of the next course of action.

All legal costs and expenses incurred in recovering outstanding rates and charges will be charged against the property in accordance with section 6.56(1) of the *Local Government Act 1995*.

Communication and Confidentiality

The City will, at the applicant's request, communicate with a nominated representative or other authorised third party and maintain the confidentiality of all information provided.

The City recognises that applicants experiencing financial hardship may also be facing additional challenges or complex circumstances. In recognition of this, the City will adopt a flexible and compassionate approach to communication, including providing reasonable additional time to respond to correspondence and, where practicable, offering information in alternative formats to meet individual needs.

The City is committed to ensuring all communications with applicants are clear, respectful, accessible, and conducted in a manner that supports the dignity and privacy of the applicant.

Review of Decisions

The City will notify all applicants of the outcome of their Financial Hardship Assistance application. Applicants whose applications are unsuccessful may request a review of the decision by submitting a written request to the Chief Executive Officer within 14 days of receiving notification of the outcome. The request should outline the reasons the applicant believes the decision should be reconsidered and include any additional information supporting their circumstances. The review will be undertaken by an officer who was not involved in the original assessment where practicable, and the applicant will be advised in writing of the review outcome and the reasons for the decision.

In administering financial hardship matters, the City will have regard to the principles contained in the *Good Practice Guide: Local Government Collection of Overdue Rates for People in Situations of Vulnerability* published by Ombudsman Western Australia.

Definitions

Rates Debtor means a ratepayer of the City of South Perth that is the owner or part owner of the property and is liable for payment of rates.

Small Business has the same meaning in accordance with the Small Business Development Corporation Act 1983:

- (a) a business undertaking which is wholly owned and operated by an individual person or by individual persons in partnership or by a proprietary company within the meaning of the Corporations Act 2001 of the Commonwealth and which:
 - (i) has a relatively small share of the market in which it competes;
 - (ii) is managed personally by the owner or owners or directors, as the case requires;
 - (iii) is not a subsidiary of, or does not form part of, a larger business or enterprise; or
- (b) which is declared by the Governor by Order in Council pursuant to subsection (2) to be a small business for the purposes of the Small Business Development Corporation Act 1983.

Unhosted short-term rental accommodation means short-term rental accommodation that —

- (a) is not hosted short-term rental accommodation; and
- (b) accommodates a maximum of 12 people per night.

Document Control Box			
Legislation	Local Government Act 1995 (WA)		
Organisational:	**		
Version #	Decision:	OCM Date:	Resolution Number:
1	Initial Adoption	21 April 2020	Item Number 7.4.1
2	Reviewed	27 September 2022	0922/146
3	Reviewed		



Policy P669 Elected Member Continuing Professional Development

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

Policy Objectives

The City of South Perth (the City) encourages Elected Members to attend conferences, seminars and training development programs to ensure their continuing professional development and acquisition of relevant skills and knowledge to assist in their capacity as an Elected Member. This policy sets the framework for Elected Members' attendance at conferences, seminars, [network events](#), training programs and courses ([professional development](#)). The policy also sets out the reimbursement of fees and expenses whilst undertaking the professional development.

Policy Scope

~~This policy provides guidance to the Mayor and Elected Members in relation to conferences, seminars, training programs and courses. This Policy applies to all City of South Perth Elected Members.~~

Policy Statement

~~This policy should be read in conjunction with Policy P667 Member Entitlements~~

MANDATORY ELECTED MEMBER TRAINING

Elected Members are required to complete the course titled 'Council Member Essentials' within 12 months of being elected to Council. Completion of the course remains valid for five (5) years.

This course is comprised of five (5) core units which include:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

The Council Member Essentials Course must be completed at an approved training provider as listed under section 35(2)(b) of the Local Government (Administration) Regulations 1996.

The cost for completion of the Council Member Essentials will not be taken from the Elected Members' annual professional development allowance.

A Council Member is exempt from the requirement to complete 'Council Member Essentials' if the criteria under section 36(1) or section 36(2) of the Local Government (Administration) Regulations 1996 has been met.

ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING PROGRAMS AND COURSES

The Mayor is to be provided an annual allocation of \$8,000 to attend for conferences, seminars, training development programs and courses, professional development luncheons and networking events: professional development.

Each Elected Member is to be provided an annual allocation of \$5,000 to attend conferences, seminars, training development programs and courses, professional development luncheons and networking events: for professional development.

Each conference, seminar, training development program and course, professional development luncheon and networking event professional development event must be related to a subject matter that will enhance the continuing professional development, knowledge and skills in their capacity as Elected Members. The Chief Executive Officer (CEO) retains final discretion in determining the suitability of the above.

The allocation is per financial year and is not permitted to be exceeded. Elected Members will not be registered for any conference, seminar, training development program or course, professional development luncheon or networking events professional development event where there are insufficient funds available.

Any surplus funds in an Elected Members allocation at the end of each financial year will be deemed unused and will not accrue beyond the end of the financial year.

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Item Number:	P669	Relevant Council Delegation:	N/A
Council Adoption:	12/13	Relevant Delegation:	N/A
Adopted by Council:	02/14, 01/15, 02/16, 12/17, 10/18, 02/20, 08/22	Relevant Management Delegation:	N/A

The annual allocation amount shall be inflated by the Consumer Price Index (all Perth Groups) on 1 January each year and rounded to the nearest \$100.

In addition to the allocation, the City will also fund:

- The Mayor and Elected Members attending the Western Australian Local Government Association State Conference.
- Each Elected Member ~~completing enrolling into~~ the Australian Institute of Company Directors Course.
- Specific Elected Member WALGA courses.
- Any training event specifically arranged for by the CEO.

Travel interstate ~~for a professional development event~~ is not permitted within three (3) months of an Elected Members expiry of term of office.

No more than two (2) Elected Members may attend the same Interstate ~~Conference or Seminar~~ ~~professional development event~~. Attendance of three (3) or more Elected Members at ~~an interstate Conference or Seminar~~ ~~a professional development event~~ will require ~~specific~~ Council approval.

Where an Elected Member proposes to travel outside ~~Australia in the course of their duties to attend a professional development event~~, they must obtain the approval of Council.

The CEO will be responsible for organising all arrangements related to Elected Members' continued professional development.

FEES AND EXPENSES

In accordance with section 5.129 of the Act:

- Elected Members will be reimbursed for a fee or other expense incurred by the Elected Member in relation to their participation in a course of training that they are required to complete under section 5.126 of the Act.
- Elected Members will be reimbursed for a fee or other expense incurred by the Elected Member in relation to their participation in continuing professional development.
- Reimbursement in relation to participation of an Elected Member in continuing professional development will not occur unless the continuing professional development is relevant to either the Council's role or the Elected Member's role.
- Reimbursement in relation to the participation of an Elected Member in continuing professional development will not occur during any of the following periods –

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Document Number:	P669	Relevant Council Delegation:	N/A
Council Adoption:	12/13	Relevant Delegation:	N/A
Filed by Council:	02/14, 01/15, 02/16, 12/17, 10/18, 02/20, 08/22	Relevant Management Direction:	N/A

- the period of three (3) months ending on the day on which the term for the Elected Member ends
- if the Elected Member resigns
- a period of suspension of the Council or Elected Member.

To be reimbursed for expenses, Elected Members are to:

- Complete the Expenditure Reimbursement Form available on the HUB;
- Provide proof of course completion; and
- Attach relevant documentation for the expense such as receipt, transaction, proof of purchase invoice (that has been paid) or completion of a statutory declaration.

All requests for reimbursement are to be submitted to Governance within four (4) weeks of course completion.

STANDARD OF TRAVEL

All air travel for Elected Members will be economy class or equivalent unless otherwise approved by Council prior to travel. Should an Elected Member wish to upgrade their travel standard, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be met from the Elected Member's personal funds.

STANDARD OF ACCOMMODATION

All accommodation for the Elected Members while travelling interstate or overseas will be at or within reasonable proximity of the conference professional development event venue.

Other accommodation arrangements may be approved in writing by the CEO provided that there is no significant extra cost to the City.

TRAVEL EXPENSES

The reasonable expenses of Elected Members incurred in the performance of their duties whilst travelling shall be paid for by the City. Reasonable expenses include:

- Meals – the purchase of breakfast, lunch and dinner where these are not provided at the conference or during travel; and
- Incidentals – surcharges, telephone calls, Wi-Fi charges, newspapers, laundry, public transport, taxi, ride-sharing, sundry food items and beverages.

The tipping of service providers will not be reimbursed.

in line with adopted Policies:

CARER

In line with the *Disability Discrimination Act 1992* and the *Equal Opportunity Act 2010*, a Carer may accompany an Elected Member to a professional development event. Registration and incidental costs for the Carer will be met from the Elected Member's Conference Allowance.

The CEO may also consider costs associated with reimbursement of carer's costs, where the Elected Member is otherwise the primary carer, to enable the Elected Member to attend training/ conferences.

INFORMATION AND REPORTING

Within 30 days of returning from the professional development event, An Elected Member or who travels under this policy must provide to the CEO:

- (i) a copy of the conference papers and / or other relevant information they obtained during the course of the conference or study tour; and
- a report of no more than two (2) pages describing the significant outcomes of the conference or study tour professional development event, knowledge gained and outcomes for the City.-

In accordance with the Act and Regulations the CEO must publish on the City's website the training, conferences, seminars, professional development luncheons and networking events completed by each Elected Member within one (1) month of the end of the financial year.

The CEO must also publish on the City's website the type, and the amount or value, of any fees, expenses or allowances paid to each Elected Member during a financial year.

ELECTION CARETAKER PERIOD

Professional development is not to be scheduled and/or expenses expended during the Election Caretaker Period by Elected Members standing for re-election. Any compulsory training stipulated in this policy is to be completed prior to the Caretaker Period. The Caretaker Period is in accordance with Policy P702 Council Caretaker.

CANCELLATION OF PROFESSIONAL DEVELOPMENT

Where an Elected Member requests cancellation of professional development and the costs are non-refundable - those costs will be met from the Elected Member's Allowance.

Legislation / Local Law Requirements

Adoption and amendments to this policy require an Absolute Majority of Council (section 5.128 and 5.129 *Local Government Act 1995*)

Division 10 of the *Local Government Act 1995*

Local Government (Administration) Regulations 1996

Other Relevant Policies / Key Documents

P667 Member Entitlements

[P702 Council Caretaker](#)

City of South Perth Strategic Community Plan 2021-2031

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Policy Number:	P669	Relevant Council Delegation:	N/A
Council Adoption:	12/13	Relevant Delegation:	N/A
Adopted by Council:	02/14, 01/15, 02/16, 12/17, 10/18, 02/20, 08/22	Relevant Management Direction:	N/A



Policy P671 Electronic Attendance and Meetings

Strategic Direction	Leadership
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	Council, Executive Management Team Governance, Office of CEO

Policy Objectives

This Policy establishes parameters for requests for electronic attendance at meetings and the expectations of Council and Committee members attending meetings electronically in relation to equipment and location. This policy sets out the guidelines for Council and committee members who are physically unable to attend a council or committee meeting. Council is committed to facilitating access and participation in meetings by permitting members to be present and participate remotely via audio or audio-visual conferencing system if specific needs arise.

In addition, the policy also sets out the decision-making procedure for matters relating to the holding of meetings conducted by electronic means.

Policy Scope

This Policy applies to all members of Council and Committees of Council.

Definitions

'Meeting' means –

- (a) an ordinary meeting of the council; or
- (b) a special meeting of the council; or
- (c) an Agenda Briefing session of the council; or
- (d) a meeting of a committee of the council; and
- (e) a meeting of an audit, risk and improvement committee, of a local government.

‘Member’ means any member of council or committee meetings.

‘Natural Disaster’ includes fire, flood, lightning, movement of land and storm.

‘Relevant Period’ in relation to a proposed meeting, means the period of 12 months ending on the day on which the proposed meeting is to be held.

Policy Statement

This policy is designed to outline the responsibilities associated with utilising a conferencing system. There may be situations where council and committee members are not able to attend a meeting in-person as they may need to travel for work or care for loved ones. The intent of this policy is to provide increased flexibility for council and committee members in meeting their obligations to attend meetings. This will also assist the City in achieving meeting quorums.

It is preferable that meeting members attend meetings in person and members are encouraged to do so where possible.

All attendance by telephone, **audio**/video conference or other electronic means, requests and voting outcomes are to be detailed and recorded in the meeting minutes.

1. REQUESTS FOR ELECTRONIC ATTENDANCE AT AN IN-PERSON MEETING

Council and committee members are required to provide a request to Council to attend remotely. However, where this is not possible due to unforeseen circumstances (i.e. a situation that could not have been predicated or was expected to occur at the time of the last Council Meeting), the member may provide a request to the Mayor. Requests for electronic attendance should be made in writing to the Mayor, at least three working days prior to the meeting, and must include the reason for not being physically able to attend the meeting as well as the proposed location from which the member intends to attend the meeting. If approved, the Mayor must advise the Governance Business Unit, as soon as practical, that a member has been authorised to attend the meeting by electronic means. The Governance Business Unit will then arrange with the member the logistical requirements for attending the meeting electronically.

A member of Council or Committee may attend a meeting by electronic means if:

- a public health emergency or state of emergency exists or a Natural Disaster has occurred; and
- because of the public health emergency, state of emergency or Natural Disaster, the member is unable, or considers it inappropriate, to be present in person at the meeting; and

- the member is authorised to attend the meeting by electronic means by Council or the Mayor or
- if the member is otherwise authorised to attend the meeting by electronic means by the Council or the Mayor.

A member who attends a meeting under an authorisation by electronic means, is taken to attend and be present at the meeting for the purposes of the *Local Government Act 1995*.

2. LOCATION

When determining whether a member may be authorised to attend the meeting by electronic means, Council or the Mayor must have regard to the location from which the member intends to attend the meeting, and the equipment the member intends to use to attend the meeting. The location and equipment must be suitable for the member to effectively engage in deliberations and communications. A member attending remotely must do so from a location that is quiet and private. In some cases, it may be appropriate for the member to wear headphones.

If the meeting or part of the meeting is to be closed to members of the public, the member must declare that confidentiality can be maintained during the meeting or the closed part of the meeting. If the member subsequently cannot maintain confidentiality, the member must leave the meeting or the closed part of the meeting. A member's declaration must be recorded in the minutes of the meeting.

3. ELECTRONIC MEANS

The City's preferred electronic means for a member to attend an in-person Council or Committee meeting remotely is by the Voice over Internet Protocol (VoIP) system in Council Chambers.

4. EQUIPMENT

The electronic means by which a member may attend an in-person meeting under an authorisation include telephone, video conference or other means of instantaneous communication. When deciding whether to authorise a member's request for electronic attendance, consideration must be given to whether the member's equipment will support Council's preferred choice of electronic communication.

5. 50% CAP

A 50% attendance cap applies to all council and committee members. A member may only attend a meeting remotely by electronic means if they have not attended more than half of all council meetings in the previous 12 months by this method. The

50% attendance cap ensures council and committee members attend at least half of all meetings conducted over a 12-month period, in person.

The Governance Business Unit is responsible for recording council and committee members attendance to ensure they do not exceed the 50% cap. This record must be kept in a spreadsheet in the City's document management system. Council must also record a person's remote attendance in the meeting minutes to ensure appropriate record keeping.

A member cannot be authorised to attend a meeting by electronic means, if the members attendance at the proposed meeting would result in the member attending more than 50% of council or committee meetings by electronic means.

The 50% cap does not apply to a member who is a person with a disability as defined in the *Disability Services Act 1993*.

6. MEETINGS HELD BY ELECTRONIC MEANS

A meeting may be held by electronic means if:

- a public health emergency or state of emergency exists in the local government area, and Council or the Mayor consider it appropriate to hold the meeting by electronic means; or
- a direction is issued under the *Public Health Act 2016* or the *Emergency Management Act 2005* that prevents the meeting from being held in person and Council or the Mayor authorises the meeting to be held by electronic means.

Only Council may authorise a meeting to be held by electronic means outside of an emergency.

When considering whether it is appropriate for a meeting to be held by electronic means, Council or the Mayor must have regard to whether the location from which each member intends to attend and the equipment each member intends to use to attend the meeting is suitable for the member to be able to effectively engage in deliberations and communications during the meeting. All members will be required to complete the City's eMeeting Place Arrangement Agreement.

The City's preferred electronic means by which the meeting is to be held is Zoom. However, the Chief Executive Officer must be consulted before a determination is made.

Council cannot authorise a meeting to be held by electronic means if holding the proposed meeting under that authorisation would result in more than half of the meetings in the Relevant Period being held by electronic means.

WORKSHOPS AND ELECTED MEMBER BRIEFINGS

Requests for electronic attendance at workshops and Elected Member briefings are not legislated, however are covered by this Policy. If a member intends to attend an Elected Member workshop or briefing electronically, they should advise the City at their earliest convenience to ensure the appropriate videoconferencing equipment is made available and tested prior to the meeting. Requests for electronic attendance should be made preferably two business days prior to the Elected Member workshop or briefing for which electronic attendance is being requested.

Legislation / Local Law Requirements

- Local Government Act 1995
- Local Government (Administration) Regulations 1996
- Disability Services Act 1993

Other Relevant Policies / Key Documents

- M701 Bring Your Own Device
- M705 Remote Access and Working Offsite
- P680 Electronic Devices



Policy P702 Caretaker Period

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

Policy Objectives

This Policy establishes protocols to guide the conduct of Elected Members, Candidates and City employees during the Caretaker Period in the lead up to Election Day.

This Policy outlines the caretaker provision that are required by the *Local Government Act 1995* (the Act) and gives additional guidance to Council Members and employees when making decisions or undertaking official duties within the Caretaker Period.

Definitions

‘Caretaker Period’ means the period of time prior to an Election Day, specifically being the period from the close of nominations (44 days prior to the Election Day in accordance with s.4.49(a) of the *Local Government Act 1995*) and ends –

- (i) the day after the day on which the returning officer declares the result of the election (4.77); or
- (ii) if there are no candidates for the offices — on the day after the day on which the close of nominations falls (4.57); or
- (iii) if section 4.58(1) applies to the relevant election — on the day after the day on which the candidate dies (4.58).

‘CEO’ means the Chief Executive Officer of the City of South Perth.

‘Election Day’ means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election, including an extraordinary election to elect a new Mayor.

For the purposes of this Policy, 'Election Day' meaning generally excludes an Extraordinary Election Day unless otherwise specified in this Policy.

'Electoral Material' includes any advertisement, handbill, pamphlet, notice, letter, email, social media post or article that is intended or calculated to affect an Election Day result, but does not include:

- (a) An advertisement in a newspaper announcing the holding of a meeting (s.4.87(3) of the *Local Government Act 1995*); or
- (b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
- (c) Any materials produced by the City of South Perth relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

'Emergency' means

- 1. The occurrence or imminent occurrence, of an event, situation or condition that is a hazard which is of such a nature or magnitude that it requires a significant and coordinated response such as;
 - a. a cyclone, earthquake, flood, storm, tsunami or other natural event;
 - b. a fire;
 - c. a road, rail or air crash;
 - d. a plague or an epidemic;
 - e. a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code Act 1995* of the Commonwealth;
 - f. any other event, situation or condition that is capable of causing or resulting in—
 - i. loss of life, prejudice to the safety, or harm to the health, of persons or animals; or
 - ii. destruction of, or damage to, property or any part of the environment, and is prescribed by the regulations; or
- 2. A public health emergency which is an event or circumstance, or a series of events or circumstances, that is causing or contributing to, has caused or contributed to or may cause or contribute to serious adverse effects on public health. (*Public Health Act 2016* 4 (1))

'Civic Events and Functions' includes public gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration or promotion, of any matter relevant to the City of South Perth and / or its stakeholders and may take the

form of workshops, forums, launches, promotional activities, social occasions such as dinners and receptions, including: gatherings coordinated or facilitated by the City of South Perth or an external entity. It does not include workshops, forums or briefings or post Council Meeting dinners held in the ordinary course of business and usually attended by Council Members and employees.

‘Department CEO’ refers to the chief executive officer of the Public Service Department assisting the Minister to administer the *Local Government Act 1995*.

‘Exclusions’ refers to the significant acts that may be undertaken during the caretaker period if it is necessary for the local government to do the significant act during the caretaker period in order to comply with any of the following:

- a) a written law;
- b) an order of a court or tribunal;
- c) a contractual obligation of the local government under a contract entered into by the local government before the caretaker period. (Local Public Notice required in accordance with r3B of the Local Government Functions and General Regulations 1996.)

‘Extraordinary Circumstances’ including a circumstance that requires the local government to do a significant act during the Caretaker Period following the approval from the Department CEO because of an emergency or to ensure the proper operation of the local government.

‘Extraordinary Election’ has the meaning given by section 4.8 of the *Local Government Act 1995*.

Land Transaction means an agreement, or several agreements for a common purpose, under which a local government is to —

- a) acquire or dispose of an interest in land; or
- b) develop land.

Major Land Transaction means a land transaction other than an exempt land transaction if the total value of —

- a) the consideration under the transaction; and
- b) anything done by the local government for achieving the purpose of the transaction, is more, or is worth more, than the amount prescribed for the purposes of this definition being;
 - i. \$10 000 000; or

- ii. 10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year; (r8A Local Government (Functions and General) Regulations 1996).

Major Trading Undertaking means a trading undertaking that —

- a) in the last completed financial year, involved; or
- b) in the current financial year or the financial year after the current financial year, is likely to involve, expenditure by the local government of more than the amount prescribed for the purposes of this definition, except an exempt trading undertaking; being;
 - i. \$5, 000 000; or
 - ii. 10% of the lowest operating expenditure in the past, current, or next financial year's operating expenditure estimates. (r9 Local Government (Functions and General) Regulations 1996).

'Public Consultation' includes a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy which may be perceived as or is actually an electoral / campaign issue, but does not include statutory consultation / submission periods prescribed in a written law.

'Publicly Available Information' means information which is available in the public domain.

'Significant Act' includes any decision:

- a) making a local law (including making a local law to amend or repeal a local law);
- b) entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee.;
- c) entering into a major land transaction;
- d) entering into a land transaction that is preparatory to entry into a major land transaction;
- e) commencing a major trading undertaking;
- f) entering into a contract, or other agreement or arrangement, in prescribed circumstances;

For the purposes of paragraph (f):

Entering into a contract is a significant act if either or both of the following apply —

- (i) under the contract, the local government is to, or is expected to, provide or receive consideration that is, or is expected to be —
 - (a) more than \$250 000 (in total); or
 - (b) worth more than \$250 000 (in total).

under the contract, the local government is to, or is expected to, acquire or dispose of property the market value of which is, or is expected to be, more than \$250 000 (in total).

If a local government intends to enter into two (2) or more contracts in circumstances such that the desire to avoid the requirements of (a) and (b), is a significant reason for not dealing with the matter in a single contract, for the purposes of paragraph (f), entering into any of these contracts is a significant act:

- Acquire includes lease or license from another person;
- Contract means a contract or other agreement or arrangement;
- Dispose includes lease or license to another person;
- Property includes any interest, or any share of an interest, in any property.

- g) inviting tenders in prescribed circumstances;
- h) deciding to do anything referred to in paragraphs (a) to (g);
- i) an act done under a written law or otherwise that is a prescribed act;

For the purposes of paragraph (i), each of the following is a significant act —

- (i) establishing a regional local government;
 - (ii) amending the establishment agreement for a regional local government;
 - (iii) winding up a regional local government, otherwise than at the direction of the Minister;
 - (iv) withdrawing from a regional local government;
 - (v) forming a regional subsidiary;
 - (vi) amending the charter for a regional subsidiary; and
 - (vii) winding up, or withdrawing from, a regional subsidiary.
- j) making prescribed decisions under the *Planning and Development Act 2005* and Planning and Development (Local Planning Scheme) Regulations 2015.

For the purpose of paragraph (j), each of the following is a significant act:

- (i) Commencing the preparation of any of the following under the Planning and Development (Local Planning Schemes) Regulations 2015 Part 3 is a significant act—
 - (a) a local planning strategy;
 - (b) an amendment to a local planning strategy;
 - (c) a notice of revocation in respect of a local planning strategy;
- (ii) passing a resolution of the kind referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 19(1);
- (iii) passing a resolution of the kind referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 35(1) in relation to a complex amendment (as defined in regulation 34 of those regulations);

- (iv) commencing a review of a local planning scheme under the Planning and Development (Local Planning Schemes) Regulations 2015 regulation 65;
- (v) commencing the preparation of an instrument of repeal in respect of a local planning scheme under the Planning and Development Act 2005 section 74(b);
- (vi) doing either of the following under the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Part 2 Division 2 as that Division has effect as part of a local planning scheme of the local government;
 - (a) resolving to prepare or amend a local planning policy;
 - (b) commencing the preparation of a notice of revocation in respect of a local planning policy.

The above references do not apply to anything done or a decision to do anything for the purpose of complying with an order or notice given under the *Planning and Development Act 2005* section 76, 77A, 211 or 212.

- k) publicly inviting persons to apply to join a panel of pre-qualified suppliers under Part 4 Division 3; and
- l) deciding to do anything referred to in paragraphs (i) to (k) of this sub regulation.

Significant Expenditure' means expenditure that exceeds \$250,000.

Policy Scope

This Policy applies to all Council Members, Candidates and employees during a Caretaker Period with respect to:

- a. Decisions that are made by the Council or by a City officer under a delegated authority that are defined as a Significant Act under s3.73 of the Act.
- b. Media and promotional materials.
- c. Use of the City's resources, access to the City's information and support.
- d. Attendance and participation at events and functions. e. Employee engagement with Candidates.

Policy Statement

1. DECISION MAKING BY COUNCIL AND EMPLOYEES

1.1 SIGNIFICANT ACTS - RESTRICTIONS ON WHAT LOCAL GOVERNMENT MAY DO DURING THE CARETAKER PERIOD

Under section 3.73 of the Act and regulation 3A of the Local Government (Functions and General) Regulations 1996 (the Functions and General Regulations), a local government is prohibited from doing, or deciding to do, any Significant Acts during the Caretaker Period unless otherwise allowed under section 3.73(4) to (6). This prohibition applies whether the decision is to be made by Council or by an officer under a delegated authority.

1.2 PROVISIONS THAT ALLOW FOR A SIGNIFICANT ACT TO BE DONE DURING THE CARETAKER PERIOD

In the following certain circumstances, a local government may be able to do the Significant Act:

- (a) if the decision to do so was made before the Caretaker Period; or
- (b) where the local government is required to do so by law, judicial order or contract.

The Director General of the Department of Local Government may also authorise a local government to do a Significant Act if they are satisfied it is necessary because of an emergency or to otherwise ensure the proper operation of a local government.

2. CARETAKER PERIOD PROTOCOLS - CANDIDATES

2.1 CANDIDATES REQUESTS FOR INFORMATION

All Candidates shall be provided with equitable access to the City's public information in accordance with s.5.94 of the Act.

During the Caretaker Period any requests for information, with the exception of publicly available information will be recorded, along with the response given to those requests. Requests for information will be reviewed by the CEO or delegate and where the subject of the information is considered as relevant to a campaign issue, the CEO or delegate will have discretion to determine if the information or advice is/is not provided.

All election process enquiries from Candidates, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

2.2 CANDIDATE REQUESTS ON BEHALF OF ELECTORS, RESIDENTS OR RATEPAYERS

Where a Candidate requires the assistance of the City to respond to a request made by an Elector, Resident or Ratepayer, then the City will provide the response directly to the

requesting Elector, Resident or Ratepayer, a copy to the candidate will be sent, if requested.

2.3 CANDIDATE CAMPAIGN ELECTORAL MATERIALS

Candidates, including Council Members who have nominated for re-election, should note that the City's official crest or logo may not be used in campaign Electoral Materials without the express permission of the City.

2.4 CANDIDATE PARTICIPATION AT MEETINGS

For the purposes of transparency and the benefit of the public gallery, Candidates who are not sitting Council Members, are requested to identify themselves as a Candidate prior to asking public question, public statement or deputation at a Council or Committee meeting.

All Candidates must comply with the Code of Conduct when attending Council or Committee Meetings.

2.5 CANDIDATE USE OF SOCIAL MEDIA

Candidates must not provide any responses to posts, statements or questions on the City's social media pages, in relation to their own candidacy or the candidacy of another person.

In accordance with the Code of Conduct, Candidates must ensure that their use of social media and other forms of communication complies and must only publish material that is factually correct.

3. CARETAKER PERIOD PROTOCOLS – COUNCIL MEMBERS

3.1 CEO EMPLOYMENT

During a Caretaker Period the Council may consider and determine:

- (a) appointing an Acting CEO, where necessary;
- (b) suspending the current CEO, where appropriate and in accordance with the terms of their contract.

3.2 COUNCIL MEMBER MISUSE OF LOCAL GOVERNMENT RESOURCES

A Council Member who uses City resources for the purpose of persuading electors to vote in a particular way is in breach of clause 17 of the *Local Government (Model Code of*

Conduct) Regulations 2021, adopted as the City of South Perth Code of Conduct for Council Members, Committee Members and candidates.

This prohibition on misuse of Local Government Resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

Local Government resources includes, but is not limited to local government property as defined in the Act, employee time or expertise, City provided equipment, information and communication technologies (e.g. mobile phone, laptop, Bigtincan HUB), stationery, hospitality, images, communications, services, reimbursements and allowances provided by the City.

3.3 ACCESS TO INFORMATION AND ADVICE

Council Members must not use or access City information for the purpose of gaining electoral advantage or disadvantage relevant to their candidacy or any other person's candidacy.

Council Members nominating for re-election, may access information and assistance regarding the City's operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Council Member and limited to matters currently relevant to the City in accordance with s.5.92 of the Act.

3.4 COUNCIL MEMBER - MEDIA AND PUBLICITY

Council Members should avoid using their position as an elected representative to gain media attention in support of their or any candidate's election campaign. All Council Members requests for media advice or assistance, will be referred to the CEO or delegate for review.

3.5 COUNCIL MEMBER USE OF SOCIAL MEDIA

Council Members must not provide any responses to posts, statements or questions on the City's social media pages, in relation to their own candidacy or the candidacy of another person.

In accordance with the Code of Conduct, Council Members and Candidates must ensure that their use of social media and other forms of communication complies and must only publish material that is factually correct.

3.6 COUNCIL MEMBER BUSINESS CARDS, CITY PRINTED MATERIALS

Council Members must ensure that City business cards and Local Government printed materials are only used for purposes associated with their role as a Council Member, in accordance with section 2.10 of the *Local Government Act 1995*.

Council Members are prohibited from using City business cards or printed materials at any time, including times outside a Caretaker Period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

3.7 COUNCIL MEMBER PARTICIPATION IN EVENTS AND FUNCTIONS

During the Caretaker Period, Council Members may continue to fulfil their role through attendance at events and functions.

Where a Council Member has been invited to attend in their official capacity as a Council Member, they are prohibited from using an event or function held during a Caretaker Period to promote an election campaign purpose or distribute any Election Material.

3.8 COUNCIL MEMBER DELEGATES TO EXTERNAL ORGANISATIONS

At any time, including times outside of a Caretaker Period, Council Members who are the Council's appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including; recruiting campaign assistance or to promote their own candidacy or the candidacy of another person.

3.9 COUNCIL MEMBER ADDRESSES / SPEECHES

Excluding the Mayor and Deputy Mayor, when fulfilling their functions prescribed in sections 2.8 and 2.9 of the *Local Government Act 1995*, Council Members who have nominated for re-election, shall not be permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the City, unless expressly authorised by the CEO.

In any case, the Mayor, Deputy Mayor and Council Members are prohibited from using an official speech or address during a Caretaker Period to promote an election campaign purpose.

If the Mayor and Deputy Mayor are unavailable, the CEO will determine the Council Member to perform these duties, which will be on a rotational basis.

3.10 COUNCIL MEMBER CAMPAIGNING AT COUNCIL OR COMMITTEE MEETINGS

Any attempt to promote any electoral campaign during a Council or Committee meeting is prohibited and must restrict remarks to the motion or amendment under discussion.

4. CARETAKER PERIOD PROTOCOLS – ADMINISTRATION

4.1 ROLE OF THE CEO IN IMPLEMENTING CARETAKER PERIOD PRACTICES

The role of the Chief Executive Officer (CEO) in implementing the caretaker practices outlined in this Policy is as follows:

- a. The CEO will ensure as far as possible, that all Council Members and City employees are aware of this Policy and the Caretaker Period requirements under the Act and the Local Government (Functions and General) Regulations 1996 (the Regulations) at least 30 days prior to the start of the Caretaker Period.
- b. To communicate awareness and the equitable access requirements that apply during a Caretaker Period, the CEO will ensure as far as possible, Candidates are provided with a copy of this Policy and the Caretaker Period requirements under the Act and the Regulations following their accepted nomination for a local government election.

4.2 SCHEDULING SIGNIFICANT LOCAL GOVERNMENT DECISIONS

During a Caretaker Period, unless Extraordinary Circumstances or Exclusions apply, the CEO will reasonably ensure that Council or Committee Agendas do not include reports and / or recommendations that constitute significant acts.

The CEO shall reasonably ensure that, unless Extraordinary Circumstances or Exclusions apply, Significant acts are either:

- (a) Considered by the Council prior to the Caretaker Period; or
- (b) Scheduled for determination by the incoming Council.

The CEO shall reasonably ensure that, unless Extraordinary Circumstances or Exclusions apply, delegated authority from the Council to the CEO or a Committee is not exercised where the exercise of that delegated authority relates to a significant act or an election campaign issue.

4.3 CITY PUBLICITY, PROMOTIONAL AND CIVIC ACTIVITIES

Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:

- (a) Promoting City services and activities, where such promotion do not relate to an electoral campaign issue and would otherwise be undertaken as part of normal operations; and
- (b) Conducting the Election and promoting Elector participation in the Election.

All other, publicity and promotional activities of City initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of significant acts, made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

The CEO may determine if Exceptional Circumstances apply and if a significant act announcement is necessary during a Caretaker Period.

4.4 SCHEDULING CIVIC EVENTS AND FUNCTIONS

The City will generally avoid the scheduling of Civic Events and Functions during a Caretaker Period, which may give rise to any actual or perceived electoral advantage to Council Members who have nominated for re-election.

Where the City is required to schedule a Civic Event or Function during a Caretaker Period at which Council Members would usually be invited, then all candidates will also be invited to attend and will be acknowledged as candidates immediately following any acknowledgement provided to Council Members. For example; candidates will be introduced at the function immediately following the introduction of Council Members.

4.5 CITY PUBLICATIONS AND COMMUNICATIONS

All City publications and communications distributed during a Caretaker Period must not include content that:

- (a) may actually, or be perceived to, persuade voting in an election; or
- (b) is specific to a candidate or candidates, to the exclusion of other candidates;
- (c) draws focus to or promotes a matter which is a significant act or which is an electoral campaign issue.

All City publications and communications proposed to occur immediately prior to, throughout or during, a Caretaker Period must be reviewed and approved by the CEO prior to publication or distribution.

4.6 CITY WEBSITE AND SOCIAL MEDIA CONTENT

During the Caretaker Period, this Policy applies to content proposed for publication on the City's website and social media channels.

Website and social media content regarding Council Members will be limited to: Council Member names, contact details, membership of committees and Council appointments as City Delegates on external committees and organisations however, all other biographical information related to a sitting Council Member who is also a candidate will be removed from public access for the duration of the Caretaker Period.

The Candidate Election Profiles prescribed in s.4.49(b) of the *Local Government Act 1995*, may also be published on the City's website and social media.

Website and social media content, published prior to a Caretaker Period, will not be subject to this Policy.

New website or social media content which relates to significant act or election campaign issues will not be published during a Caretaker Period unless Exceptional Circumstances apply.

Content posted by the public, candidates or Council Members on the City's social media channels, which is perceived as candidate election campaign material or promotes a candidate or candidates will be removed.

4.7 PUBLIC CONSULTATION

The City will undertake planned Public Consultation (discretionary and legislative) during a Caretaker Period unless the consultation relates to a significant act or potentially contentious election campaign issue.

5. COMPLAINTS

Failure to comply with the Code of Conduct may give rise to a complaint regarding the conduct of Council Members or a Candidate, which may lead to the Council making a formal finding of a breach and requiring remedial action by the individual. Complaints about a candidate cannot be dealt with unless the candidate is elected.

Legislation / Local Law Requirements

Emergency Management Act 2005

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Local Government (Elections) Regulations 1997

Local Government (Model Code of Conduct) Regulations 2021

Planning and Development Act 2005

Other Relevant Policies / Key Documents

Councillor Code of Conduct



Policy P668 Mayoral Portraits

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

Policy Objectives

This Policy stipulates the guidelines for future Mayoral Portraits commissioned in recognition of individuals who have served as Mayor, in respect of their contribution to the City.

Policy Scope

This Policy is relevant to the Mayor and the officers involved in commissioning the [Mayors Mayoral](#) portrait.

Policy Statement

That all Mayors of the City have a Mayoral Portrait commissioned. The portrait is to be:

- ~~commissioned~~ [Commissioned](#) following conclusion of the term of office and within 6 months of leaving office; and
- ~~hung~~ [Hung](#) at an unveiling ceremony befitting the status of the office of Mayor once ~~his or her~~ [their](#) term has ended.

Commissioning the artwork

The artist commissioned to paint the Mayoral Portrait will be required to adhere to the following criteria:

- Maximum size must be 90cm x 105cm, three quarters in length, including hands;
- Medium must be oil on canvas;

- Portrait must be a realistic representation of the subject, positioned within a neutral background, suitable for the position of Mayor such as the Council Chambers or Mayoral Office;
- Portrait background not to include any text i.e. ‘messages’;
- Costs for the portrait must not exceed \$5,000 ~~(CPI indexed)~~ excluding framing and installation of portrait; and
- Any commissioned portrait is not to be abstract and is to be in the same visual style, manner and technique as previously commissioned Mayoral Portraits, befitting of the Office of the Mayor.

Unveiling Ceremony

Unveiling of the portrait shall be carried out at the Council Chambers:

- ~~at~~[At an evening](#) function with light refreshments;
- Local Members of Parliament, Council Members, previous Members of Council that served during the Mayor’s term of office, Senior City of South Perth employees and other VIPs to be invited, as well as up to 12 guests of the former Mayor; and
- ~~the~~[The](#) retiring Mayor will receive a framed photograph of the portrait.

Legislation / Local Law Requirements

Nil

Other Relevant Policies / Key Documents

City of South Perth Strategic Plan 2021-2031



Council Policy P120

Naming of City Facilities and Buildings; and Memorial Requests

Strategic Direction	Leadership
Responsible Business Unit/s	Parks & Environment Waste, Fleet and Facilities Assets and Infrastructure Support Community, Culture and Recreation
Responsible Officer	Manager Parks & Environment Manager Waste, Fleet and Facilities Assets and Infrastructure Support Manager Community, Culture and Recreation
Affected Business Unit/s	Parks & Environment Waste, Fleet & Facilities Assets and Infrastructure Support Community, Culture and Recreation

Policy Objectives

To establish the principles and criteria for the naming of City of South Perth (the City) facilities and buildings located on City owned or Crown land, and for the approval of commemorative plaques on City controlled land. This Policy aims to ensure that recognition of persons, places and community contributions of significance to the City is undertaken consistently, fairly and appropriately.

Policy Scope

This Policy applies to the naming of City of South Perth facilities and buildings on City-owned or Crown land, and the assessment and approval of commemorative plaques on City controlled land. It establishes the criteria and decision-making framework for recognising persons, places, organisations, associations and events that have made a significant contribution to the City and its community, including the commemoration of deceased persons, notable individuals or groups, significant historical events, and matters of social significance relevant to the City.

Policy Provisions

Naming of City of South Perth Facilities and Buildings

The City may name or rename facilities and buildings located on City owned or Crown land in recognition of persons, places, cultural heritage, events or other matters that have a significant connection to, or have contributed to, the City of South Perth and its community.

In considering naming proposals, the City may have regard to the following criteria:

- Prominent City of South Perth identities, including pioneering families and persons with historical connections to the City.
- Persons who have made a significant contribution to, and have had a long-term association with, the City of South Perth community.
- Traditional Indigenous names that are relevant to a site or locality, or that hold cultural or historical significance.
- Names that reflect local landmarks, flora, fauna, history or other features of the City.
- Events, organisations or other matters that have contributed to the identity, history or development of the City.

Where a proposal involves renaming an existing facility or building, consideration will be given to the historical significance of the existing name and whether there is a compelling reason for the change.

Naming proposals will be assessed against the relevant criteria of this Policy and any applicable State Government legislation, policies and guidelines, including Landgate's Policies and Standards for Geographical Naming in Western Australia, where relevant, before being presented to Council for consideration.

Where a proposal involves naming a facility or building after a person, the consent of that person or, where appropriate, their family will be sought prior to Council consideration.

Memorial Requests

Community requests for memorials are restricted to public benches/seats.

Scattering of Ashes

Requests for the scattering of ashes on land owned or vested/managed by the City will not be supported.

Roadside Memorials

Requests for roadside memorials (such as a marker, cross etc.) on local roads shall be made in writing to the City and will be assessed in association with Main Roads Western Australia's Roadside Memorial Policy and Guidelines.

Memorials on public benches/seats

The City may permit the installation of a commemorative plaque on City owned or managed land to recognise a deceased person who had a connection with the site.

Commemorative plaques may be approved on a seat or other approved structure at locations approved by the City where considered appropriate. The location of commemorative plaques will be at the discretion of the City, having regard to existing infrastructure and the suitability of the location. The City will maintain a list of approved locations for this purpose. In assessing applications, the City may have regard to the suitability of the proposed location, the impact on the surrounding environment and amenity, and any other relevant considerations.

The City is responsible for the assessment, approval, installation and routine maintenance of memorials and associated locations. Specialised maintenance and the replacement of memorials that are damaged, vandalised or stolen are not the responsibility of the City and will not be funded by the City.

Policy Definitions

Applicant means any individual, organisation or association applying to the City for the installation of a commemorative plaque or memorial.

Building means a permanent structure owned by, or under the care, control or management of the City, including administrative, community, cultural, recreational and operational buildings.

City owned or Crown Land is Land owned by the City, or Crown land vested in, leased to, or otherwise under the care, control or management of the City, including but not limited to parks, reserves, public open space, civic spaces, community facilities, sportsgrounds, road reserves and other land available for public use.

Commemorative Memorial is a plaque, seat or other item of park furniture located within public open space or a community building for the purpose of commemorating a deceased person, event or organisation that has a connection to the site.

Commemorative Plaque means a flat metal or stainless-steel plate bearing text that commemorates a deceased person, organisation or significant event. The wording, design, material, installation and associated costs of a commemorative plaque are subject to the City's approval and relevant management practices.

Facility is a building, structure, venue, reserve based asset, recreation asset or other infrastructure owned by, or under the care, control or management of the City that provides a services, function or amenity to the community.

Document Control Box			
Legislation			
Organisational:	City of South Perth Public Places and Local Government Property Law 2011 Landgate, <i>Policies and Standards for Geographical Naming in Western Australia</i> Main Roads Western Australia, Roadside Memorials		
Version #	Decision:	OCM Date:	Resolution Number:
1	Initial Adoption		
2			



Council Policy P705

Privacy Policy

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

Policy Objectives

The City of South Perth (City) values and respects privacy of the people it deals with.

The City is committed to protecting individual privacy and complying with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) and other applicable privacy laws and regulations.

This Policy describes how the City will collect, hold, use and disclose personal information, and how the City will maintain the quality and security of personal information.

Policy Scope

This Policy applies to all Elected Members, employees, contractors and volunteers undertaking duties on behalf of the City.

This Policy applies to all personal information handled by the City, including information relating to customers and stakeholders of the City, employees, contractors, volunteers, Elected Members and Committee Members.

Policy Provisions

The City collects, stores, uses and discloses personal information to perform its functions and services. The City aims to minimise the personal information it collects and manages to that which is required.

The City collects and accesses personal information concerning customers, Council Members, employees, volunteers, contractors and other stakeholders. The personal

information may include names, addresses, contact details, bank account details, government identifiers and other personal information as defined in the PRIS Act, to perform its functions and services.

The City may also collect personal sensitive information such as biometric data, health information, union membership, professional and trade associations membership, and criminal history. The collection of personal information occurs when customers and stakeholders interact with the City via:

- Online forms, emails, telephone calls and recordings
- Written correspondence and forms
- In-person interactions
- Stakeholder and community engagement and consultation
- CCTV, security surveillance, video footage and images
- Website, mobile applications and other digital services
- Information provided by other government agencies that work with the City to deliver its functions and services

Where practical, personal information will be collected from the individual concerned or authorised parties. Sensitive personal information will only be collected where consent has been given or if legally required.

Individuals have the option of remaining anonymous when interacting with the City wherever it is lawful and practicable. In many situations, the collection of personal information will be necessary for the City to perform its functions and services.

The City may collect or assign a unique identifier to personal information where it is required by law or necessary to efficiently conduct its functions and services. The City does not adopt government-related identifiers as its own unless required or authorised by law.

When handling personal information in its role as a local government, the City is bound by the PRIS Act and must comply with the Information Privacy Principles (IPPs) set out in Schedule 1 of the Act. These principles are:

- Collection IPP 1
- Use and disclosure IPP 2
- Information quality IPP 3
- Information security IPP 4
- Openness and transparency IPP 5

- Access and correction IPP 6
- Unique identifiers IPP 7
- Anonymity IPP 8
- Disclosures outside of Australia IPP 9
- Automated decision-making IPP 10
- De-identified information IPP 11

Collection of personal information

The City will take all reasonable steps to safeguard personal information from unauthorised access or misuse. Personal information will only be collected for purposes related to the City carrying out its local government functions, which may include stakeholder and community engagement through the City's "Your Say South Perth" platform.

The City collects personal information through the performance of our services and functions; as required by law; through correspondence, communication and service requests; and through online data and metadata collection.

The City will only collect sensitive personal information in limited circumstances, such as where required by law or where an individual consents to the collection.

The City provides access to personal information based on the following principles:

- Need to know – users or resources will be granted access to information and systems that are necessary to fulfil their roles and responsibilities.
- Least privilege – users or resources will be provided with the minimum privileges necessary to fulfil their roles and responsibilities.

City of South Perth website and platforms

The City collects limited information about individuals who interact with its digital platforms to improve service delivery, enhance user experience and inform relevant communications. This information may include data captured through cookies, web analytics tools, direct communications, social media interactions and targeted digital advertising. In general, this data is used to understand how people engage with the City's online services, respond to enquiries and promote relevant initiatives and events.

The City uses website tools to collect and view website traffic information including:

- browser and device used

- dates and times of visit
- pages and documents viewed
- time spent, scroll time and buttons clicked

The City collects this information using cookies and website analytics tools provided by third parties, who may have their own privacy policies. The City also uses its own cookies and session tools to improve user experience when accessing the City's websites.

Links to third party sites

The City's website and online platforms may contain links to websites operated by third parties. If an individual accesses a third-party website through a City website, personal information may be collected by the third-party website. The City is not able to control what information may be collected by the third-party website.

The City makes no representations or warranties in relation to the privacy practices of any third-party provider or website and is not responsible for the privacy policies or content of any third-party provider or website. Third-party providers and websites are responsible for informing individuals about their own privacy practices, and the City encourages individuals to read their privacy policies.

Disclosure and sharing of personal information

The City has controls in place to ensure that personal information is only used in the performance of its functions and services.

Personal information

Personal information collected by the City will not be disclosed to a third party (other than individual concerned) unless:

- The disclosure is a public interest disclosure, or it is information which the public has a right to access under relevant legislation.
- The disclosure is required or authorised by or under any other law
- The disclosure is necessary to prevent or lessen a serious and imminent threat to the individual concerned or another person.
- The individual concerned has consented to the disclosure.
- The information is being used by a third party engaged by the City for business purposes.

The City will use processes to de-identify information by redacting personal or confidential information as part of the Freedom of Information process.

Safeguarding information

The City is committed to safeguarding personal information against misuse, loss, unauthorised access or disclosure. Personal information is stored on-premises and cloud-based systems. Where cloud services are used, they are hosted in Australia where possible and must comply with Australian privacy laws and contractual security requirements.

Any documents held by the City that contain personal information will be handled in a secure, responsible and compliant manner. This includes the collection, storage, retention and destruction of records.

The City retains and disposes of its records, including personal information, in accordance with the General Disposal Authority for Local Government Records.

Automated decision making

The City does not employ automated decision making (ADM) processes involving the use of personal information to make significant decisions about an individual.

If ADM is introduced, the City will undertake an impact assessment to assess:

- How to eliminate or minimise the risk of harm, bias, and discrimination.
- Whether there is a process for individuals to request human intervention in decisions made about them.
- Whether the handling of personal information complies with the PRIS Act.

The City will ensure transparency in its use of automated decision making by:

- Notifying an individual that automated decision making was used to make a decision about them.
- On request, provide the individual with sufficient information about how the ADM works in a form they could be reasonably expected to understand.

Security controls

The City will implement multiple controls, where practical, to protect personal information from unauthorised access, misuse, loss, modification and disclosure.

This includes but is not limited to:

- Encryption of data at rest and in transit
- Multi-factor authentication (MFA)
- Endpoint protection and monitoring
- Security patching and vulnerability management
- Access controls and audit logging.

Regular compliance activities, such as simulated phishing exercises, are undertaken to provide practical learning opportunities and improve cyber security awareness across the organisation.

Employees receive regular training to strengthen cyber security awareness and compliance.

The City will regularly review and update its cyber security practices to align with industry standards, legislative requirements and emerging risks.

Information Breaches and Compliance

The City undertakes regular security assessments to identify vulnerabilities and help prevent data misuse, unauthorised access or loss. If an information breach occurs, the City will investigate the nature and extent of the incident and apply appropriate containment, mitigation and remediation measures.

Affected individuals and relevant regulatory or reporting bodies will be notified where required. This may include the Australian Cyber Security Centre, ReportCyber, the WA Office of Digital Government, the Office of the Australian Information Commissioner, the WA Information Commissioner and WA Police where theft, cybercrime or another criminal matter is suspected.

The City requires any actual or suspected privacy breach, cyber incident, unauthorised access, disclosure or loss of personal information to the City of South Perth Privacy Officer.

If a breach occurs, the City will:

- Contain the breach
- Assess the impact
- Notify affected parties, where required
- Take steps to prevent future occurrences.

The City's Privacy Officer is responsible for determining whether notification is required and identifying who needs to be notified.

Information breaches will be recorded in the City's Information Breach Register.

Access to and correction of personal information

The City will take reasonable steps to ensure the accuracy of personal information. Requests to correct personal information must be made in writing and lodged via one of the following methods:

- Submit: an online request through the City's website
- Post: City of South Perth, Locked Bag 22 SOUTH PERTH WA 6151
- In-Person: City of South Perth, Civic Centre, Cnr South Terrace & Sandgate Street, South Perth.

The City will respond to requests in line with its Customer Service Charter.

Individuals have a right to request access to personal information the City holds about them under the *Freedom of Information Act 1992* (FOI Act). Information on submitting a Freedom of Information application can be obtained via the City's website.

Lodging a privacy complaint

A privacy complaint may be lodged where an individual is not satisfied with the way the City has collected, stored, used, disclosed or destroyed their personal information.

Privacy complaints will be investigated, and the individual will be notified of the complaint outcome in writing within 28 working days. If the complaint is complex and requires further investigation, the City may need to extend the completion date.

Where an individual is not satisfied with the City's response, they may choose to escalate the matter to the Office of the Information Commissioner (OIC) by:

- Telephone: (08) 6551 7888
- Email: info@oic.wa.gov.au.

Policy Definitions

City means the City of South Perth

General Disposal Authority is an authorised document, managed by the State Records Office which covers records of common activities, ensuring consistent legal destruction or archiving of local governments records.

Platforms refers to the official social media channels for the City of South Perth and the 'mySouthPerth' and 'Your Say South Perth' online platforms.

Personal information means information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion.

It also includes information of the following kinds to which the previous paragraph applies such as:

- a name, date of birth or address
- a unique identifier, online identifier or pseudonym
- contact information
- information that relates to an individual's location
- technical or behavioural information in relation to an individual's activities, preferences or identity
- inferred information that relates to an individual, including predictions in relation to an individual's behaviour or preferences and profiles generated from aggregated information
- information that relates to one or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural or social identity of an individual.

Sensitive personal information refers to personal information that relates to an individual, such as:

- racial or ethnic origin
- gender identity, in a case where the individual's gender identity does not correspond with their designated sex at birth
- sexual orientation or practices

- political opinions
- membership of a political association
- religious beliefs or affiliations
- philosophical beliefs
- membership of a professional or trade association
- membership of a trade union
- criminal record.

It also can include:

- health information
- genetic or genomic information (other than health information)
- biometric information
- information of any kind from which sensitive information can be reasonably inferred

Document Control Box			
Legislation	<i>Local Government Act 1995</i> <i>Freedom of Information Act 1992</i> <i>Privacy and Responsible Information Sharing Act 2024 State Records Act 2000</i> <i>State Records Act 2000</i>		
Organisational:	**		
Version #	Decision:	OCM Date:	Resolution Number:
1	Initial Adoption		
2			
3			



Council Policy P706

Election Signage

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

Policy Objectives

To establish the City of South Perth's position on the display of election signage during Federal, State and Local Government elections by providing a clear, consistent and transparent framework regulating the location, manner and duration of their display within the City.

This Policy supports the implied freedom of political communication while ensuring that election signs are managed in a manner that protects public safety, preserves the amenity of City land and public places, and minimises adverse impacts on the community.

Policy Scope

This Policy applies to the display of Election Signs within the City of South Perth during Federal, State and Local Government elections.

The Policy applies to all candidates, political parties, Authorised Persons, candidates and other persons involved in the placement of Election Signs on City Land and Private Land.

Election Sign requirements are to be applied consistently and equitably to all candidates and political parties, whilst ensuring public safety and maintaining the amenity of the City during an Election Period.

This Policy does not apply to land vested in, or under the care, control or management of, Main Roads Western Australia.

Policy Provisions

Election signs on Private Property

The City acknowledges the right of landowners and occupiers to display Election Signs on Private Land during an Election Period, subject to the requirements of this Policy and any applicable legislation.

Election Signs displayed on Private Land must:

- be displayed with the consent of the owner or occupier of the land.
- be temporary in nature and displayed only during the Election Period.
- not be illuminated, animated, flashing, rotating, reflective or otherwise designed or displayed in a manner that may create a distraction to road users or adversely affect road safety.
- not pose a risk to public health or safety, or adversely affect the safe use of land by pedestrians, cyclists or motorists.
- be maintained in a safe, secure and structurally sound condition for the duration of their display.

The City may require the removal, relocation or modification of an Election Sign displayed on Private Land where, in the opinion of the City, the sign poses a risk to public health or safety.

Election Signs on City Owned and Managed Land

The Public Places and Local Government Property Local Law 2011 generally require a permit for the placement of signs on City Land.

Notwithstanding the requirements of the Local Law, an Election Sign may be displayed on City Land without a permit, provided it complies with the requirements of this Policy.

Election Signs displayed on City Land must:

- be temporary in nature, displayed only during the Election Period and removed within forty-eight (48) hours of Election Day.
- be freestanding and not affixed to any tree, sign, post, power pole, light pole, fence or other structure.
- be located so as not to adversely affect the safe use of a Carriageway, Footpath or Thoroughfare.

- not be located where, in the opinion of the City, the Election Sign may obstruct sight lines or otherwise adversely affect traffic or pedestrian safety.
- not be located on a median strip, traffic island, roundabout or other traffic control device, or be parked on a verge, within a park or reserve, or in a City managed car park for the primary purpose of displaying electoral advertising.
- not be located within an intersection.
- not be located within, or within fifty (50) metres of, a 40 km/h school zone.
- not obstruct, impede or otherwise interfere with:
 - a Footpath, Thoroughfare or Carriageway
 - the reasonable and safe use of City Land
 - access to any land, building or place.
- not obstruct visibility for motorists, cyclists or pedestrians, including at intersections, driveways and vehicle crossovers.
- not be located within one hundred (100) metres of works being undertaken on City Land.
- be maintained in a safe, secure and structurally sound condition at all times.
- not display only part of a message intended to be read in conjunction with other separate signs to convey a complete message.
- not be displayed in a manner that may reasonably be perceived as indicating endorsement, sponsorship or support by the City, including on land, buildings or facilities leased by the City to a third party.

Dimensions, Design and Content of Election Signs

Election Signs must not:

- exceed 1.5m² in area or 1.2m in height above natural ground level.
- be illuminated (internally or externally), animated, flashing, rotating, reflective, fluorescent, or otherwise designed or displayed in a manner that may distract road users.
- be self-adhesive or attached in a manner that may damage property or infrastructure.
- advertise or promote any organisation, business, service or person other than a political party, candidate, referendum or electoral matter associated with a Federal, State or Local Government election.
- incorporate or display the City's name, logo, crest or other branding in a manner that may reasonably be interpreted as indicating endorsement, sponsorship or support by the City.

Election Signs on City Parks, Reserves and Facilities

Election Signs, including signs displayed on vehicles, trailers or other mobile advertising devices, must not be displayed on or within City parks, reserves, gardens, recreation areas, City managed car parks, or other public open space under the care, control or management of the City.

Election Signs must not be displayed on, affixed to, or immediately adjacent to any City building, facility, infrastructure or other City asset.

Clauses 4 (a) and (b) do not apply to a City facility or City Land that has been designated as a Polling Place on Election Day. Election Signs may be displayed at such locations in accordance with the requirements of the relevant electoral authority and this Policy.

The City may remove, relocate, modify, or require the removal, relocation or modification of an Election Sign displayed on City Land where, in the opinion of the City, the sign does not comply with this Policy or poses a risk to public safety, public infrastructure or public amenity.

Election signs on Vehicles

Vehicles and trailers displaying Election Signs must be parked and operated in accordance with the Road Traffic Code 2000 and any other applicable legislation. Election Signs must not be displayed in a manner that obstructs a driver's vision, impedes the safe movement of pedestrians, cyclists or vehicles, or otherwise adversely affects public safety, traffic safety or the amenity of the surrounding area.

A vehicle, trailer or other mobile advertising device displaying an Election Sign must not be parked or positioned on City Land primarily for the purpose of displaying electoral advertising.

Without limiting the above, vehicles, trailers and other mobile advertising devices displaying Election Signs must not be left unattended on City Land for a period of 24 hours where, in the opinion of the City, the primary purpose of the vehicle, trailer or device is the display of electoral advertising rather than its ordinary use as a vehicle.

Election Promotion

The Australian Electoral Commission, the Western Australian Electoral Commission, or any other authorised electoral authority may display election related signage on City Land

with the consent of the City, where such signage is for the purpose of promoting or facilitating participation in a Federal, State or Local Government election.

Election Signs at Polling Places

Election Signs displayed at a Polling Place by a candidate or an Authorised Person must be displayed in accordance with applicable electoral legislation, the directions of the Returning Officer or other authorised election official, and this Policy.

Authorisations of Elections Signs

All Election Signs must comply with the applicable requirements for electoral material under relevant electoral legislation.

In accordance with section 4.87 of the *Local Government Act 1995* (WA), Election Signs relating to a Local Government election must clearly display the name and address of the person who authorised the material and, where required, the name and address of the person who published or printed the material. Similar authorisation requirements apply to State and Federal elections.

Maintenance of Election Signs

Candidates and Authorised Persons are responsible for ensuring Election Signs are maintained in a safe, clean and legible condition throughout the Election Period.

Where an Election Sign is vandalised, defaced, damaged or otherwise altered, the candidate or Authorised Person is responsible for repairing, replacing or removing the sign within a reasonable timeframe.

The City may require the removal of any vandalised, damaged or defaced Election Sign where, in the opinion of the City, the sign adversely affects public amenity or poses a risk to public safety.

Enforcement

The City may investigate any Election Sign that is suspected to be, or reported as, non-compliant with this Policy, an applicable local law, or other relevant legislation.

Where an Election Sign does not comply with this Policy, the City may request that the sign be removed, relocated or modified within a specified timeframe.

Where an Election Sign poses a risk to public safety, public infrastructure or public amenity, the City may remove or arrange for the removal of the sign without notice.

The City may remove and impound an Election Sign that does not comply with this Policy where:

- the sign is the subject of a substantiated complaint received by the City.
- in the opinion of the City, the sign otherwise contravenes this Policy.

Where an Election Sign is removed and impounded by the City

The City will, where practicable, make a record of the sign and its location prior to removal.

The City will notify the relevant candidate or Authorised Person, where their details are known to the City.

The sign will be retained by the City for a period of forty-eight (48) hours and may be collected by the candidate or Authorised Person during that period.

If the sign is not collected within forty-eight (48) hours, the City may dispose of the sign.

Where a sign that has previously been removed and impounded is subsequently re-displayed in a manner that does not comply with this Policy, the City may remove and dispose of the sign without further notice.

Election Signs not removed within forty-eight (48) hours of Election Day may be removed and disposed of by the City without notice.

Election Signs must comply with all applicable electoral legislation, including requirements relating to the authorisation of electoral material. Any apparent breach of electoral legislation may be referred to the relevant electoral authority.

Election Signs displayed on land under the care, control or management of Main Roads Western Australia are subject to the requirements of Main Roads Western Australia.

Policy Definitions

Authorised Person is a person authorised by a candidate to undertake activities on the candidate's behalf in relation to an electoral campaign.

Candidate is a person who has nominated, or publicly declared an intention to nominate, for election to a Federal, State or Local Government office

Carriageway means the portion of a Thoroughfare that is designed, constructed or ordinarily used for the passage of vehicles.

City Land is all land vested in, owned by, or under the care, control or management of the City of South Perth, and includes any road reserve.

Election Day means the day appointed for polling in a Federal, State or Local Government election.

Election Period

(a) in relation to a Federal and State election, the period commencing on the issue of the writ for the election and ending two (2) days after Election Day; and

(b) in relation to a Local Government election, the period commencing on the close of nominations and ending two (2) days after Election Day.

Election Sign means any Sign or Banner displayed during the Election Period for the purpose of promoting, opposing, supporting or otherwise relating to a candidate, political party, referendum, election issue or matter associated with a Federal, State or Local Government election.

Footpath means that portion of a Thoroughfare set aside or ordinarily used for pedestrian movement and includes any shared-use path located within a road reserve, park or reserve.

Polling Place is any building, structure or place appointed for the conduct of polling at a Federal, State or Local Government election and includes a location approved for pre-poll voting.

Private Land means land within the district of the City that is not City Land.

Thoroughfare a road, street, right-of-way, laneway, footpath or other public way and includes any structure, facility or improvement situated within the City.

Document Control Box			
Legislation	Commonwealth of Australia Constitution 1900 (Cth) Local Government Act 1995 Electoral Act 1907 Electoral Act 1918 (Cth) Road Traffic Code 2000 (WA) Main Roads (Control of Advertising) Regulations 1996 (WA)		
Organisational:	City of South Perth Public Places and Local Government Property Local Law 2011 Local Planning Policy 7.1 Advertising Signage		
Version #	Decision:	OCM Date:	Resolution Number:
1	Initial Adoption		
2			
3			

Strategic Direction *Leadership*

Policy P609 Management and Sale of City Property

Responsible Business Unit/s	Governance, Financial Services
Responsible Officer	Manager Governance, Manager Financial Services and Manager Community Culture and Recreation
Affected Business Unit/s	Community Culture and Recreation, Financial Services, Governance, City Environment

Policy Objectives

The City has a considerable and diverse property portfolio. Property assets are an important corporate resource that must be managed in an integrated manner in order to align with and support the City's vision, objectives and goals in an efficient and sustainable manner.

This policy ensures that the City has a framework which enables it to review, identify, name and evaluate Council owned property, ensuring that any property that is disposed of by lease or sale is undertaken in a consistent, fair and transparent manner.

Policy Scope

The policy will apply to the organisations and residents leasing City buildings and all officers involved with City buildings and the naming, leasing and sale of land process.

Policy Statement

Naming of City Facilities and Buildings

This policy provides guidance for the naming of City of South Perth facilities. *City facilities* and buildings owned by the City of South Perth on City owned or Crown land.

Where appropriate, the Council may consider naming facilities and buildings, in honour of persons considered to have made an outstanding contribution to the community, worthy of such an honour.

The following process should be followed by Council, in a confidential manner until finalised.

Shortlisted names will be assessed against the below criteria and presented to the Council for consideration.

The criteria for shortlisted names could include:

- Prominent City of South Perth identities, including pioneering families and persons with historical connections to South Perth;
- Persons who have made a significant contribution to and have had a long term association with the City of South Perth community;
- Traditional indigenous names relevant to a site or locality or with a relevant meaning

- Names that represent any relevant City of South Perth landmarks, flora or fauna.

Where a person's name is involved, approval will be sought from the person proposed to being honoured or their family, prior to the name being presented to the Council for consideration.

Commemorative Plaques

The City may allow friends or relatives of a deceased person who had a significant connection with the City to install a commemorative plaque on City controlled land. The City's officers may decide to allow the installation of a commemorative plaque on an approved structure or tree only, in accordance with Management Practice M111 Placing of Memorials on Public Open Space, Road Reserves and Streetscapes.

Leasing of City Property

The City will negotiate the lease of City buildings with the principles set out in this policy.

Where a licence for the use of the building is considered to be the most appropriate agreement, as determined by the Chief Executive Officer, the principles set out in this policy will be considered.

The City shall consider the following criteria in assessing a Council property with respect to usage and potential leasing:

- Community benefit assessment
- Alignment and contribution of the property towards to the achievement of the Council's strategic objectives
- Assessment of present utilisation of asset
- Consideration of potential opportunities for future utilisation of the asset
- Determine capacity for the City to properly maintain and manage the property
- Consideration of statutory influences and heritage / conservation value
- Consideration of financial return to the Council

Not for Profit Sporting Organisations

Leases will be negotiated consistently with the following principles:

1. Leases will be granted for a period of 5 years with a 5 year option to provide sporting clubs with security of tenure and the ability to attract funding;
2. Leases to be for an annual rental amount which is :
 - A minimum of \$1,000 per annum or
 - Where the group has its own revenue generating capacity, a rent as per below:
Kitchen or kiosk - \$1,500
Kitchen, Kiosk, Bar facilities, capacity to hire to others - \$2,000 to \$3,000
3. All groups will be required to adhere to the 'Property Maintenance Schedule' for the respective facility; a document which sets out the responsibilities of both parties (The City and the Lessee).

Kindergartens Operated by Not for Profit Organisations

Leases will be negotiated consistently with the following principles:

- Leases will be for 5 years with a 5 year option;
- Leases will be offered for a rental of \$1000;
- These groups will be required to adhere to the 'Property Maintenance Schedule'.

Not for Profit Community Associations / Government bodies, Committees and Associations

Leases will be negotiated consistently with the following principles:

- Leases will be for a maximum period of 5 years with a 5 year option years;
- Leases may be negotiated on a case by case basis for a rental amount which is calculated using the following formula:
 - A minimum of \$1,000 per annum; and
- The City may by resolution of council grant a donation in subsidy of the rental amount where the proposed tenancy would provide a demonstrable benefit to the community of South Perth.

Commercial Organisations

Leases will be negotiated consistently with the following principles:

- Leases will be for a maximum period of 21 years; and
- Leases will be for a rental amount reflective of an independent market valuation of the premises, taking into account the nature of the business enterprise.

Sale of City Property

Sale / Disposal

The following criteria shall be taken into consideration to determine whether a property is surplus to Council requirements and identified for disposal:

- Whether the land is no longer used or is not used for a purpose associated with service provision by Council.
- Whether the land (if being used for a Council service) has a net realisable value which is significantly greater than the cost of re-establishing the service on another site.
- Whether the land does not contribute to the achievement of a Council's current objective.
- Whether the land if retained has no strategic significance to the Council on a long term basis.

The above criteria will be taken into consideration where a property has an independent market valuation in excess of \$250,000.

Definition

Building means any building which is Local Government property and includes any –

- (a) hall or room
- (b) corridor, stairway or annexe of any hall or room; and
- (c) jetty

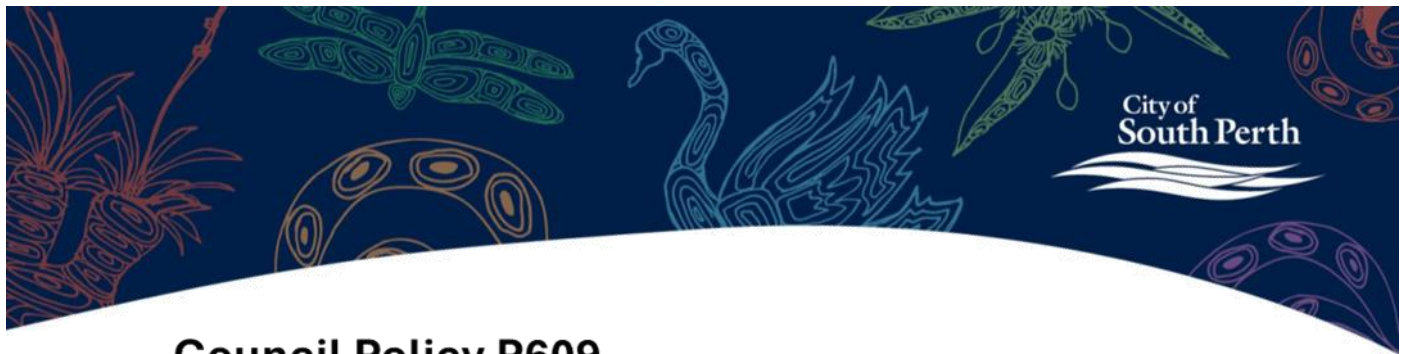
Legislation/ Local Law Requirements

Section 3.58 and 3.59 of the *Local Government Act 1995*.

Other Relevant Policies/ Key Documents

P106: Use of City Reserves and Facilities

City of South Perth Strategic Plan 2021-2031



Council Policy P609

Management and Sale of City Property

Strategic Direction	Leadership
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance, Manager Financial Services and Manager Community Culture and Recreation
Affected Business Unit/s	Governance, Financial Services and Community Culture and Recreation

Policy Objectives

The objective of this policy is to provide a framework to:

- Guide responsible management and appropriate use of the City's leased and licensed land and property assets.
- Ensure decisions regarding the granting of leases and licences are made transparently, consistently and in accordance with established criteria.
- Achieve a level of social return through the delivery of services or activities aimed at providing a community benefit.
- Ensure decisions relating to the City's property portfolio support the City's strategic objectives.
- Support local groups by providing access to property for the benefit of the community.
- Achieve a level of cost recovery.
- Provide an opportunity for revenue generation.

Policy Scope

This policy applies to the leasing and licensing of City owned or controlled land and property assets, including Crown land vested to the City under a Management Order.

Policy Provisions

The City has a diverse property portfolio comprising both freehold and vested land and property assets. These land and property assets are an important corporate resource that must be managed in a responsible and sustainable manner.

Principles

To ensure the City's property portfolio delivers social, economic, financial and environmental outcomes for the community, decisions relating to the leased and licensed land and property assets will consider the following principles:

- Commercial Value
- Financial Return
- Social Return
- Exclusivity
- Sustainability
- Service Excellence
- Environmental Benefits
- Cost Recovery
- Utilisation
- Equity
- Strategic future of underlying land asset
- Applicable statutory frameworks
- Heritage/Conservation Value

Strategic Framework

All applications for lease and licence will be assessed with consideration to the Council's strategic objectives and the City's integrated framework of policies, strategies and plans to ensure lease and licence outcomes provide the greatest possible benefits for the community.

Standard Tenure Conditions – Leases

Leases for City Property will be administered in a consistent and equitable manner by way of standard (non-negotiable) tenure conditions based on the Lessee classification contained within Appendices 1-5.

All other lease conditions will be negotiated in accordance with the principles and evaluation criteria set out in this policy with consideration to the provision of adequate security of tenure to provide opportunities to attract funding.

Council rates and charges (excluding statutory fees) for use of City Property by not-for-profit organisations, community groups, sporting clubs and recreational groups will not be applied.

End of Term Conditions – Leases

Not-for-profit organisations, community groups, sporting clubs and recreational groups which have reached the end of the term and option period (five years plus five years) and wish to continue their tenure, will be required to submit an Expression of Interest (EOI) to the City.

The City will ordinarily conduct the EOI process six months prior to expiry of the term and will notify the existing tenant at the commencement of the process.

Special consideration will be given to tenants who are long standing and have delivered community benefits during their tenure. Additional weighting will also be given if the tenant has consistently fulfilled the obligations of their lease during their tenure.

Standard Tenure Conditions – Licences

The City may use non-exclusive licence agreements to provide Lessees with a right to secure, short to medium-term use of a land and property asset that is shared with others.

Where a non-exclusive licence for the use of the land and property asset is deemed the most appropriate agreement, as determined by the Chief Executive Officer (CEO), the principles set out in this policy will be considered when establishing conditions of occupancy or use.

Eligibility will be assessed against evaluation criteria determined by the City and the licence fee will be determined in accordance with the City's adopted Schedule of Fees and Charges.

To provide for consistency, the standard licence conditions contained in Appendix 6 will apply.

Land/Ground Lease

The Lessee is responsible for all site preparation (including utility servicing and upgrade), maintenance and repairs, including those of a structural or capital nature.

Subject to all applicable land tenure conditions and legislative requirements, the Land/Ground Lease will provide the City with the right, upon expiry or termination of the lease, to require that the improvements either remain on the land with ownership transferred to the City or be removed by the Lessee at the Lessee's expense.

Land/Ground Lease – Development Lease

Where the City is negotiating a Development Lease, standard commercial leasing terms and tenure conditions may not apply.

Development Lease may provide for a longer lease term where this is warranted by the scale of the proposed development and the level of capital investment required by the Lessee. In such circumstances, the lease term will be assessed on its merits, having regard to the nature of the development, the public benefit, the investment risk assumed by the Lessee, and the long-term objectives of the City.

Accordingly, lease terms greater than the City's standard commercial leasing arrangement of an initial five (5) year term with a further five (5) year option may be approved where they are necessary to support and facilitate significant development outcomes.

Vacant City Property

Vacant City Property available for lease will be advertised by way of an Expression for Interest (EOI) and be subject to an EOI process.

To guide the EOI process, the City will make available an EOI document outlining the conditions of responding to the EOI.

Applicants will be required to prepare a lease proposal in accordance with the EOI conditions and provide responses to the selection criteria.

Following the close of the submission period, submissions will be evaluated by the City's evaluation panel on the applicant's responses to the selection criteria and assessed against both the compliance and qualitative criteria contained within the EOI document.

The most suitable applicants will be short listed then presented to the CEO/Council for consideration subject to delegated authority.

Evaluation Criteria

The following evaluation methodology will be applied in respect of new lease and licence proposals.

- Alignment and contribution of the property towards the achievement of the Council's strategic objectives.
- The use is consistent with the Local Planning Scheme, any land title restrictions and the nature of the land and building asset and the surrounding area.
- The applicant's ability to meet ongoing operational costs and other financial obligations.
- The applicant's ability to ensure the safe and appropriate use of the land and building asset.
- Social return.
- Utilisation of the land and building asset.
- Capacity for the applicant to manage maintenance responsibilities.
- Compliance with statutory requirements.
- Use is consistent with heritage/conservation conditions.
- Financial Return.

In the event of competing applications, preference will be given to local not-for-profits, incorporated associations, sporting clubs and community groups. Preference will also be given to existing tenants (such as local not-for-profits, incorporated associations, sporting clubs and community groups) who have delivered community benefits and consistently fulfilled the obligations of their lease during their tenure.

Consideration will also be given to innovative proposals which encourage multi-use and activation of the space or partnership agreements between local not-for-profits, incorporated associations, sporting clubs and community groups and/or for-profit organisations.

Additionally, existing Lessees seeking to relocate between City Property will also be given preference provided an assessment of their lease performance shows they have fulfilled their lease terms and maintained lease compliance.

Approvals

All leases and licences must be approved by Council unless delegation has been provided to the CEO.

Leases and licences of Crown land managed by the City require approval under section 18 of the *Land Administration Act 1997* from the Minister for Lands. Additional approvals may be required from state government agencies subject to land tenure conditions.

Should a Lessee decide to alter, hire, sublease, assign, vary or surrender any part of the property/lease, prior written consent must be obtained from the City (acting as Landlord). The City may withhold consent or provide consent with conditions.

Where the City consents to a sublease or sublicense, the Lessee or Licensee must, as part of its request for consent, provide details of the proposed rent, licence fee, or other consideration to be charged to the sublessee or sublicensee, together with any supporting information required by the City. Where a market rental valuation has been used to determine the proposed rent or licence fee, a copy of the valuation report must be provided to the City.

Any rent, licence fee or other consideration charged to a sublessee or sublicensee that exceeds three (3) times the rent or licence fee payable by the Lessee or Licensee under the head lease or licence must be remitted to the City.

Alterations undertaken by a Lessee at the Lessee's cost will remain the City's property unless otherwise specified in the agreement or specified as a condition of consent.

An application for development approval may be required to ensure the proposed nature of operations complies with the local planning framework.

A Building Permit and Occupancy Permit may also be required to ensure compliance with the *Building Act 2011*.

Compliance

Lessees and Licensees must comply with:

- All terms and conditions within their lease or licence agreement including the standard conditions of tenure.
- All consents, approvals, authorities, licences and permits.
- All relevant State and Federal law and all relevant codes.

- Any obligations relating to the payment of rent, outgoings, fees and charges.
- All orders, notices, requisitions or direction of any authority relating to the facility or to the business/operation the Lessee undertakes at the facility.

Non-compliance may result in the City issuing a default notice specifying the actions required to remedy the breach. Failure to comply with a default notice may result in enforcement action or termination of the lease or licence.

Lease Audit

All Lessees will be required to complete a mandatory annual lease audit.

Without limitation, the lease audit will require Lessees to provide audited financial statements, hirer details and details about the activities occurring on the property including membership numbers, participation rates, budgets allocated to maintenance and repairs and other information reasonably required by the City.

Maintenance Inspections and Condition Audits

Maintenance inspections are conducted by the City on an annual basis to ensure building assets are maintained to a safe, clean and acceptable standard. Lessees and Licensees will be given notice of these inspections.

Condition audits may take place every 5 years or as deemed necessary by the City to:

- Identify if required maintenance previously identified has been conducted.
- Identify any other maintenance defects.
- Identify any renewal items that need to be added to the City's maintenance and capital works programs.
- Identify any matters related to work, health and safety.

Renewal and Upgrade of Building Components

Through regular inspections, the City identifies renewal works with consideration to a components age and deterioration. Generally, the City will replace building components when they reach a poor condition and/or are approaching the end of their useful life with consideration to target and intervention service levels. If identified, potential projects are investigated and considered by the City.

Lease concessions and incentives

Council may offer lease concessions and incentives to eligible Not for Profits, Incorporated Associations, Sporting Clubs and Community Groups providing a demonstrable benefit to the community, contributing to new development or investing significant funds into upgrades. These concessions/incentives may include:

- Rent-free periods
- Fit-out contributions
- Extended 10-year lease term
- Rent rebate

Signage

All temporary or permanent signs, advertised, displayed or erected on the City's land and property assets will be subject to approval being obtained and/or a permit also issued, where required.

Maximising Use

To maximise the use of its land and property assets, Council may allow shared use arrangements facilitated by non-exclusive licence agreements or facility hire.

When evaluating shared use arrangements, consideration may be given to the appropriateness of the land and property asset to be utilised for a particular purpose to enable the effective management and utilisation of the City's land and property assets through co-location opportunities.

Sale of City Property

The following criteria shall be taken into consideration to determine whether a property is surplus to requirements and identified for disposal:

- Whether the land is no longer used or is not used for a purpose associated with service provision by Council.
- Whether the land (if being used for a Council service) has a net realisable value which is significantly greater than the cost of re-establishing the service on another site.
- Whether the land does not contribute to the achievement of a Council's current objective.
- Whether the land if retained has no strategic significance to the Council on a long-term basis.

The above criteria will be taken into consideration where a property has an independent market valuation in excess of \$250,000.

Disposal by way of sale of City Property will be undertaken in accordance with the requirements of the *Local Government Act 1995*.

Policy Definitions

City Property means land and building assets owned or managed by the City.

Community Benefit means a measurable improvement, service, asset, or financial contribution delivered to create public value by directly enhancing local amenity, public infrastructure and well-being for the City of South Perth community.

Community Group means a not-for-profit incorporated association, company limited by guarantee, charitable organisation or other eligible entity that is registered with the Australian Charities and Not-for-profits Commission (ACNC), and predominantly delivers programs, services or activities for the benefit of the City of South community.

Crown Land means land that is owned by the State Government but with day-to-day management vested to the City through a Management Order, lease arrangement or other legal agreement. Crown Land is required to be used for the purpose specified in the Management Order, lease arrangement or legal agreement.

Freehold City Property means land and building assets owned in 'fee simple' by the City, which may be used for a variety of purposes subject to constraints. Freehold City Property may be acquired, developed or disposed of by the City in the same way as any other landowner, in accordance with any tenure conditions and statutory restrictions on local government activities.

Land and Property Assets means land, halls, pavilions, jetties, change rooms, clubrooms, civic offices and other facilities owned or managed by the City.

Lease means a written contract of terms and conditions under which the City grants exclusive possession in respect of a City Property for a permitted purpose and specified period of time. It creates an interest in the land.

Licence means a written contract of terms and conditions under which the City grants non-exclusive possession in respect of a City Property for a permitted purpose and specified period. It does not create an interest in the land.

Local Not-for-Profit Organisations, Community Groups and Sporting Clubs means existing not-for-profit organisations, community groups and/or sporting clubs based within the City of South Perth. Including formal or informal volunteer-based groups established for specific community service, sporting and/or recreational purposes that contribute to the wellbeing and benefit of the local community.

Non-Structural Maintenance means the continuous, diligent and ongoing inspection, maintenance and repair of all non-structural components that do not have an intrinsic bearing on the support to any other integral member of the facility such as, by limitation, the roof structure, posts, load bearing walls, foundations, girders, floor joists, footings and other load bearing members.

Not-For-Profit means an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run the organization, or their friends or relatives), but rather to benefit the community.

Property Maintenance Schedule means a document which sets out the maintenance responsibilities of both parties (the City and the Lessee) for City Property.

Preventative Maintenance means the proactive management of the facility through routine and programmatic maintenance, including but not limited to fire servicing equipment, mechanical services, hydraulic services, gutter cleaning, pest control and electrical compliance testing.

Rental Rebate means a reduction in the rent payable for a Lessee to support their sustainable operating capacity to deliver a social return.

Security means a financial guarantee provided by a Lessee to a Lessor to ensure that the Lessor is protected against unpaid rent, property damage, or other breaches of the lease agreement.

Social Return means the delivery of services, initiatives and activities that provide benefits which support the needs of the community and assist the City in the delivery of its strategic objectives.

Sub Lease means an arrangement whereby a Lessee grants another person or organisation the right to occupy or use all or part of the leased premises for a specified period. A Lessee must obtain the prior written consent of the City before entering into any sublease and remains responsible for complying with all terms, conditions and obligations of the head lease

Structural Maintenance means the continuous, diligent and ongoing inspection, maintenance and repair of all structural components of the facility that ensures good state of repair and safe usage, in compliance with all applicable laws including all required alterations, replacements, major repairs, modifications or upgrades to the structural components of the facility.

Document Control Box			
Legislation	<i>Local Government Act 1995</i> <i>Land Administration Act 1997</i> <i>Planning and Development Act 2005</i> <i>Building Act 2011</i>		
Organisational:	DC609 Leases and Licences M609 Lease of City Buildings P106 Use of City Reserves and Facilities City of South Perth Strategic Plan 2021 – 2031 City of South Perth Local Planning Scheme No. 7		
Version #	Decision:	OCM Date:	Resolution Number:
1	Initial Adoption	22 March 2005	Item 9.0.1

2	Adopted	23 September 2008	Item 10.7.1
3	Adopted	23 March 2010	Item 10.7.1
4	Adopted	22 February 2011	Item 10.7.1
5	Adopted	26 June 2012	Item 10.7.1
6	Adopted	26 March 2013	Item 10.7.1
7	Adopted	25 March 2014	Item 10.7.1
8	Adopted	22 March 2016	Item 10.7.1
9	Adopted	27 March 2018	Item 10.7.1
10	Adopted	30 October 2018	Item 10.7.1
11	Adopted	23 March 2021	0321/050
12	Adopted	27 June 2023	0623/121

Appendix 1

Lessee Classification: Community Groups - Standard Tenure Conditions	
Term	A maximum of 5 years
Further Term	5 years
Security	1 months rent in advance
Rent	- Base rent: \$1,000 per annum. - Special rent 1: 15% rent derived from approved commercial sub-leases within the premises - Special rent 2: 3% of gross revenue for retail-based activities conducted from the premises (e.g. hospitality function services, kitchen/bar sales, venue hire, corporate events etc.) Rent above the base rent will consider: - Location - Quality of the space - Size of the area - Infrastructure investment - Access to facilities
Rent Reviews	Annual CPI.
Outgoings	Lessees will be responsible for the following outgoings: - Electricity consumption - Gas consumption - Water consumption - Waste service charges - Cleaning charges - Emergency services levy - Building insurance premium If the premises is not separately metered, the proportion of outgoings will be based on the net lettable area.
Costs	Lessees will be responsible for the legal costs associated with the preparation, execution and registration of the lease agreement up to an amount of \$5,000.

Insurance	Lessees will be responsible for: • Taking out and maintaining public liability insurance. • Liability for all actions or omissions of the Lessee's employees, contractors, volunteers, guests, invitees and agents. • Taking out and maintaining workers compensation insurance where the Lessee employs persons. • Taking out and maintaining insurance for their own contents and equipment left on the Premises. • Indemnifying the City against all actions, claims and costs made or suffered by the City unless caused by the negligent or wrongful act of the City. The City is responsible for taking out and maintaining insurance for its land and building assets and will on-charge the annual building insurance premium to the Lessee.
Preventative Maintenance Contribution Fee	Lessees will be required to contribute a fee of \$2,500 p.a. towards preventative maintenance work undertaken by the City.
Preventative Maintenance Responsibilities	Lessees will be required to adhere to the 'Property Maintenance Schedule' for the respective facility. The City will be responsible for undertaking the following preventative maintenance work: • Defibrillator servicing (where owned and installed by the City) • Switchboard RCD testing • Emergency exit lights testing • Thermographic switchboard testing • Termite inspection (building only) • Pest inspection • Cool room inspection • HVAC servicing • Plumbing servicing • Fire assets servicing • Gutter cleaning
Non-Structural Maintenance Responsibilities	Lessees will be responsible for the following non-structural maintenance and tasks: • Electrical consumables • Mechanical hood cleaning • External building area maintenance (within the lease area) • Painting • Grease traps

	• General cleaning* • Hygiene services • Pest treatment • Private security systems • Carpet cleaning Other key areas of responsibility will involve: • All fire protection safety provisions and procedures • Defibrillators installed and owned by the Lessee • Electrical consumables and minor maintenance • Mechanical routine inspections and maintenance • Ice machines, beer kegs systems and fittings • Plumbing routine inspections and minor maintenance • Fixtures and fittings • Operational activities <i>Note: Non-structural maintenance responsibilities may vary if the lease area is within a complex. In these circumstances, the City may consider undertaking some of the Lessees non-structural maintenance responsibilities on their behalf subject to the Lessee paying a non-structural contribution fee to the City.</i> <i>*If the tenancy is shared, the City may arrange the cleaning and require the Lessee contribute to the cleaning costs.</i>
Structural Maintenance Responsibilities	The City will be responsible for all structural maintenance unless the construction of the building was undertaken by the Lessee or otherwise agreed.
Capital Improvement Responsibilities	The City will be responsible for determining who will be responsible for undertaking capital improvements and the methodology.
End of Lease	Lessees will be responsible for satisfying make good provisions under the lease prior to vacating the property. These provisions may require Lessees to remove any improvements and remediate the land or leave the improvements including buildings and structures in a tenantable condition. A Deed of Surrender will be required to effect the early termination of lease, should a Lessee decide to vacate the property before the end of their lease term.
Rent Rebate	Lessees may apply for a waiver or discount relating to the rent payable to occupy City Property. Applications are subject to a social cost benefit and cost effectiveness analysis that is

	determined against a criteria-based assessment undertaken by the City to identify the level of social return being provided. Should an application for a waiver/discount be approved, a monetary value will be applied against the rental amount to offset the rent payable by the Lessee. A rental rebate may only be granted by a resolution of Council
Relocation and Redevelopment	Should Council resolve to significantly redevelop a site, the lease can be terminated by the City giving six months written notice to the Lessee to vacate the premises and the same written notice to the Lessee will indicate that the lease will be terminated six months from the date of notice. In the event a lease is terminated due to redevelopment, the City will not be liable for any cost, loss of profit or capital expenditure borne or incurred by the Lessee. Subject to availability and fit for purpose requirements, Lessees will be given an option to relocate to an alternate City Property. Provisions under the <i>Commercial Tenancies (Retail Shops) Agreements Act 1985</i> will be considered prior to initiating an early termination of lease.

Appendix 2

Lessee Classification: Not For Profit (with an annual turnover greater than \$50,000)– Standard Tenure Conditions	
Term	Initial term of 5 years
Further Term	5 years
Security	3 months' rent in advance
Rent	Leases will be for a rental amount reflective of an independent market valuation of the premises.
Rent Reviews	Annual CPI and market review every 3 years.
Outgoings	Lessees will be responsible for the following outgoings: • Electricity supply and consumption • Gas supply and consumption • Water supply and consumption • Waste service charge • Cleaning charges • Water rates • Council rates • Emergency services levy • Land tax (if applicable) • Building insurance premium • Any other rate, tax, cost or imposition, levied, charged, assessed or imposed in respect of the Premises, the Building or the Land, or the ownership or occupation of them. If the premises is not separately metred, the proportion of outgoings will be based on net lettable area.
Costs	Lessees will be responsible for the legal costs associated with the preparation, execution and registration of the lease agreement up to an amount of \$5,000.
Insurance	Lessees will be responsible for: • Taking out and maintaining public liability insurance. • Liability for all actions or omissions of the Lessee's employees, contractors, invitees and agents.

	• Taking out and maintaining workers compensation insurance where the Lessee employs persons. • Taking out and maintaining insurance for their own contents and equipment left on the Premises. • Indemnifying the City against all actions, claims and costs made or suffered by the City unless caused by the negligent or wrongful act of the City. The City is responsible for taking out and maintaining insurance for its land and building assets and will on-charge the annual building insurance premium to the Lessee.
Preventative Maintenance Responsibilities	Lessees will be required to adhere to the 'Property Maintenance Schedule' for the respective facility. The City will be responsible for undertaking the following preventative maintenance work: • Defibrillator servicing (where owned and installed by the City) • Switchboard RCD testing • Emergency exit lights testing • Thermographic switchboard testing • Termite inspection (building only) • Pest inspection • Cool room inspection • HVAC servicing • Plumbing servicing • Fire assets servicing • Gutter cleaning <i>Note: Preventative Maintenance responsibilities may be determined on a case-by-case basis subject to the operational nature of the Not For Profit.</i>
Non-Structural Maintenance Responsibilities	Lessees will be responsible for the following non-structural maintenance and tasks: • Electrical consumables • Mechanical hood cleaning • External building area maintenance (within the lease area) • Painting • Grease traps • General cleaning* • Hygiene services • Pest treatment • Private security systems • Carpet cleaning

	Other key areas of responsibility will involve: • All fire protection safety provisions and procedures • Defibrillators installed and owned by the Lessee • Electrical consumables and minor maintenance • Mechanical routine inspections and maintenance • Ice machines, beer kegs systems and fittings • Plumbing routine inspections and minor maintenance • Fixtures and fittings • Operational activities <i>Note:</i> 1. <i>Non-structural maintenance responsibilities may vary if the lease area is within a complex. In these circumstances, the City may consider undertaking some of the Lessees non-structural maintenance responsibilities on their behalf subject to the Lessee paying a non-structural contribution fee to the City.</i> 2. <i>Non- structural maintenance responsibilities may also be determined on a case-by-case basis subject to the operational nature of the Not For Profit.</i> <i>*If the tenancy is shared, the City may arrange the cleaning and require the Lessee contribute to the cleaning costs.</i>
Structural Maintenance Responsibilities	The City will be responsible for all structural maintenance unless the construction of the building was undertaken by the Lessee or otherwise agreed.
Capital Improvement Responsibilities	The City will be responsible for determining who will be responsible for undertaking capital improvements and the methodology.
End of Lease	Lessees will be responsible for satisfying make good provisions under the lease prior to vacating the property. These provisions may require Lessees to remove any improvements and remediate the land or leave the improvements including buildings and structures in a tenantable condition. A Deed of Surrender will be required to effect the early termination of lease, should a Lessee decide to vacate the property before the end of their lease term.
Rental Rebate	Lessees may apply for a waiver or discount relating to the rent payable to occupy City Property. Applications are subject to a social cost benefit and cost effectiveness analysis that is

	determined against a criteria-based assessment undertaken by the City to identify the level of social return being provided. Should an application for a waiver/discount be approved, a monetary value will be applied against the rental amount to offset the rent payable by the Lessee. Rental rebates may only be granted by a resolution of Council.
Relocation and Redevelopment	Should Council resolve to significantly redevelop a site, the lease can be terminated by the City giving six months written notice to the Lessee to vacate the premises and the same written notice to the Lessee will indicate that the lease will be terminated six months from the date of notice. In the event a lease is terminated due to redevelopment, the City will not be liable for any cost, loss of profit or capital expenditure borne or incurred by the Lessee. Subject to availability and fit for purpose requirements, Lessees will be given an option to relocate to an alternate City Property. Provisions under the <i>Commercial Tenancies (Retail Shops) Agreements Act 1985</i> will be considered prior to initiating an early termination of lease.

Appendix 3

Lessee Classification: Sporting Clubs and Recreational Groups - Standard Tenure Conditions	
Term	A maximum of 5 years
Further Term	5 years
Security	1 months' rent in advance
Rent	• Base rent: \$2,000 per annum. • Special rent 1: 15% rent derived from approved commercial sub-leases within the premises • Special rent 2: 5% of gross revenue for retail-based activities conducted from the premises (e.g. hospitality function services, kitchen/bar sales, venue hire, corporate events etc.) Rent above the base rent will consider: • Location • Quality of the space • Size of the area • Infrastructure investment • Access to facilities
Rent Reviews	Annual CPI.
Outgoings	Lessees will be responsible for the following outgoings: • Electricity consumption • Gas consumption • Water consumption • Waste service charges • Cleaning charges • Emergency services levy • Building insurance premium If the premises is not separately metred, the proportion of outgoings will be based on net lettable area.
Costs	Lessees will be responsible for the legal costs associated with the preparation, execution and registration of the lease agreement up to an amount of \$5,000.

Insurance	Lessees will be responsible for: • Taking out and maintaining public liability insurance. • Liability for all actions or omissions of the Lessee's employees, contractors, volunteers, guests, invitees and agents. • Taking out and maintaining workers compensation insurance where the Lessee employs persons. • Taking out and maintaining insurance for their own contents and equipment left on the Premises. • Indemnifying the City against all actions, claims and costs made or suffered by the City unless caused by the negligent or wrongful act of the City. The City is responsible for taking out and maintaining insurance for its land and building assets and will on-charge the annual building insurance premium to the Lessee.
Preventative Maintenance Contribution Fee	Lessees will be required to contribute a fee of \$2,500 p.a. towards preventative maintenance work undertaken by the City.
Preventative Maintenance Responsibilities	Lessees will be required to adhere to the 'Property Maintenance Schedule' for the respective facility. The City will be responsible for undertaking the following preventative maintenance work: • Defibrillator servicing (where owned and installed by the City) • Switchboard RCD testing • Emergency exit lights testing • Thermographic switchboard testing • Termite inspection (building only) • Pest inspection • Cool room inspection • HVAC servicing • Plumbing servicing • Fire assets servicing • Gutter cleaning
Non-Structural Maintenance Responsibilities	Lessees will be responsible for the following non-structural maintenance and tasks: • Electrical consumables • Mechanical hood cleaning • External building area maintenance (within the lease area)

	• Painting • Grease traps • General cleaning* • Hygiene services • Pest treatment • Private security systems • Carpet cleaning Other key areas of responsibility will involve: • All fire protection safety provisions and procedures • Defibrillators installed and owned by the Lessee • Electrical consumables and minor maintenance • Mechanical routine inspections and maintenance • Ice machines, beer kegs systems and fittings • Plumbing routine inspections and minor maintenance • Fixtures and fittings • Operational activities <i>Note: Non-structural maintenance responsibilities may vary if the lease area is within a complex. In these circumstances, the City may consider undertaking some of the Lessees non-structural maintenance responsibilities on their behalf subject to the Lessee paying a non-structural contribution fee to the City.</i> <i>*If the tenancy is shared, the City may arrange the cleaning and require the Lessee contribute to the cleaning costs.</i>
Structural Maintenance Responsibilities	The City will be responsible for all structural maintenance unless the construction of the building was undertaken by the Lessee or otherwise agreed.
Capital Improvement Responsibilities	The City will be responsible for determining who will be responsible for undertaking capital improvements and the methodology.
End of Lease	Lessees will be responsible for satisfying make good provisions under the lease prior to vacating the property. These provisions may require Lessees to remove any improvements and remediate the land or leave the improvements including buildings and structures in a tenantable condition. A Deed of Surrender will be required to effect the early termination of lease, should a Lessee decide to vacate the property before the end of their lease term.

Rental Rebate	Lessees may apply for a waiver or discount relating to the rent payable to occupy City Property. Applications are subject to a social cost benefit and cost effectiveness analysis that is determined against a criteria-based assessment undertaken by the City to identify the level of social return being provided. Should an application for a waiver/discount be approved, a monetary value will be applied against the rental amount to offset the rent payable by the Lessee. Rental rebates may only be granted by a resolution of Council
Relocation and Redevelopment	Should Council resolve to significantly redevelop a site, the lease can be terminated by the City giving six months written notice to the Lessee to vacate the premises and the same written notice to the Lessee will indicate that the lease will be terminated six months from the date of notice. In the event a lease is terminated due to redevelopment, the City will not be liable for any cost, loss of profit or capital expenditure borne or incurred by the Lessee. Subject to availability and fit for purpose requirements, Lessees will be given an option to relocate to an alternate City Property. Provisions under the <i>Commercial Tenancies (Retail Shops) Agreements Act 1985</i> will be considered prior to initiating an early termination of lease.

Appendix 4

Lessee Classification: Government Bodies – Standard Tenure Conditions	
Term	Initial term of 5 years
Further Term	5 years
Security	3 months' rent in advance
Rent	Leases will be for a rental amount reflective of an independent market valuation of the premises.
Rent Reviews	Annual CPI and market review every 3 years.
Outgoings	Lessees will be responsible for the following outgoings: • Electricity supply and consumption • Gas supply and consumption • Water supply and consumption • Waste service charge • Cleaning charges • Water rates • Council rates • Emergency services levy • Land tax (if applicable) • Building insurance premium • Any other rate, tax, cost or imposition, levied, charged, assessed or imposed in respect of the Premises, the Building or the Land, or the ownership or occupation of them. If the premises is not separately metred, the proportion of outgoings will be based on net lettable area.
Costs	Lessees will be responsible for the legal costs associated with the preparation, execution and registration of the lease agreement up to an amount of \$5,000.
Insurance	Lessees will be responsible for: • Taking out and maintaining public liability insurance. • Liability for all actions or omissions of the Lessee's employees, contractors, invitees and agents.

	• Taking out and maintaining workers compensation insurance where the Lessee employs persons. • Taking out and maintaining insurance for their own contents and equipment left on the Premises. • Indemnifying the City against all actions, claims and costs made or suffered by the City unless caused by the negligent or wrongful act of the City. The City is responsible for taking out and maintaining insurance for its land and building assets and will on-charge the annual building insurance premium to the Lessee.
Preventative Maintenance Responsibilities	Lessees will be required to adhere to the 'Property Maintenance Schedule' for the respective facility. The City will be responsible for undertaking the following preventative maintenance work: • Defibrillator servicing (where owned and installed by the City) • Switchboard RCD testing • Emergency exit lights testing • Thermographic switchboard testing • Termite inspection (building only) • Pest inspection • Cool room inspection • HVAC servicing • Plumbing servicing • Fire assets servicing • Gutter cleaning <i>Note: Preventative Maintenance responsibilities may be determined on a case-by-case basis subject to the operational nature of the Government Body.</i>
Non-Structural Maintenance Responsibilities	Lessees will be responsible for the following non-structural maintenance and tasks: • Electrical consumables • Mechanical hood cleaning • External building area maintenance (within the lease area) • Painting • Grease traps • General cleaning* • Hygiene services • Pest treatment • Private security systems

	• Carpet cleaning Other key areas of responsibility will involve: • All fire protection safety provisions and procedures • Defibrillators installed and owned by the Lessee • Electrical consumables and minor maintenance • Mechanical routine inspections and maintenance • Ice machines, beer kegs systems and fittings • Plumbing routine inspections and minor maintenance • Fixtures and fittings • Operational activities <i>Note:</i> 1. <i>Non-structural maintenance responsibilities may vary if the lease area is within a complex. In these circumstances, the City may consider undertaking some of the Lessees non-structural maintenance responsibilities on their behalf subject to the Lessee paying a non-structural contribution fee to the City.</i> 2. <i>Non- structural maintenance responsibilities may also be determined on a case-by-case basis subject to the operational nature of the Government Body.</i> <i>*If the tenancy is shared, the City may arrange the cleaning and require the Lessee contribute to the cleaning costs.</i>
Structural Maintenance Responsibilities	The City will be responsible for all structural maintenance unless the construction of the building was undertaken by the Lessee or otherwise agreed.
Capital Improvement Responsibilities	The City will be responsible for determining who will be responsible for undertaking capital improvements and the methodology.
End of Lease	Lessees will be responsible for satisfying make good provisions under the lease prior to vacating the property. These provisions may require Lessees to remove any improvements and remediate the land or leave the improvements including buildings and structures in a tenantable condition. A Deed of Surrender will be required to effect the early termination of lease, should a Lessee decide to vacate the property before the end of their lease term.
Rental Rebate	Lessees may apply for a waiver or discount relating to the rent payable to occupy City Property. Applications are subject to a

	social cost benefit and cost effectiveness analysis that is determined against a criteria-based assessment undertaken by the City to identify the level of social return being provided. Should an application for a waiver/discount be approved, a monetary value will be applied against the rental amount to offset the rent payable by the Lessee. Rental rebates may only be granted by a resolution of Council.
Relocation and Redevelopment	Should Council resolve to significantly redevelop a site, the lease can be terminated by the City giving six months written notice to the Lessee to vacate the premises and the same written notice to the Lessee will indicate that the lease will be terminated six months from the date of notice. In the event a lease is terminated due to redevelopment, the City will not be liable for any cost, loss of profit or capital expenditure borne or incurred by the Lessee. Subject to availability and fit for purpose requirements, Lessees will be given an option to relocate to an alternate City Property. Provisions under the <i>Commercial Tenancies (Retail Shops) Agreements Act 1985</i> will be considered prior to initiating an early termination of lease.

Appendix 5

Lessee Classification: Commercial Lessees – Standard Tenure Conditions	
Term	Initial term of 5 years (unless subject to a development)
Further Term	5 years
Security	3 months' rent in advance A bank guarantee equivalent to 12 months' rent (inclusive GST), with applicable amounts reviewed and adjusted at each rent review.
Rent	Leases will be for a rental amount reflective of an independent market valuation of the premises.
Rent Reviews	Annual CPI and market review every 3 years.
Outgoings	Lessees will be responsible for the following outgoings: • Electricity supply and consumption • Gas supply and consumption • Water supply and consumption • Waste service charges • Cleaning charges • Water rates • Council rates • Emergency services levy • Land tax • Building insurance premium • Any other rate, tax, cost or imposition, levied, charged, assessed or imposed in respect of the Premises, the Building or the Land, or the ownership or occupation of them. If the premises is not separately metred, the proportion of outgoings will be based on net lettable area.
Costs	Lessees will be responsible for the legal costs associated with the preparation, execution and registration of the lease agreement.
Insurance	Lessees will be responsible for: • Taking out and maintaining public liability insurance.

	• Liability for all actions or omissions of the Lessee's employees, contractors, invitees and agents. • Taking out and maintaining workers compensation insurance where the Lessee employs persons. • Taking out and maintaining insurance for their own contents and equipment left on the Premises. • Indemnifying the City against all actions, claims and costs made or suffered by the City unless caused by the negligent or wrongful act of the City. The City is responsible for taking out and maintaining insurance for its land and building assets and will on-charge the annual building insurance premium to the Lessee.
Preventative Maintenance Responsibilities	Lessees will be required to adhere to the 'Property Maintenance Schedule' for the respective facility. The City will be responsible for undertaking the following preventative maintenance work: • Defibrillator servicing • Switchboard RCD testing • Emergency exit lights testing • Thermographic switchboard testing • Termite inspection • Pest inspection • Cool room inspection • HVAC servicing • Plumbing servicing • Fire assets servicing • Gutter cleaning <i>Note: Preventative maintenance responsibilities may vary if the lease area is within a complex. In these circumstances, the City may consider undertaking some of the Lessees preventative maintenance responsibilities on their behalf subject to the Lessee paying a preventative maintenance contribution fee to the City.</i>
Non-Structural Maintenance Responsibilities	Lessees will be responsible for the following non-structural maintenance and tasks: • Electrical consumables • Mechanical hood cleaning • External building area maintenance (within the lease area) • Painting • Grease traps

	• General cleaning* • Hygiene services • Pest treatment • Private security systems • Carpet cleaning Other key areas of responsibility will involve: • All fire protection safety provisions and procedures • Defibrillators installed and owned by the Lessee • Electrical consumables and minor maintenance • Mechanical routine inspections and maintenance • Ice machines, beer kegs systems and fittings • Plumbing routine inspections and minor maintenance • Fixtures and fittings • Operational activities <i>Note: Non-structural maintenance responsibilities may vary if the lease area is within a complex. In these circumstances, the City may consider undertaking some of the Lessees non-structural maintenance responsibilities on their behalf subject to the Lessee paying a non-structural contribution fee to the City.</i> <i>*If the tenancy is shared, the City may arrange the cleaning and require the Lessee contribute to the cleaning costs.</i>
Structural Maintenance Responsibilities	The City will be responsible for all structural maintenance unless the construction of the building was undertaken by the Lessee or otherwise agreed.
Capital Improvement Responsibilities	The City will be responsible for determining who will be responsible for undertaking capital improvements and the methodology.
End of Lease	Lessees will be responsible for satisfying make good provisions under the lease prior to vacating the property. These provisions may require Lessees to remove any improvements and remediate the land or leave the improvements including buildings and structures in a tenable condition. A Deed of Surrender will be required to effect the early termination of lease, should a Lessee decide to vacate the property before the end of their lease term.
Relocation and Redevelopment	Should Council resolve to significantly redevelop a site, the lease can be terminated by the City giving six months written notice to the Lessee to vacate the premises and the same written notice to

	the Lessee will indicate that the lease will be terminated six months from the date of notice. In the event a lease is terminated due to redevelopment, the City will not be liable for any cost, loss of profit or capital expenditure borne or incurred by the Lessee. Subject to availability and fit for purpose requirements, Lessees will be given an option to relocate to an alternate City Property. Provisions under the <i>Commercial Tenancies (Retail Shops) Agreements Act 1985</i> will be considered prior to initiating an early termination of lease.
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Appendix 6

Standard Licence Conditions	
Term	A maximum of 1 year
Further Term	2 years
Licence Fee	A licence fee will be charged in accordance with the City of South Perth Schedule of Fees and Charges, which are reviewed annually.
Licence Fee Reviews	Annual CPI.
Outgoings	Licensees will be responsible for the following outgoings subject to the premises being separately metered: • Electricity consumption • Gas consumption • Water consumption • Waste Service Charges • Cleaning Charges* <i>*If the tenancy is shared, the City will arrange the cleaning and require the Licensee contribute to the cleaning costs.</i>
Costs	Licensees will be responsible for the legal costs associated with the preparation, execution and registration of the lease agreement up to an amount of \$3,000.
Insurance	Licensees will be responsible for: • Taking out and maintaining public liability insurance. • Liability for all actions or omissions of the Lessee's employees, contractors, volunteers, guests, invitees and agents. • Liability for all actions or omissions of the Lessee's employees, contractors, invitees and agents. • Taking out and maintaining workers compensation insurance where the Lessee employs persons. • Taking out and maintaining insurance for their own contents and equipment left on the Premises. • Indemnifying the City against all actions, claims and costs made or suffered by the City unless caused by the negligent or wrongful act of the City.

	The City is responsible for taking out and maintaining insurance for its land and building assets.
Preventative Maintenance Contribution Fee	Licensees may be required to contribute a fee of \$1,500 p.a. towards preventative maintenance work undertaken by the City subject to the type of occupancy.
Preventative Maintenance Responsibilities	Licensees will be required to adhere to the 'Property Maintenance Schedule' for the respective facility. The City will be responsible for undertaking the following preventative maintenance work: • Defibrillator servicing (where owned and installed by the City) • Switchboard RCD testing • Emergency exit lights testing • Thermographic switchboard testing • Termite inspection (building only) • Pest inspection • Cool room inspection • HVAC servicing • Plumbing servicing • Fire assets servicing • Gutter cleaning
Non-Structural Maintenance Responsibilities	The City will be responsible for all non-structural maintenance, however non-structural maintenance responsibilities may vary subject to the type of occupancy.
Structural Maintenance Responsibilities	The City will be responsible for all structural maintenance.
Relocation and Redevelopment	Should Council resolve to significantly redevelop a site, the licence can be terminated by the City giving six months written notice to the Licensee to vacate the premises and the same written notice to the Licensee will indicate that the lease will be terminated six months from the date of notice. In the event a lease is terminated due to redevelopment, the City will not be liable for any cost, loss of profit or capital expenditure borne or incurred by the Lessee. Subject to availability and fit for purpose requirements, Licensees will be given an option to relocate to an alternate City Property.



Local Government Inspector Compliance Audit Return Questions

Compliance Audit Return 2025 Questions

Regulation 14 of the Local Government (Audit) Regulations 1996 requires local governments to carry out a compliance audit return for the period of 1 January to 31 December of each year.

Reference	Question	Response	Comments
Local Government Act 1995			
s. 2.29	Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?	Yes	Nil.
s. 3.16	Has the local government reviewed local laws which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?	Yes	Nil.
s. 3.57	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	Nil.
s. 3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	Nil.
s. 3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	N/A	Nil.
s. 3.59(2)(a)	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?	N/A	Nil.
s. 3.59(2)(b)	Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?	N/A	Nil.
s. 3.59(2)(c)	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?	N/A	Nil.



Local Government Inspector Compliance Audit Return Questions

s. 3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2025?	N/A	Nil.
s. 3.59(5)	During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	Nil.
s. 5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	Nil.
s. 5.16 (2)	Were all delegations to committees in writing?	N/A	Nil.
s. 5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A	Nil.
s. 5.18	Were all delegations to committees recorded in a register of delegations?	N/A	Nil.
s. 5.36(4) & s. 5.37(3)	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	Nil.
s. 5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee? Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	CEO is the only Senior Employee
s. 5.39B	Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?	Yes	Nil.
s. 5.42	Were all delegations to the CEO resolved by an absolute majority? Were all delegations to the CEO in writing?	Yes	Nil.
s. 5.43	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	Nil.
s. 5.44(2)	Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?	Yes	Nil.
s. 5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	Nil.



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s. 5.46	Has the CEO kept a register of all delegations made under Division 4 of the <i>Local Government Act 1995</i> to the CEO and to employees? Were all delegations made under Division 4 reviewed by the delegator at least once during the 2024/2025 financial year? Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	No	Use of delegation DC617 – Granting Discounts, Concessions, Fee Waiver and Debt Write-Off was not recorded in all instances. All delegations from the CEO to Employees were reviewed with the exception of: - DM605 Purchasing Approval - DM682 Dealing with Enrolments for Council Elections
s. 5.50	If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on the website? outlining the circumstances in relation to payments made to terminated employees? If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?	a. Yes b. N/A	Nil.
s. 5.51A	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Nil.
s. 5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Nil.
s. 5.68(2)	Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	Nil.
s. 5.69(5)	Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?	N/A	Nil.
s. 5.70	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	N/A	Nil.



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s. 5.71B(5) and (7)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	N/A	Nil.
s. 5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	Nil.
s. 5.75	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Nil.
s. 5.76	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?	Yes	Nil.
s. 5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?	No	Acknowledgment was provided by Governance on behalf of the CEO and Mayor respectively.
s. 5.88	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ? Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28? After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person? Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Nil.



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s. 5.89A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A? Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Nil.
s. 5.90A	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Nil.
s. 5.94	Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?	Yes	Nil.
s. 5.96	Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?	Yes	Nil.
s. 5.96A	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	Nil.
s. 5.104	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct? Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ? Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	a) Yes b) Yes c) Yes	
s. 5.128	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Nil.



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s. 7.12A(3), (4) and (5)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government? Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i>, did the CEO publish a copy of the report on the local government's official website?	a) Yes b) N/A	Nil.
Local Government (Administration) Regulations 1996			
Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	Yes	Nil.
Reg 19AB	Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?	Yes	Nil.
Reg 19AC	Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?	Yes	Nil.
Reg 19AE	Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?	Yes	Nil.
Reg 19B	Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over \$130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?	Yes	Nil.



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Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, provide the date of the most recent review	Yes	Nil.
Reg 19DA	Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4) ? If yes, provide date of review Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	a) Yes; June 2026 b)Yes	Nil.
Reg 22	Asked as part of question s5.75	N/A	Nil.
Reg 23	Asked as part of question s5.76	N/A	Nil.
Reg 28	Asked as part of question s5.88(1)	N/A	Nil.
Reg 28A	Asked as part of question s5.89A(1)	N/A	Nil.
Reg 29C	Does the local government publish all prescribed information on its official website—including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?	Yes	Nil.
Reg 35	Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?	Yes	Nil.
Reg 36	Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member: - has completed an approved course within the specified 5-year period prior to election, or - completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?	N/A	Nil.
Local Government (Audit) Regulations 1996			
Reg 10	Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?	Yes	Nil.



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Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025? If yes, provide date of council's resolution to accept the report.	Yes Ordinary Council Meeting - 25 March 2025	Nil.
Local Government (Constitution) Regulations 1998			
Reg 11FA	Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?	Yes	Nil.
Reg 13	Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?	N/A	Nil.
Local Government (Elections) Regulations 1997			
Reg 30G	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997? Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997? Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	Nil.



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Local Government (Financial Management) Regulations 1996			
Reg 5	Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?	Yes	Nil.
Reg 6	Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?	Yes	Nil.
Reg 7	Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?	Yes	Nil.
Reg 8	Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?	Yes	Nil.
Reg 9	Did the local government keep separate financial records for each trading undertaking and each major land transaction?	Yes	Nil.
Reg 11	Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?	Yes	Nil.
Reg 12	Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?	Yes	Nil.
Reg 13	Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes that: - include the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or include the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval?	Yes	Nil.



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Reg 13A	Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee's name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?	Yes	Nil.
Reg 19	Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?	Yes	Nil.
Reg 19C	Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?	Yes	Nil.
Local Government (Functions and General) Regulations 1996			
Reg 7	Asked as part of question s3.59(2)	N/A	Nil.
Reg 9	Asked as part of question s3.59(2)	N/A	Nil.
Reg 10	Asked as part of question s3.59(2)	N/A	Nil.
Reg 11A	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Nil.
Reg 11	Asked as part of question s3.57	N/A	Nil.
Reg 12	Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	Nil.
Reg 14(1), (3) and (5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	Nil.
Reg 15	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	Nil.
Reg 16	Asked as part of question Reg 15	N/A	Nil.



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Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Nil.
Reg 18(1) and (4)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender? Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	Nil.
Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	No	Written notice of outcome provided to all tenderers however the successful tender details were omitted and notice not by the CEO in all instances.
Reg 21	Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	Nil.
Reg 22	Asked as part of question Reg 21	N/A	Nil.
Reg 23	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice? Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	a) N/A b) Yes	Nil.
Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	No	Written notice of outcome provided to all submitters however the successful listed submitters details were omitted and notice not by the CEO.



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Reg 24AD(2), (4) and (6)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE? If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	a) Yes b) Yes	Nil.
Reg 24AE	Asked as part of question Reg 24AD(2), (4) and (6)	N/A	Nil.
Reg 24AF	Asked as part of question Reg 24AD(2), (4) and (6)	N/A	Nil.
Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes	Nil.
Reg 24AH(1) and (3)	Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications? Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	a) Yes b) Yes	Nil.
Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	No	Each applicant was advised of the outcome; however, this was not communicated by the CEO in all instances.
Reg 24E	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	Nil.
Reg 24F	Asked as part of question Reg 24	N/A	Nil.



Local Government
Inspector

Local Government Inspector Compliance Audit Return Questions

Chief Executive Officer

Date

Mayor/President

Date