



CITY OF VINCENT

AGENDA

Council Briefing 8 September 2020

Time: 6pm
**Location: E-Meeting and Administration and
Civic Centre**
244 Vincent Street, Leederville

David MacLennan
Chief Executive Officer

DISCLAIMER

No responsibility whatsoever is implied or accepted by the City of Vincent (City) for any act, omission, statement or intimation occurring during Council Briefings or Council Meetings. The City disclaims any liability for any loss however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation occurring during Council Briefings or Council Meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Briefing or Council Meeting does so at their own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning or development application or application for a licence, any statement or intimation of approval made by an Elected Member or Employee of the City during the course of any meeting is not intended to be and is not to be taken as notice of approval from the City. The City advises that anyone who has any application lodged with the City must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Council in respect of the application.

Copyright

Any plans or documents contained within this Agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that Copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

PROCEDURE FOR PUBLIC QUESTION TIME

The *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the City of Vincent Meeting Procedures Local Law 2008 set out the requirements for persons to make statements or ask questions at Ordinary and Special Council Meetings and Committee Meetings and the process to be followed.

Questions or statements made at an Ordinary Council Meeting can relate to matters that affect the City. Questions or statements made at a Council Briefing, Special Meeting of the Council or a Committee Meeting must only relate to the purpose for which the meeting has been called. Public Questions will be strictly limited to three (3) minutes per person.

The City's Council Briefings, Ordinary Council Meetings, Special Council Meetings and COVID-19 Relief and Recovery Committee Meetings are currently held electronically (as eMeetings), access is available via the City's website - <https://www.youtube.com/user/TheCityOfVincent> and in person in the Council Chamber.

The following conditions apply to public questions and statements:

1. Questions and statements can be made in person or by emailing governance@vincent.wa.gov.au with the questions/ statements prior to 3pm on the day of a Council Briefing or Meeting or prior to 10am on the day of a Committee Meeting. Questions / statements emailed will be read out by the CEO or his delegate during public question time.
2. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name and the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located and Agenda Item number (if known).
3. Questions/statements are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on an Elected Member or City Employee.
4. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be "taken on notice" and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
5. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS

- All Council proceedings are recorded and livestreamed in accordance with the Council Proceedings – Recording and Web Streaming Policy.
- All recordings are retained as part of the City's records in accordance with the State Records Act 2000.
- All livestreams can be accessed at <https://www.youtube.com/user/TheCityOfVincent>
- All live stream recordings can be accessed on demand at <https://www.vincent.wa.gov.au/council-meetings>
- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Governance Team on 08 9273 6500.

Order Of Business

1	Declaration of Opening / Acknowledgement of Country	7
2	Apologies / Members on Leave of Absence	7
3	Public Question Time and Receiving of Public Statements	7
4	Declarations of Interest	7
5	Strategy & Development	8
5.1	No. 465 (Lot: 1; D/P: 5364) William Street, Perth - Proposed Change of Use from Eating House to Restaurant and Small Bar	8
5.2	Nos. 338-342 (Lots: 9 and 10; D/P: 2287) Oxford Street, Leederville - Change of Use from Educational Establishment to Place of Worship (Amendment to Approved)	35
5.3	No. 12 (Lot: 829 D/P: 40498) Newcastle Street, Perth - Proposed Third Party Digital Billboard Sign s.31 Reconsideration	119
5.4	City of Vincent Rebound Plan	171
6	Infrastructure & Environment	199
6.1	Waste Strategy Project - 8 Commercial Waste Collections (Update Report) LATE.....	199
6.2	Manna Inc. Meal Service at Weld Square - Update	200
7	Community & Business Services	204
7.1	Lease of Community Building at Woodville Reserve, 10 Farmer Street, North Perth, Wadjak Northside Aboriginal Community Group	204
7.2	Adoption of Property Management Framework [ABSOLUTE MAJORITY DECISION REQUIRED]	208
7.3	Advertising of amendments - Purchasing Policy	278
7.4	Investment Report as at 31 July 2020	297
7.5	Financial Statements as at 31 July 2020	306
7.6	Authorisation of Expenditure for the Period 1 July 2020 to 31 July 2020	370
8	Chief Executive Officer	388
8.1	Adoption of Corporate Business Plan 2020/21 - 2023/24 & Capital Works Program 2020/21 - 2023/24 [ABSOLUTE MAJORITY DECISION REQUIRED].....	388
8.2	Repeal of the City of Vincent Parking and Parking Facilities Amendment Local Law 2020	439
8.3	Outcome of advertising and adoption of amendments - Execution of Documents policy	443
8.4	Outcome of advertising and adoption of Meeting Procedures policy	455
8.5	Advertising of new policy - Policy Development and Review Policy.....	467
8.6	New lease to Bethanie Group Inc. - Royal Park, 413 Bulwer Street, West Perth	476
8.7	Sale of 202 (Lot 43) Vincent Street, North Perth to Main Roads WA	480
8.8	Report and Minutes of the Audit Committee Meeting held on 1 September 2020 and amendment to Audit Committee Terms of Reference	486
8.9	Approval of Chief Executive Officer's appointment to the Australian Urban Design Research Centre Board	538
8.10	Information Bulletin	541
9	Motions of Which Previous Notice Has Been Given	639
	Nil	
10	Representation on Committees and Public Bodies	639

Cr Fotakis – Perth Music Committee

11	Confidential Items/Matters For Which The Meeting May Be Closed (“Behind Closed Doors”)	639
11.1	Mindarie Regional Council Strategy and Future Options LATE.....	639
11.2	Annual CEO Performance Review and Endorsement of CEO KPIs LATE.....	639
12	Closure	640

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

"The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and emerging".

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil







3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

4 DECLARATIONS OF INTEREST

5 STRATEGY & DEVELOPMENT

5.1 NO. 465 (LOT: 1; D/P: 5364) WILLIAM STREET, PERTH - PROPOSED CHANGE OF USE FROM EATING HOUSE TO RESTAURANT AND SMALL BAR

Ward: South

- Attachments:
1. Consultation and Location Map [↓](#) 
 2. Development Plans [↓](#) 
 3. Venue Management Plan [↓](#) 
 4. Previously Approved Development Plans and Delegated Approval Notice [↓](#) 
 5. Summary of Submissions - Administration Response [↓](#) 
 6. Determination Advice Notes [↓](#) 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for a proposed Change of Use from Eating House to Restaurant and Small Bar at No. 465 (Lot: 1; D/P: 5364) William Street, Perth in accordance with the plans provided in Attachment 2, subject to the following Conditions, with the associated determination advice notes in Attachment 6:

1. This approval is for Change of Use from Eating House to Restaurant and Small Bar as shown on the approved plans dated 16 June 2020. No other development forms part of this approval;
2. Use of Premises
 - 2.1 This approval is for Restaurant and Small Bar as defined in the City of Vincent Local Planning Scheme No. 2 and the subject land may not be used for any other use without the prior approval of the City;
 - 2.2 The Small Bar and Restaurant shall be limited to the following hours of operation:
 - 7:00am to 12:00am Monday to Sunday;
 - 2.3 The Small Bar and Restaurant shall be limited to a maximum of 70 patrons at any one time; and
 - 2.4 The Small Bar and Restaurant use shall operate in accordance with the approved Venue Management Plan at all times to the satisfaction of the City;
3. Acoustic Report
 - 3.1 Within 30 days of the development approval an Acoustic Report, in accordance with the City's Policy No. 7.5.21 – Sound Attenuation and to the satisfaction of the City, shall be lodged with and approved by the City. All of the recommended measures included in the approved Acoustic Report shall be implemented as part of the development; and
 - 3.2 Certification from an acoustic consultant shall be provided to the City that the recommended measures identified in the approved Acoustic Report have been undertaken to the City's satisfaction, within 60 days of the development approval;
4. Doors and windows and adjacent floor areas fronting Brisbane Street and William Street shall maintain an active and interactive relationship with this street; Darkened obscured, mirrored or tinted glass or other similar materials as considered by the City is prohibited;

5. All external fixtures, such as television antennas (of a non-standard type), radio and other antennae, satellite dishes, solar panels, external hot water heaters, air conditioners, and the like, shall not be visible from the street(s), are designed integrally with the building, and be located so as not to be visually obtrusive;
6. **Parking and Access**

A minimum of 5 off-street parking bays shall be provided for staff and customer use, to the satisfaction of the City. The parking bays are not to be used for storage purposes or the like;
7. All signage is to be in strict accordance with the City's Policy No. 7.5.2 Signs and Advertising, unless further development approval is obtained; and
8. Prior to occupancy or use of the development all off-street parking to be sealed, drained, line marked and accessible on-site during business hours for customers and staff.

PURPOSE OF REPORT:

To consider an application for development approval for a change of use from Eating House to Restaurant and Small Bar at No. 465 William Street, Perth (subject site).

PROPOSAL:

The application proposes to change the use of the subject site from Eating House to Restaurant and Small Bar.

The premises is currently approved for use as an Eating House. The current change of use is required for the applicant to obtain a Small Bar liquor licence which allows patrons to stand and order drinks from the bar without ordering a meal.

The Small Bar component occupies the corner of the building where the existing bar area is located. The remainder of the public floor area would be used for seating associated with the Restaurant component.

The Restaurant and Small Bar are proposed to operate as follows:

- Operating hours Monday to Sunday from 7:00am – 12:00am;
- A maximum of 70 patrons on-site at any one time;
- Five full-time staff;
- Five car parking bays provided on-site for staff and customer use; and
- No bicycle parking bays provided on-site for staff and customers.

The application does not propose any internal or external works.

BACKGROUND:

Landowner:	John Hull and Peter Nowelski
Applicant:	Honey & Smoke Pty Ltd
Date of Application:	16 June 2020
Zoning:	MRS: Urban LPS2: Zone: Commercial
Built Form Area:	Mixed Use Area
Existing Land Use:	Eating House
Proposed Use Class:	Restaurant and Small Bar
Lot Area:	424.6m ²
Right of Way (ROW):	No
Heritage List:	No

The subject site is located at No. 465 William Street, Perth as shown on the location plan included as **Attachment 1**.

The site is currently developed with a single storey building that has an alfresco dining area at the front and parking at the rear that is accessed from William Street.

The subject site is zoned Commercial under the City's Local Planning Scheme No. 2 (LPS2) and is located within the Mixed Use Built Form Area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

The subject site is bound by Brisbane Street to the south, William Street to the east, a motor vehicle repair premises to the north and single-storey grouped dwellings to the west. Adjoining properties to the east and west along Brisbane Street are zoned Mixed Use under LPS2. Adjoining properties along William Street to the south are zoned District Centre and to the north are zoned Commercial under LPS2.

A copy of the development plans have been included in **Attachment 2**. The applicant's Venue Management Plan has been included as **Attachment 3**.

The proposed Restaurant and Small Bar use is currently temporarily exempt from the requirement to obtain development approval in accordance with the COVID Planning exemptions approved by Council at the 30 March 2020 Special Council Meeting. Under these temporary exemptions the applicant can begin operating the Restaurant and Small Bar use before development approval is granted to change the use of the subject site to Restaurant and Small Bar.

Planning and Development Amendment Regulations 2020

The Department of Planning Lands and Heritage is currently advertising amendments to the *Planning and Development (Local Planning Scheme) Regulations 2015*. The amendments propose to introduce a number of exemptions to reduce red tape for small business. If approved in the current draft form, the subject application would meet the proposed Small Bar exemption and would not require development approval.

Previous Approval

On 20 November 2015 the City approved a development application for 'Change of Use from Office to Eating House including Alterations and Additions' under delegated authority at the subject site. The application provided five car parking bays provided on-site and had a maximum number of 70 patrons. The approval was subject to conditions including:

- A cash-in-lieu contribution to be made for the approved car parking shortfall of 2.61 car bays;
- An Acoustic Report to be prepared, submitted and approved by the City; and
- Three Class 3 and two Class 1 or 2 bicycle parking bays to be provided prior to occupation.

A copy of the approved development plans and delegated approval notice are included in **Attachment 4**.

The City did not receive any formal complaints regarding amenity impacts associated with the Eating House when it was operating from late 2016 to late 2018.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of LPS2, Policy No. 7.5.7 – Licensed Premises and Policy No. 7.7.1 – Non-Residential Development Parking Requirements (Non-Residential Parking Policy). In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Previously approved	Requires the Discretion of Council
Land Use			✓
Car Parking		✓	
Bicycle Parking			✓
Hours of Operation			✓

Detailed Assessment

The deemed-to-comply assessment of the element that requires the discretion of Council is as follows:

Land Use	
Deemed-to-Comply Standard	Proposal
LPS2 Small Bar "P" Use	"A" Use
Bicycle Parking	
Deemed-to-Comply Standard	Proposal
Policy No. 7.7.1 – Non-Residential Development Parking Requirements 2 short term bay and 3 long term bays required on-site.	Nil bicycles bays provided on-site.
Hours of Operation	
Deemed-to-Comply Standard	Proposal
Policy No. 7.5.7 – Licenced Premises Small bar permitted closing time on Sunday: 10:00pm	Small Bar proposed closing time on Sunday: 12:00am

The above elements of the proposal do not meet the specified deemed-to-comply standards and are discussed in the comments section below.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* and the City's Policy No. 4.1.5 – Community Consultation for a period of 21 days from 30 July 2020 to 19 August 2020. The method of consultation included a sign being placed on-site, a notice in the local newspaper and 510 letters being mailed to owners and occupiers of the properties adjoining the subject site, as shown in **Attachment 1**.

At the conclusion of the consultation period a total of 23 submissions were received, comprising of 20 submissions in support or conditional support of the proposal, one submission in objection to the proposal and two submissions which expressed concerns but did not specifically support or object to the proposal.

The submissions raised the following concerns:

- Noise emissions and loud music;
- Operating hours and anti-social behaviour; and
- Increased demand for on-street parking.

A summary of the submissions received and Administration's comments with respect to these is provided in **Attachment 5**.

Design Review Panel (DRP):

Referred to DRP: No

The application did not require referral to the DRP given there are no works proposed.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- City of Vincent Local Planning Scheme No. 2;
- Policy No. 4.1.5 – Community Consultation;
- Policy No. 7.5.7 – Licensed Premises;

- Policy No. 7.5.21 – Sound Attenuation; and
- Policy No. 7.7.1 – Non-Residential Development Parking Requirements.

Planning and Development Act 2005

In accordance with Schedule 2, Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Part 14 of the *Planning and Development Act 2005*, the applicant would have the right to apply to the State Administrative Tribunal for a review of Council's determination.

LPS2

In considering the appropriateness of the use, Council shall have regard to the objectives of the Commercial zone under LPS2, as follows:

- *To facilitate a wide range of compatible commercial uses that support sustainable economic development within the City.*
- *To ensure development design incorporates sustainability principles, with particular regard to waste management and recycling and including but not limited to solar passive design, energy efficiency and water conservation.*
- *To maintain compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.*
- *To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.*

Delegation to Determine Applications:

The matter is being referred to Council in accordance with the City's Delegated Authority Register as the delegation does not extend to applications for development approval that propose the land use 'Small Bar'.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Land Use

Small Bars are an 'A' use within the Commercial zone, meaning the use is not permitted unless Council exercises its discretion. In considering the appropriateness of the use, regard is given to the objectives of the Commercial zone under LPS2.

During the consultation period the City did not receive submissions relating specifically to the Small Bar use. Submissions were received in relation to impacts as a result of the use, including car parking, anti-social behaviour and noise.

The proposal is consistent with the objectives of the Commercial zone under LPS2 as follows:

- The subject site and adjoining properties along William Street have long been associated with commercial uses and the subject site abuts the Northbridge Town Centre to the south;
- The City's Licensed Premises Policy recommends licensed premises to be concentrated within Town Centre areas. The proposal is compatible with and contributes to the diversity of dining and entertainment uses within the neighbouring Northbridge Town Centre and supports employment opportunities and economic development;
- The adaptive re-use of an existing vacant building is consistent with sustainability principles;
- The Small Bar and Restaurant would enhance amenity and revitalise a currently vacant site that lacks activation and integration with surrounding land uses. The existing ground floor design with large windows and an open alfresco area to Brisbane Street would encourage interaction with the streetscape;
- The applicant has provided a venue management plan to demonstrate that anti-social behaviour could be appropriately managed. An acoustic report has been conditioned to be provided to ensure impacts of noise on adjoining residential properties is appropriately mitigated;
- The proposal is of a similar intensity to the previously approved Eating House, given the same maximum patron numbers and operating hours are proposed; and
- The City did not receive any formal complaints regarding noise or other amenity impacts associated with the previous Eating House use when it was operating from late 2016 to late 2018. This indicates that the proposed uses are capable of operating from the subject site without generating nuisances detrimental to the amenity of the adjoining residential properties and wider locality.

Bicycle Parking

The City's Non-Residential Parking Policy requires that the proposal provides two short-term bicycle bays and three long-term bicycle bays. A condition of the previously approved Eating House use required that these bicycle bays be provided but this condition was not satisfied. No bicycle bays are proposed to be provided as part of the application.

The proposed bicycle parking shortfall is acceptable for the following reasons:

- The subject site abuts the Northbridge Town Centre and is located in the Commercial zone under LPS2. This is a high amenity area connected with pedestrian paths and the wider bicycle network;
- The subject site is located on William Street which is a high frequency bus route;
- Four public short-term bicycle bays are located on the Brisbane Street verge directly in front of the subject site and another two are located on the verge on opposite side of Brisbane Street; and
- As the proposal is for licensed premises it is not expected that there would be a high number of patrons cycling to and from the subject site.

There is sufficient alternative transport methods and public bicycle parking within the vicinity of the subject site to accommodate staff and patron bicycle parking demand.

Hours of Operation

The Restaurant and Small Bar use proposes to vary the City's Licensed Premises Policy in relation to its closing time on Sunday. Trading hours for an Eating House (Restaurant/Café) are unrestricted under the Licensed Premises Policy, being the current approved use of the site.

The City's Licensed Premises Policy provides a guide for appropriate operating hours in various zones and permits a closing hour of 10:00pm on Sunday for a Small Bar in the Commercial zone and the application proposes a closing hour of midnight on Sunday.

The applicant has provided a Venue Management Plan addressing hours of operation, patron and anti-social behaviour and noise control. The Venue Management Plan is included at **Attachment 3**.

The proposed closing hour of midnight on Sunday is supported as the proposal would operate similar to a Restaurant. A Restaurant use has no restrictions on its opening hours within the Commercial zone. The Department of Local Government, Sport and Cultural Industries also permits Small Bars to operate up until midnight on Sundays under a Small Bar liquor licence. An acoustic report has been conditioned to be provided to ensure the proposal demonstrates compliance with the requirements of the City's Policy No. 7.5.21 – Sound Attenuation for its operating hours.

Car Parking

The previous approval for an Eating House use at the subject site provided five car parking bays on-site and had a maximum number of 70 patrons on-site at any one time, as shown in **Attachment 4** and was conditioned to pay a cash-in-lieu contribution for a 2.61 car bay shortfall. The proposed Small Bar and Restaurant use is consistent with the previous approval and provides five car parking bays on-site, as shown in **Attachment 2**, and proposes a maximum number of 70 patrons on-site at any one time.

The parking rates and method of calculation in the City's Non-Residential Parking Policy for restaurant (eating house) land uses has not changed since the previous approval. The parking rate and method of calculation for small bar land uses is also the same as that of restaurant (eating house) land uses. Staff numbers were not included as part of the parking calculation for the previous approval and given that the floor area and patron numbers are not increasing as part of this application it is not expected that staff numbers will change between the previous use and the proposal.

As the parking rates have not changed and the same number of on-site car parking bays, staff and maximum patron numbers are proposed as the previous approval, the application does not propose a further car parking shortfall and car parking is not subject to discretion.

Acoustic Report

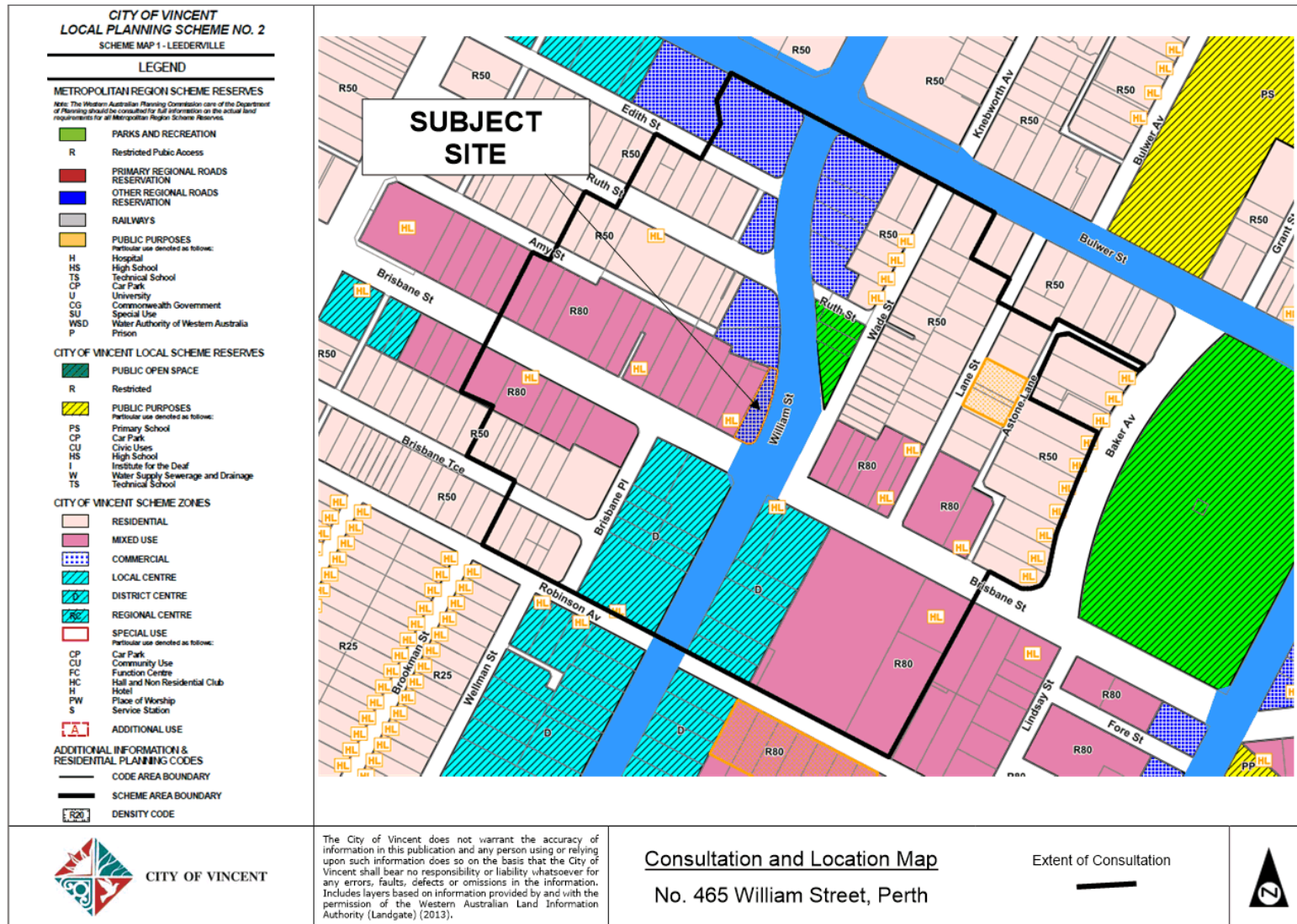
The City's Policy No. 7.5.21 – Sound Attenuation requires development applications for public buildings (such as Small Bars) to be accompanied by an acoustic report. The applicant has not provided an acoustic report prepared by an Acoustic Consultant/Engineer and has instead provided written justification addressing management of noise generated on site, which is included in **Attachment 3** and outlines the following:

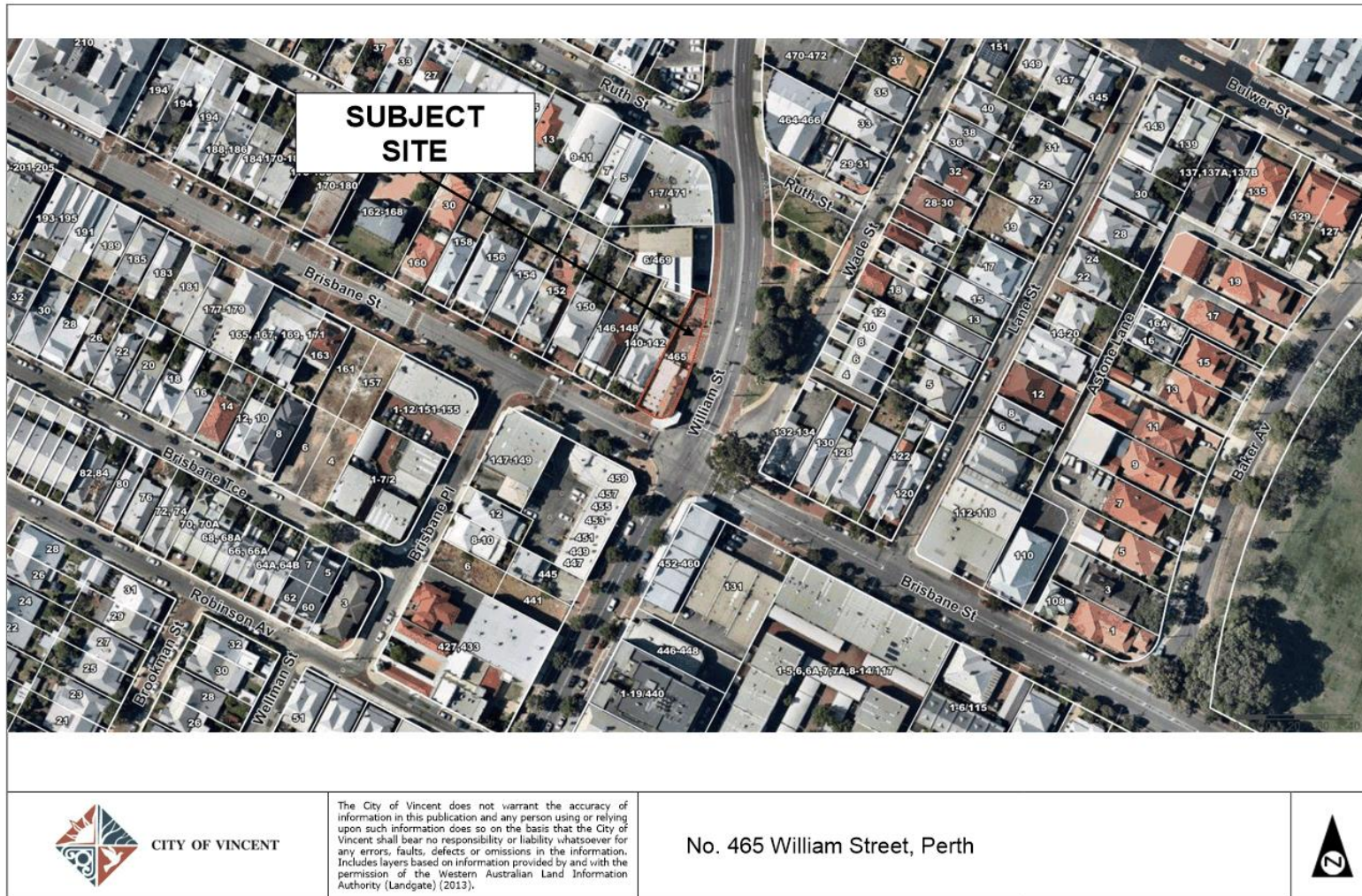
- The venue would maintain a logbook for any complaints regarding noise and disturbance in the area. Any complaint received is entered into the book with the date, the time, the staff member who received the complaint and the action taken;
- Patrons would be requested to disperse from the premises in an orderly manner; and
- The Licensee (or representative) and Approved Manager would take necessary action to ensure all activities carried out on premises would not exceed the noise levels stipulated under the *Environmental Protection (Noise) Regulations 1997*.

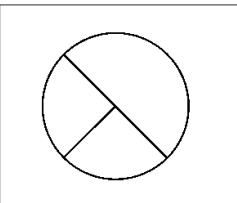
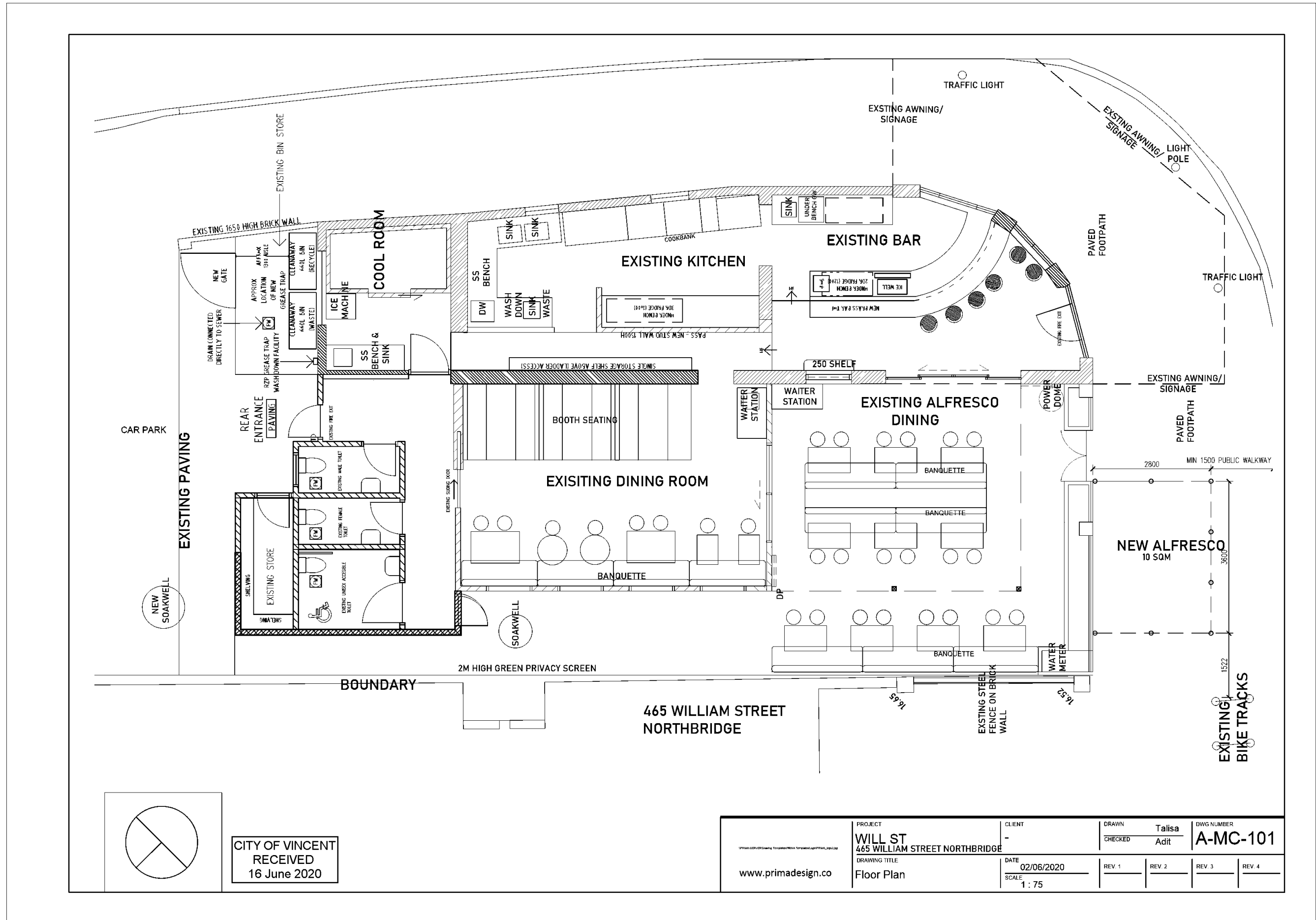
Following a review of the applicants written justification, Administration recommends an acoustic report be prepared and submitted to the City by an Acoustic Consultant/Engineer. The subject site directly abuts residential properties and is introducing a Small Bar use that is associated with greater levels of noise than an Eating House (restaurant) use. While the applicant has stated that the proposal would comply with the *Environmental Protection (Noise) Regulations 1997*, appropriate acoustic measures would ensure that this occurs. The previous Eating House approval also included a condition which required an acoustic report to be submitted and approved by the City but this condition was not satisfied.

A condition is recommended for an acoustic report to be provided to ensure the proposed use is capable of operating from the subject site without generating nuisances detrimental to the amenity of the nearby properties or wider locality.

If the application is approved by Council, Administration would follow up compliance with this condition to ensure it is met within a reasonable period and that the recommendations as provided within the acoustic report are implemented.

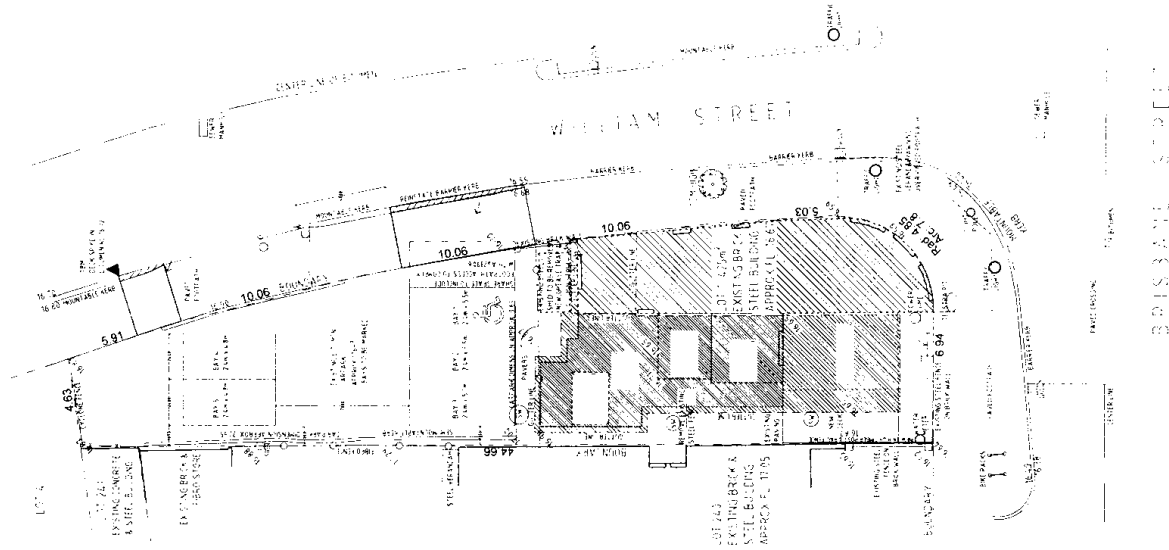






CITY OF VINCENT
RECEIVED
16 June 2020

PROJECT WILL ST 465 WILLIAM STREET NORTHBRIDGE	CLIENT	DRAWN Talisa	DWG NUMBER A-MC-101	
	-	CHECKED Adit	REV. 1	REV. 2
DRAWING TITLE Floor Plan	DATE 02/06/2020	REV. 3	REV. 4	
www.primadesign.co	SCALE 1 : 75			



CITY OF
REC
16 Ju

Will Street
Licensee: Honey & Smoke Pty Ltd
MANAGEMENT PLAN

"We will at all times make ourselves available to respond to the concerns of our patrons and our neighbours."



Address:
465 William Street
Perth WA 6000

Contact Phone:
TBA

www.hospitalitytotalservices.com.au

Management Plan

This Management Plan deals with the laws, policies and regulations as specified in the Liquor Control Act 1988, local government regulations and all subsequent amendments. These legislative requirements are designed to regulate the sale, supply and consumption of alcohol, the use of premises where liquor is sold, and associated services ancillary to the sale of food and alcohol from the Will Street premises.

The Will Street premises (and the staff working there) have a legal and moral responsibility to act in accordance with all legislative requirements. All staff members who have duties with regard to the sale or service of food and alcohol must ensure that correct procedures are followed at all times. The legislation and this policy seek to ensure that food and alcohol is sold / served in a safe and responsible manner.

Staff Training and Responsible Service of Alcohol

- The Licensee (or representative) and Approved Manager will be accredited through the completion of the mandatory liquor licensing training.
- It is management policy to train all service staff in responsible server practices. This will be achieved by completing accredited RSA training, and ongoing on the job training as required.
- The Approved Managers on site will also be trained in responsible service practices and will support the service staff at all times in their duties and responsibilities under the Liquor Control Act 1988 with regard to harm minimisation.
- Staff will be trained to be alert for the signs of intoxication of patrons.
- Staff members will be made aware of the Director of Liquor Licensing's policies on the Responsible Promotion of Liquor.
- The Licensee will discourage any activity that could result in excessive consumption of alcohol (such as drinking competitions) or the promotion of alcohol involving excessive or rapid consumption of alcohol.
- Low and non-alcoholic beverages will be available for purchase, and glasses of potable tap water will be available, free of charge, upon request at all times.
- Staff will ensure toilet amenity remains clean and well-stocked at all times.
- Toilet facilities will be maintained as per the Director of Liquor Licensing's Standards of Licensed Premises Policy.

Juveniles

- Staff will not serve alcohol to persons under the age of 18 years.
- If a staff member is in any doubt as to whether a person is aged 18 years or more, the staff member will request that the person provide proof of age.
- The only acceptable proof of age will be:
 - Current Australian Driver's Licence with a Photograph

www.hospitalitytotalservices.com.au

- Current Passport
- Current Australian Proof of Age Card
- Current Australian Learner's Permit (with photo)

Responsible Service of Alcohol (RSA)

The overall objective of the Will Street operation is to create a warm, friendly, safe environment where our patrons can enjoy themselves and are encouraged to return again.

Staff have clear obligations to sell and supply alcohol in a responsible manner.

Prevention is better than cure. Staff will constantly monitor patrons, watch for the early warning signs of intoxication and intervene early in non-threatening ways.

As a guide, under normal circumstances, 1 standard drink per hour, (i.e. 2 light beers, or 1 regular beer, or 1 glass wine, or 1 standard spirit) will assist in avoiding intoxication, but remember that everyone's tolerances may be different.

Signs of intoxication may include the following:

- A noticeable change in behaviour, anti-social or inappropriate.
- Loss of coordination.
- Change in speech – slurring, slow, fast etc.
- Aggression, sleepiness, confusion.
- Bloodshot eyes, decreased alertness.

Staff will adhere to the following guidelines when faced with a patron who staff believes are intoxicated or nearing intoxication, and wish to stop serving alcohol:

- Inform the Approved Manager that a patron may require that their alcohol service/consumption be ceased.
- The Approved Manager should assess the situation and decide the course of action to be taken.
- If alcohol service is to be stopped, the Approved Manager must be tactful, polite and courteous at all times.
- Offer alternatives, such as non-alcoholics drinks or mocktails, tea, coffee etc. Use humour where appropriate. Suggest that staff order a taxi for them or that they contact a ride sharing service.
- Be assertive but not aggressive, explaining the concern about their level of intoxication/behaviour.
- Do not consent to one last drink in the hope that they will leave after that.
- If the patron refuses to leave the premises the Approved Manager should decide on the appropriate course of action.
- Do not allow the patron to loiter outside the premises.
- Alert other team members in your outlet, but also other outlets, so that they know not to serve the person.
- Anti-social behaviour will not be tolerated at the premises. Any person exhibiting antisocial or aggressive behaviour will be asked to leave the premises.

www.hospitalitytotalservices.com.au

If you are unsure about any aspects of the regulations or legislation please seek advice from the Approved Manager.

Noise Complaints and Neighbours

- Will Street will maintain a log book for any complaints regarding noise and disturbance in the area. Any complaint received is entered into the book with the date, the time, the staff member who received the complaint and the action taken.
- Patrons will be requested to disperse from the premises in an orderly manner.
- The Licensee (or representative) and Approved Manager will take necessary action to ensure all activities carried out on premises will not exceed the noise levels stipulated under the Environmental Protection (Noise) Regulations 1997.
- Honey & Smoke Pty Ltd is committed to operating a well-managed premises that adheres to and respects the strict requirements of the Environmental Protection Act.

Food Service

- Food will be delivered, stored and prepared in a safe and hygienic way, as per the City of Vincent and WA Health Regulations.
- Staff will diligently clear tables and clean surrounding areas before, during and after food service.
- Food preparation, storage and service areas will be kept clean at all times.
- Any concerns about the way in which the premises operates should be directed to the Approved Manager on duty.

Trading Hours

- Trading hours will be as per Section 98AA of the Liquor Control Act 1988.
- Daily 7am – 12 midnight

Staff and Patron numbers

- The premises will employ qualified and experienced staff as required.
- It is anticipated that up to 5 FTE staff will be required at the premises to provide the level of service required.
- The number of patrons permitted on the premises is 70.

At the end of each shift make sure that the venue is clean and tidy and request the Approved Manager or Supervisor on duty to check all is done before signing off.

Parking

- Parking is available at the rear of the venue and nearby public car parking.
- There is public transport available within close walking distance of the premises.
- It is anticipated that a majority of the patrons of the premises are local residents who will walk to the premises, particularly during the daytime trading hours.
- It is also anticipated that many patrons will use rideshare services when visiting the licensed premises.

www.hospitalitytotalservices.com.au

Waste Management

- Waste will be stored and removed from the premises in accordance with the City of Vincent regulations.
- Staff will recycle packaging to minimise the waste product to be removed.
- The operator will engage with a waste removal company (Cleanaway/Suez) to remove waste and recycling from the premises at regular intervals.
- Waste will be removed between the hours of 7.00am and 10.00pm only.

Any queries with this Management Plan, please see the Venue Manager.

Thank you

The Management
Honey & Smoke Pty Ltd

www.hospitalitytotalservices.com.au

- 2 -

Planning and Development Act 2005

City of Vincent

Notice of determination on application for development approval

Location: No. 465 William Street, PERTH

Lot, Plan/Diagram: LOT: 1 D/P: 5364

Vol. No: 1622

Folio No: 191

Application date: 27 July 2015

Received on: 27 July 2015

Serial No: 5.2015.334.1

Description of proposed development: Change of Use from Office to Eating House Including Alterations and Additions

Plans dated: 27 July 2015

This application for development approval is approved subject to the following conditions:

1. The maximum number of patrons for the eating house at any one time shall be limited to 70 persons;
2. Doors, windows and adjacent floor areas fronting William Street and Brisbane Street shall maintain an active and interactive relationship with the street;
3. Within 28 days of the date of the approval, pay a cash-in-lieu contribution for the shortfall of 2.61 car bays, based on the cost of \$5,400 per bay as set out in the City's 2015/2016 Schedule of Fees and Charges being a contribution of \$14,094;
4. Prior to the issue of a Building Permit, revised plans to be submitted and approved by the City:
 - 4.1 The layout of the parking is to be modified as shown on the approved plans;
 - 4.2 The doors to the eating house shall not be open onto the road reserve as shown on the approved plans;
 - 4.3 The crossover adjacent to the adjoining northern property is to be removed as shown on the approved plans;
 - 4.4 An Acoustic Report in accordance with the City's Policy No. 7.5.12 relating to Sound Attenuation shall be prepared, submitted and approved by the City;
5. Prior to occupation, three (3) Class 3 bicycle bays and two (2) Class 1 or 2 bicycle bays shall be provided. Bicycle bays must be publically accessible and designed in accordance with AS2890.3;

- 3 -

6. All external fixtures shall not be visually obtrusive from William Street and Brisbane Street and neighbouring properties. External fixtures are such things as television antennas (of a non-standard type), radio and other antennas, satellite dishes, external hot water heaters, air conditioners, and the like;
7. All signage that does not comply with the City's Policy No. 7.5.2 relating to Signs and Advertising shall be subject to a separate Planning Application, and all signage shall be subject to a separate Building Permit application, being submitted to and approved by the City prior to the erection of the signage;
8. A bin store is required to be provided to the satisfaction of the City;
9. All storm water produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City;
10. The car parking area(s) which form part of this approval shall be sealed, drained, paved and line marked in accordance with the approved plans prior to the first occupation of the development and maintained thereafter by the owner/occupier to the satisfaction of the City.

ADVICE NOTES:

1. With reference to Condition 3:
 - 1.1 The cash-in-lieu amount may be reduced if additional car bays are provided onsite or in conjunction with any other arrangement acceptable to the City;
 - 1.2 Alternatively the lodgement of an appropriate assurance bond/bank guarantee of the above value to the satisfaction of the City can be undertaken. This assurance bond/bank guarantee will only be released in the following circumstances:
 - 1.2.1 To the City at the date of issue of the Building Permit for the development, or first occupation of the development, whichever occurs first; or
 - 1.2.2 To the owner/applicant following receipt by the City of a Statutory Declaration of the prescribed form endorsed by the owner/applicant and stating that they will not proceed with the subject 'Approval to Commence Development'; or
 - 1.2.3 To the owner/applicant where the subject 'Approval to Commence Development' did not commence and subsequently expired; and
 - 1.3 The applicant may request the City to approve a payment plan of up to five years;
2. Standard 'Visual Truncations', in accordance with the City's Policy 2.2.6 and/or to the satisfaction of the City's Technical Services Directorate are to be provided at the intersection of the road reserve or Right of Way boundary, and all internal vehicle access points to ensure that the safety of pedestrians and other road users is not compromised. Details of all required visual truncations shall be included on the building permit application working drawings;
3. With regard to condition nine (9), no further consideration shall be given to the disposal of storm water 'off-site' without the submissions of a geotechnical report from a qualified consultant. Should approval to dispose storm water 'off site' be subsequently provided, detailed design drainage plans and associated calculations for the proposed storm water disposal shall be lodged together with the building permit application working drawings;

- 4 -

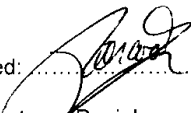
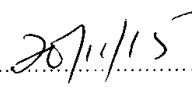
- 4. A road and verge security bond for the sum of \$2000, shall be lodged with the City by the applicant, prior to the issue of a building permit, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City's Technical Services Directorate. An application for the refund of the security bond shall be made in writing. The bond is non-transferable;
- 5. In relation to condition 4.4, the recommended measures of the acoustic report shall be implemented and certification from an acoustic consultant that the measures have been undertaken, submitted prior to the first occupation of the development;
- 6. An Occupancy Permit will be required for the Change of Use/Class to comply with Class 6. A Building Permit will be required for any proposed external works, internal fitout work or upgrade work to comply with Class 6. All proposed works must be privately certified as per the Building Regulations 2012; and
- 7. All mechanical devices/installations (ie roller doors, air conditioners, exhaust outlets, pool pumps, compressors etc) to be located in a position that will not result in the emission of unreasonable noise, in accordance with the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997. Should you be uncertain as to whether compliance will be achieved, it is highly recommended that you contract the services of an Acoustic Consultant, as the City's Environmental Health Offices cannot provide technical advice in this regard. Section 80 of the Environmental Protection Act 1986 places onus on the installer to ensure that noisy equipment is installed so as not to create unreasonable noise. It is important that you inform mechanical equipment installers of this requirement.

Date of determination: - 20 November 2015

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

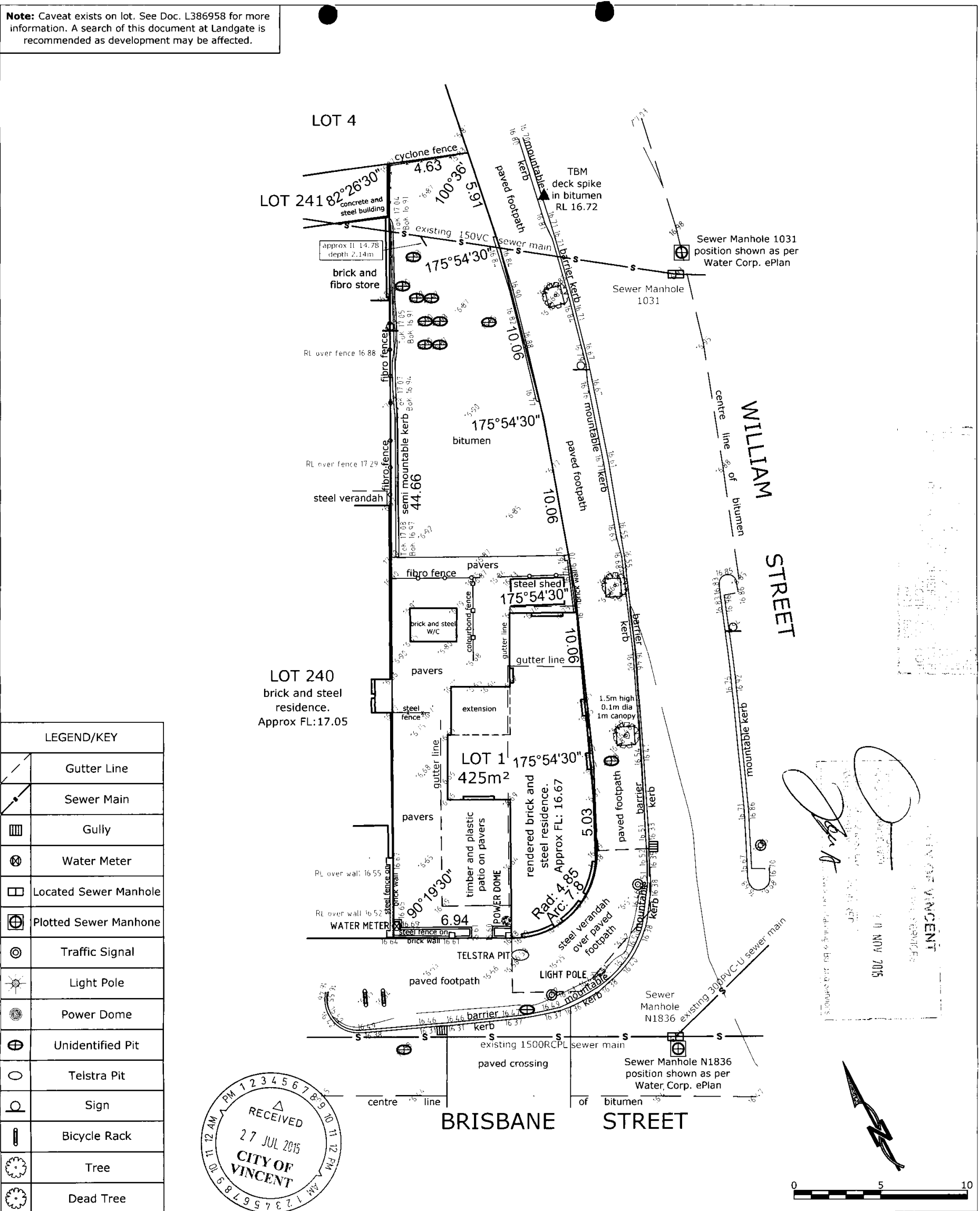
Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Signed:  Dated: 

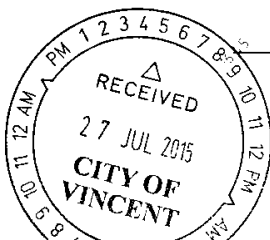
Rasaratnam Rasiyah
A/MANAGER PLANNING AND BUILDING SERVICES

for and on behalf of the City of Vincent

Note: Caveat exists on lot. See Doc. L386958 for more information. A search of this document at Landgate is recommended as development may be affected.



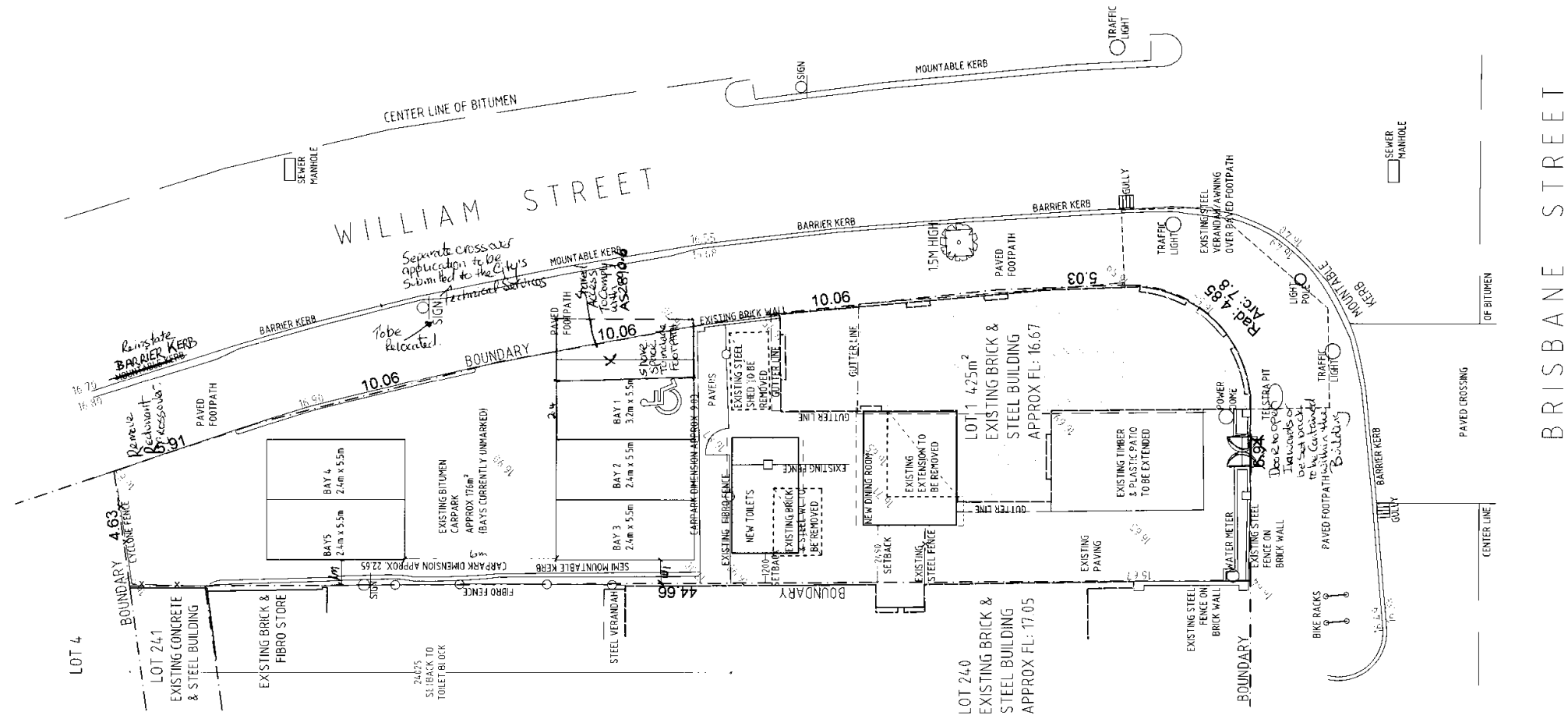
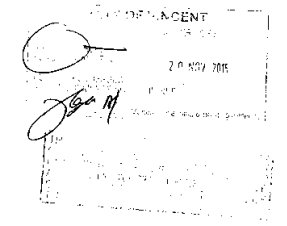
LEGEND/KEY	
	Gutter Line
	Sewer Main
	Gully
	Water Meter
	Located Sewer Manhole
	Plotted Sewer Manhole
	Traffic Signal
	Light Pole
	Power Dome
	Unidentified Pit
	Telstra Pit
	Sign
	Bicycle Rack
	Tree
	Dead Tree



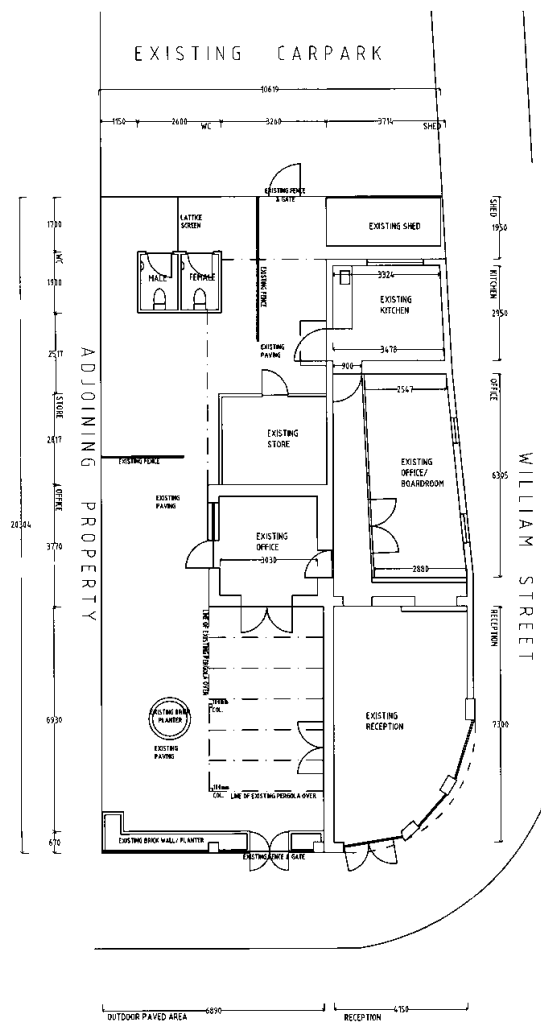
[Handwritten Signature]
 7 11 NOV 2015
 THE LAND DIVISION

TBM deck spike in bitumen equals RL 16.72 AHD Based on sewer manhole 1031 RL 16.93 AHD (Water Corp e-plan) Contractor to check datum before adopting levels	Date: 7 July 2015	Scale 1:200@A3	FEATURE AND CONTOUR SURVEY OF LOT 1 ON DIAGRAM 5364 465 William Street, Perth C/T Vol: 1622 Fol: 191 our ref. 4792-15	Feature Survey by THE LAND DIVISION PO Box 2444, Malaga, WA 6090 Tel 089 209 3232 Fax 089 249 2551
	Client: Atkinson			
	Position and depth of services to be confirmed on site by contractor.			
Note: Features are related to fence-lines only. No connection made to boundaries. REPEP RECOMMENDED				

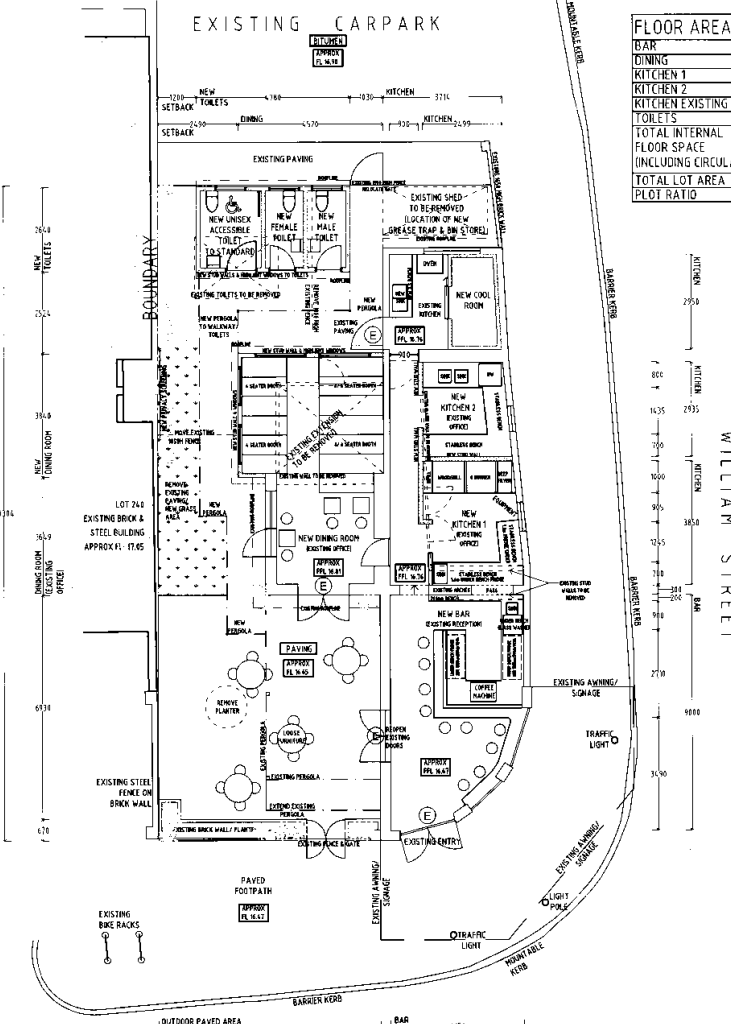
NOTES: 1) CONSULT LEGAL ADVICE ON EASEMENTS, ENCUMBRANCES AND CAVEATS THAT MAY APPEAR ON THE CERTIFICATE OF TITLE.
 2) LEVELS ON ADJOINING PROPERTIES ARE APPROXIMATE DUE TO ACCESS RESTRICTIONS. 3) SERVICES PLOTTED AS VISUALLY SEEN ON SITE AND ARE APPROXIMATE.
 4) SEWER POSITION AND LEVELS FROM WATER CORPORATION PLANS. 5) CONSULT DIAL BEFORE YOU DIG TO CHECK LOCATION OF UNDERGROUND SERVICES. 6) BEWARE OF OVERHEAD POWER LINE HAZARDS.
 7) CONSULT TLD ON ANY ANOMOLY BEFORE DESIGN AND CONSTRUCTION



	LAZARUS STUDIOS 448 BEAUFORT STREET, HIGHGATE 6003 CALE MASON cale@lazarus-studios.com ALEX CUCCOVIA alex@lazarus-studios.com	REVISION	DESCRIPTION	DATE	DRAWING NO:	DATE:	DRAWING TITLE:	JOB:
					A1.01	JULY 15		
					SCALE:	DRAWN BY:		
					1:100 @ A1	MS		

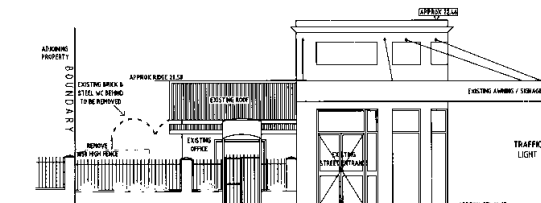


BRISBANE STREET
GROUND PLAN AS EXISTING
1:100 @A1

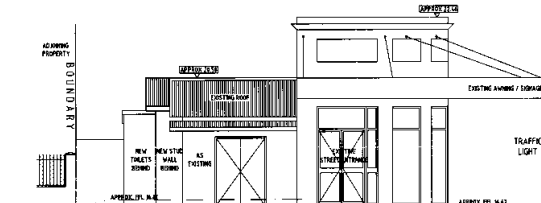


BRISBANE STREET
GROUND PLAN WITH PROPOSED CHANGES
1:100 @A1

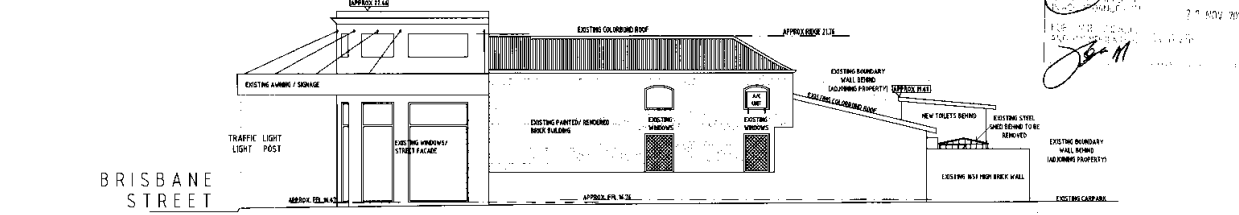
FLOOR AREAS	m ²
BAR	25.6
DINING	23.5
KITCHEN 1	12.8
KITCHEN 2	7.7
KITCHEN EXISTING	10
TOILETS	12.6
TOTAL INTERNAL FLOOR SPACE (INCLUDING CIRCULATION)	107.1
TOTAL LOT AREA	435
PLOT RATIO	25.2%



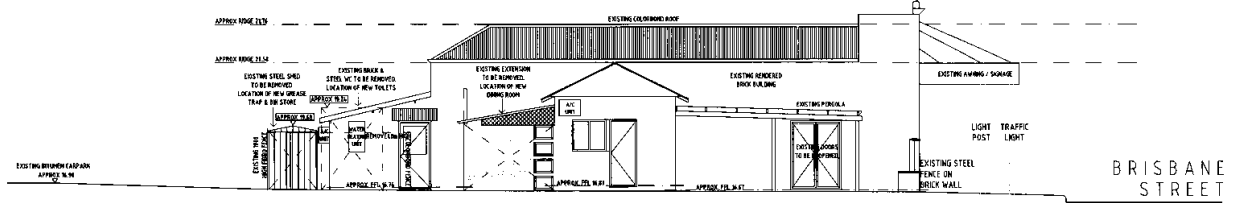
WILLIAM STREET
SOUTH WEST ELEVATION AS EXISTING (FROM STREET)
1:100 @A1



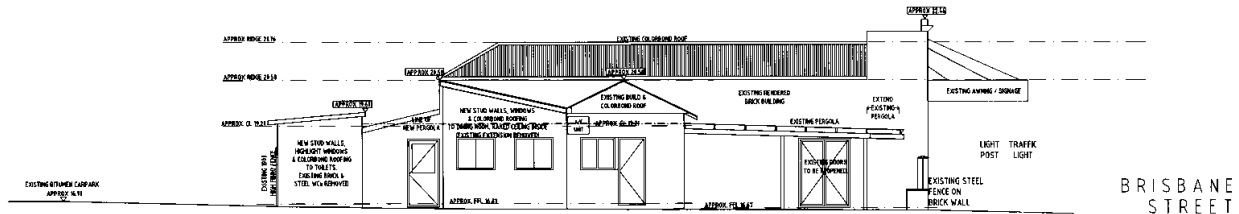
WILLIAM STREET
SOUTH WEST ELEVATION (WITHIN FENCELINE)
1:100 @A1



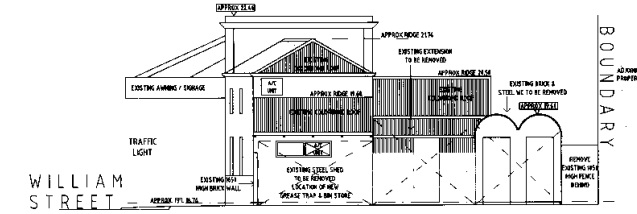
BRISBANE STREET
SOUTH EAST ELEVATION
1:100 @A1



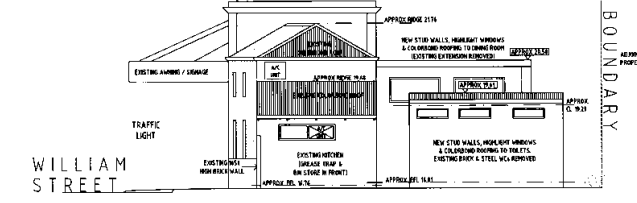
BRISBANE STREET
NORTH WEST ELEVATION AS EXISTING
1:100 @A1



BRISBANE STREET
NORTH WEST ELEVATION WITH PROPOSED CHANGES
1:100 @A1



WILLIAM STREET
NORTH EAST ELEVATION AS EXISTING
1:100 @A1



WILLIAM STREET
NORTH EAST ELEVATION WITH PROPOSED CHANGES
1:100 @A1

- NOTES:**
- UNLESS SHOWN AS 'NEW', ALL FIXTURE FITTINGS & FINISHES ARE TO REMAIN AS EXISTING.
 - EXIT SIGNAGE IS TO PROVIDED IN ACCORDANCE WITH BCA & AS 2293.1
 - ONLY NON-LOADBEARING NON-STRUCTURAL WALLS ARE TO BE REMOVED. WHERE IN DOUBT, ADVICE TO BE SOUGHT FROM A STRUCTURAL ENGINEER
 - ALL EXISTING FIRE & LIFE SAFETY SYSTEMS TO BE MAINTAINED
 - ALL EXISTING ELECTRICAL & MECHANICAL SERVICES TO BE MAINTAINED



	LAZARUS STUDIOS 448 BEAUFORT STREET, HIGHGATE 6003 CALE MASON cale@lazarus-studios.com ALEX CUCCOVIA alex@lazarus-studios.com	REVISION	DESCRIPTION	DATE	DRAWING NO:	DATE:	DRAWING TITLE:	JOB:
					A1.02	JULY 15	GROUND PLAN WITH PROPOSED CHANGES ELEVATIONS	
					SCALE:	DRAWN BY:		
					1:100 @A1	MS		

Summary of Submissions:

The tables below summarise the comments received during the advertising period of the proposal, together with the City's response to each comment.

Comments Received in Support:	Officer Technical Comment:
Support for a Small Bar use on the site.	Comments for support are noted by Administration.

Comments Received in Objection:	Officer Technical Comment:
<p><u>Noise</u></p> <ul style="list-style-type: none"> Concerned about potential noise emissions for the proposed Small Bar. No loud music should be broadcast from the venue. 	<p>The applicant has submitted a Venue Management Plan detailing how noise emissions and neighbour complaints would be managed.</p> <p>An acoustic report has been conditioned to be provided to ensure impacts of noise on adjoining residential properties is appropriately mitigated.</p>
<p><u>Parking</u></p> <ul style="list-style-type: none"> Parking for residents living in the surrounding streets is already limited without the expected increase in demand from the venue's patrons. Concerns that due to William Street and Brisbane Street being paid parking patrons will park and leave their cars in residential streets such as Wade Street, reducing the parking available for residents. 	<p>The car parking provision on-site and shortfall was previously approved by Administration under delegated authority as part of the Eating House approval in Attachment 4. No additional patron numbers are proposed by this application, with a maximum of 70 patrons to be on-site at any one time which is consistent with the previously approved Eating House. No additional shortfall is proposed and car parking is not subject to this application.</p>
<p><u>Operating Hours</u></p> <p>Concerned about the operating hours from 7:00am until Midnight every day as there are already issues with anti-social behaviour from other bars in the area.</p>	<p>The applicant has submitted a Venue Management Plan detailing how anti-social behaviour and noise emissions would be managed.</p> <p>The operating hours of the Small Bar from 7:00am until midnight from Monday to Saturday are permitted in accordance with the City's Licensed Premises Policy. This policy permits the proposed Small Bar to be open until 10pm on Sundays but a closing hour of midnight on Sundays has been proposed. This is supported as conditions have been imposed to ensure the premises operates in accordance with its approved Venue Management Plan and acoustic report, ensuring that noise emissions and anti-social behaviour would be appropriately managed.</p>

Note: Submissions are considered and assessed by issue rather than by individual submitter.




Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws;
2. The use of the premises as a Small Bar requires compliance with the *Health (Public Building) Regulations 1992* and submission of a Public Building Application (Form 1, 2 & 5) to the City's Health Services for assessment prior to commencement of the new use;
3. Any new signage that does not comply with the City's Policy No. 7.5.2 – Signs and Advertising shall be subject to a separate Planning Application and all signage shall be subject to a Building Permit application, being submitted and approved prior to the erection of the signage.
4. The owner/operator of the Small Bar and Restaurant shall obtain an Outdoor Eating Area Permit from the City for the use of the road reserve area and shall maintain this at all times and comply with the associated terms and conditions of the permit.
5. If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
6. A further two years is added to the date by which the development shall be substantially commenced, pursuant to Schedule 4, Clause 4.2 of the Clause 78H Notice of Exemption from Planning Requirements During State of Emergency signed by the Minister for Planning on 8 April 2020.
7. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

5.2 NOS. 338-342 (LOTS: 9 AND 10; D/P: 2287) OXFORD STREET, LEEDERVILLE - CHANGE OF USE FROM EDUCATIONAL ESTABLISHMENT TO PLACE OF WORSHIP (AMENDMENT TO APPROVED)

Ward: North

Attachments:

1. Consultation and Location Map [↓](#) 
2. Supporting Information [↓](#) 
3. Minutes of 13 December 2016 and 4 April 2017 Council Meetings and Approved Development Plans [↓](#) 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Change of Use from Educational Establishment to Place of Worship (Amendment to Approved) at No. 338-342 (Lots: 9 and 10; D/P: 2287) Oxford Street, Leederville, subject to the following conditions:

1. All development plans, conditions, requirements and advice notes detailed on development approval 5.2016.305.1 dated 4 April 2017 continue apply to this approval, except as follows:

1.1 Condition 2.1 is deleted and replaced with the following condition:

“2.1 The maximum number of persons permitted on the site shall be limited to:

- 360 persons from 10:00 am to 1:00 pm on Easter Sunday, Christmas Sunday, Father's Day Sunday and Mother's Day Sunday;
- 300 persons from 10:00am to 1:00pm Sundays, except Easter Sunday, Christmas Sunday, Father's Day Sunday and Mother's Day Sunday;
- 200 persons from 11:00am to 5:00pm Saturdays and 2:00pm to 8:00pm Sundays;
- 30 persons from 10:00am to 2.30pm Monday to Friday;
- 30 persons from 7:00pm to 10:00pm Monday to Thursday;
- 50 persons from 7:30pm to 10:00pm Friday; and
- 10 persons at all other times unless a revised Parking and Traffic Management Plan is submitted to an approved by the City in accordance with Condition 1. above, in which case the maximum number of persons permitted on the site will be limited by the approved Parking and Traffic Management Plan”.

1.2 Condition 14 is added:

“14 Noise Management

All recommendations and requirements detailed in the Acoustic Technical Memorandum by Lloyd George Acoustics dated 29 July 2020 (their reference 20065572-01A.docx), must be implemented, to the satisfaction of the City.”

PURPOSE OF REPORT:

To consider an application for development approval for an amendment to condition of approval at Place of Worship at Nos. 338-342 Oxford Street, Leederville (subject site).

PROPOSAL:

The subject site is located at Nos. 338-342 Oxford Street, Leederville, as shown on the location plan as included as **Attachment 1**.

A Place of Worship has operated at the subject site from November 2018 in accordance with the development application approved by Council at the Ordinary Meeting of Council held on 4 April 2017.

The proposed development application seeks an amendment to the previously approved operating hours to broaden the usage of the building for church activities and community events.

The use currently operates in accordance with Condition 2.1 of the previous approval that provides the following operating hours and maximum persons:

- 360 persons from 10:00 am to 1:00 pm on Easter Sunday, Christmas Sunday, Father's Day Sunday and Mother's Day Sunday;
- 300 persons from 10:00am to 1:00pm Sundays, except Easter Sunday, Christmas Sunday, Father's Day Sunday and Mother's Day Sunday;
- 200 persons from 11:00am to 5:00pm Saturdays and 2:00pm to 4:00pm Sundays;
- 30 persons from 10:00am to 2.30pm Monday to Friday;
- 30 persons from 7:00pm to 10:00pm Monday to Thursday;
- 50 persons from 7:30pm to 10:00pm Friday; and
- 10 persons at all other times.

The application seeks to extend operating hours on Sunday evenings only, as detailed below:

Previously approved operating hours on Sunday:

- 200 persons from 2:00pm to 4:00pm.

Proposed operating hours on Sunday:

- 200 persons from 2:00pm to 8:00pm.

All other operating hours of the Place of Worship remain as per the previous development approval. The application does not propose any changes to the overall design and built form of the development.

The supporting information provided by the applicant is included in **Attachment 2**, including a summary of the proposed amendment, parking management plan and acoustic technical memorandum.

BACKGROUND:

Landowner:	Sonlife Church Inc.
Applicant:	Sonlife Church Inc.
Date of Application:	25 February 2020
Zoning:	MRS: Urban LPS2: Zone: Mixed Use R Code: R100
Built Form Area:	Activity Corridor
Existing Land Use:	Place of Worship
Proposed Use Class:	Place of Worship
Lot Area:	Lot 9: 556m ² Lot 10: 556m ² Total: 1,112m ²
Right of Way (ROW):	Eastern side, 5 metres in width, sealed
Heritage List:	Yes – Management Category A

The subject sites are zoned Mixed Use R100 under the City of Vincent Local Planning Scheme No. 2 (LPS2) and are located within the Activity Corridor Built Form Area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

The subject sites are bound by Oxford Street to the west, Franklin Street to the south, a right of way (ROW) to the east and an existing Single House to the north. Adjoining properties along Oxford Street are zoned Mixed Use R100 and consist generally of residential development and mixed commercial uses. Adjoining properties to the west are zoned Residential R30 and are used as an Educational Establishment (Aranmore Catholic College).

The subject sites are included on the City's Municipal Heritage Inventory as Management Category A – Conservation Essential and the Heritage Council's State Register of Heritage Places.

Previous Approval

At the Ordinary Council Meeting of 13 December 2016 Council approved the proposed change of use from 'Educational Establishment' to 'Place of Public Worship'. At the Ordinary Meeting of Council on 4 April 2017 Council, in accordance with the Orders made by the State Administrative Tribunal, Section 31 of the *State Administrative Tribunal Act 2004 (WA)*, varied its decision of 13 December 2016 for the proposed Change of Use from Educational Establishment to Place of Worship, by replacing Condition 2.2. The Minutes of the 13 December 2016 Ordinary Council Meeting, the Minutes of the 4 April 2017 Ordinary Council Meeting and previously approved development plans are included as **Attachment 3**.

Following renovations of the building, the Place of Worship obtained an Occupancy Permit in November 2018 and commenced operation.

The City has not received any formal complaints regarding amenity impacts or parking problems associated with the Place of Worship since its operation.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Local Planning Scheme No. 2 (LPS2), the City's Policy No. 7.5.2 – Signs and Advertising, Policy No. 7.7.1 – Non-Residential Parking Policy and Policy No. 7.6.1 – Heritage Management.

Planning Element	Use Permissibility/ Deemed-to-Comply	Previously approved	Requires further Discretion
Land Use		✓	
Car Parking		✓	
Bicycle Parking		✓	
Signage		✓	
Heritage Management		✓	

The proposal does not require any further discretion from Council in relation to these planning elements.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days from 6 April 2020 to 23 April 2020. The method of consultation included website notification and 19 letters being mailed to all the owners and occupiers of the properties adjoining the subject site, as shown in **Attachment 1**.

The City did not receive any community submissions in relation to the proposed application.

Design Review Panel (DRP):

Referred to DRP: No

The application did not require referral to the DRP given there are no internal or external works proposed.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2;
- Policy No. 4.1.5 – Community Consultation;
- Policy No. 7.5.21 – Sound Attenuation; and
- Policy No. 7.7.1 – Non-Residential Development Parking Requirements.

Planning and Development Act 2005

In accordance with Schedule 2, Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Part 14 of the *Planning and Development Act 2005*, the applicant would have the right to apply to the State Administrative Tribunal for a review of Council's determination.

Delegation to Determine Applications:

The application is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments. The application proposes to amend a development approval that was previously determined by Council that impacts the conditions imposed.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:Car Parking

The Place of Worship operates under an approved Parking Management Plan. In accordance with approval Condition 2.2, the Parking Management Plan is reviewed annually by the City. Administration completed the annual review of the Parking Management Plan in December 2019 and were satisfied that the Parking Management Plan has been effective in controlling the developments parking so that it does not adversely impact local residents and businesses.

An amended Parking Management Plan has been submitted to reflect the proposed operating hours on Sunday, as included in **Attachment 2**. The application proposes that the existing provisions and restrictions of the Parking Management Plan, Part 7 Weekend Special Events apply to the extended operating hours (detailed on pages 22 and 23 of the Parking Management Plan).

The parking locations for Sunday operation include the western side of Franklin Street, northern side of Marian Street and western side of Shakespeare Street south of Franklin Street. These areas do not overlap with the parking areas used by St Mary's Church, being the eastern side of Franklin Street, central and northern side of Shakespeare Street and the Aranmore Car Park.

Based on parking surveys taken in locations detailed above, Part 7 of the Parking Management Plan estimates that there is an average 107 vacant car bays available on weekends. Part 7 of the Parking Management Plan estimates that based on a total occupancy of 200 people there would be a parking demand of 90 car bays on Sunday, which would utilise 84 percent of the on-average vacant bays.

After almost two years of operation, the Place of Worship has demonstrated that the parking for the development can be accommodated away from both residential properties and Oxford Street and that the use does not have a detrimental impact on traffic or parking for residents or business in the area. The Parking Management Plan demonstrates that parking could be accommodated for the proposed additional

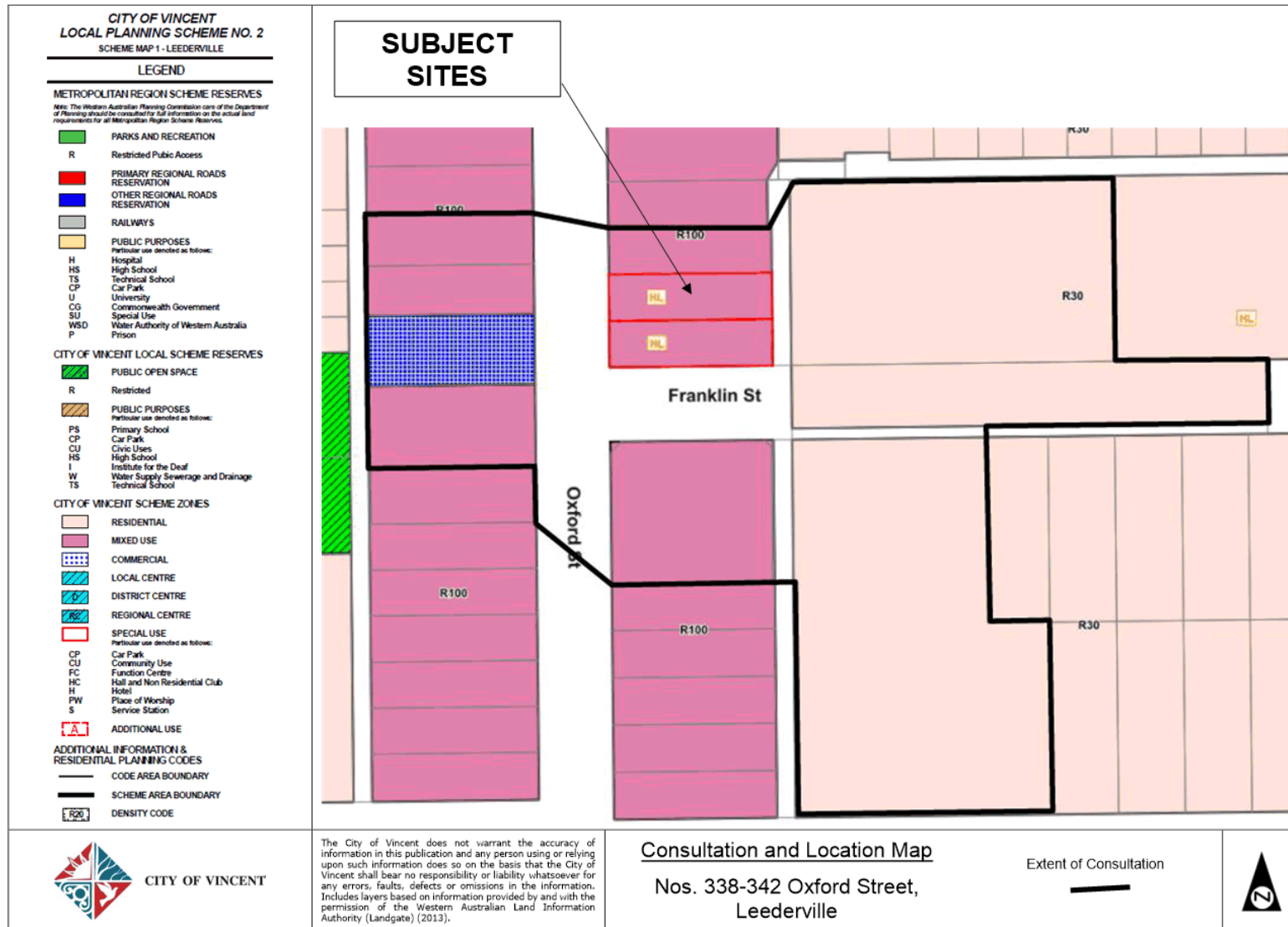
operating hours on Sunday and that the development does not result in a further shortfall to the previously approved parking shortfall.

Noise Management

The applicant submitted an Acoustic Technical Memorandum in support for the extended operating hours on Sundays to 8:00pm, as included in **Attachment 2**.

The acoustic report confirmed that noise levels generated from the premises during the proposed operating hours would comply with the relevant assigned noise levels under the *Environmental Protection (Noise) Regulations 1997*. The memorandum demonstrates that the proposed use is capable of operating from the subject site without generating nuisances detrimental to the amenity of the nearby properties or wider locality.

A condition of development approval has been included that requires all recommendations and requirements detailed in the Acoustic Technical Memorandum to be implemented.



 <p>CITY OF VINCENT</p>	<p>The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).</p>	<p>Nos. 338-342 Oxford Street, Leederville</p>	
--	--	--	---



DEVELOPMENT APPLICATION
CHANGE OF USE
ADJUSTMENT TO OPERATING HOURS
FOR EXISTING PLACE OF WORSHIP
338 OXFORD STREET, LEEDERVILLE

BACKGROUND

Sonlife Church currently operate a “Place of Worship” at 338 Oxford Street Leederville in accordance with Development Approval 5.2016.305.1 issued 23 Dec 2016 [ATTACHMENT 1], and revised Development Approval condition 2.2 subsequently amended on 4 April 2017 (Council Item 9.1.5).[ATTACHMENT 2]

After completing the approved renovations, the property obtained Occupancy Permit in November 2018.

The church operates under an approved Parking Management Plan [ATTACHMENT 3] which, in accordance with approval condition 2.2, is reviewed annually by the City of Vincent.

The church has recently completed the annual review of the parking management plan [ATTACHMENT 4] and has received return approval from the City of Vincent (3 Dec 2019) confirming no required amendments [ATTACHMENT 5].

Sonlife Church currently operate in accordance within the approved “Use of Premises” timeframes and maximum persons;

<p>2. <u>Use of the Premises</u></p> <p>2.1 The maximum number of persons permitted on the site shall be limited to:</p> <ul style="list-style-type: none">• 360 persons from 10:00 am to 1:00 pm on Easter Sunday, Christmas Sunday, Father’s Day Sunday and Mother’s Day Sunday;• 300 persons from 10:00am to 1:00pm Sundays, except Easter Sunday, Christmas Sunday, Father’s Day Sunday and Mother’s Day Sunday;• 200 persons from 11:00am to 5:00pm Saturdays and 2:00pm to 4:00pm Sundays;• 30 persons from 10:00am to 2.30pm Monday to Friday;• 30 persons from 7:00pm to 10:00pm Monday to Thursday;• 50 persons from 7:30pm to 10:00pm Friday; and• 10 persons at all other times unless a revised Parking and Traffic Management Plan is submitted to an approved by the City in accordance with Condition 1. above, in which case the maximum number of persons permitted on the site will be limited by the approved Parking and Traffic Management Plan; and

Sonlife Church would now like to pursue a minor amendment to the approved operating hours in order to broaden the potential usage of the building for church activities and community events.

PROPOSED AMENDMENT

- Currently on Sundays we are approved for activities with up to 200 people from 2pm to 4pm.
- **We would like to request for the approval to have this extended through to 8pm (in lieu of 4pm) to provide greater flexibility for church activities and community events.**
- We propose the existing provisions and restrictions of the existing Parking Management Plan for Sunday Events (Parking Management Plan#7) apply to the extended operating hours. (refer to pages 22 & 23 of the Parking Management Plan)
- The existing approved Parking Management Plan has proved over the past year to be sufficient to accommodate this occupation.

We look forward to continuing our good relationship with the City of Vincent and having a positive long-term impact within our community.

Regards

Reid Ballantine


| Sonlife Church Inc

APPENDIX 1:



ST MARY'S HALL
338 OXFORD STREET, LEEDERVILLE

PARKING MANAGEMENT PLAN

CONTENTS

INTRODUCTION.....4

SECTION 1: PARKING REQUIREMENT6

SECTION 2: PARKING MANAGEMENT SUB PLANS.....9

 PARKING MANAGEMENT PLAN # 1: Sunday Service 10

 PARKING MANAGEMENT PLAN # 2: Weekday Church Office - Administration & Pastoral..... 14

 PARKING MANAGEMENT PLAN # 3: Weekday Community Groups - Playgroups etc 16

 PARKING MANAGEMENT PLAN # 4: Weeknight Small Group Meetings 18

 PARKING MANAGEMENT PLAN # 5: Friday Evening Fellowship - Small Group 20

 PARKING MANAGEMENT PLAN # 6: Special Services – (Easter, Xmas, Mother & Fathers Day) 22

 PARKING MANAGEMENT PLAN # 7: Weekend Special Events (weddings, funerals) 25

 MARSHALLING PLAN 27

 SIGNAGE PLAN..... 29

SECTION 3: LOCATION SURVEY.....30

 PARKING LOCATION 1: FRANKLIN STREET (North Side) (8 BAYS)..... 31

 PARKING LOCATION 2: FRANKLIN STREET (South Side) (15 BAYS)..... 32

 PARKING LOCATION 3: FRANKLIN STREET CAR PARK (11 BAYS) 33

 PARKING LOCATION 4: MARIAN ST (NORTH SIDE) – ARANMORE CURBSIDE (11 BAYS) 34

 PARKING LOCATION 5: MARIAN STREET (NORTH SIDE) – ARANMORE KISS & RIDE (11 BAYS)..... 35

 PARKING LOCATION 6: SHAKESPEARE ST – MARIAN ST TO FRANKLIN ST (19 BAYS)..... 36

 PARKING LOCATION 7: SHAKESPEARE ST – MARIAN ST TO FRANKLIN ST (4 BAYS)..... 37

 PARKING LOCATION 8: ARANMORE COLLEGE - STAFF CAR PARK (41 BAYS)..... 38

PARKING LOCATION 9: FRANKLIN ST - ADJACENT ST MARY’S PARISH (13 BAYS)..... 39

PARKING LOCATION 10: SHAKESPEARE ST - FRANKLIN ST TO SALISBURY ST (12 BAYS)..... 40

PARKING LOCATION 11: OXFORD ST – WITHIN 2 BLOCKS (57 BAYS)..... 41

PARKING SURVEYS..... 43

PUBLIC TRANSPORT..... 45

BICYCLE NETWORK..... 46

SECTION 4: COMMUNICATION PLAN47

 INFORMATION & EDUCATION 47

 COMPLAINTS MANAGEMENT 48

 ANNUAL REVIEW 48

END49

INTRODUCTION

This Parking Management Plan has been prepared to support the future use of St Mary's Church Hall as a church, operating with a church office providing pastoral care and supporting small community groups during the week, and a regular church service each Sunday morning.

The plan has been prepared to appropriately plan for, and then proactively manage the travel and parking activities of church visitors, to ensure the church integrates seamlessly into the local St Mary's / Aranmore College precinct.

Sonlife Church, together with Resolve Group Town Planning have undertaken substantial due diligence to research the precinct and understand how it operates at various times of the day and week, and have undertaken several parking surveys (Section 3) to validate this research. Specific Parking Management Plans (Section 2) have been prepared for each church activity scenario, and the Parking Locations (Section 3) identified for each scenario ensure there is no conflict with Aranmore College, St Mary's Parish, nearby Residential Streets, or Commercial Uses on Oxford Street.

The primary church use occurs in the contra peak to the current Aranmore College operations and therefore church visitors will benefit from being able to use the existing public parking within the precinct, without impacting on the demands or amenity of nearby residential streets. Each of the Specific Parking Management Plans (Section 2) identify that number of available public parking bays that have been surveyed to be vacant far exceed the parking demand for each use scenario.

To protect the existing precinct uses, the Parking Management Plans (Section 2) specifically identify;

1. Sonlife Church visitors **shall not** park adjacent to St Mary's Parish (identified in the plans as Locations 7,8,9,10)
2. Sonlife Church visitors **shall not** park on Britannia Street (identified with red X symbols in the plans)
3. Sonlife Church visitors **shall not** park on Salisbury Street
4. Sonlife Church visitors **shall not** park adjacent to residential dwellings on Marian Street.
5. Sonlife Church visitors **shall not** park adjacent to residential dwellings on Shakespeare Street.
6. Sonlife Church visitors **shall not** park on Bennalong Place
7. Sonlife Church visitors **shall not** park on Wylie Place
8. Sonlife Church visitors **shall not** park on Rae Street

The Parking Management Plan includes Signage Plans, and Marshalling (during Sunday and Events) to ensure the prescribed parking areas are adhered to by Sonlife Church visitors, and the Communications Plan (Section 4) will educate and encourage church members and visitors to adhere to the plan, as well as provide options for corrective action if required, and annual review with the City of Vincent.

This Parking Management Plan outlines:

- the Parking Requirements for each church activity (Section 1);
- the Parking Management Plans for each church activity (Section 2);
- the Location Survey (Section 3) including multiple parking surveys, and review of the public transport network and bicycle network; and
- the Communication Plan (Section 4).

SECTION 1: PARKING REQUIREMENT

Each of the Parking Management Sub Plans to follow in Section 2 outline the travel profile and parking demand for Sonlife Staff and Visitors for each of the different proposed activity during the week. Some summary comments are provided below:

During the weekdays; the parking demand is limited. The church currently only has 3 staff members, the Pastor, a part time Associate Pastor and a part time administration officer.

The existing property can accommodate:

- 2 car bay
- 2 motor cycle bays
- 10 bike parking

For daytime visitors, parking demand is expected to be no more than 3 car bays to accommodate up to 3 separate groups of visitors which are generally individuals, couples, or families visiting for pastoral care. There is ample access to public transport and ample street parking in close proximity as detailed in the Parking Management Sub Plan further below.

The church office will typically operate from 9:30am m to 4pm weekdays, and will deliberately avoid early morning operation in order to avoid the Aranmore AM Peak School Drop Off period.

During the week evenings; the church building is likely to host small meetings of typically 10 - 20 people, (and occasionally up to 50 people). These meeting are primarily related to organizing of various church activities and are attended by church members and volunteers. For this reason, these meetings are held outside of standard working hours, during the evenings generally between 7pm and 9pm. For these meetings the existing building can accommodate 2 vehicles and the ample street parking as detailed in the Parking Management Sub Plan further below, and generally completely vacant as the majority of businesses within this precinct operate standard Mon-Fri daytime operating hours.

We have deliberately limited the planned small group size to be below 50 to ensure that parking associated with these small meetings is limited to the Franklin Street bays (Locations 1,2,3) immediately adjacent to St Mary's Hall and to ensure we have no impact on the surrounding precinct at these times.

During the Sunday morning, the church operates the Sunday Service between 10am and 12noon, which is currently attended by approximately 160 people, however we anticipate could grow over the next 3 to 4 years to 300 people, and we are seeking an occupation approval of 360 people to accommodate additional guests for special services.

Based on current weekly Sunday Church attendance records, the expected transport profile is as follows:

- Sonlife Church currently has approximately 5% of visitors arriving by public transport, mainly from Leederville Train Station. We expect this proportion to grow closer to 10% at St Mary's Hall, due to the #15 Bus Route servicing both the congregation catchment and stopping immediately outside the hall, however to be conservative, we have only used 5% as the basis of our calculations.
- Sonlife Church currently has approximately 5% of visitors arriving via walking. We expect this to increase to 10% at St Mary's Hall, as church growth is expected from the local residential and aged care catchment.
- Sonlife Church currently has approximately 5% of visitors arriving by bicycle. We expect this proportion to remain steady, as 20 bicycle parking bays and 2 shower facilities are being provided on site.
- Sonlife Church currently has approximately 10% of visitors being dropped off and picked up. In particular, youth visitors and elderly visitors that cannot drive themselves.
- Sonlife Church currently has approximately 70% of visitors arriving by vehicle and the average group size of people arriving in vehicles is 2.9 people. This group average comes from a strong portion of families with children, or multiple children and some carpooling also.
- For the Sunday Service of 300 visitors, of which 210 are expected to arrive by car in an average group size of 2.9 people, the parking demand will be 73 bays.
- For this Sunday Morning Service, there is ample public street parking available within the local precinct (132 bays) of which an average of 109 bays have been surveyed to be empty on Sundays, due to the counter peak with Aranmore College.

During Special Sunday Services – (Easter, Christmas, Fathers Day, Mothers Day); the operations will be the same as detailed in the Sunday Service description (above), however we expect up to 20% additional visitors on these occasions, therefore approximately 60 extra visitors increasing the occupancy to 360 people on these 4 occasions resulting in an additional parking demand of 21 bays, and therefore a total parking demand of 94 bays, which remains below the available 109 bays surveyed to be empty on Sundays.

For Special Events (Weddings , Funerals , Community Events); which may occur on either a Saturday (11am - 5pm) or a Sunday (2pm - 8pm), we have limited the requested occupancy to a maximum of 200 people, as we expect that for these type of events, 90% of visitors will arrive by vehicle and the average group size will be closer to 2.0 people per vehicle. Therefore the car parking demand associated with such an event will be 45 bays, which is less than 50% of the available vacant bays in the adjacent public parking which again is unused during these times due to the counter peak with Aranmore College.

We have deliberately limited the event size to be very conservative and to ensure we have no impact on surrounding precinct at these times.

Weekday community groups; will only be schedule between 10am, and 2:30pm to avoid conflict with Aranmore College, and the parking demand of up to 15 bays is manageable within parking bays (34) immediately adjacent to the Hall (Locations 1,2,3) of which 22 were surveyed to be vacant during the week midday survey. Sonlife Church will monitor

SECTION 2: PARKING MANAGEMENT SUB PLANS

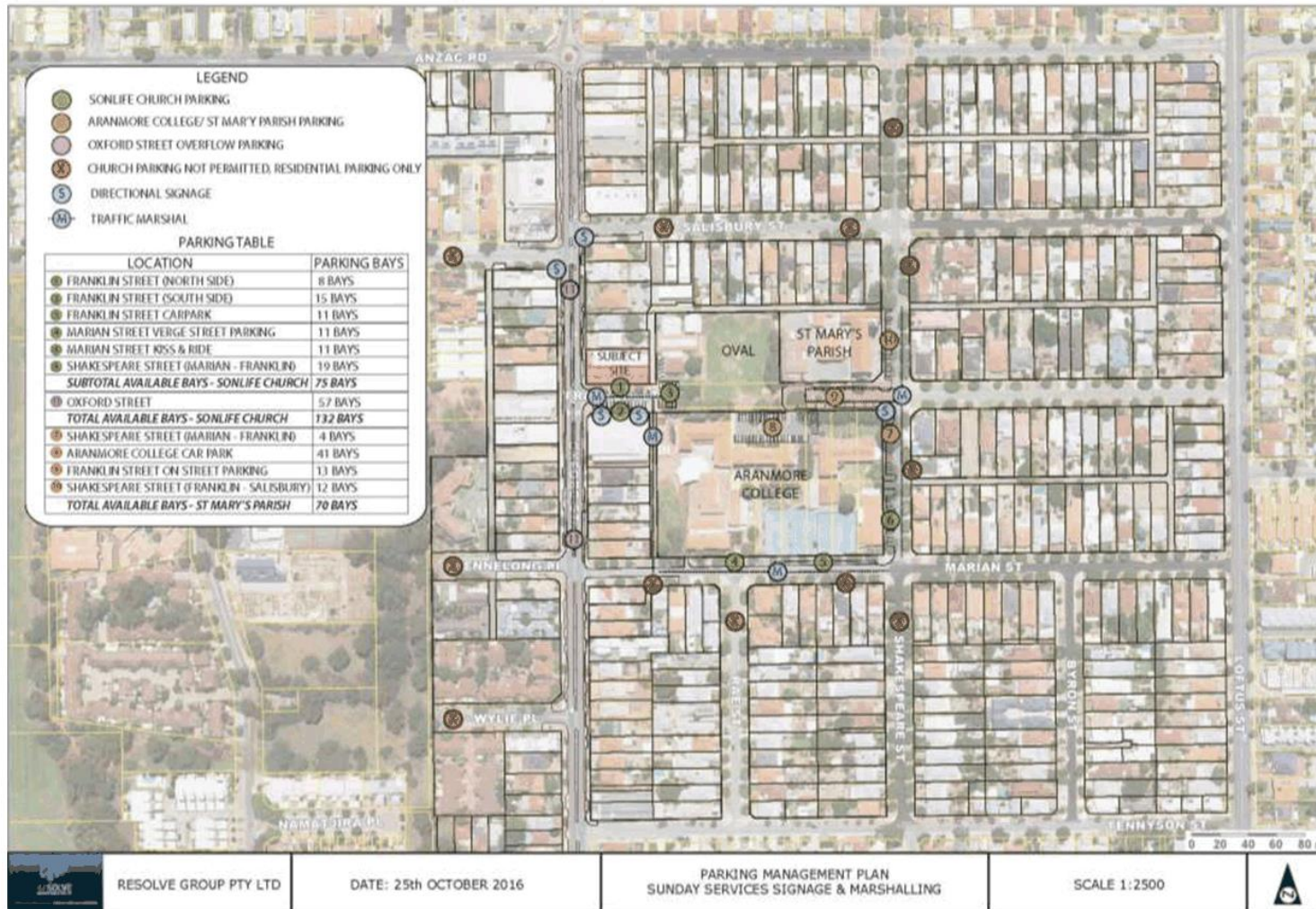
This section outlines the Parking Management Plan for each operating scenario and occupancy of the Church:

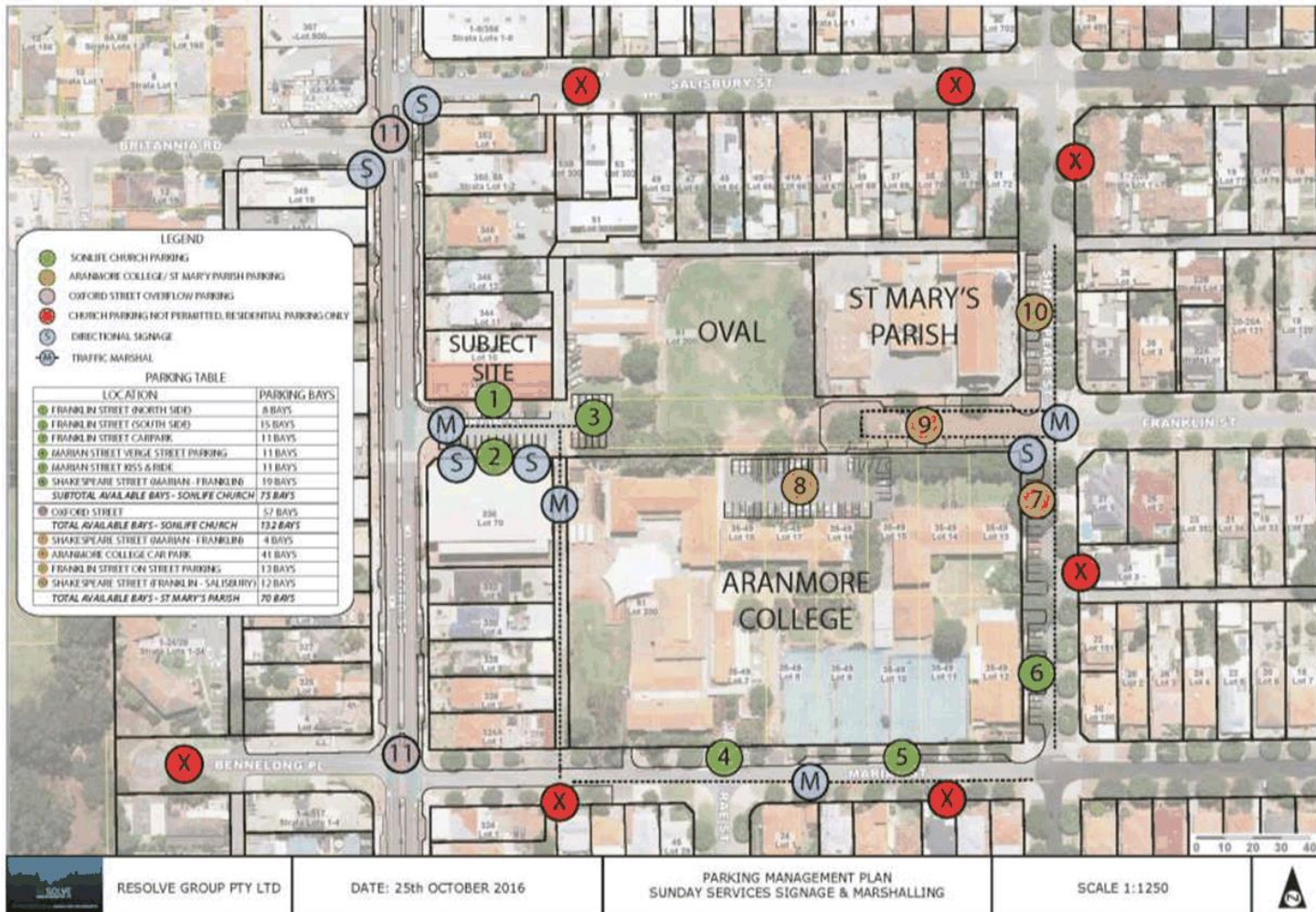
1. PARKING MANAGEMENT PLAN # 1: Sunday Service
2. PARKING MANAGEMENT PLAN # 2: Weekday Church Office - Administration & Pastoral
3. PARKING MANAGEMENT PLAN # 3: Weekday Community Groups - Playgroups etc
4. PARKING MANAGEMENT PLAN # 4: Weeknight Small Group Meetings
5. PARKING MANAGEMENT PLAN # 5: Friday Evening Fellowship Small Group
6. PARKING MANAGEMENT PLAN # 6: Sunday Special Services – (Easter, Xmas, Mother Day, Fathers Day)
7. PARKING MANAGEMENT PLAN # 7: Weekend Special Events – (Weddings , Funerals , Community Events)

PARKING MANAGEMENT PLAN # 1: SUNDAY SERVICE

<i>Day</i>	<i>Time</i>	<i>Total Occupancy</i>
Sunday	10am - 1pm	300
Activity Description:	<ul style="list-style-type: none"> • Approximately 20 Visitors arrive by 9am to set up building and signs and marshalling. • Remaining Visitors arrive between 9:30am and 10:00am • Sunday Service starts at 10am and finishes at 11:30am • Visitors depart the church between 11:30am and 12:30pm • The Church Building is closed before 1pm 	
Occupancy Description:	Sunday Church Service is attended by: <ul style="list-style-type: none"> • Families - ranging between single child to some 4 child families (typically 2 child families) • Couples • Singles. Sonlife records weekly attendance which shows an <u>average group size of 2.9 people</u>	
Parking Demand:	5% via Public Transport = 15 10% Walking = 30 5% Cycling = 15 10% Dropped Off & Picked Up = 30 70% Driving & Parking = 210 @ average group size of 2.9 people = 73 Vehicles 210 Driving Visitors / Current Average Group Size of 2.9 = 72 Parking Bays	PARKING DEMAND: Visitor Parking = 73 Car Bays
Proposed Parking:	<u>Visitor Parking :</u> Location 1 : Franklin St (North) Location 2 : Franklin St (South) Location 3 : Franklin St Carpark Location 4 : Marion Street (North Kerbside) Location 5 : Marion Street (Kiss & Ride) Location 6 : Shakespeare St (Marion to Franklin) Location 7 : Oxford Street (Anzac to Tennyson) Total Car Bays :	PUBLIC PARKING BAYS: 8 Car Bays 15 Car Bays 11 Car Bays 11 Car Bays 11 Car Bays 19 Car Bays <u>57 Car Bays</u> 132 Car Bays
Parking Surveys:	Sunday 5th June 9am-11am 20 Occupied Car Bays / 112 Vacant Car Bays Sunday 17th July 10am-11am 25 Occupied Car Bays / 107 Vacant Car Bays Sunday 23rd Oct 11:30am 28 Occupied Car Bays / 104 Vacant Car Bays	PUBLIC PARKING BAYS (VACANT) Average 107 Vacant Car Bays
Parking Summary:	Sunday Service Parking Demand (73) is 55% of Available Public Parking Bays (132) Parking Demand (73) is 68 % of Parking Bays Vacant during Survey (107)	

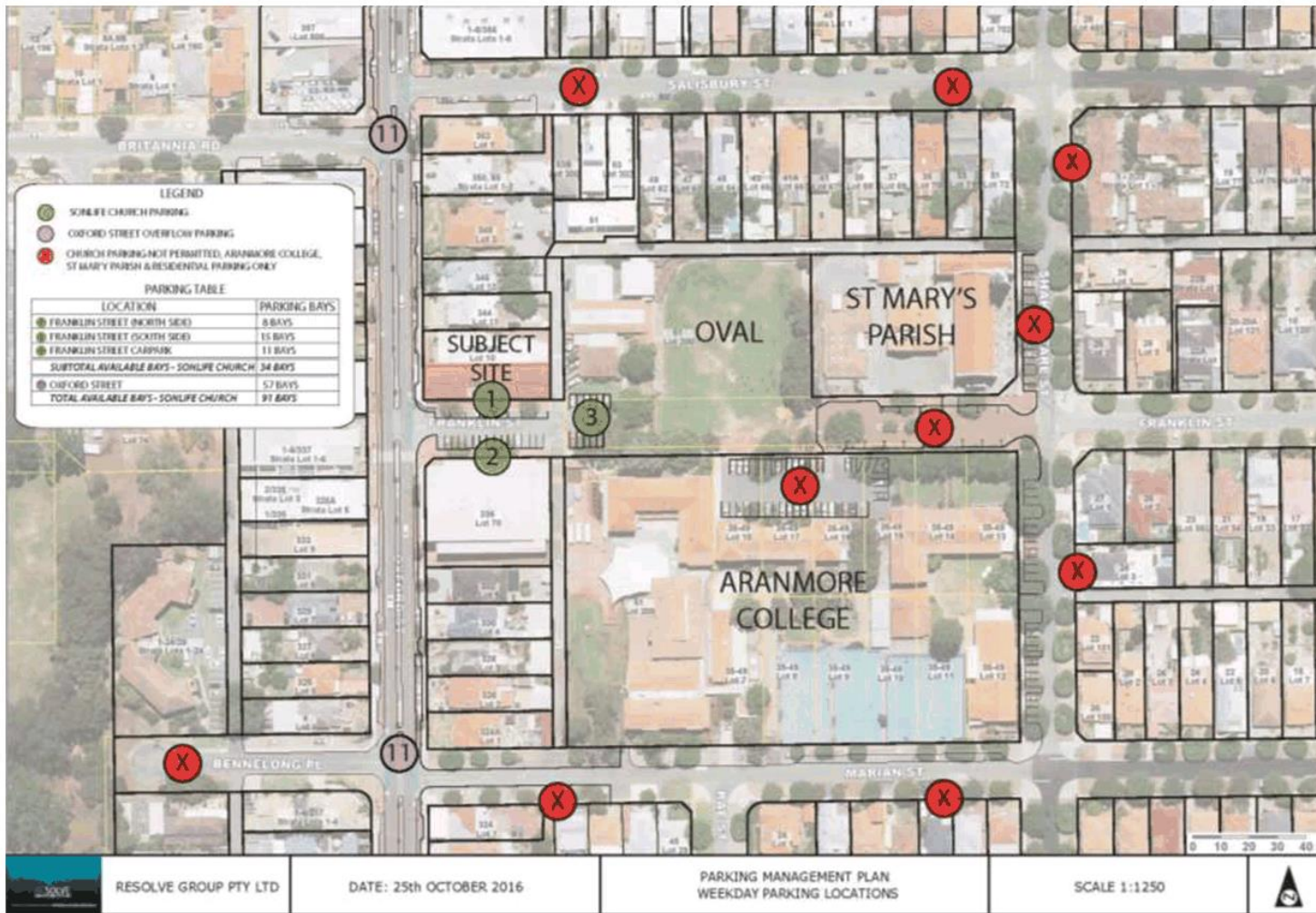
<p>Marshalls:</p>	<p>Refer also to the Marshalling Plan included within this document.</p> <p>4 Marshalling Locations have been identified where Sonlife Parking Marshals will assist to control parking activities.</p> <ul style="list-style-type: none"> • Location 1 - Marshalls will help welcome cars using Drop Off Bays and direct them to the best location for their demographic, (i.e. Parents with Prams = Location 2, Elderly = Location 3, etc) • Location 3 - Marshall will direct people south down the lane to Marion Street. • Location 4 &5 - Marshall will direct each arriving car into the next empty location and enforce no parking on southern residential kerbside or verge. • Location 7 - Marshall will enforce no parking in St Mary's Parish parking areas.
<p>Signage:</p>	<p>Refer also to the Signage Plan included within this document.</p> <p>5 Locations have been identified where A-Frame Signs will be placed (and then packed away) each week to reinforce key messages: Sonlife Church Attendees please:</p> <ol style="list-style-type: none"> 1. Circulate Through Parking Area Locations 1 to 6 and take next available park, do not move ahead to empty parking areas. Only Park in Location 7 (Oxford Street) if Locations 1 to 6 are occupied. 2. Do Not Park on Residential Side Streets or Residential Verges. 3. Do Not Park on Franklin Street (East of Oval) or Shakespeare Street adjacent to St Mary's Parish (Please leave these parking spaces empty for St Mary's Parish) 4. Follow any direction given to you by a Sonlife Parking Marshall
<p>Communications:</p>	<p>Refer also to the Signage Plan included within this document.</p> <ul style="list-style-type: none"> • Each Sunday Church Service has an announcements section. During this time we will educate visitors on the required parking management, this will include illustrations on the projection screen. • External Signage (As Above) • Regular Church Members receive monthly E-Newsletters. These will include Parking Instructions. • Signage will be located internally in the common fellowship areas of the church to educate visitors. • Church Website will include Parking Information • Parking Instructions & Maps will be handed out by Marshalls. • Marshalls will record the parking activity of the church each week to enable the church to review the PMP as required.





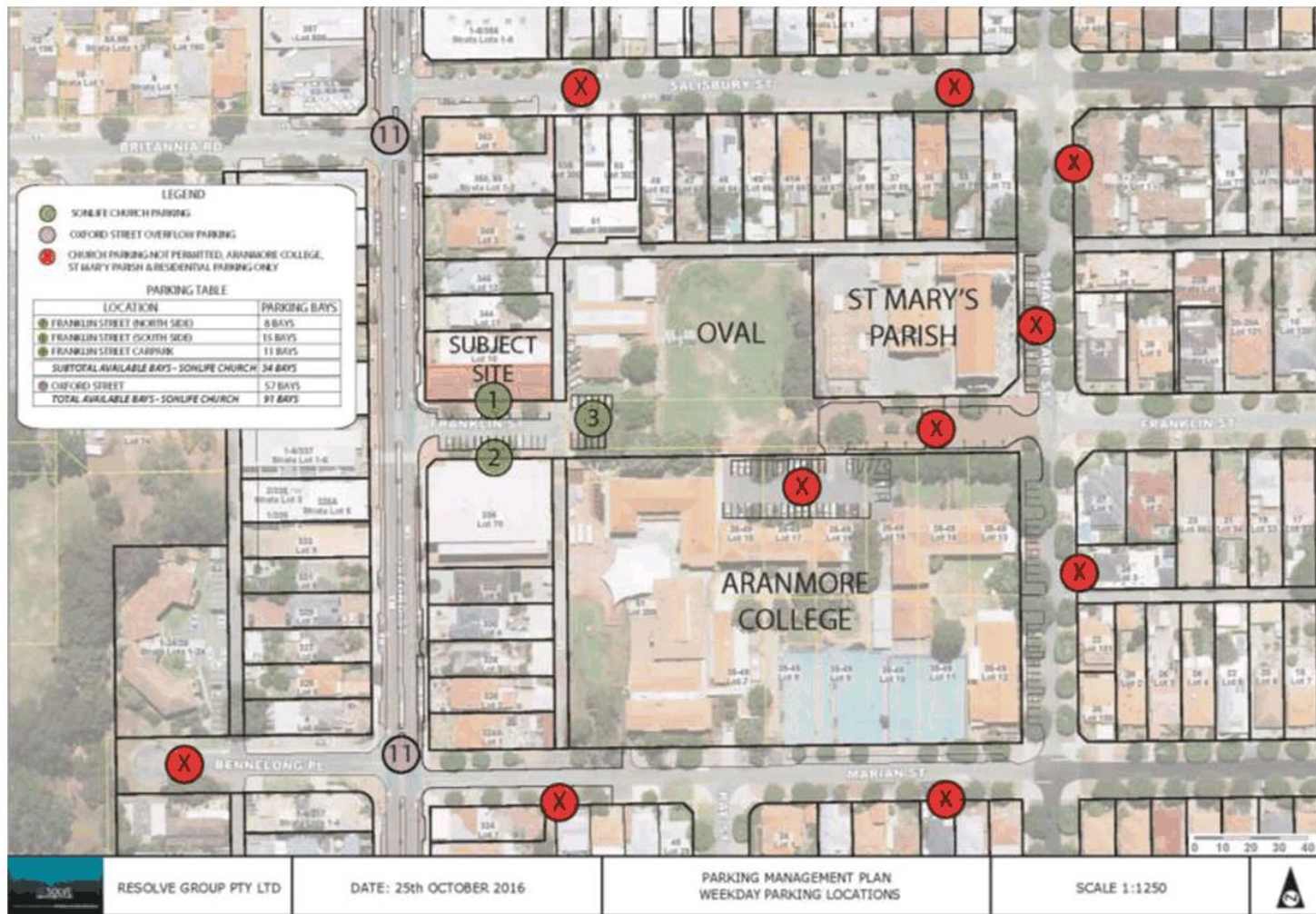
PARKING MANAGEMENT PLAN # 2: WEEKDAY CHURCH OFFICE - ADMINISTRATION & PASTORAL

<i>Day</i>	<i>Time</i>	<i>Total Occupancy</i>
<i>Tuesday-Friday</i>	<i>9:30am - 4pm</i>	<i>15</i>
Activity Description:	<ul style="list-style-type: none"> • Pastoral Office - Study - Sermon Prep • Pastoral Services - Care & Counselling • Administration - Church • Administration - Community Ministries 	
Occupancy Description:	Up to 5 Staff + Up to 10 Visitors (2 to 3 groups)	
Parking Demand:	<ul style="list-style-type: none"> • Staff Parking is required by a combination of Full Time and Part Time Staff. Part Time Staff split days to cover the week, so typically there are 3 or less staff working at any point in time. • Visitor parking demand is expected to be no more than 3 car bays to accommodate up to 3 separate groups of visitors which are generally individuals, couples, or families visiting for pastoral care. 	<u>PARKING DEMAND:</u> Staff Parking = 2 Bays + Visitor Parking = 3 Car Bays
Proposed Parking:	<u>Staff Parking :</u> On Site:	<u>ON SITE PARKING:</u> 2 Car Bays 2 M/C Bays 10 Bicycle Bays
	<u>Visitor Parking :</u> Location 1 : Franklin St (North) Location 2 : Franklin St (South) Location 3 : Franklin St Carpark <hr/> Total Car Bays :	<u>PUBLIC PARKING BAYS:</u> 8 Car Bays 15 Car Bays <u>11 Car Bays</u> 34 Car Bays
Parking Survey:	Mid Week Survey : Tues 25th Oct @ 12:30 Noon 11 Occupied Car Bays / 23 Vacant Car Bays	<u>PUBLIC PARKING BAYS (VACANT)</u> 23 Vacant Car Bays
<u>Parking Summary:</u>	Parking Demand (3) is 9% of Available Public Parking Bays (34) immediately adjacent to the Hall Parking Demand (3) is 13 % of Parking Bays Vacant during Survey (23) immediately adjacent to the Hall	
Marshalls:	Not Required for small volume of visitors.	
Signage:	Not Required for small volume of visitors.	
Communications:	Where Visitors are arriving for scheduled appointments, the Church Office confirms appointments via email (outlook) meeting bookings, and the preferred parking locations will be included in the outlook meeting invite details.	



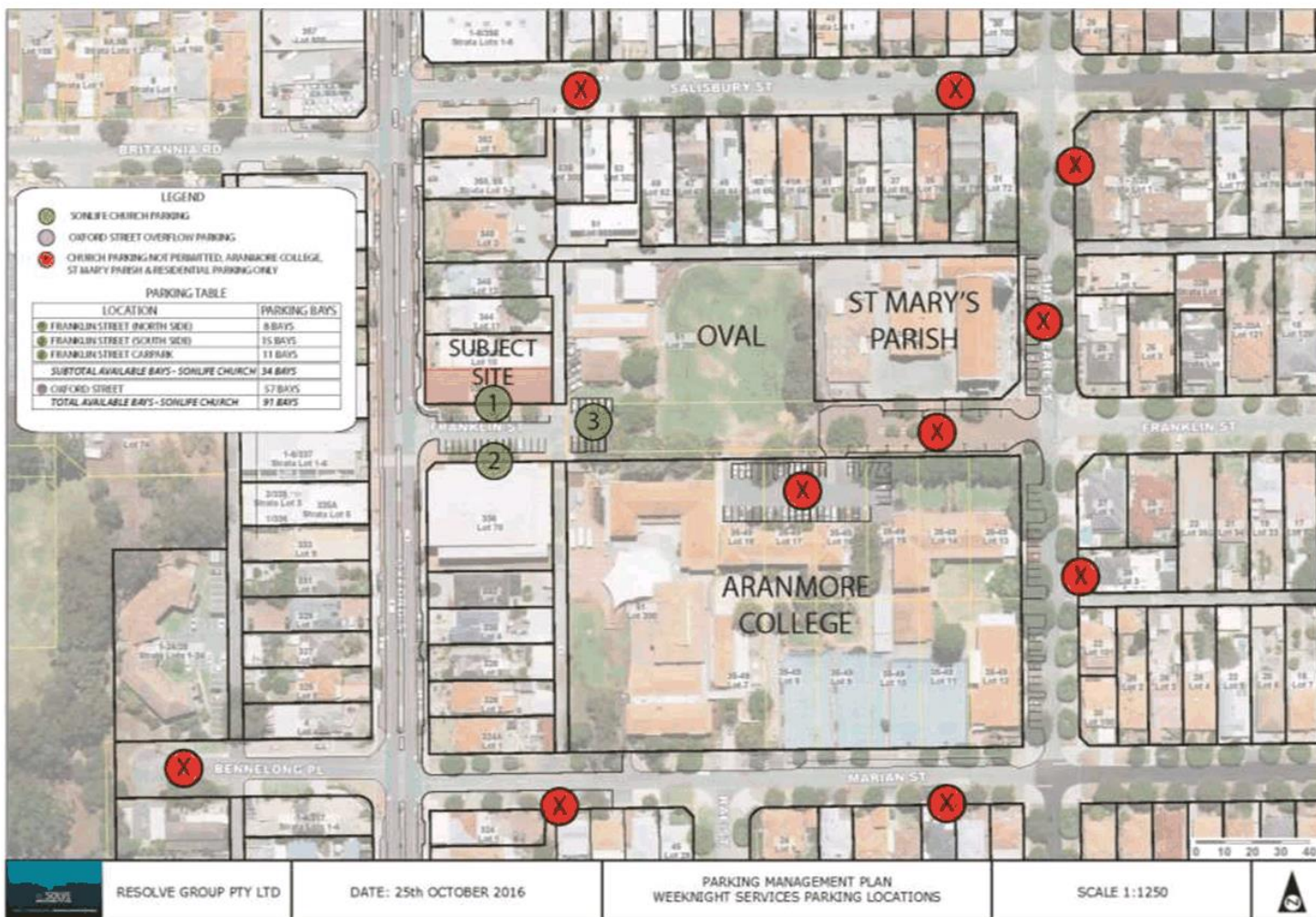
PARKING MANAGEMENT PLAN # 3: WEEKDAY COMMUNITY GROUPS - PLAYGROUPS ETC

<i>Day</i>	<i>Time</i>	<i>Total Occupancy</i>
<i>Weekdays</i>	<i>10am - 2:30pm</i>	<i>30</i>
Activity Description:	<ul style="list-style-type: none"> • Sonlife currently runs a weekly playgroup (Friday 10am-11:30am) • Sonlife seek to initiate a further weekly small groups that respond to the needs of the community. • To avoid conflict with Aranmore College Traffic and Parking Demands, all of these activities will be held between 10am, and 2:30pm 	
Occupancy Description:	<ul style="list-style-type: none"> • For the Playgroup, we currently experience typically 15-20 adult visitors, together with their children, about 1/3 of which walk to the church with a pram or stroller. This is expected to be similar at Oxford Street, as these groups are focused on local residential community in close proximity. 	
Parking Demand:	For the Playgroup, visitor parking demand is expected to be no more than 15 car bays to accommodate up to 15 visitor groups. For any aged care group meeting in the hall, transport will be via a small bus.	Visitor Parking = 15 Car Bays or 1 bus parked in Location 1 (Franklin St)
Proposed Parking:	<u>Visitor Parking :</u> Location 1 : Franklin St (North) Location 2 : Franklin St (South) Location 3 : Franklin St Carpark <u>Total Car Bays :</u>	<u>PUBLIC PARKING BAYS:</u> 8 Car Bays 15 Car Bays <u>11 Car Bays</u> 34 Car Bays
Parking Survey:	Mid Week Survey : Tues 25th Oct @ 12:30 Noon 11 Occupied Car Bays / 23 Vacant Car Bays	<u>PUBLIC PARKING BAYS (VACANT)</u> 23 Vacant Car Bays
<u>Parking Summary:</u>	Parking Demand (15) is 44% of Available Public Parking Bays (34) immediately adjacent to the Hall Parking Demand (15) is 65% of Parking Bays Vacant during Survey (23) immediately adjacent to the Hall	
Marshalls:	Not Required for a small volume of visitors, however Church Staff will be monitoring Franklin Street prior to the start of each meeting to assist if required.	
Signage:	Not Required for small volume of visitors.	
Communications:	Small groups typically see regular attendees revisit each week. The recommended parking areas can be regularly communicated to these groups as part of the announcements each week. Emails identifying the recommended parking areas can also be sent to group members.	



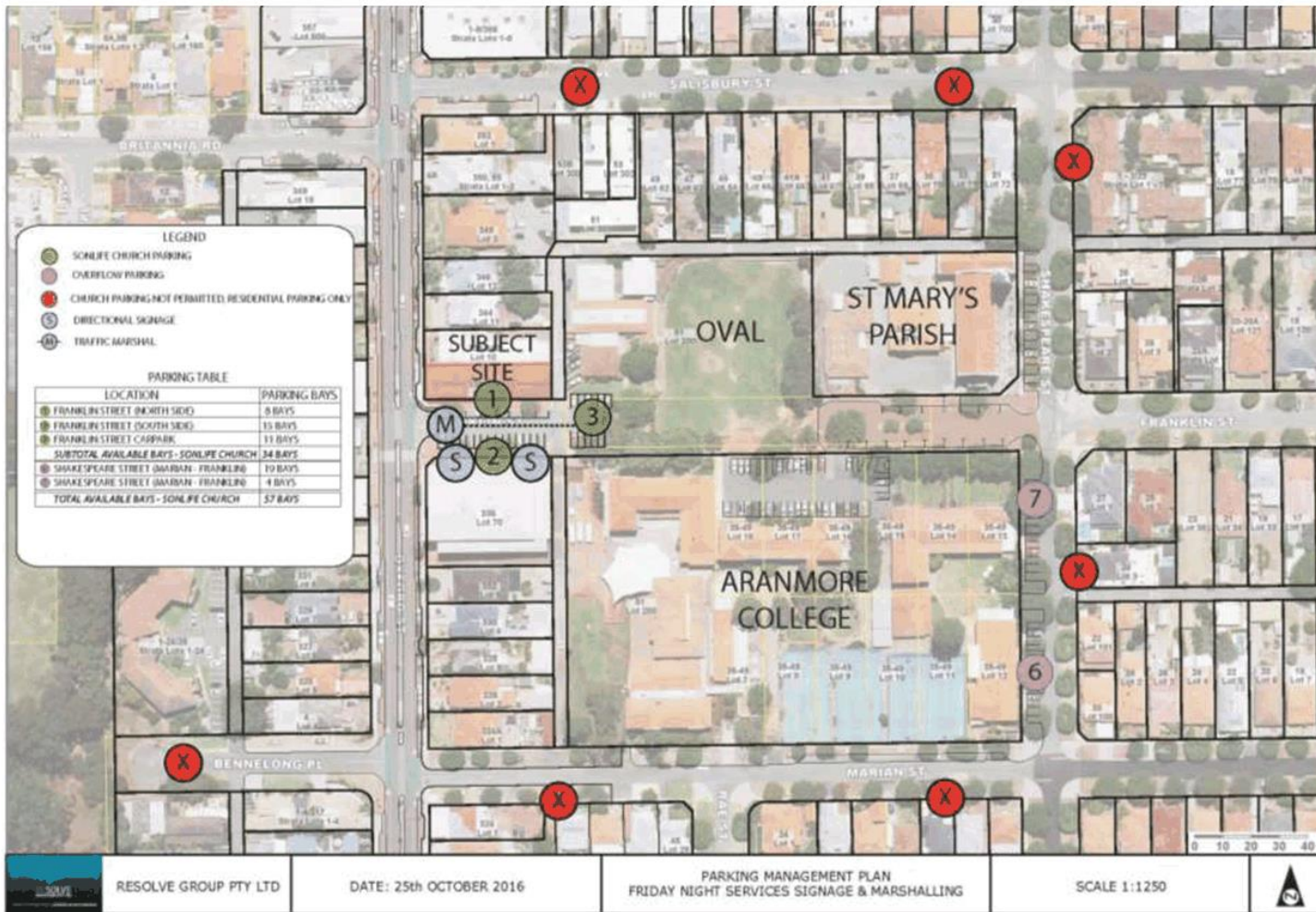
PARKING MANAGEMENT PLAN # 4: WEEKNIGHT SMALL GROUP MEETINGS

<i>Day</i>	<i>Time</i>	<i>Total Occupancy</i>
<i>Weekday Evenings</i>	<i>7pm onwards</i>	<i>30</i>
Activity Description:	<ul style="list-style-type: none"> • Small Leadership Meetings • Administrative Meetings • Small Community Group Meetings 	
Occupancy Description:	Typically half of the visitors are couples, and the remaining half singles.	
Parking Demand:	Typically half (15) of the visitors are couples arriving together (8 cars) and the remaining half (15) are singles, arriving solo. (15 cars) = Total 23 Cars	Visitor Parking = 23 Car Bays
Proposed Parking:	<u>Visitor Parking :</u> Location 1 : Franklin St (North) Location 2 : Franklin St (South) Location 3 : Franklin St Carpark <hr/> Total Car Bays :	<u>PUBLIC PARKING BAYS:</u> 8 Car Bays 15 Car Bays <u>11 Car Bays</u> 34 Car Bays
Parking Survey:	Evening Survey : Friday 28th October @ 8pm 3 Occupied Car Bays / 31 Vacant Car Bays	<u>PUBLIC PARKING BAYS (VACANT)</u> 31 Vacant Car Bays
<u>Parking Summary:</u>	Parking Demand (23) is 67% of Available Public Parking Bays (34) immediately adjacent to the Hall Parking Demand (23) is 74% of Parking Bays Vacant during Survey (31) immediately adjacent to the Hall	
Marshalls:	Not Required for a small volume of visitors, who are typically regular members in leadership and who will be familiar with the full Parking Management Plan.	
Signage:		
Communications:		



PARKING MANAGEMENT PLAN # 5: FRIDAY EVENING FELLOWSHIP - SMALL GROUP

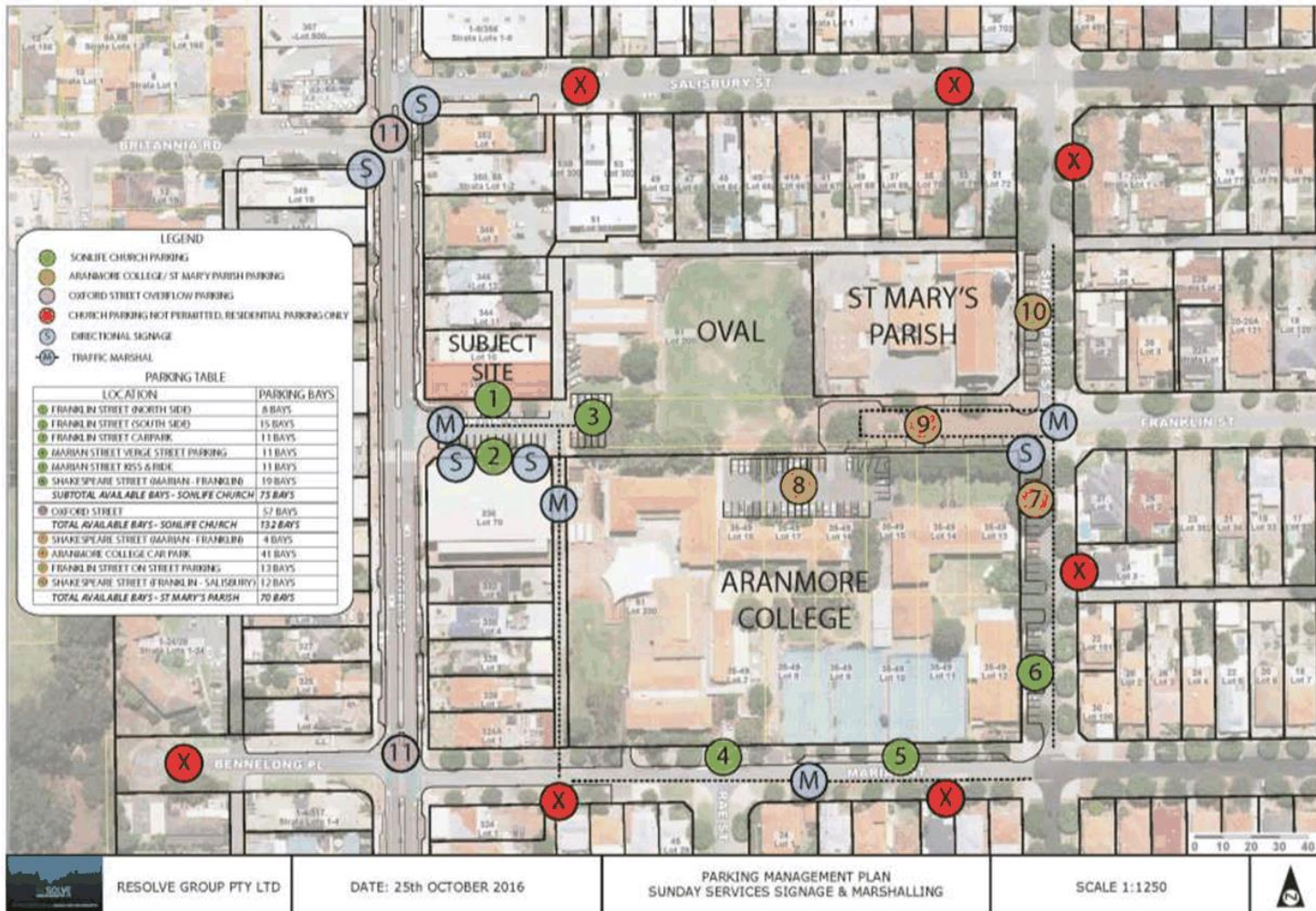
<i>Day</i>	<i>Time</i>	<i>Total Occupancy</i>
<i>Friday Evenings</i>	<i>7:30pm - 10:00pm</i>	<i>50</i>
Activity Description:	• Small Church Group Fellowship Meetings	
Occupancy Description:	Typically half of the visitors are couples, and the remaining half singles.	
Parking Demand:	Typically half (25) of the visitors are couples arriving together (12 cars) and the remaining half (25) are singles arriving in small groups (up to 25 cars) = Total 36 Cars	Visitor Parking = 37 Car Bays
Proposed Parking:	<u>Visitor Parking :</u> Location 1 : Franklin St (North) Location 2 : Franklin St (South) Location 3 : Franklin St Carpark Location 6 : Shakespeare St (Marion to Franklin) Location 7 : Oxford Street (Anzac to Tennyson) _____ Total Car Bays :	<u>PUBLIC PARKING BAYS:</u> 8 Car Bays 15 Car Bays 11 Car Bays 19 Car Bays 4 Car Bays 57 Car Bays
Parking Survey:	Evening Survey : Friday 28th October @ 8pm 5 Occupied Car Bays / 52 Vacant Car Bays	<u>PUBLIC PARKING BAYS (VACANT)</u> 52 Vacant Car Bays
<u>Parking Summary:</u>	Parking Demand (37) is 63% of Available Public Parking Bays (57) immediately adjacent to the Hall and adjacent to Aranmore College Parking Demand (37) is 69% of Parking Bays Vacant during Survey (52) immediately adjacent to the Hall and adjacent to Aranmore College	
Marshalls:	Not Required for a small volume of visitors, who are typically regular members and who will be familiar with the full Parking Management Plan.	
Signage:		
Communications:		



PARKING MANAGEMENT PLAN # 6: SPECIAL SERVICES – (EASTER, XMAS, MOTHER & FATHERS DAY)

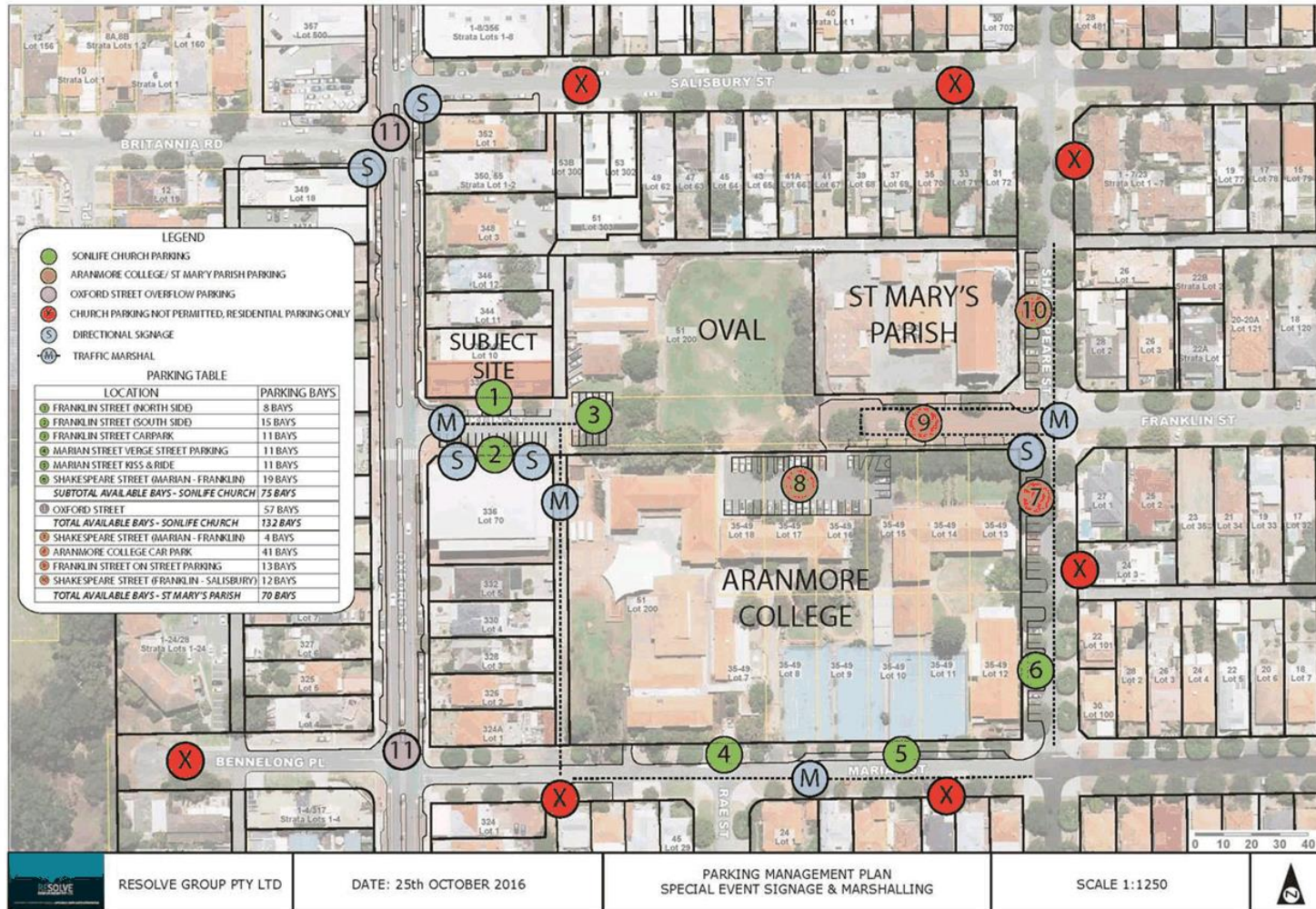
<i>Day</i>	<i>Time</i>	<i>Total Occupancy</i>
<i>Sunday</i>	<i>10am - 1pm</i>	<i>360</i>
Activity Description:	<ul style="list-style-type: none"> • Approximately 20 Visitors arrive by 9am to set up building and signs and marshalling. • Remaining Visitors arrive between 9:30am and 10:00am • Sunday Service starts at 10am and finishes at 11:30am • Visitors depart the church between 11:30am and 12:30pm • The Church Building is closed before 1pm 	
Occupancy Description:	Sunday Church Service is attended by: <ul style="list-style-type: none"> • Families - ranging between single child to some 4 child families (typically 2 child families) • Couples • Singles. Sonlife records weekly attendance which shows an <u>average group size of 2.9 people</u>	
Parking Demand:	5% via Public Transport = 15 10% Walking = 30 5% Cycling = 15 10% Dropped Off & Picked Up = 30 70% Driving & Parking = 210 @ average group size of 2.9 people = 73 Vehicles 210 Driving Visitors / Current Average Group Size of 2.9 = 72 Parking Bays Special Services: (Xmas, Easter, Fathers Day, Mothers Day) Additional 60 visitors expected via vehicle @ average group size of 2.9 people = additional 21 Parking Bays = 94 Parking Bays	PARKING DEMAND: Visitor Parking = 94 Car Bays
Proposed Parking:	Visitor Parking : Location 1 : Franklin St (North) Location 2 : Franklin St (South) Location 3 : Franklin St Carpark Location 4 : Marion Street (North Kerbside) Location 5 : Marion Street (Kiss & Ride) Location 6 : Shakespeare St (Marion to Franklin) Location 7 : Oxford Street (Anzac to Tennyson) Total Car Bays :	PUBLIC PARKING BAYS: 8 Car Bays 15 Car Bays 11 Car Bays 11 Car Bays 11 Car Bays 19 Car Bays 57 Car Bays 132 Car Bays
Parking Surveys:	Sunday 5th June 9am-11am 20 Occupied Car Bays / 112 Vacant Car Bays Sunday 17th July 10am-11am 25 Occupied Car Bays / 107 Vacant Car Bays Sunday 23rd Oct 11:30am 28 Occupied Car Bays / 104 Vacant Car Bays	PUBLIC PARKING BAYS (VACANT) Average 107 Vacant Car Bays
Parking Summary:	Special Services: (Xmas, Easter, Fathers Day, Mothers Day) Parking Demand (94) is 71% of Available Public Parking Bays (132) Parking Demand (94) is 88 % of Parking Bays Vacant during Survey (107)	

<p>Marshalls:</p>	<p>Refer also to the Marshalling Plan included within this document.</p> <p>4 Marshalling Locations have been identified where Sonlife Parking Marshals will assist to control parking activities.</p> <ul style="list-style-type: none"> • Location 1 - Marshalls will help welcome cars using Drop Off Bays and direct them to the best location for their demographic, (i.e. Parents with Prams = Location 2, Elderly = Location 3, etc) • Location 3 - Marshall will direct people south down the lane to Marion Street. • Location 4 &5 - Marshall will direct each arriving car into the next empty location and enforce no parking on southern residential kerbside or verge. • Location 7 - Marshall will enforce no parking in St Mary's Parish parking areas.
<p>Signage:</p>	<p>Refer also to the Signage Plan included within this document.</p> <p>5 Locations have been identified where A-Frame Signs will be placed (and then packed away) each week to reinforce key messages: Sonlife Church Attendees please:</p> <ol style="list-style-type: none"> 1. Circulate Through Parking Area Locations 1 to 6 and take next available park, do not move ahead to empty parking areas. Only Park in Location 7 (Oxford Street) if Locations 1 to 6 are occupied. 2. Do Not Park on Residential Side Streets or Residential Verges. 3. Do Not Park on Franklin Street (East of Oval) or Shakespeare Street adjacent to St Mary's Parish (Please leave these parking spaces empty for St Mary's Parish) 4. Follow any direction given to you by a Sonlife Parking Marshall
<p>Communications:</p>	<p>Refer also to the Signage Plan included within this document.</p> <ul style="list-style-type: none"> • Each Sunday Church Service has an announcements section. During this time we will educate visitors on the required parking management, this will include illustrations on the projection screen. • External Signage (As Above) • Regular Church Members receive monthly E-Newsletters. These will include Parking Instructions. • Signage will be located internally in the common fellowship areas of the church to educate visitors. • Church Website will include Parking Information • Parking Instructions & Maps will be handed out by Marshalls. • Marshalls will record the parking activity of the church each week to enable the church to review the PMP as required.



PARKING MANAGEMENT PLAN # 7: WEEKEND SPECIAL EVENTS (WEDDINGS, FUNERALS)

<i>Day</i>	<i>Time</i>	<i>Total Occupancy</i>
<i>Saturday</i>	<i>11am - 5pm</i>	<i>200</i>
<i>Sunday</i>	<i>2pm- 8pm</i>	<i>200</i>
Activity Description:	<ul style="list-style-type: none"> • Weddings • Funerals • Community Events 	
Occupancy Description:	<ul style="list-style-type: none"> • Special Events will occur on either a Saturday (11am - 5pm) or a Sunday (2pm - 8pm), • We have limited the requested occupancy to a maximum of 200 people, • For these type of events, 90% of visitors will arrive by vehicle and the average group size will be closer to 2.0 people per vehicle. • Therefore the car parking demand associated with such an event will be 90 bays, which can be accommodated in the during these times due to the counter peak with Aranmore College. 	
Parking Demand:	TOTAL = 200 10% Dropped Off & Picked Up = 20 90% Driving & Parking = 180 @ average group size of 2.0 people = 90 Parking Bays	<u>PARKING DEMAND:</u> Visitor Parking = 90 Car Bays
Proposed Parking:	<u>Visitor Parking :</u> Location 1 : Franklin St (North) Location 2 : Franklin St (South) Location 3 : Franklin St Carpark Location 4 : Marion Street (North Kerbside) Location 5 : Marion Street (Kiss & Ride) Location 6 : Shakespeare St (Marion to Franklin) Location 7 : Oxford Street (Anzac to Tennyson) Total Car Bays :	<u>PUBLIC PARKING BAYS:</u> 8 Car Bays 15 Car Bays 11 Car Bays 11 Car Bays 11 Car Bays 19 Car Bays 57 Car Bays 132 Car Bays
Parking Surveys:	Sunday 5th June 9am-11am 20 Occupied Car Bays / 112 Vacant Car Bays Sunday 17th July 10am-11am 25 Occupied Car Bays / 107 Vacant Car Bays Sunday 23rd Oct 11:30am 28 Occupied Car Bays / 104 Vacant Car Bays	<u>PUBLIC PARKING BAYS (VACANT)</u> Average 107 Vacant Car Bays
<u>Parking Summary:</u>	Parking Demand (90) is 68% of Available Public Parking Bays (132) Parking Demand (90) is 84% of Parking Bays Vacant during Survey (109)	
Marshalls:	As per Sunday Service PMP	
Signage:		
Communications:	Illustrated Parking Areas Map will be provided to Event Organisers for inclusion in any invites.	



MARSHALLING PLAN

Operating from 338 Oxford Street on a Sunday, or during any Special Event the Marshalling Plan will be:

1. Reserve the car bays at Location 1 on the North side of Franklin Street on Sunday Morning, in order to:
 - Create a drop off and pick up location immediately adjacent to the Hall (We have experience operating this type of set up at our existing premises at 8 Cleaver Street West Perth.); and
 - Reserve 2 or 3 car bays immediately adjacent to the Hall for any Disabled visitors.
2. Reserve the car bays at Location 2 on the South Side of Franklin Street for “Parents With Prams”
3. Reserve the car park at Location 3 at the East end of the semi cul-de-sac of Franklin Street for Elderly visitors.
4. Encourage regular (able body and child free) members and visitors to Park at:
 - Location 4 – Marion Street – Aranmore Northern Curbside
 - Location 5 – Marion Street – Aranmore “Kiss & Ride”
 - Location 6 – Shakespeare Street – Aranmore Parking
5. Encourage visitors not to use Location 7, Location 8, Location 9 or Location 10 adjacent to St Mary’s Cathedral and keep these free for St Mary’s Cathedral.
6. Encourage visitors to only Park in Location 7 (Oxford Street) if Locations 1 to 6 are occupied.
7. Advise all visitors not to park on residential curbsides or verges.
8. Advise visitors to take direction from the Marshalls and not to circulate shopping for car park.

Marshalling Locations have been identified where 4 Sonlife Parking Marshals will assist to control parking activities.

1. Location 1 - Marshalls will help welcome cars using Drop Off Bays and direct them to the best location for their demographic, (i.e. Parents with Prams = Location 2, Elderly = Location 3, etc)
2. Location 3 - Marshall will direct people south down the lane to Marion Street.
3. Location 4 &5 - Marshall will direct each arriving car into the next empty location and enforce no parking on southern residential kerbside or verge.
4. Location 7 - Marshall will enforce no parking in St Mary's Parish parking areas.

Marshalls will be clothed appropriately in reflective safety clothing and will have name badges to identify themselves.

Marshalls will have illustrated hand out maps to assist visitors.

Marshalls be in contact with each other via Uniden Walkie Talkie, to coordinate between locations.

Marshalls will keep a weekly record of parking demand at each location, and any issues or complaints. These will be reviewed each week by Sonlife Management and together with City of Vincent as part of the Annual Review.

SIGNAGE PLAN

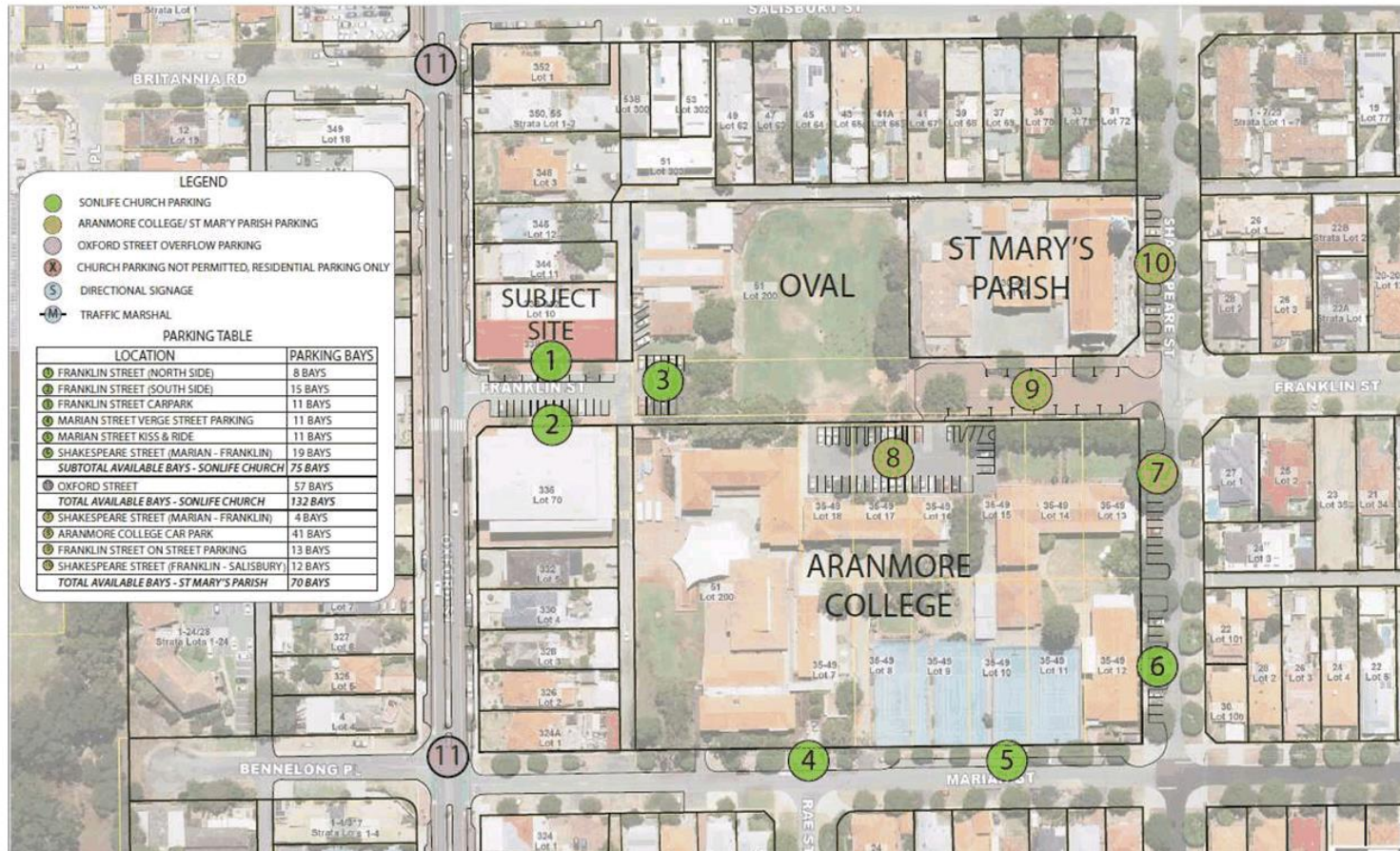
Operating from 338 Oxford Street on a Sunday, or during any Special Event the Parking Management Plans identify 5 locations where weighted A-Frame Signs will be placed (and then packed away) each week to reinforce key messages: **DRAFT**

“Sonlife Church Attendees please:

- 1. Circulate through Parking Area Locations 1 to 6 and take next available park, do not move ahead to empty parking areas.*
- 2. Only Park in Location 7 (Oxford Street) if Locations 1 to 6 are occupied.*
- 2. **Do Not Park** on Residential Side Streets or Residential Verges.*
- 3. **Do Not Park** on Franklin Street (East of Oval) or Shakespeare Street adjacent to St Mary's Parish (Please lease these parking spaces empty for St Mary's Parish)*
- 4. If required please request assistance from a Sonlife Parking Marshall*
- 5. Please follow any direction given to you by a Sonlife Parking Marshall”*

SECTION 3: LOCATION SURVEY

This section identifies the parking locations that are included in the Parking Management Plans above.



PARKING LOCATION 1: FRANKLIN STREET (NORTH SIDE) (8 BAYS)

This location has 8 marked parking bays on the Northern curb side directly adjacent to the St Mary's Hall.



PARKING LOCATION 2: FRANKLIN STREET (SOUTH SIDE) (15 BAYS)

This location has 15 marked right angle parking bays on the directly adjacent to the St Mary's Hall.



PARKING LOCATION 3: FRANKLIN STREET CAR PARK (11 BAYS)

This location is a cul-de-sac car park with 11 marked parking bays directly adjacent to the St Mary's Hall.



PARKING LOCATION 4: MARIAN ST (NORTH SIDE) – ARANMORE CURBSIDE (11 BAYS)

This location is the Northern curbside with sufficient length for 11 unmarked parking bays directly adjacent to Aranmore College.

This location has opportunity to be constructed into 11 formal embayed parking bays, (or 16 right angle bays) within the mulched verge area, subject to consultation with Aranmore College and Marian Street residents.

Marshalls in this location will ensure Sonlife Church visitors do not park on the Southern curbside or verges.



PARKING LOCATION 5: MARIAN STREET (NORTH SIDE) – ARANMORE KISS & RIDE (11 BAYS)

This location is the Northern embayed “kiss and ride” zone with sufficient length for 11 unmarked parking bays directly adjacent to Aranmore College.

Marshalls in this location will ensure Sonlife Church visitors do not park on the Southern curbside or verges.



PARKING LOCATION 6: SHAKESPEARE ST – MARIAN ST TO FRANKLIN ST (19 BAYS)

This location is the remaining (southern) 19 bays of the 23 total embayed right angle bays directly adjacent to Aranmore College.

Marshalls in this location will ensure Sonlife Church visitors do not park in the last 4 bays (Location 7) or drive into or park at the top end of Franklin Street near St Mary’s Parish (Locations 8,9,10)

Marshalls in this location will ensure Sonlife Church visitors do not park on Eastern curbside or verge.



PARKING LOCATION 7: SHAKESPEARE ST – MARIAN ST TO FRANKLIN ST (4 BAYS)

This location is the first (northern) 4 bays of the 23 total embayed right angle bays directly adjacent to Aranmore College.

Marshalls in this location will ensure Sonlife Church visitors do not park in these bays or drive into or park at the top end of Franklin Street near St Mary’s Parish (Locations 8,9,10)

Marshalls in this location will ensure Sonlife Church visitors do not park on Eastern curbside or verge.



*NO
SONLIFE CHURCH
PARKING
IN THESE BAYS

RESERVED FOR
ST MARY'S PARISH*

PARKING LOCATION 8: ARANMORE COLLEGE - STAFF CAR PARK (41 BAYS)

This location is the 41 bay Aranmore College Car Park. This will be reserved for St Mary’s Parish.

Marshalls in this location will ensure Sonlife Church visitors do not park in these bays or drive into or park at the top end of Franklin Street near St Mary’s Parish (Locations 8,9,10)

There is opportunity for Sonlife Church to use some of these bays in the future, subject to further agreements.



*NO
SONLIFE CHURCH
PARKING
IN THESE BAYS

RESERVED FOR
ST MARY’S PARISH*

PARKING LOCATION 9: FRANKLIN ST - ADJACENT ST MARY'S PARISH (13 BAYS)

This location is the 13 bays on street bays at the top end of Franklin Street adjacent St Mary's Parish. This will be reserved for St Mary's Parish.

Marshalls in this location will ensure Sonlife Church visitors do not park in these bays or drive into or park at the top end of Franklin Street near St Mary's Parish (Locations 8,9,10).



**NO
SONLIFE CHURCH
PARKING
IN THESE BAYS

RESERVED FOR
ST MARY'S PARISH**

PARKING LOCATION 10: SHAKESPEARE ST - FRANKLIN ST TO SALISBURY ST (12 BAYS)

This location is the 12 embayed right angle bays immediately adjacent to St Mary’s Parish. This will be reserved for St Mary’s Parish.

Marshalls in this location will ensure Sonlife Church visitors do not park in these bays or drive into or park at the top end of Franklin Street near St Mary’s Parish (Locations 8,9,10).



**NO
SONLIFE CHURCH
PARKING
IN THESE BAYS

RESERVED FOR
ST MARY'S PARISH**

PARKING LOCATION 11: OXFORD ST – WITHIN 2 BLOCKS (57 BAYS)

This location is the embayed on street parking on Oxford Street within 2 blocks of St Mary’s Hall (Oxford Street to Tennyson St).

There are 57 parking bays + 4 Motor Cycle bays in this location.

This location will be used as overflow parking if the first locations (Location 1 -6) are full, and as logical parking for first time visitors to Sonlife Church who have not yet received an induction.





PARKING SURVEYS

There is substantial public parking available within the precinct, a majority of which is empty during the proposed Service Times which are contra peak to the operations of Aranmore College.

Parking Surveys have been undertaken on:

- 9:00am to 11:00am on Sunday 5th June 2016
- 10:00am to 11:00am on Sunday 17th July 2016.
- 11:30am on Sunday 23rd October 2016
- 12:30pm on Tuesday 25th October 2016
- 5:30pm on Thursday 20th October 2016
- 8:00pm on Friday 28th October 2016

The Surveys confirmed that the current use of parking during the proposed sunday service times is minimal and confirms that the majority of parking is currently unused during the proposed service times and other activity times.

The parking survey results are summarized in the following table (next page):

The findings in the three Sunday Surveys are further verified by the archive Nearmaps photos. (provided to Council):

- Sunday 7th December 2014
- Sunday 8th February 2015
- Saturday 7th March 2015
- Sunday 22nd November 2015

These archive aerial photos are taken on Sundays and Saturdays during Summer and supplement (and further validate) the recent on site surveys.

Location	Public Parking Location Description	Available Parking	SUNDAY						TUESDAY		THURSDAY		FRIDAY	
			Survey 1 5th June 9am - 11am		Survey 2 17th July 10am - 11am		Survey 4 23rd October 11:30am		Survey 5 25th October 12:30pm		Survey 3 20th October 5:30pm		Survey 6 28th October 8pm	
			Occupied	Empty	Occupied	Empty	Occupied	Empty	Occupied	Empty	Occupied	Empty	Occupied	Empty
1	Franklin Street (North Side) – On Street Parking - Adjacent St Mary's Hall	8 bays	0	8	1	7	1	7	1	7	2	6	1	7
2	Franklin Street (South Side) – On Street Parking - Adjacent St Mary's Hall	15 bays	0	15	1	14	0	14	4	11	9	5	2	13
3	Franklin Street – Cul-de-sac Car Park	11 bays	1	10	2	9	1	10	6	5	3	8	0	11
4	Marian Street - Aranmore - Northern Curbside	11 bays	0	11	0	11	0	11	0	11	0	11	0	11
5	Marian Street - Aranmore - Kiss & Ride	11 bays	0	11	1	10	2	9	0	11	0	11	0	11
6	Shakespeare Street – Aranmore - Right Angle Parking	23 bays	4	19	1	22	9	14	8	15	1	22	2	21
7	Shakespeare Street – Aranmore - Right Angle Parking													
8	Aranmore College Car Park	41 bays	1	40	2	39	4	37	28	13	6	35	12	29
9	Shakespeare Street – Franklin to Salisbury	12 bays	9	3	12	0	12	0	3	9	1	11	1	11
10	Franklin Street - On Street Parking - Adjacent St Mary's Cathedral	13 bays	11	2	6	7	6	7	4	9	0	13	0	13
11	Oxford Street - within 2 blocks (Anzac to Tennyson)	57 bays	19	38	23	34	15	42	32	25	22	35	22	35
TOTALS		202	45	157	49	153	50	151	86	116	44	157	40	162
			EMPTY		EMPTY		EMPTY		EMPTY		EMPTY		EMPTY	

PUBLIC TRANSPORT

St Mary’s Hall is ideally situated directly adjacent to the Bus Stop for the Bus Route 15 which links North to Mount Hawthorn, Lake Monger and Glendalough Train Station, and South to Leederville Centre, Northbridge, the new Underground Perth Bus Port and the Central Perth Train Station, so connectivity to both the local Retail Centers and Major Public Transport is ideal.



BICYCLE NETWORK

St Mary's Hall is situated on the Oxford Street Bike Lanes which are a major Bike Route connection within the City of Vincent Bike Plan Network.

This proposal includes the installation of Bike Parking for 20 bicycles. 10 on site, and 10 within the Franklin Street Verge.

This proposal includes the installation 2 x End of Trip Showering facilities with lockers.



SECTION 4: COMMUNICATION PLAN

INFORMATION & EDUCATION

On Site Signage

- Signage will be located internally in the common fellowship areas of the church to educate visitors on parking locations.

Web Site

- Illustrations and of parking locations and travel advice will be published on our web site.

Social Media

- Illustrations and of parking locations and travel advice will be broadcast over our social media network, facebook, Instagram, twitter.

Weekday Visitor

- Where Visitors are arriving for scheduled appointments, the Church Office confirms appointments via email (outlook) meeting bookings, and the preferred parking locations will be included in the outlook meeting invite details.

Sunday Announcements

- Each Sunday Church Service has an announcements section. During this time we will educate visitors on the required parking management, this will include illustrations on the projection screen.

External Signage

- In locations as per the Parking Management Plans

E-Newsletters

- Regular Church Members receive monthly E-Newsletters. These will include Parking Instructions.

Internal Signage

- Signage will be located internally in the common fellowship areas of the church to educate visitors.

Special Events

- Illustrated Parking Areas Map will be provided to Event Organizers for inclusion in any invites.

COMPLAINTS MANAGEMENT

Sonlife Church are committed to integrating seamlessly into the precinct and have not negative effects on the local residents.

Sonlife Church will proactively respond to any complaints received, and continually review and adjust the Parking Management Plan as required, and in consultation with the City of Vincent.

Parking Marshalls will be trained to receive complaints in an appropriate manner and all complaints responded to immediately if possible, and otherwise followed up during the week to clarify, analyze, and respond.

Sonlife Church has had a very similar comprehensive Parking Management Plan at our location in Cleaver Street, and with the assistance of our published information and marshals, our visitors always park in designated areas, and not the residential streets. We have not received any complaints, either directly, or via the city of Vincent, and have had only a positive effect on neighboring residential areas.

ANNUAL REVIEW

Sonlife Church will regularly review the travel and parking behavior of all visitors to the Church.

Sonlife Church Parking Marshalls will keep a weekly record of parking demand at each location, and any issues or complaints. These will be reviewed each week by Sonlife Management.

Sonlife Church's weekly visitation is currently 160 people, so our initial parking demand, using the same ratios is 39 car bays, so we will have time to educate existing members on the parking management plan, and then induct new visitors as they join the church.

Each year, Sonlife Church will engage with the City of Vincent Planning and Tech Services to review and amend the Parking Management Plan as required to ensure any impact on the adjacent community remains positive.

END



Lloyd George Acoustics

PO Box 717
 Hillarys WA 6923
 T: 9401 7770
 W: www.lgacoustics.com.au

To:	Sonlife Church	From:	Benjamin Hillion
Attention:	Reid Ballantine	Date:	29 July 2020
Email:	reidballantine@outlook.com	Pages:	9
Our Ref:	20065572-01A.docx		
Re:	338 Oxford Street, Leederville - Environmental Noise Measurements		

Introduction

This technical memorandum provides an assessment of the noise emissions from the Sonlife Church in Leederville WA, based on measurements undertaken on Tuesday 07 July 2020 between 09.00pm and 10.30pm during band rehearsal. It is understood the Church currently has approvals to operate services from Sunday 10am to 4pm and has made application to operate an additional afternoon/early evening service through to 8pm

Noise levels were measured with the typical amplified band line up performing on stage and using the in house sound system of the hall (Guitars x2, Keyboards, Vocals x 3) during a rehearsal. All doors and windows were in the closed position (as much as practicable given the heritage status of the windows and doors). Noise levels were measured as follows:

- Inside the Church Hall;
- At 1 metre from the Church's façade openings (e.g. external doors or windows) at each façade;
- At the nearest noise sensitive premises to each side of the Church building.

As a summary of the assessment undertaken, it is concluded that noise emitted from amplified music inside the Sonlife Church Hall is likely to be compliant at the nearest noise sensitive receivers (344 Oxford Street), provided the following conditions are fulfilled:

- Noise levels inside are kept at below 85 dB(A) and 90 dB(C) at 10 metres from the loudspeaker system; and
- Public Services, Events or and Music Rehearsals that include amplified music finish by 10.00pm.

Lloyd George Acoustics

Noise Criteria

Regulation 7 defines the prescribed standard for noise emissions as follows:

“7. (1) Noise emitted from any premises or public place when received at other premises –

- (a) Must not cause or significantly contribute to, a level of noise which exceeds the assigned level in respect of noise received at premises of that kind; and
- (b) Must be free of –
 - i. tonality;
 - ii. impulsiveness; and
 - iii. modulation,
 when assessed under regulation 9”

Tonality, impulsiveness and modulation are defined in Regulation 9. Noise is to be taken to be free of these characteristics if:

- (a) The characteristics cannot be reasonably and practicably removed by techniques other than attenuating the overall level of noise emission; and
- (b) The noise emission complies with the standard prescribed under regulation 7 after the adjustments of *Table 1* are made to the noise emission as measured at the point of reception.

Table 1 - Adjustments Where Characteristics Cannot Be Removed

Where Noise Emission is Not Music			Where Noise Emission is Music	
Tonality	Modulation	Impulsiveness	No Impulsiveness	Impulsiveness
+ 5 dB	+ 5 dB	+ 10 dB	+ 10 dB	+ 15 dB

Note: The above are cumulative to a maximum of 15dB.

The influencing factor, applicable at the noise sensitive premises has been calculated as 7 dB, as shown in *Table 2*. The transport factor has been calculated as 4 dB, due to Loftus Road being considered a major road (> 15,000 vehicles per day – Reference Main Roads WA traffic count #0285 Year 2015) within 450 metres of the residences, and Oxford Street being considered a secondary road (> 6000 vehicles per day – Main Roads Traffic Light Count #LM00052 Year 2020) within 100 metres of the residences.

Table 2 Influencing Factor Calculation

Description	Within 100 metre Radius	Within 450 metre Radius	Total
Industrial Land	0 %	0 %	0 dB
Commercial Land	42 %	11 %	3 dB
Transport Factor			4 dB
Total			7 dB

Table 3 shows the assigned noise levels including the influencing factor and transport factor at the receiving locations.

Lloyd George Acoustics

Table 3 Assigned Noise Levels

Premises Receiving Noise	Time Of Day	Assigned Level (dB)		
		L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises: highly sensitive area ¹	0700 to 1900 hours Monday to Saturday (Day)	52	62	72
	0900 to 1900 hours Sunday and public holidays (Sunday)	47	57	72
	1900 to 2200 hours all days (Evening)	47	57	62
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays (Night)	42	52	62
Noise sensitive premises: any area other than highly sensitive area	All hours	60	75	80
Commercial	All hours	60	75	80

1. *highly sensitive area* means that area (if any) of noise sensitive premises comprising —
- a building, or a part of a building, on the premises that is used for a noise sensitive purpose; and
 - any other part of the premises within 15 metres of that building or that part of the building.

It must be noted the assigned noise levels above apply outside the receiving premises and at a point at least 3 metres away from any substantial reflecting surfaces. Where measurements were taken near a façade, reflected noise was accounted for by taking -2 dB.

As summary, the noise criteria at noise sensitive receivers during the daytime on Sundays (before 6pm) and in the evening every day (6pm-10pm) is 47 dB L_{A10}.

If the noise received at the noise sensitive receiver is audible as music and not impulsive, a +10 dB penalty in accordance with *Table 1* is applicable to the measured level and as such, this requires consideration. The audibility of the music is subjective to the person assessing the emission or if measurable, assessment of tonality and modulation could be undertaken.

Lloyd George Acoustics

Context

The loudspeaker system is slightly in front of the stage and points towards the back of the hall (Oxford Street end). There are a number of heritage windows and timber doors (with no seals) along each facade. The ceiling has been upgraded with the addition of one layer of 13 mm thick sound rated plasterboard and R2.5 insulation in the void. A number of building additions along the north façade and a recently constructed 2.1 metre high masonry wall provide extra shielding to the nearest noise sensitive receiver (i.e. 344 Oxford Street).

Figure 1 below shows the nearest noise sensitive receivers in relation to the Church. The zoning in this area is "mixed use". The immediate surrounding buildings are mixed use with the nearest and most critical noise sensitive premises are the apartments at No. 344 Oxford Street to the north and Aranmore Catholic School (41 Franklin Street) to the east and south. The premises at 341 Oxford Street to the west are of commercial nature.

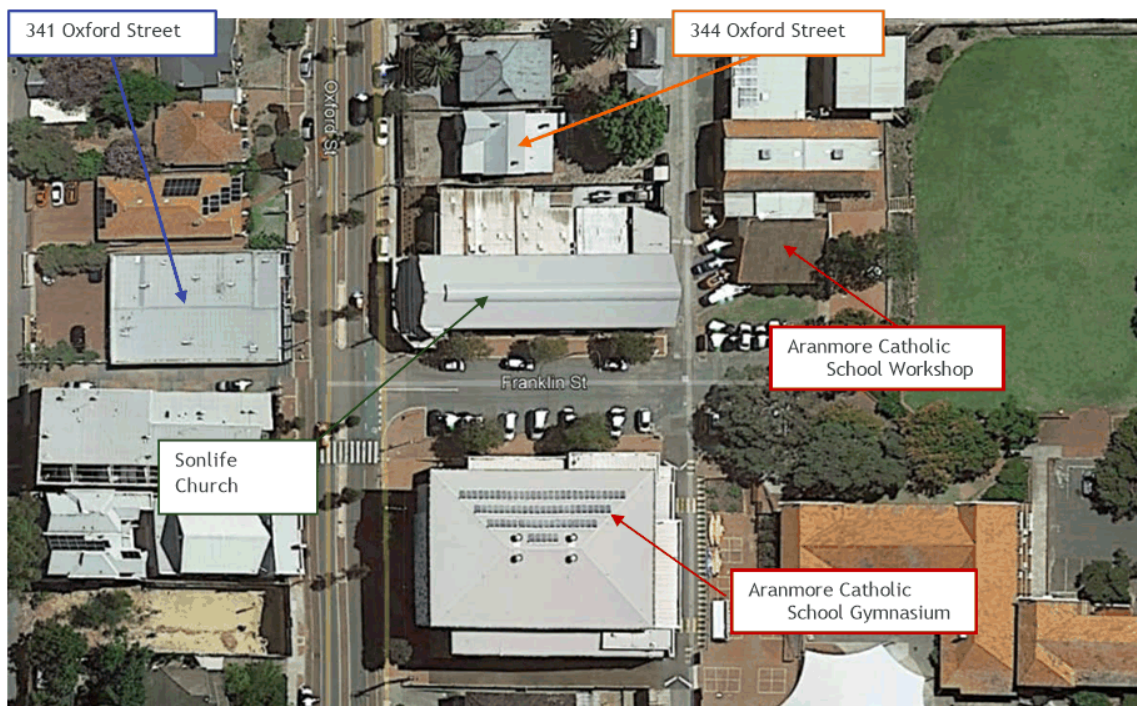


Figure 1- Locality of Venue and Noise Sensitive Premises

Lloyd George Acoustics

Noise Measurements

Noise levels were recorded on Tuesday 07 July 2019 between 09.00pm and 10.30pm.

Noise was measured simultaneously inside the hall and at 1 metre from the weakest element of each façade and also at each receiver.

The following instrumentation was used:

- A Brüel and Kjær type 2250 sound level meter (S/N: 3011946) with a type 4189 microphone, setup to record L_{A10} noise levels at Location 1 to 8 at 1.4 m above local floor level. The microphone was fitted with an approved windshield.
- Noise measurements were also carried out inside the Church hall with a type 1 Rion NA28 sound level meter (S/N: 1807003).
- Both sound level meters were field calibrated before and after the survey using an approved type 1 Brüel and Kjær 4231 calibrator (S/N: 2588648) and no drift above 0.5 dB was detected.

Shown in *Figure 2* are the general locations of the sound level meter measurements.

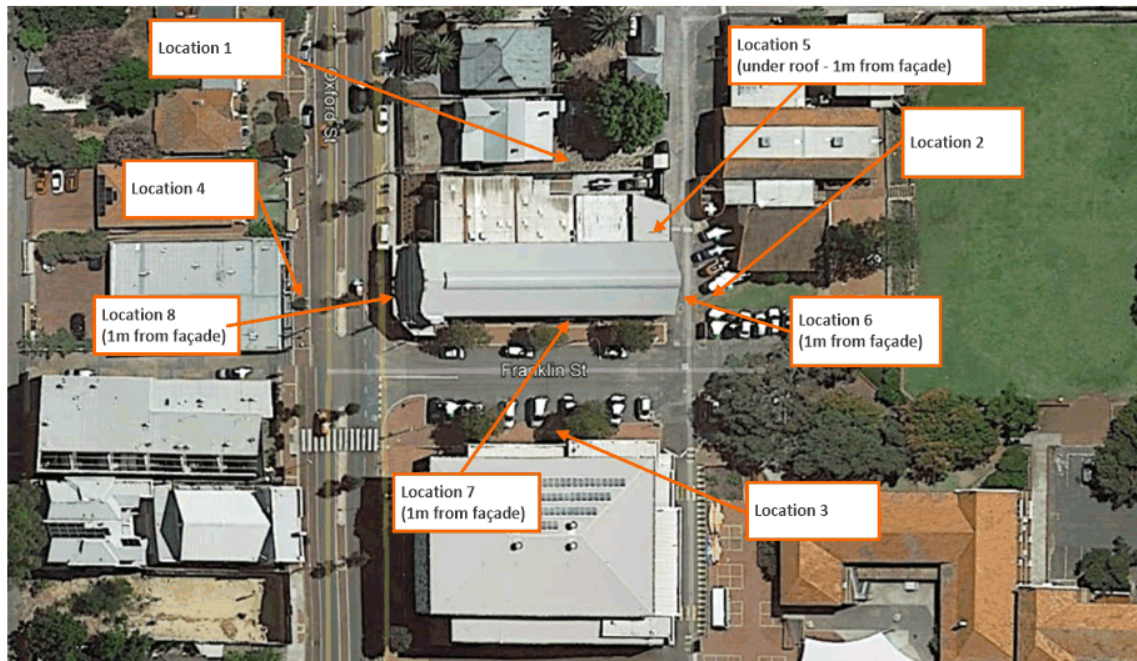


Figure 2 -Sound Level Meter Locations

Lloyd George Acoustics

Results

Noise levels have been measured inside the hall and at a number of outdoor receivers. *Figure 3* shows the overall A and C-weighted noise levels recorded within the hall throughout the noise survey for reference.

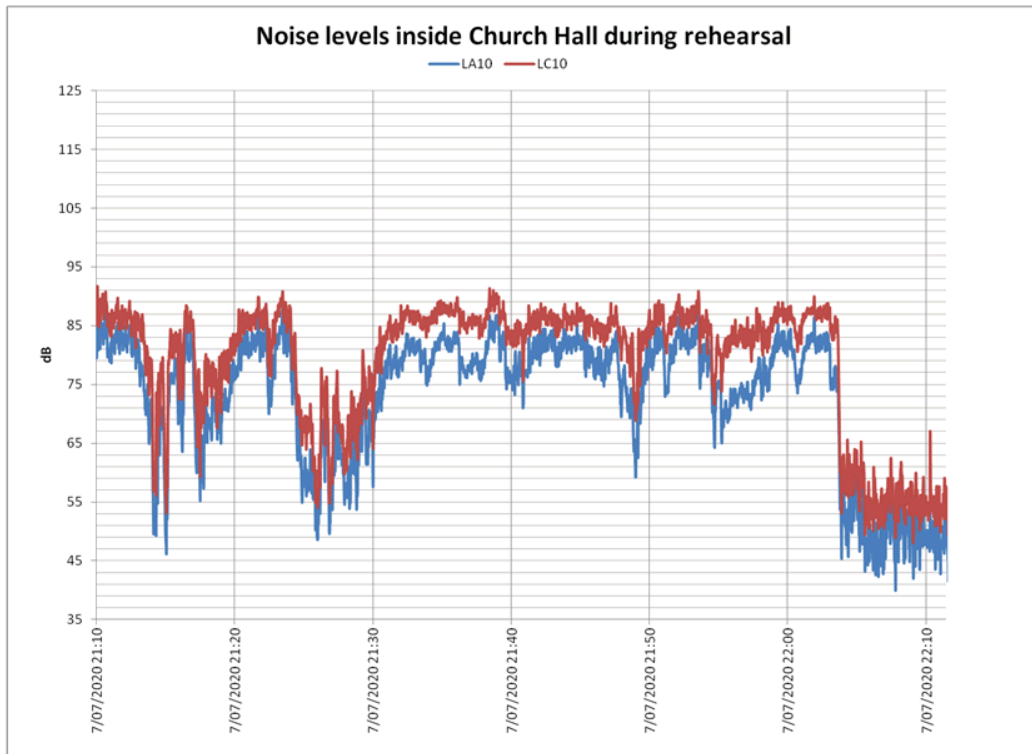


Figure 3 –Noise inside the Church during Rehearsal

Measurements were initially undertaken at locations 1 to 4. At these locations it was determined that the noise environment was generally dominated by extraneous noise such as local road traffic and traffic along Mitchell Freeway, as can be seen on Figure 4. As a result, music from the Church was not clearly audible over background.

Lloyd George Acoustics

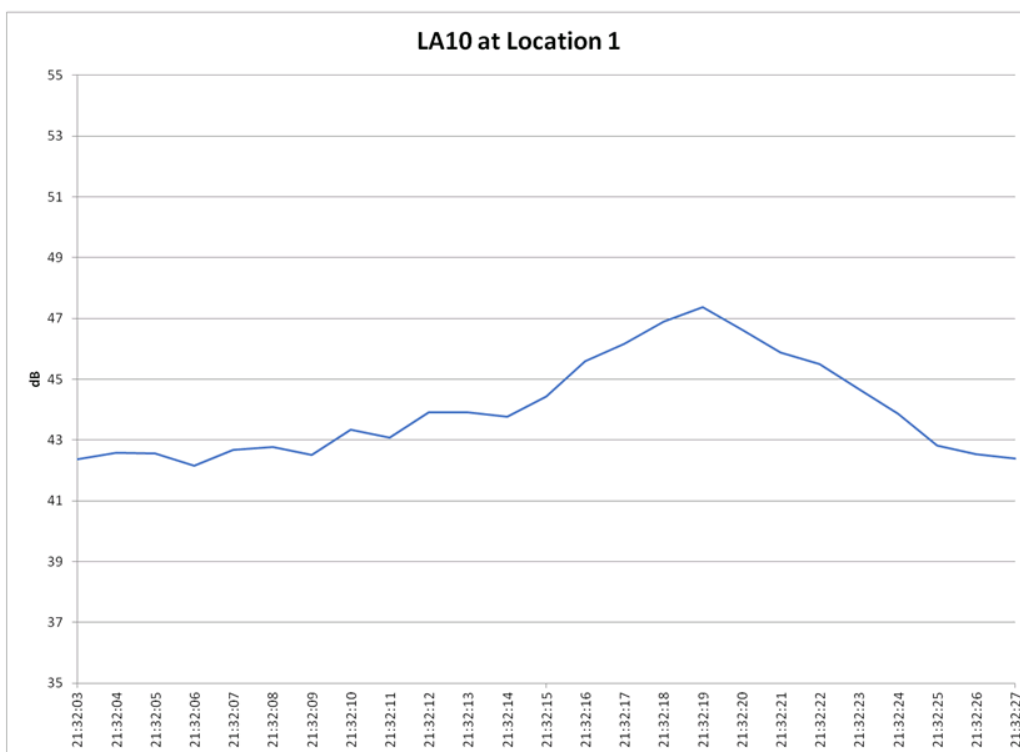


Figure 4 – Graph showing effect of traffic (car passby) on ambient noise level at Location 1

Therefore, measurements at 1 metre from each façade were also undertaken, at locations taken to be acoustically weak (i.e. doors, windows etc.), to ensure noise emissions from the church hall were captured with as much isolation from other sources as practically possible.

The measurement locations are noted as location 5 to 8 on Figure 2 and were used to predict noise levels at the nearest sensitive receivers assuming geometric spreading losses only that is, 6 dB noise reduction per doubling of distance. Both traffic and church noise emissions levels have been presented in Table 2 for comparison. Noise levels from the church hall are in bold characters and road traffic noise levels are in brackets.

At the receivers, noise was not audible as music as noise from Mitchell Freeway and Oxford Street masked the music and therefore, no adjustment for music was considered applicable.

Lloyd George Acoustics

Table 4 Summary of Noise Measurements, dB

Location	Receiver	Meas. start	Meas. stop	L _{A10} in Hall	L _{C10} in Hall	L _{A10} at 1m from Hall façade	Calculated L _{A10} at receiver from Church	Ambient L _{A10} at receiver in absence of noise emissions from Church
1	344 Oxford Street	22:01:30	22:02:30	82	87	51	38	
		22:04:14	22:06:24	54	60	-	-	45
2	Aranmore Catholic School Workshop	21:46:51	21:47:53	80	85	47	36	
		22:07:15	22:10:00	51	55	-	-	43
3	Aranmore Catholic School Gymnasium	21:53:53	21:54:53	81	85	52	40	
		22:10:54	22:11:54	49	54	-	-	50
4	341 Oxford Street	21:55:37	21:56:45	71	81	57	44	
		22:12:53	22:14:15	50	55	-	-	58

Compliance Assessment

Based on the results in Table 4, the noise emissions from the Church hall:

- Comply with the 47 dB L_{A10} Sunday daytime and evening assigned noise level at all nearby noise sensitive premises on the basis that music is not audible. Should music be assessed as audible then a +10 dB adjustment is applicable, resulting in a 1 dB exceedance at 344 Oxford Street and a 3 dB exceedance at the Aranmore Catholic School Gymnasium. Compliance is achieved at the other receivers.
- Comply with the 42 dB L_{A10} night time assigned level (e.g. band rehearsals) as long as music is not audible. Should music be assessed as audible and a +10 dB adjustment made, a 6 dB exceedance is predicted at 344 Oxford Street. Compliance is only achieved at the commercial receivers.

With regard to the Aranmore Catholic School Gymnasium, although technically a noise sensitive premises, it is not likely to be occupied during rehearsals or a Church service. Therefore, while an exceedance may be recorded at that location it would not impact on occupants.

Also, as noted previously, music noise was not audible over background at locations away from the church building, with noise from the Church generally masked by distant and local traffic noise. Therefore, it is not likely for the music adjustment to be applicable at the receiver location.

Lloyd George Acoustics

Based on the above, it is concluded that noise emitted from amplified music inside the Sonlife Church Hall is expected to be compliant at the nearest noise sensitive receivers on the basis that:

- Noise levels inside the Church Hall are kept below 85 dB(A) and 90 dB(C) at 10 metres from the loudspeaker system;
- Public Services, Events or and Music Rehearsals that include amplified music finish by 10.00pm.

We trust the above is satisfactory. Should you require further information, please do not hesitate in contacting us.

Regards,



Benjamin Hillion



CITY OF VINCENT

**ORDINARY
COUNCIL MEETING**

Minutes

4 APRIL 2017

ENHANCING AND CELEBRATING OUR DIVERSE COMMUNITY

This document is available in other formats and languages.

ORDINARY MEETING OF COUNCIL
4 APRIL 2017

21

CITY OF VINCENT
MINUTES

9.1.5 Nos. 338-342 (Lots: 9 and 10; D/P: 2287) Oxford Street, Leederville – Proposed Change of Use from Educational Establishment to Place of Public Worship

Ward:	North	Date:	17 March 2017
Precinct:	Precinct 3 – Leederville	File Ref:	5.2016.305.1
Attachments:	1 – Location and Consultation Map 2 – Approved Development Application, including Parking and Traffic Management Plan Approved 3 – Previous Development Approval and Plans 4 – Parking and Bicycle Tables		
Tabled Items:	Nil		
Reporting Officer:	G Hajigabriel of Rowe Group, Consultant acting on behalf of Council		
Responsible Officer:	J Corbellini, Director Development Services		

RECOMMENDATION:

That Council, in accordance with the Orders made by the State Administrative Tribunal, Section 31 of the *State Administrative Tribunal Act 2004 (WA)*, VARIES its decision of 13 December 2016 for the proposed Change of Use from Educational Establishment to Place of Worship at Nos. 338-342 (Lots: 9 and 10; D/P: 2287) Oxford Street, Leederville, as shown on plans included as Attachment 3, by replacing Condition 2.2 with the following condition:

“2.2 Five years after the date of occupancy and every five years thereafter the City will review the maximum number of persons and the hours of operation permitted on the site as outlined in Condition No. 2.1 in consultation with the landowner, and the City acting reasonably may alter the maximum number of persons and/or the hours of operation permitted on the site. Any alteration to the permitted number of persons shall not exceed the maximum numbers prescribed in Condition No. 2.1 and shall be incorporated into a revised version of the Parking and Traffic Management Plan by the landowner. The landowner shall demonstrate compliance with any alteration to the maximum number of persons and/or the hours of operation within 120 days from the date when the required alteration is communicated by the City to the landowner”.

Cr Buckels returned to the Council Chamber at 7.21pm.

Cr Harley returned to the Council Chamber at 7.22pm.

Moved Cr Topelberg, Seconded Cr Loden

That the recommendation be adopted.

Cr Loden departed the Council Chamber at 7.25pm and returned at 7.26pm.

PROPOSED AMENDMENT:

Moved Cr Harley, Seconded Cr Gontaszewski

That the Recommendation be amended as follows:

“That Council, in accordance with the Orders made by the State Administrative Tribunal, Section 31 of the *State Administrative Tribunal Act 2004 (WA)*, VARIES its decision of 13 December 2016 for the proposed Change of Use from Educational Establishment to Place of Worship at Nos. 338-342 (Lots: 9 and 10; D/P: 2287) Oxford Street, Leederville, as shown on plans included as Attachment 3, by replacing Condition 2.2 with the following condition:

ORDINARY MEETING OF COUNCIL
4 APRIL 2017

22

CITY OF VINCENT
MINUTES

“2.2 Five years after the date of occupancy and every ~~five~~ **three** years thereafter the City will review the maximum number of persons and the hours of operation permitted on the site as outlined in Condition No. 2.1 in consultation with the landowner, and the City acting reasonably may alter the maximum number of persons and/or the hours of operation permitted on the site. Any alteration to the permitted number of persons shall not exceed the maximum numbers prescribed in Condition No. 2.1 and shall be incorporated into a revised version of the Parking and Traffic Management Plan by the landowner. The landowner shall demonstrate compliance with any alteration to the maximum number of persons and/or the hours of operation within 120 days from the date when the required alteration is communicated by the City to the landowner.”

AMENDMENT PUT AND CARRIED (5-2)

For: Presiding Member Mayor Cole, Cr Buckels, Cr Gontaszewski, Cr Harley and Cr Topelberg

Against: Cr Loden and Cr Murphy

(Cr Hallett was an apology for the Meeting.)

COUNCIL DECISION ITEM 9.1.5

That the Recommendation be amended as follows:

That Council, in accordance with the Orders made by the State Administrative Tribunal, Section 31 of the *State Administrative Tribunal Act 2004 (WA)*, VARIES its decision of 13 December 2016 for the proposed Change of Use from Educational Establishment to Place of Worship at Nos. 338-342 (Lots: 9 and 10; D/P: 2287) Oxford Street, Leederville, as shown on plans included as Attachment 3, by replacing Condition 2.2 with the following condition:

“2.2 Five years after the date of occupancy and every three years thereafter the City will review the maximum number of persons and the hours of operation permitted on the site as outlined in Condition No. 2.1 in consultation with the landowner, and the City acting reasonably may alter the maximum number of persons and/or the hours of operation permitted on the site. Any alteration to the permitted number of persons shall not exceed the maximum numbers prescribed in Condition No. 2.1 and shall be incorporated into a revised version of the Parking and Traffic Management Plan by the landowner. The landowner shall demonstrate compliance with any alteration to the maximum number of persons and/or the hours of operation within 120 days from the date when the required alteration is communicated by the City to the landowner.”

MOTION AS AMENDED PUT AND CARRIED UNANIMOUSLY (7-0)

(Cr Hallett was an apology for the Meeting.)



CITY OF VINCENT

**ORDINARY
COUNCIL MEETING**

Minutes

13 DECEMBER 2016

ENHANCING AND CELEBRATING OUR DIVERSE COMMUNITY

This document is available in other formats and languages.

ORDINARY MEETING OF COUNCIL
13 DECEMBER 2016

32

CITY OF VINCENT
MINUTES

9.1.1 FURTHER REPORT: Nos. 338-342 (Lots: 9 and 10; D/P: 2287) Oxford Street, Leederville – Proposed Change of Use from Educational Establishment to Place of Public Worship

Ward:	North	Date:	2 December 2016
Precinct:	Precinct 3 – Leederville	File Ref:	5.2016.305.1
Attachments:	1 – Consultation and Location Map 2 – Development Application Plans 3 – Amended Development Application including Management Plan 4 – Car Parking and Bicycle Tables 5 – Determination Advice Notes		
Tabled Items:	Nil		
Reporting Officer:	R Narroo, Senior Statutory Planning Officer		
Responsible Officer:	J Corbellini, Director Development Services		

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, **APPROVES** the application submitted by Resolve Group Pty Ltd for the proposed Change of Use from Educational Establishment to Place of Worship at Nos. 338-342 (Lots: 9 and 10; D/P: 2287) Oxford Street, Leederville, as shown on plans included as Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 5:

1. **Parking and Special Events Management Plan**

Use of the premises shall be carried out in accordance with the Parking and Traffic Management Plan date stamped 16 November 2016 or any revised Parking and Traffic Management Plan approved by the City. The Parking and Traffic Management Plan shall be reviewed every 12 months, with any changes identified during this review or by the City, being incorporated into an updated Parking Management Plan approved by the City as part of the review.

All requirements of the Parking and Traffic Management Plan shall be implemented to the satisfaction of the City;

2. **Use of the Premises**

The maximum number of persons permitted on the site shall be limited to:

- 360 persons from 10:00 am to 1:00 pm on Easter Sunday, Christmas Sunday, Father's Day Sunday and Mother's Day Sunday;
- 300 persons from 10:00am to 1:00pm Sundays, except Easter Sunday, Christmas Sunday, Father's Day Sunday and Mother's Day Sunday;
- 200 persons from 11:00am to 5:00pm Saturdays and 2:00pm to 4:00pm Sundays;
- 30 persons from 10:00am to 2.30pm Monday to Friday;
- 30 persons from 7:00pm to 10:00pm Monday to Thursday;
- 50 persons from 7:30pm to 10:00pm Friday; and
- 10 persons at all other times unless a revised Parking and Traffic Management Plan is submitted to an approved by the City in accordance with Condition 1. above, in which case the maximum number of persons permitted on the site will be limited by the approved Parking and Traffic Management Plan;

ORDINARY MEETING OF COUNCIL
13 DECEMBER 2016

33

CITY OF VINCENT
MINUTES

3. Car Parking and Access

3.1 The car parking and access areas shall be sealed, drained, paved and line marked in accordance with the approved plans and are to comply with the requirements of AS2890.1 prior to occupancy or use of the development;

3.2 Vehicle and pedestrian access points are required to match into existing footpath levels; and

4. External Fixtures

All external fixtures and building plant, including air conditioning units, piping, ducting and water tanks, shall be located so as to minimise any visual and noise impact on surrounding landowners, and screened from view from the street, and where practicable from adjoining buildings;

5. Interactive Front

Windows, doors and adjacent areas fronting Oxford Street and Franklin Street shall maintain an active and interactive relationship with the street. Darkened, obscured, mirror or tinted glass or the like is prohibited;

6. Verge Trees

No verge trees shall be removed without the prior written approval of the City. The verge trees shall be retained and protected from any damage including unauthorised pruning, to the satisfaction of the City;

7. Landscape and Reticulation Plan

7.1 A detailed landscape and reticulation plan for the development site and adjoining road verge is to be lodged with and approved by the City prior to commencement of the development. The plan shall be drawn to a scale of 1:100 and show the following:

7.1.1 The location and type of existing and proposed trees and plants;

7.1.2 Areas to be irrigated or reticulated; and

7.1.3 The removal of redundant crossovers; and

7.2 All works shown in the approved landscape and reticulation plan shall be undertaken to the City's satisfaction, prior to occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

8. Waste Management

8.1 A Waste Management Plan shall be submitted to and approved by the City prior to commencement of the development detailing a bin store to accommodate the City's specified bin requirement; and

8.2 Waste management for the development shall thereafter comply with the approved Waste Management Plan;

ORDINARY MEETING OF COUNCIL
13 DECEMBER 2016

34

CITY OF VINCENT
MINUTES

9. **Stormwater**

Prior to occupancy or use of the development all storm water collected on the subject land shall be retained onsite, by suitable means to the satisfaction of the City;

10. **Bicycle Bays**

10.1 Prior to occupancy or use of the development a minimum of 10 bicycle bays are to be provided onsite to the City's satisfaction. Bicycle bays must be provided at a location convenient to the entrance, publicly accessible and within the development. The bicycle facilities shall be designed in accordance with AS2890.3; and

10.2 Prior to occupancy or use of the development a minimum of 10 bicycle bays are to be provided at the applicants cost in the Franklin Street verge, in a location to the City's satisfaction. The bicycle facilities shall be designed in accordance with AS2890.3 and all works shall be undertaken to the City's specification and satisfaction;

11. **Signage**

11.1 Signage shall not have flashing or intermittent lighting;

11.2 All signage shall be safe, non-climbable, and free from graffiti and kept in a good state of repair for the duration of its display on-site;

11.3 The signage is to be entirely contained within the property boundary;

11.4 The proposed signage is to advertise the place of public worship and services only; and

11.5 The glazed area of the windows shall comply with Policy No. 7.5.2 – Signs and Advertising;

12. **Heritage**

12.1 Landscaping to the perimeter of the hail shall not be hard up against the building, and watering is to be directed away from the fabric to minimise issues with damp; and

12.2 A photographic archival record is to be made of the former St Mary's Hall prior to alterations, according to the *Guide to Preparing an Archival Record*; and

13. **General**

Where any of the above conditions have a time limitation for compliance, and the condition is not met in the required time frame, the obligation to comply with the requirements of the condition continues whilst the approved development exists.

COUNCIL DECISION ITEM 9.1.1

Moved Cr Topelberg, Seconded Cr Murphy

That the recommendation be adopted.

ORDINARY MEETING OF COUNCIL 35
13 DECEMBER 2016

CITY OF VINCENT
MINUTES

PROPOSED AMENDMENT 1:

Moved Cr Cole, Seconded Cr Buckels

That a new Condition 11.6 be inserted as follows:

“11.6 The southern window sign along Oxford Street, being the larger of the two proposed window signs, be removed;”

Debate ensued.

AMENDMENT 1 PUT AND CARRIED (7-1)

For: Presiding Member Mayor John Carey, Cr Harley, Cr Buckels, Cr Cole, Cr Gontaszewski, Cr Murphy and Cr Topelberg

Against: Cr Loden

PROPOSED AMENDMENT 2:

Moved Cr Cole, Seconded Cr Topelberg

That the existing text under Condition 2 be renumbered as Condition 2.1 and a new Condition 2.2 be insert as follows:

“2.2 This approval for use of the premises as a Place of Public Worship is limited to a period of 5 years from the date of the approval.”

AMENDMENT 2 PUT AND CARRIED (5-3)

For: Cr Cole, Cr Gontaszewski, Cr Loden, Cr Murphy and Cr Topelberg

Against: Presiding Member Mayor John Carey, Cr Harley and Cr Buckels

Debate ensued.

MOTION AS AMENDED PUT AND CARRIED (6-2)

For: Presiding Member Mayor John Carey, Cr Cole, Cr Gontaszewski, Cr Loden, Cr Murphy and Cr Topelberg

Against: Cr Harley and Cr Buckels

COUNCIL DECISION ITEM 9.1.1

That Council, in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, APPROVES the application submitted by Resolve Group Pty Ltd for the proposed Change of Use from Educational Establishment to Place of Worship at Nos. 338-342 (Lots: 9 and 10; D/P: 2287) Oxford Street, Leederville, as shown on plans included as Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 5:

1. Parking and Special Events Management Plan

Use of the premises shall be carried out in accordance with the Parking and Traffic Management Plan date stamped 16 November 2016 or any revised Parking and Traffic Management Plan approved by the City. The Parking and Traffic Management Plan shall be reviewed every 12 months, with any changes identified during this review or by the City, being incorporated into an updated Parking Management Plan approved by the City as part of the review.

All requirements of the Parking and Traffic Management Plan shall be implemented to the satisfaction of the City;

MINUTES OF MEETING HELD ON 13 DECEMBER 2016 (TO BE CONFIRMED ON 7 FEBRUARY 2016)

2. Use of the Premises

2.1 The maximum number of persons permitted on the site shall be limited to:

- 360 persons from 10:00 am to 1:00 pm on Easter Sunday, Christmas Sunday, Father's Day Sunday and Mother's Day Sunday;
- 300 persons from 10:00am to 1:00pm Sundays, except Easter Sunday, Christmas Sunday, Father's Day Sunday and Mother's Day Sunday;
- 200 persons from 11:00am to 5:00pm Saturdays and 2:00pm to 4:00pm Sundays;
- 30 persons from 10:00am to 2.30pm Monday to Friday;
- 30 persons from 7:00pm to 10:00pm Monday to Thursday;
- 50 persons from 7:30pm to 10:00pm Friday; and
- 10 persons at all other times unless a revised Parking and Traffic Management Plan is submitted to an approved by the City in accordance with Condition 1. above, in which case the maximum number of persons permitted on the site will be limited by the approved Parking and Traffic Management Plan; and

2.2 This approval for use of the premises as a Place of Public Worship is limited to a period of 5 years from the date of the approval.

3. Car Parking and Access

3.1 The car parking and access areas shall be sealed, drained, paved and line marked in accordance with the approved plans and are to comply with the requirements of AS2890.1 prior to occupancy or use of the development;

3.2 Vehicle and pedestrian access points are required to match into existing footpath levels; and

4. External Fixtures

All external fixtures and building plant, including air conditioning units, piping, ducting and water tanks, shall be located so as to minimise any visual and noise impact on surrounding landowners, and screened from view from the street, and where practicable from adjoining buildings;

5. Interactive Front

Windows, doors and adjacent areas fronting Oxford Street and Franklin Street shall maintain an active and interactive relationship with the street. Darkened, obscured, mirror or tinted glass or the like is prohibited;

6. Verge Trees

No verge trees shall be removed without the prior written approval of the City. The verge trees shall be retained and protected from any damage including unauthorised pruning, to the satisfaction of the City;

7. Landscape and Reticulation Plan

7.1 A detailed landscape and reticulation plan for the development site and adjoining road verge is to be lodged with and approved by the City prior to commencement of the development. The plan shall be drawn to a scale of 1:100 and show the following:

ORDINARY MEETING OF COUNCIL
13 DECEMBER 2016

37

CITY OF VINCENT
MINUTES

- 7.1.1 The location and type of existing and proposed trees and plants;
 - 7.1.2 Areas to be irrigated or reticulated; and
 - 7.1.3 The removal of redundant crossovers; and
- 7.2 All works shown in the approved landscape and reticulation plan shall be undertaken to the City's satisfaction, prior to occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;
- 8. **Waste Management**
 - 8.1 A Waste Management Plan shall be submitted to and approved by the City prior to commencement of the development detailing a bin store to accommodate the City's specified bin requirement; and
 - 8.2 Waste management for the development shall thereafter comply with the approved Waste Management Plan;
- 9. **Stormwater**

Prior to occupancy or use of the development all storm water collected on the subject land shall be retained onsite, by suitable means to the satisfaction of the City;
- 10. **Bicycle Bays**
 - 10.1 Prior to occupancy or use of the development a minimum of 10 bicycle bays are to be provided onsite to the City's satisfaction. Bicycle bays must be provided at a location convenient to the entrance, publicly accessible and within the development. The bicycle facilities shall be designed in accordance with AS2890.3; and
 - 10.2 Prior to occupancy or use of the development a minimum of 10 bicycle bays are to be provided at the applicants cost in the Franklin Street verge, in a location to the City's satisfaction. The bicycle facilities shall be designed in accordance with AS2890.3 and all works shall be undertaken to the City's specification and satisfaction;
- 11. **Signage**
 - 11.1 Signage shall not have flashing or intermittent lighting;
 - 11.2 All signage shall be safe, non-climbable, and free from graffiti and kept in a good state of repair for the duration of its display on-site;
 - 11.3 The signage is to be entirely contained within the property boundary;
 - 11.4 The proposed signage is to advertise the place of public worship and services only;
 - 11.5 The glazed area of the windows shall comply with Policy No. 7.5.2 – Signs and Advertising; and
 - 11.6 The southern window sign along Oxford Street, being the larger of the two proposed window signs, be removed;

ORDINARY MEETING OF COUNCIL
13 DECEMBER 2016

38

CITY OF VINCENT
MINUTES

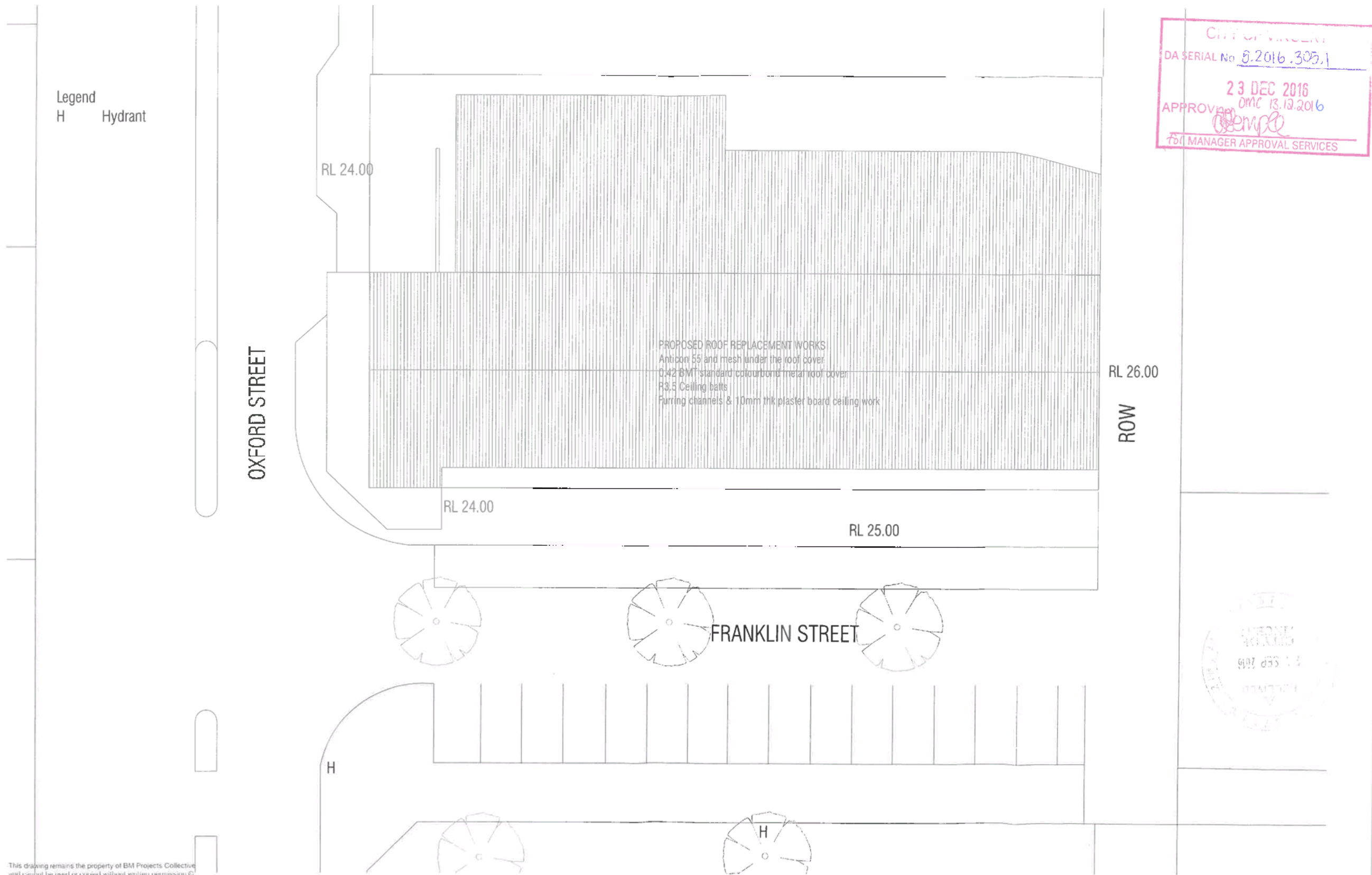
12. Heritage

12.1 Landscaping to the perimeter of the hail shall not be hard up against the building, and watering is to be directed away from the fabric to minimise issues with damp; and

12.2 A photographic archival record is to be made of the former St Mary's Hall prior to alterations, according to the *Guide to Preparing an Archival Record*; and

13. General

Where any of the above conditions have a time limitation for compliance, and the condition is not met in the required time frame, the obligation to comply with the requirements of the condition continues whilst the approved development exists.



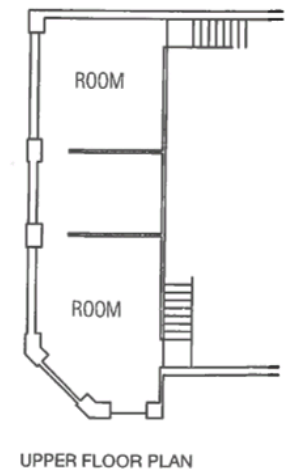
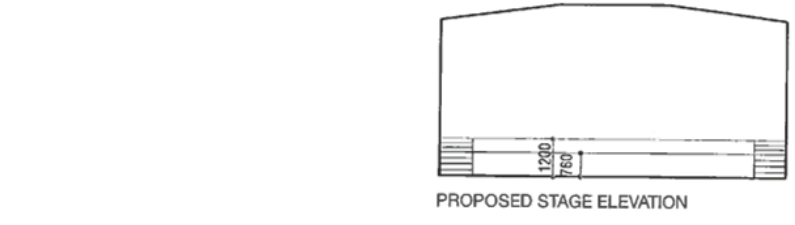
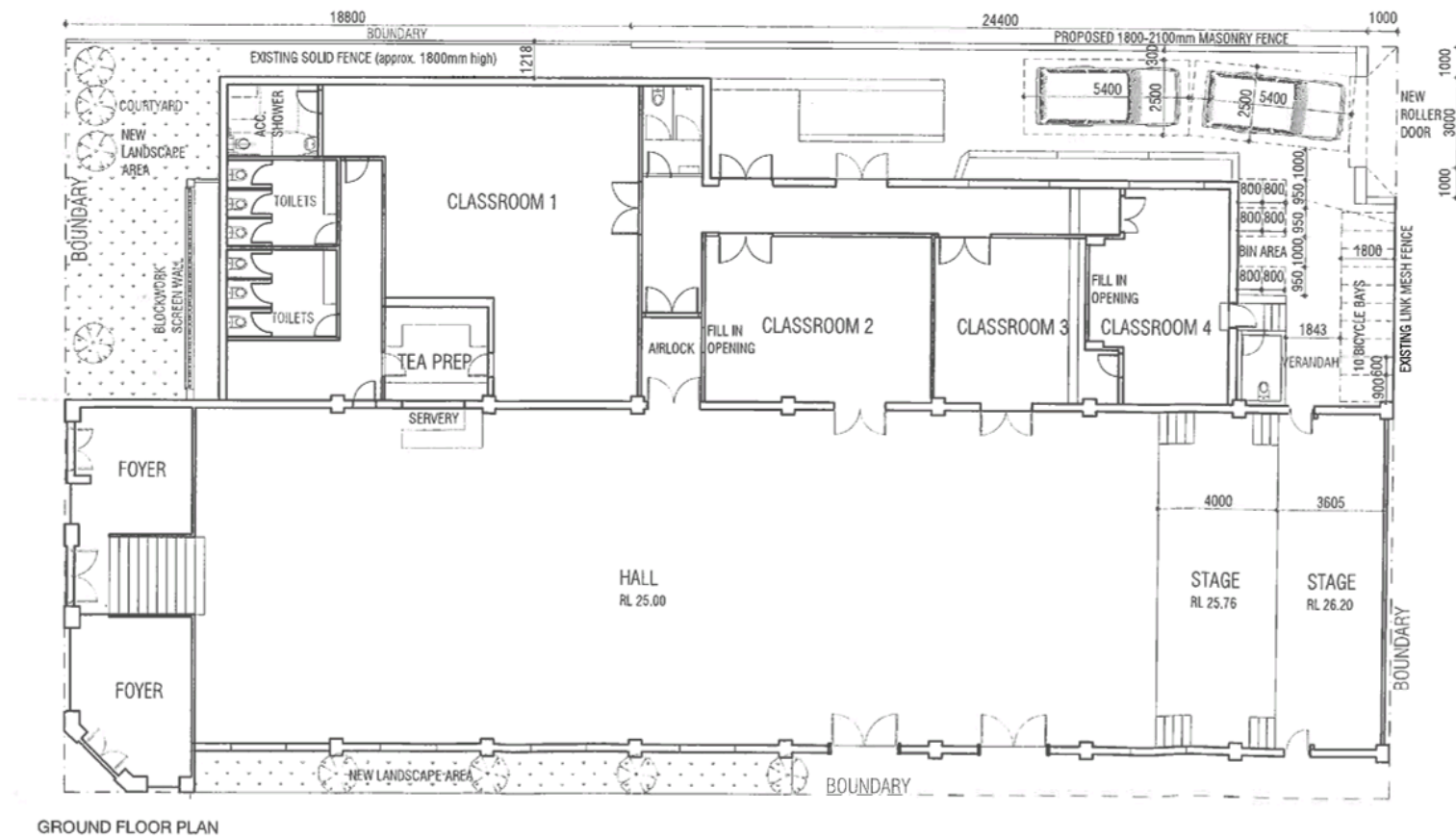
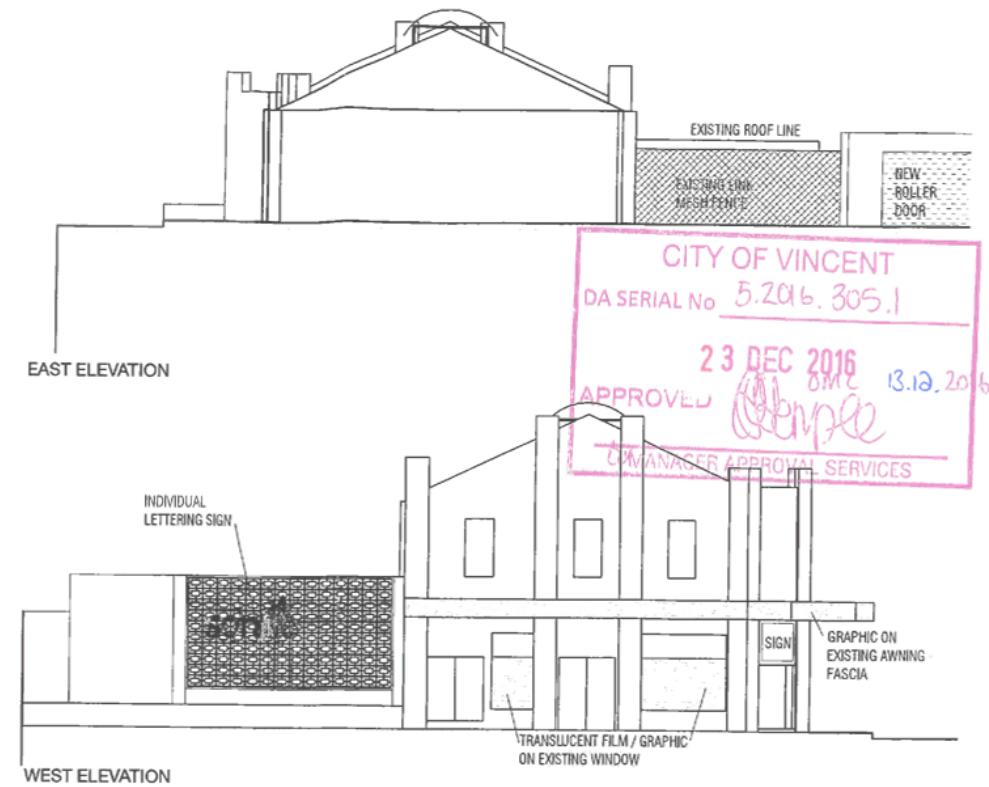
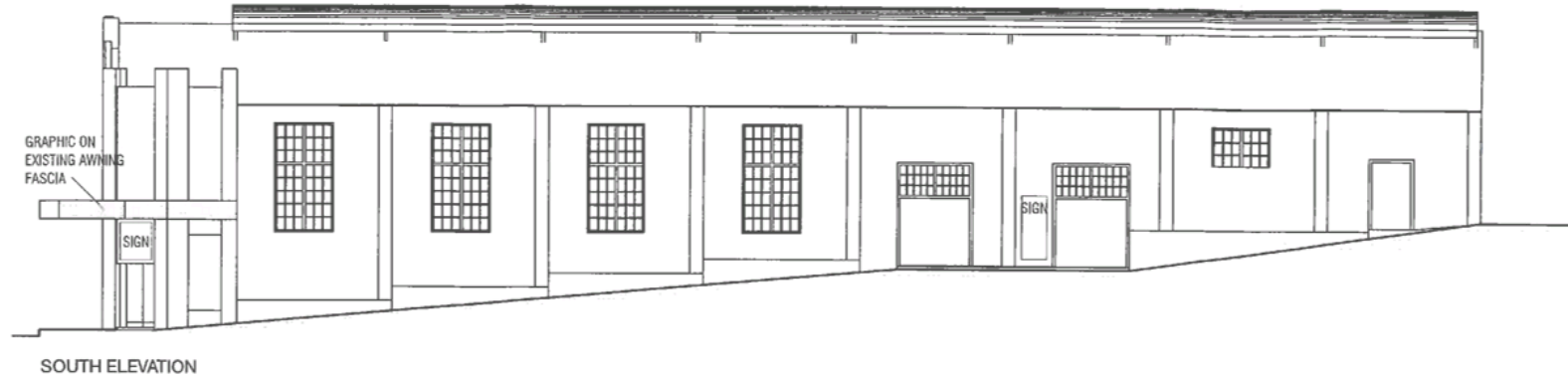
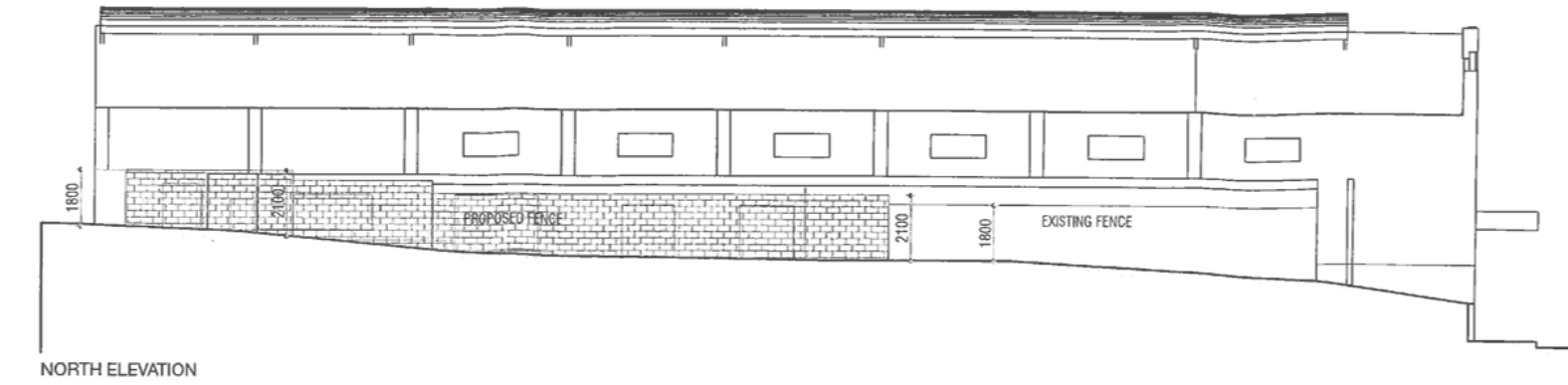
This drawing remains the property of BM Projects Collective and cannot be used or copied without written permission ©

bmprojects 338 OXFORD STREET LEEDERVILLE
www.bmprojects.com.au
b@bmprojects.com.au
PROPOSED PUBLIC PLACE OF WORSHIP

DWG NO. SON-1601-SK02 REV A
DWG TITLE EXISTING PLAN AND ELEVATIONS

SCALE 1:200 @ A3
DATE 21-Sep-16





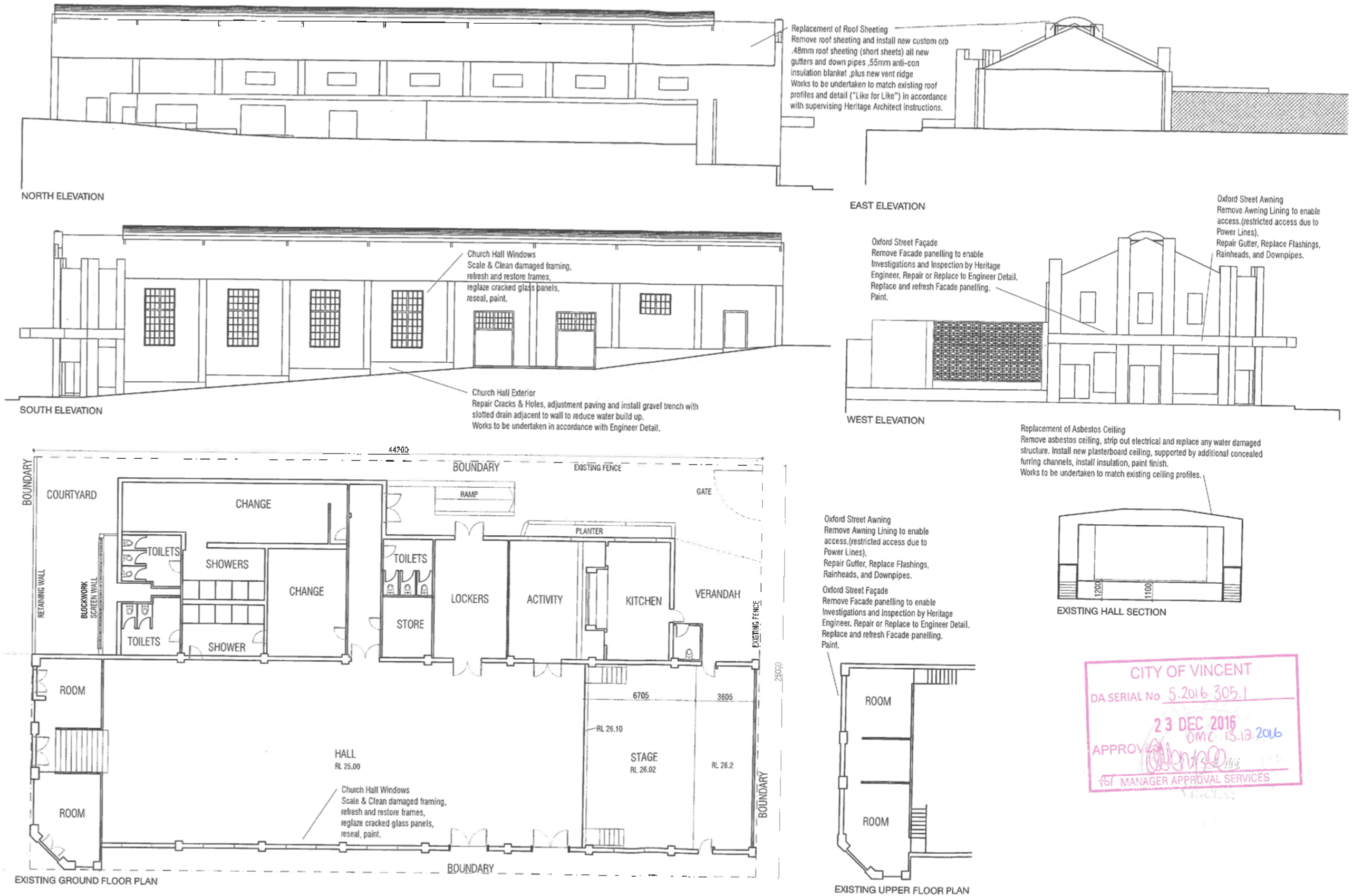
bmprojects 338 OXFORD STREET LEEDERVILLE
www.bmprojects.com.au PROPOSED PUBLIC PLACE OF WORSHIP
b@bmprojects.com.au

DWG NO. SON-1601-SK06 REV B
DWG TITLE PROPOSED FLOOR PLAN AND ELEVATIONS

SCALE 1:200 @ A3
DATE 21-Sep-16



This drawing remains the property of BM Projects Collective and cannot be used or copied without written permission ©



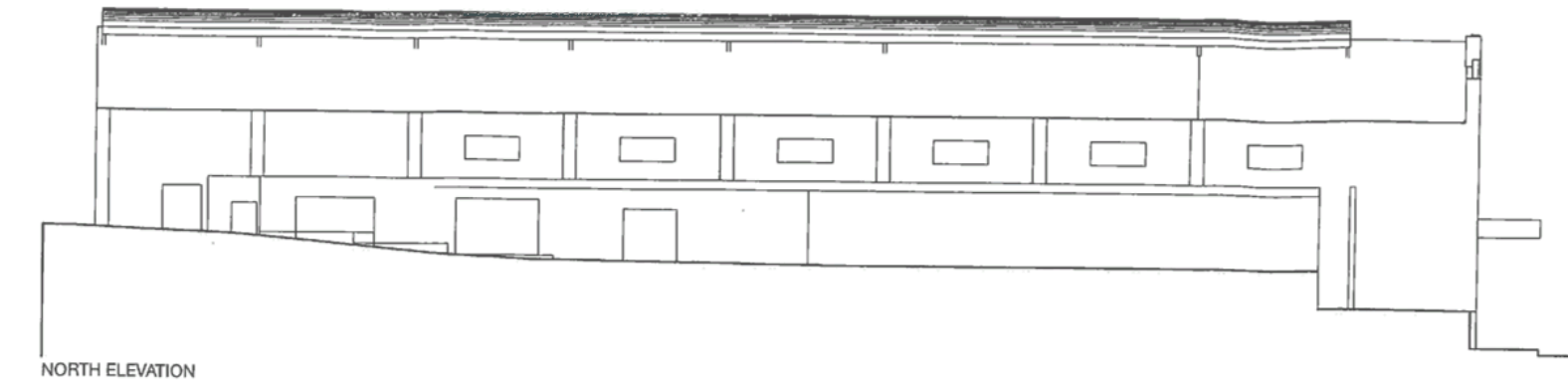
CITY OF VINCENT
 DA SERIAL No 5.2016.305.1
 23 DEC 2016
 APPROVED
 DMC 13.13.2016
 CITY MANAGER APPROVAL SERVICES

bmprojects 338 OXFORD STREET LEEDERVILLE
 www.bmprojects.com.au PROPOSED PUBLIC PLACE OF WORSHIP
 b@bmprojects.com.au

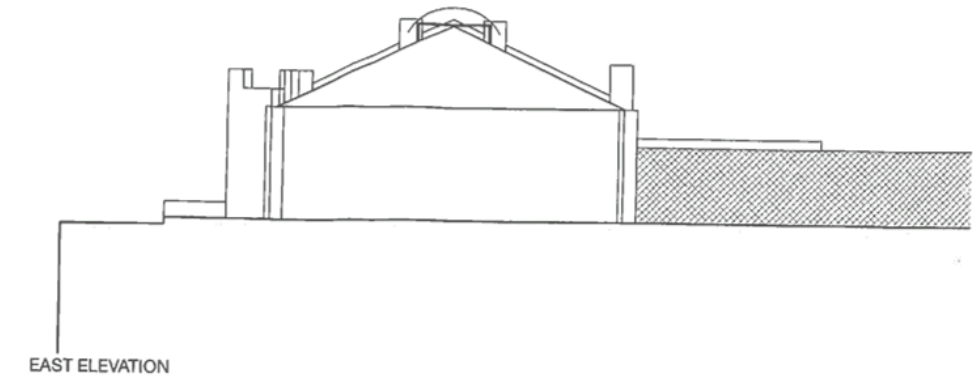
DWG NO. SON-1601-SK04 REV A
 DWG TITLE EXISTING BUILDING RECTIFICATION WORKS

SCALE 1:200 @ A3
 DATE 21-Sep-16

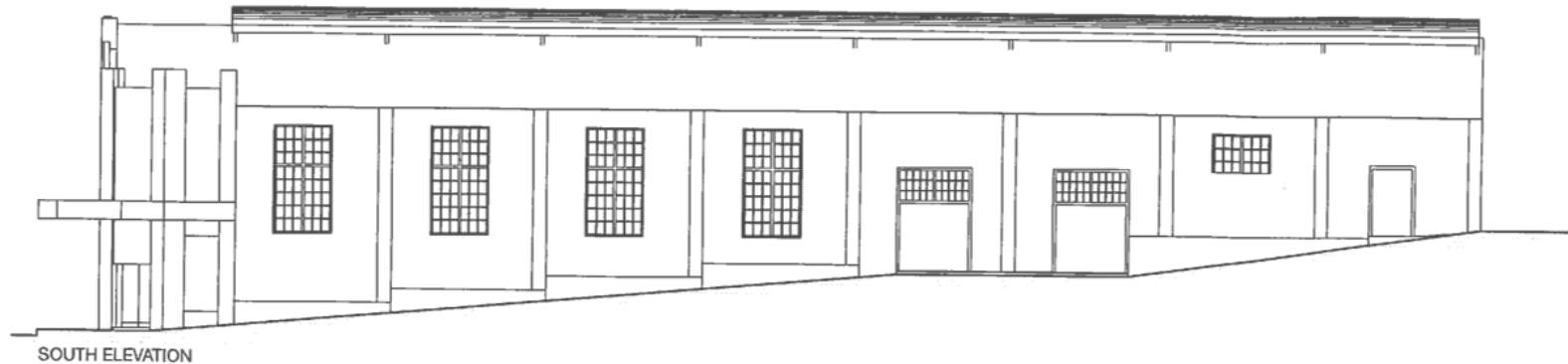




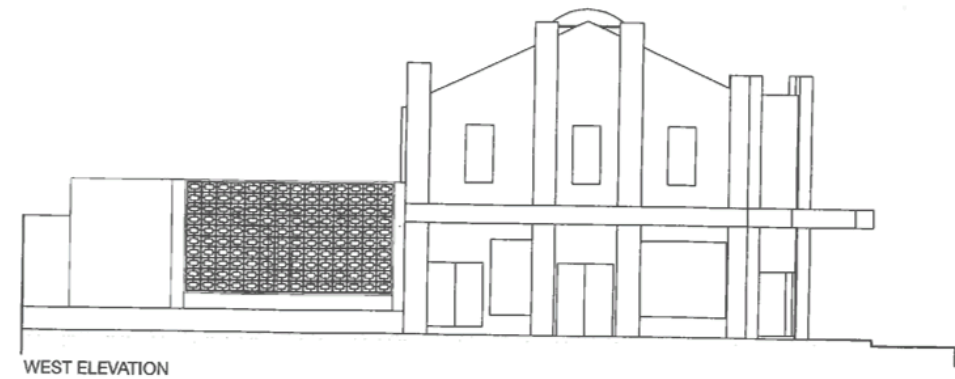
NORTH ELEVATION



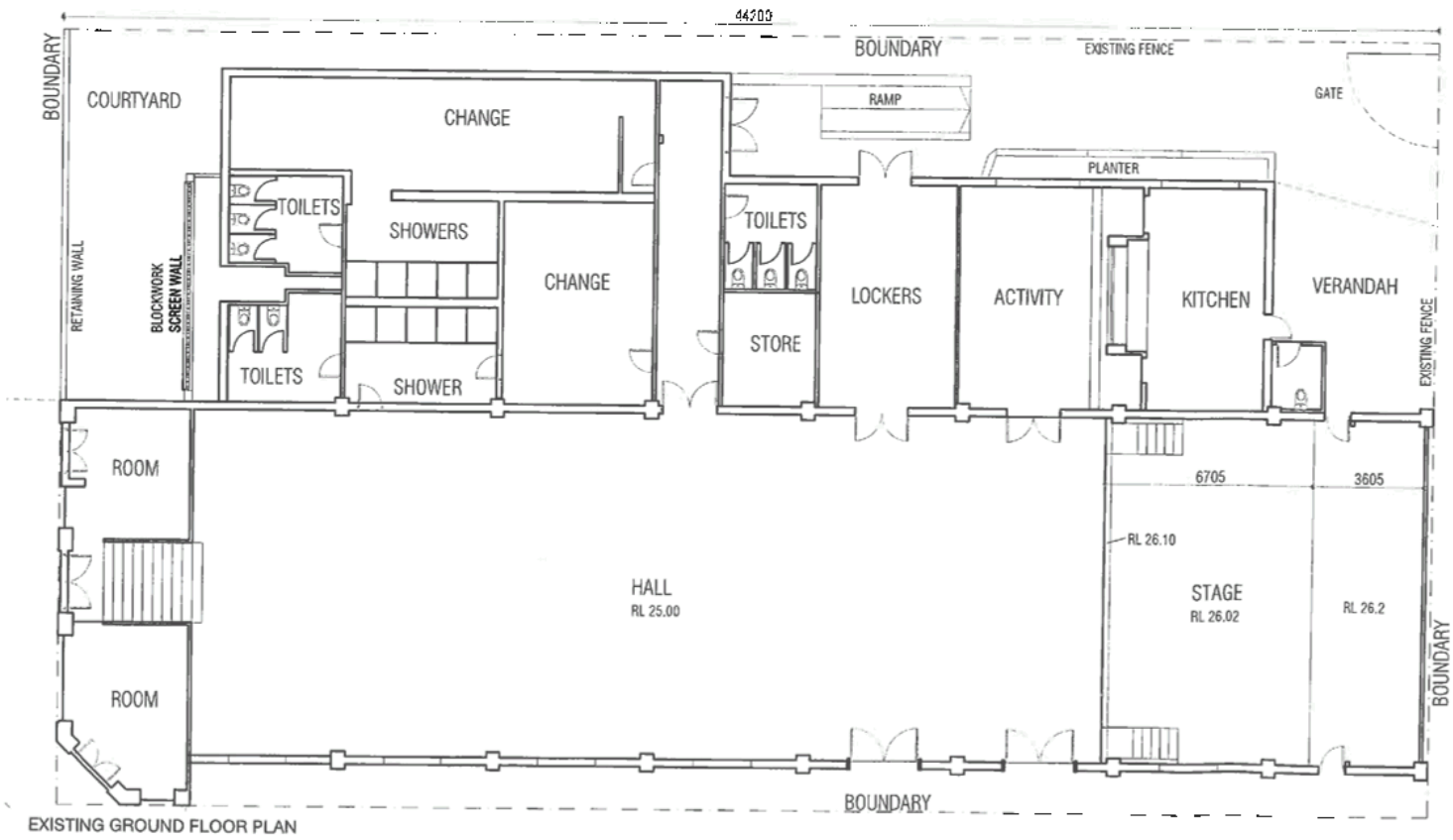
EAST ELEVATION



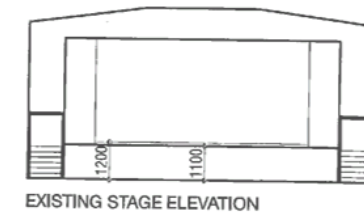
SOUTH ELEVATION



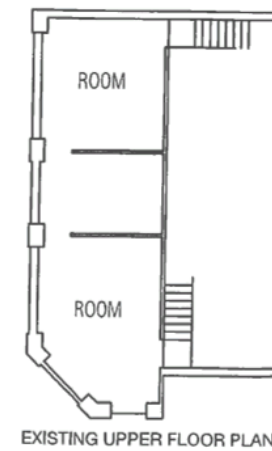
WEST ELEVATION



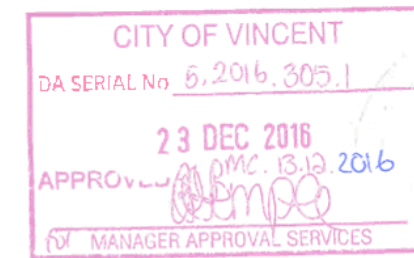
EXISTING GROUND FLOOR PLAN



EXISTING STAGE ELEVATION



EXISTING UPPER FLOOR PLAN



bmprojects 338 OXFORD STREET LEEDERVILLE
 www.bmprojects.com.au
 b@bmprojects.com.au
 PROPOSED PUBLIC PLACE OF WORSHIP

DWG NO. SON-1601-SK02 REV B
 DWG TITLE EXISTING FLOOR PLAN AND ELEVATIONS









SCALE 1:200 @ A3
 DATE 21-Sep-16



This drawing remains the property of BM Projects Collective and cannot be used or copied without written permission ©

5.3	NO. 12 (LOT: 829 D/P: 40498) NEWCASTLE STREET, PERTH - PROPOSED THIRD PARTY DIGITAL BILLBOARD SIGN S.31 RECONSIDERATION
-----	--

Ward: South

- Attachments:
1. Location and Consultation Plan [↓](#) 
 2. Development Plans [↓](#) 
 3. Previous Council Refusal Plans [↓](#) 
 4. 17 March 2020 Ordinary Council Meeting Minutes [↓](#) 
 5. Applicant's Written Justification [↓](#) 
 6. Applicant's Draft Signage Strategy [↓](#) 
 7. Perspective Images from Mixed Use R160 Site at No. 71 Edward Street, Perth [↓](#) 
 8. Updated Crash Calculation Data [↓](#) 
 9. Summary of Submissions - Administration's Response [↓](#) 
 10. Summary of Submissions - Applicant's Response [↓](#) 

RECOMMENDATION:

That Council, in accordance with Section 31 of the *State Administrative Tribunal Act 2004*, the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, AFFIRMS its decision of 17 March 2020 and REFUSES the application for the proposed Third Party Digital Billboard Sign at No. 12 (Lot: 829; D/P: 40498) Newcastle Street, Perth, in accordance with the plans in Attachment 2, for the following reasons:

1. The proposed Third Party Digital Billboard Sign does not comply with the standards of the City's Policy No. 7.5.2 – Signs and Advertising as it constitutes a Billboard advertising third party content. The proposed Third Party Digital Billboard Sign would not satisfy the objective or design principles of the City's Policy 7.5.2 – Signs and Advertising as the size, scale, visual prominence and advertising content:
 - 1.1 Would not be compatible with its setting and is inconsistent with Clause 67(m) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - 1.2 Would have an adverse impact on the amenity of the surrounding area and is not consistent with the objective of the City's Policy No. 7.5.2 – Signs and Advertising and Clause 67(n) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
 - 1.3 Would have the potential to impact on the safety of motorists and is inconsistent with Clause 67(r) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
2. The proposal does not meet the requirements of the Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves, taking into account the submission received from Main Roads WA as per Clause 67(za) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PURPOSE OF REPORT:

To reconsider an application for development approval at the invitation of the State Administrative Tribunal (SAT) for an addition to the existing four storey commercial building including a rooftop terrace and a large format digital billboard sign for the purposes of displaying third party advertisements at No. 12 Newcastle Street, Perth (the subject site).

PROPOSAL:

The application proposes an addition to the existing four storey commercial building including a rooftop terrace and a large format digital billboard sign for the purposes of displaying third party advertisements at the subject site. Details of the proposal are as follows:

- The addition would be constructed on the roof of the existing building and have a maximum height of 8 metres above the existing roof line. The addition would be setback 2 metres from Lord Street to the south east, 3.6 metres from Newcastle Street to the south west and 15 metres to the north eastern and north western lot boundaries;
- The large format digital billboard signage would be affixed to the proposed addition and the digital screen would be 4.83 metres in height and 17.63 metres in width with a total area of 82.2 square metres. The sign would be oriented so that it is visible to motorist travelling westbound on the Graham Farmer Freeway before they enter the tunnel;
- The large format digital sign would be operated in accordance with a signage strategy prepared by the applicant which is included in **Attachment 6**, would be turned off between midnight and 5:00am every day of the year and be fitted with a light sensor that adjusts the brightness to suit ambient light conditions;
- The remaining three elevations of the addition would not have any signage and would be detailed in a contemporary manner with grey cladding and 'hit and miss' openings;
- The rooftop terrace would be integrated into the design of the addition. The terrace would be accessed via a new staircase from the upper floor lobby of the existing building and be used by tenants of the existing building; and
- A 72 panel solar array would be installed on the roof of the existing building.

BACKGROUND:

Landowner:	Dorado Income Asset 18 Pty Ltd
Applicant:	Adbrands Media
Date of Application:	14 April 2020
Zoning:	MRS: Urban LPS2: Zone: Mixed Use R Code: R100
Built Form Area:	Activity Corridor
Existing Land Use:	Office
Proposed Use Class:	Addition to Office (Third Party Digital Billboard Sign)
Lot Area:	1,749m ²
Right of Way (ROW):	No
Heritage List:	No

The subject site is located at No. 12 Newcastle Street, Perth, and is above the Graham Farmer Freeway tunnel, as shown on the location plan included as **Attachment 1**. The subject site is bound by Newcastle Street to the south, Lord Street to the east and three storey office buildings to the north and west.

The subject site and all directly adjoining properties are zoned Mixed Use R100 under the City of Vincent's Local Planning Scheme No. 2 (LPS2). The subject site is located within the Activity Corridor area and has a six storey building height limit under the City's Policy No. 7.1.1 – Built Form (Built Form Policy). The subject site is located on the boundary between the City of Vincent and the City of Perth. The adjacent land to the south within the City of Perth is zoned City Centre under the City of Perth's City Planning Scheme No. 2 and there is a recently completed development at this site which is nine storeys and 54 metres high.

The subject site currently contains a four storey office building which was approved by the City in 2008. The surrounding area is characterised by multistorey commercial buildings which include signage affixed to the facades, but do not include signage protruding above the roofline. There are no existing approved examples of large format digital signage in the immediate locality.

At its Ordinary Meeting on 17 March 2020, Council resolved to refuse the development application for a third party digital billboard sign at the subject site in line with Administration's recommendation, for the following reasons:

1. *The proposed Third Party Digital Billboard Sign does not comply with the requirements of the City's Policy No. 7.5.2 – Signs and Advertising as it constitutes a Billboard advertising third party content;*

2. *The proposed size, scale and visual prominence of the Third Party Digital Billboard Sign:*
 - 2.1 *Would not be compatible with its setting and is inconsistent with Clause 67(m) of the Deemed Provisions in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015;*
 - 2.2 *Would have an adverse impact on the amenity of the surrounding area and is not consistent with the objective of the City's Policy No. 7.5.2 – Signs and Advertising and Clause 67(n) of the Deemed Provisions in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015; and*
 - 2.3 *Would have the potential to impact on the safety of motorists and is inconsistent with Clause 67(r) of the Deemed Provisions in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015; and*
3. *The proposal does not meet the requirements of the Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves, taking into account the submission received from Main Roads WA as per Clause 67(za) of the Deemed Provisions in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.*

The minutes of the 17 March 2020 Ordinary Council Meeting are included as **Attachment 3** and the previously refused plans are included as **Attachment 4**.

On 15 May 2020 following Council's refusal, the applicant submitted an application for review of this decision by the SAT. Administration, City of Vincent Mayor Cole and Councillor Topelberg attended a mediation session on 2 July 2020 where the SAT invited the City to reconsider its decision pursuant to Section 31 of the State Administrative Tribunal Act 2004, subject to amended plans and additional information being submitted by the applicant to address the reasons for refusal.

Following mediation, the application submitted amended plans and additional information for the City's reconsideration at the invitation of the SAT, summarised as follows:

- The proposed size of the digital screen has been reduced by 35.8 square metres, from 121 square metres down to 85.2 square metres. The overall height and built form of the proposed structure to which the sign would be attached remains unchanged;
- A draft signage strategy in support of the proposed sign has been submitted;
- Perspective images of the proposed sign as viewed from the Mixed Use R160 zoned site at No. 71 Edward Street, Perth have been submitted; and
- Updated crash calculation data and further written justification from a traffic consultation (Transcore) has been submitted.

The amended plans for reconsideration are included in **Attachment 2**, the applicant's draft signage strategy is included in **Attachment 6**, the perspective images are included in **Attachment 7**, the updated crash calculation data is included in **Attachment 8** and the applicant's written justification is included in **Attachment 5**.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions LPS2 and Policy No.7.5.2 – Signs and Advertising (Signage Policy) and Policy No. 7.1.1 – Built Form. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Signage		✓
Building Height		✓
Visual Privacy		✓
Universal Design		✓

Detailed Assessment

The deemed-to-comply assessment of the element that requires the discretion of Council are as follows:

Signage													
Deemed-to-Comply Standard	Proposal												
<p>Policy No. 7.5.2 – Signs and Advertising <i>Part 2(i) – Standards Common to all Signs</i></p> <p>All advertisement signs are to:</p> <p>a) Not pose a threat to public safety or health.</p>	<p>The proposed signage would require motorists to look up away from the road to view the sign when travelling westbound along Graham Farmer Freeway and southbound along Lord Street. The size, scale, digital nature and visual prominence of the sign could be distracting to motorists and cause threat to public safety or health.</p>												
<p>d) not comprise flashing, intermittent or running lights, or images that change more than once in any five minute period.</p>	<p>The applicant has advised that the screen would display each advertisement for no less than 30 seconds.</p>												
<p>f) No signage is permitted on fences, walls or the like structures which do not form an integral part of the building.</p>	<p>Signage is proposed as part of a new structure to be placed on top of the existing building.</p>												
<p>Policy No. 7.5.2 – Signs and Advertising <i>Part 3(i) – Sign Specific Standards: Above Roof Sign</i></p> <p>The construction of a new Above Roof Sign is as follows:</p> <p>a) No Above Roof Sign is permitted to be erected on buildings except where such signs are designed as an integral part of design of the building and are for the purpose of the identification of the building, its ownership or the major activities carried on within it.</p>	<p>Signage is proposed as part of a new structure to be placed on top of the existing building and is not for the purposes of identifying the building or the activities carried on within it.</p>												
<p>b) An Above Roof Sign other than those identified in a) above, are only permitted where it can be demonstrated that they do not adversely affect the character or amenities of the area in which they are to be situated, or those of other areas.</p>	<p>The signage would be of a size, bulk and scale that is not consistent with the existing building or surrounding streetscape.</p>												
<p>c) No Above Roof Sign is to protrude above the highest ridge of the roofline.</p>	<p>Signage protrudes 8 metres above the existing roofline.</p>												
<p>A maximum of one Above Roof Sign may be placed on a building and is to:</p> <p>b) Comply with the following table:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Height of Roof</i></th> <th style="text-align: center;"><i>Maximum Projection above Roof</i></th> <th style="text-align: center;"><i>Maximum Area</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">> 8 metres</td> <td style="text-align: center;">4 metres</td> <td style="text-align: center;">18 square metres</td> </tr> </tbody> </table>	<i>Height of Roof</i>	<i>Maximum Projection above Roof</i>	<i>Maximum Area</i>	> 8 metres	4 metres	18 square metres	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Height of Roof</i></th> <th style="text-align: center;"><i>Maximum Projection above Roof</i></th> <th style="text-align: center;"><i>Maximum Area</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">14.2 metres</td> <td style="text-align: center;">8 metres</td> <td style="text-align: center;">85.2 square metres</td> </tr> </tbody> </table>	<i>Height of Roof</i>	<i>Maximum Projection above Roof</i>	<i>Maximum Area</i>	14.2 metres	8 metres	85.2 square metres
<i>Height of Roof</i>	<i>Maximum Projection above Roof</i>	<i>Maximum Area</i>											
> 8 metres	4 metres	18 square metres											
<i>Height of Roof</i>	<i>Maximum Projection above Roof</i>	<i>Maximum Area</i>											
14.2 metres	8 metres	85.2 square metres											
<p>Policy No. 7.5.2 – Signs and Advertising <i>Part 3(iii) – Bill Posting and Billboards</i></p>													

Bill Posting, Billboards and the structures of a similar or identical type are not permitted within the City of Vincent	The application proposes the installation of a billboard sign on the subject site for the purposes of third party advertising.
Building Height	
Deemed-to-Comply Standard	Proposal
Policy No. 7.1.1 – Built Form, Volume 3, Clause 2.1	
20.5 metre concealed roof height	Proposed concealed roof height of 22.2 metres.

The above element of the proposal does not meet the specified deemed-to-comply standards and is discussed in the comments section below.

CONSULTATION/ADVERTISING:

The application underwent community consultation prior to being refused by Council for a period of 14 days to all owners and occupiers of the surrounding properties within 150 metres of the subject site, as shown in **Attachment 1**. The City received a total of five submissions, four in objection and one in support of the proposal during the community consultation period. A summary of the submissions received and Administration's response to these is provided in **Attachment 9**. The applicant's response to the summary of submissions is included in **Attachment 10**.

Following the initial refusal of the application the applicant has submitted amended plans for reconsideration at the invitation of the SAT and there has been a change to the planning framework.

Further community consultation was not undertaken as a result of the amendments to the plans which propose to reduce the size of the digital screen by 35.8 square metres however the overall size and built form of the proposed addition is unchanged from what was previously refused by Council.

Council approved Amendment 2 to the Built Form Policy at its 16 June 2020 meeting which came into effect on 11 July 2020. The City has undertaken an assessment of the plans submitted for reconsideration against the provisions of the amended Built Form Policy. Further community consultation was not undertaken as a result of the changes to the planning framework because it does not result in any additional departures which could have an adverse impact on adjoining properties or the streetscape.

Main Roads WA

The plans previously refused by Council were referred to Main Roads WA (MRWA) for comments due to the location of the subject site above the Graham Farmer Freeway. MRWA advised that it did not support the application in accordance with the MRWA's Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves (MRWA Policy) for the following reasons:

- The signage fails to comply with the Turbulence Zone and Extension Zone of the MRWA Policy;
- The signage fails to comply with the maximum dimensions listed in the MRWA Policy; and
- The Safety Assessment Review Report crash analysis concluded that the signage is above the critical crash threshold, and failed this criteria.

MRWA have reviewed the amended plans and additional supporting information submitted for reconsideration at the invitation of the SAT and advised that whilst the signage now complies with the maximum dimensions listed in the MRWA policy, they continue to object to the proposal because it fails to comply with crash rate and site location requirements.

Design Review Panel (DRP):

Referred to DRP: Yes

The plans previously refused by Council were referred to the DRP on five occasions and whilst the proposed design outcome did improve as a result of the DRP process, the commentary throughout this process consistently outlined concerns that the size of the proposed screen would be disproportionate to the existing building to which it relates.

Whilst the amended plans submitted to the City for reconsideration at the invitation of the SAT propose to reduce the size of the digital screen by 35.8 square metres, the overall height and built form of the proposed structure to which the sign would be attached remains unchanged and there are no further changes proposed from a design perspective. These plans were referred to the DRP chairperson who has advised that the reduction in the size of the digital screen would not be sufficient to address the previous concerns raised in relation to built form and scale given that the size of the overall structure has not been amended to reflect the reduced screen size.

The below table demonstrates how the proposal has progressed through the DRP process in accordance with the Ten Principles of Good Design.

Design Review Progress						
	Supported					
	Pending further attention					
	Not supported					
	No comment provided					
	DRP 1 14/08/2019	DRP 2 23/09/2019	DRP 3 27/11/2019	DRP 4 15/01/2020	DRP Chair Comments 11/02/2020	DRP Chair Comments 18/8/2020
Principle 1 – Context & Character	Not supported	Not supported	Pending further attention	Supported	Supported	Supported
Principle 2 – Landscape Quality	Not supported	Not supported	Pending further attention	Supported	Supported	Supported
Principle 3 – Built Form & Scale	Not supported	Not supported	Not supported	Pending further attention	Pending further attention	Pending further attention
Principle 4 – Functionality & Built Quality	Not supported	Not supported	Pending further attention	Supported	Supported	Supported
Principle 5 – Sustainability	Not supported	Not supported	Not supported	Supported	Supported	Supported
Principle 6 – Amenity	Not supported	Not supported	Pending further attention	Supported	Supported	Supported
Principle 7 – Legibility	No comment provided	No comment provided	No comment provided	No comment provided	No comment provided	No comment provided
Principle 8 – Safety	No comment provided	No comment provided	No comment provided	No comment provided	No comment provided	No comment provided
Principle 9 – Community	No comment provided	No comment provided	Pending further attention	Supported	Supported	Supported
Principle 10 – Aesthetics	Not supported	Not supported	Pending further attention	Pending further attention	Supported	Supported

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- *State Administrative Tribunal Act 2004;*
- City of Vincent Local Planning Scheme No. 2;
- Policy No. 4.1.5 – Community Consultation;
- Policy No. 7.1.1 – Built Form;
- Policy No. 7.5.2 – Signs and Advertising;
- Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge; and
- Main Roads WA Policy and Application Guidelines for Advertising Signs within and Beyond State Road Reserves.

Should Council resolve to approve the application, the approval would only be issued under the City’s Local Planning Scheme No. 2. Council would not have the delegation to approve the application under the Metropolitan Region Scheme (MRS) and it would need to be referred to the Western Australian Planning Commission (WAPC) for determination in accordance with Clause 4(b) of the WAPC instrument of

Delegation (DEL 2017/02). This is because Main Roads WA has provided a recommendation that it is not supportive of the application.

Delegation to Determine Applications:

This matter is being referred to Council because it is a request from the State Administrative Tribunal to reconsider the previous decision of Council under section 31 of the *State Administrative Tribunal Act 2004*.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Should this application proceed to a full SAT hearing, the City would incur a cost related to the engagement of a consultant.

COMMENTS:

The applicant submitted amended plans and additional information following SAT mediation to address the Council's reasons for refusal. These amendments and additional information are outlined in the background section above. The acceptability of the plans in light of the Council's reasons for refusal and following an assessment against Amendment 2 to the Built Form Policy is discussed below:

Reasons for Refusal*Reason 1: Billboard Sign Advertising Third Party Content*

The City's Policy No. 7.5.2 – Signs and Advertising (Signage Policy) states that billboard sign advertising products or services which are not being offered on the site (third party content) are not permitted within the City of Vincent. The plans previously refused by Council included a billboard sign for the purposes of advertising third party content to motorists travelling westbound on the Graham Farmer Freeway. The amended plans submitted by the applicant for reconsideration at the invitation of the SAT maintain this element of the proposal.

In response to the reasons for refusal the applicant has advised that they believe that refusal reason 1 would not be a valid reason for refusal because it refers to non-compliance to the standards of the Signage Policy. The applicant's justification is that where a proposal does not comply with these standards the City is required to consider the proposal against the design principles set out under clause 5(i) and (ii) of the Signage Policy before exercising its discretion to approve or refuse the application depending on whether the design principles are satisfied or not. The reasons why the proposal would not satisfy the objective or design principles of the Signage Policy were outlined by Administration in the comment section of the previous report presented to Council with a recommendation for refusal on 17 March 2020 and are summarised below:

- The size of the proposed sign would be disproportionate to the existing building to which it relates;
- The display of third party advertisements would be inconsistent with the nature of existing signs and the character of the immediate area;

- The size of the digital screen would be excessive in its context and inconsistent with existing signage within the surrounding area which would result in an adverse impact on the streetscape character; and
- The comments provided by MRWA outline that the proposed site location and size of the sign would be inconsistent with the MRWA Policy and raises concerns in relation to the safety of motorists travelling westbound on the Graham Farmer Freeway.

In reconsidering the proposed development, the amendments to the plans and additional information would not be sufficient to adequately satisfy the objective and design principles of the Signage Policy or resolve the previous reasons for refusal. Administration recommends that refusal reasons 1 and 2 be amalgamated for further clarity. The acceptability of the amended plans with regard to refusal reason 2 is discussed in further detail under the relevant section of this report below.

The City's Signage Policy outlines that where an application proposes signage that advertises services or products other than those available on the lot (third party content), a signage strategy for the whole site shall be submitted to the satisfaction of the City. The plans previously refused by Council were not accompanied by a signage strategy but the applicant has now provided a draft signage strategy in support of the amended plans submitted for consideration. The draft signage strategy is included in **Attachment 6** and outlines the following:

- The operator shall comply with the Australian Association of National Advertisers Code of Ethics in respect of content of the advertising;
- The operator shall ensure that no third party advertising be displayed which is deleterious to the City, meaning advertisements which directly or by implication unduly undermine the City as a primary destination for retail and commerce or compares the City unfavourably to the location the subject of the advertisement;
- All advertisements shall be restricted to static displays that contain only single, self-contained messages that have a dwell duration of transition between the full display of one message and the full display of the next message not exceeding 0.1 seconds. Transitional effects such as fly-in, fade-out and scrolling shall not occur;
- The sign shall not display advertising in a format that is normally used for traffic control or warning, incident or traffic management, or road safety or driver information messages;
- The advertising panels will be maintained to a high standard at all times and the operator will repair any damage to the advertising panels as soon as possible;
- Complaints in relation to any advertising content shall be lodged with the Advertising Standards Bureau;
- In any instance where the City considers that the content or condition of the signage breaches the signage strategy, the City shall advise the operator of the particular concern and the operator shall respond to the City in one of the following ways:
 - Where the nature of the complaint relates to maintenance or damage, the operator will comply with the written direction of the City within reason;
 - Where the operator agrees with the City's concern regarding content, the content of the advertising panel will be removed within 48 hours of receipt of the complaint;
 - Where the operator does not agree with the City's concerns regarding content, the concerns shall be lodged by the City with Advertising Standards Bureau for further consideration.
- Should ownership of the signage ever be assigned, the assignee would update the strategy to the satisfaction of the City. The applicant states that it is envisaged that this would be secured by a legal agreement between the operator and the City;
- The applicant has advised that they would be in agreement for a condition of approval requiring an amended signage strategy to be submitted which addresses any outstanding concerns, to the City's satisfaction.

Whilst the proposed amendments to the plans and additional information would not be sufficient to adequately satisfy the objective and design principles of the Signage Policy or the previous reasons for refusal, Administration accepts that the applicant's draft signage strategy would provide sufficient guidance for the operation of the sign. Should the proposed development be approved, a condition would be recommended requiring the sign to operate in accordance with the draft signage strategy.

Following refusal of the previous plans, the applicant has stated that they believe the proposed sign should be assessed as a hoarding sign rather than an above roof sign. In assessing the proposed development Administration reviewed the definitions provided under the Signage Policy and has given specific consideration to the following:

- **Above Roof Sign** means an advertisement sign which protrudes above the normal roof line with little or no relation to the architectural design of the building, but does not include a Created Roof Sign.
- **Created Roof Sign** means an advertisement sign which is affixed to the fascia, the roof itself or forms part of a projection above the eaves or ceiling of the building and complements the architectural style of the building, but does not include an Above Roof Sign.
- **Hoarding Sign** means an advertisement sign with its largest dimension being horizontal and a portion of the sign being greater than 1.2 metres above the finished ground level.
- **Billboard** means a sign erected for the purpose of advertising products or services which are not being offered on a site on which the sign is erected.

In reconsidering the proposed development, Administration affirms its determination that the proposed sign would constitute an *above roof sign* and a *billboard sign* because the digital screen is of a size and scale which would be inconsistent with the existing building to which it relates and would advertise third party content. Notwithstanding, whether the sign is assessed against the provisions relating to above roof sign, created roof sign or hoarding sign, the size of the digital screen would exceed the deemed-to-comply standards and requires consideration against the objective and design principles of the Signage Policy.

Reasons 2.1 and 2.2: Compatibility of Setting and Amenity of Surrounding Area

The plans previously refused by Council proposed a billboard sign for the purposes of advertising third party content which would not comply with the standards outlined in the Signage Policy. The application was considered against the following objective and design principles of the Signage Policy:

Policy Objective:

To ensure that the display of advertisements on properties does not adversely impact upon the amenity of the surrounding areas while providing appropriate exposure of activities or services.

Design Principles:

- The scale and design of the proposed signage is appropriate to the building and the architectural detailing to which it relates;*
- The scale and design of the proposed signage is compatible with existing surrounding development and is appropriate to the general nature of land use in the area;*
- The proposed signage does not dominate the streetscape;*
- The proposed signage does not block important views, obscure architectural detailing or is not detrimental to the amenity of nearby properties; and*
- The proposed signage does not result in the destruction of important elements of the building fabric.*

The application was ultimately refused following consideration against the objective and design principles because it would not be compatible with its setting and would have an adverse impact on the amenity of the surrounding area. A summary of the reasons why the proposal was determined not to meet the objective and design principles is outlined below:

- The size of the proposed sign would be disproportionate to the existing building to which it relates;
- The display of third party advertisements would be inconsistent with the nature of existing signs and the character of the immediate area;
- The size of the digital screen would be excessive in its context and inconsistent with existing signage within the surrounding area which would result in an adverse impact on the streetscape character; and
- The comments provided by MRWA outline that the proposed site location and size of the sign would be inconsistent with the MRWA Policy and raises concerns in relation to the safety of motorists travelling westbound on the Graham Farmer Freeway.

With respect to the proposed signs compatibility with its setting and in response to the previous reason for refusal the applicant has submitted amended plans reducing the size of the digital screen from 121 square metres down to 85.2 square metres and provided the following written justification in support of the proposal:

- The scale of the proposed development is consistent with the heights expected on the Newcastle Activity Corridor area under the City's Built Form Policy which provides for a six storey building height limit;
- The proposed development has been designed by a reputable local architect, to complement the style of the existing building;
- The proposed development is compatible with the scale of existing surrounding development, and will not dominate the streetscape given the height of the proposed development is less than half that of the neighbouring building on the opposite side of Newcastle Street;
- The digital screen is smaller than the size of signage on the neighbouring building on the opposite side of Newcastle Street which contains 2 large signs;
- There is limited visibility to the proposed development and digital screen by people traveling along Newcastle Street or Lord Street; and
- The proposed development does not block any important views, obscure any existing architectural detailing or require the destruction of important elements of the existing building fabric.

With respect to the proposed signs impact on the amenity of the surrounding area and in response to the previous reason for refusal the applicant has provided the following written justification in support of the proposal:

- Amenity is defined under the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as meaning all those factors which combine to form the character of an area and include the present and likely future amenity. The proposed development is consistent with the character of existing and likely future surrounding development and therefore cannot have an adverse impact on amenity; and
- The applicant has submitted perspective images to demonstrate how the proposed sign would appear from a potential mixed use development at No. 71 Edward Street, Perth which are included in **Attachment 7**. The proposed development would not unreasonably obscure sightlines to the City and would not look out of place in the context of surrounding development.

In reconsidering the proposal, the amended plans and additional information submitted by the applicant does not address the concerns relating to the proposed signs compatibility with its setting or impact on the amenity of the surrounding area and it is recommended that the previous refusal reason 2.1 and 2.2 (now 1.1 and 1.2) be maintained for the following reasons:

- Whilst the size of the proposed screen has been reduced from 121 square metres down to 85.2 square metres, this would still exceed the 18 square metre standard outlined in the Signage Policy for an above roof sign. The overall height and built form of the proposed structure to which the sign would be attached remains unchanged. The amended plans were referred to the DRP chairperson who advised that the reduction in the size of the digital screen would not be sufficient to address the previous concerns raised in relation to built form and scale given that the size of the overall structure has not been amended to reflect the reduced screen size. The screen size would be excessive in its context and inconsistent with existing signage within the surrounding area which would result in an adverse impact on the streetscape character;
- The locality is characterised by medium to high density commercial development and is envisaged as being an Activity Corridor under the Built Form Policy. The advertising for commercial tenancies in the immediate area promote only the businesses and services offered at the respective sites. These instances of advertising signs are affixed to the façade of the building, do not protrude above the roofline, are not digital and are proportionate and relevant to the premises where they are located. The proposed billboard sign would protrude above the roofline, be digital, display third party advertising that do not relate to the site and be disproportionate in size in comparison to the existing building to which it relates. The proposed billboard sign displaying third party advertisements would be inconsistent with the nature of existing signs and the character of the immediate area;
- The Signage Policy sets out that an illuminated sign should not change more than once in a five minute period. The billboard is proposed to display advertising images for a period of no less than 30 second which would be inconsistent with the policy standards. The constant changing of advertising material would be inconsistent with existing signage in the immediate area and would constitute a proliferation of signage that would be detrimental to the character of the area; and
- The existing concrete batching plant at No. 71 Edward Street, Perth is to cease operation on 30 June 2024. This site has a density coding of R160 and is zoned Mixed Use under Local Planning Scheme No. 2, and is permitted a building height of eight storeys under the Built Form Policy. The site is located approximately 105 metres to the north-east of the building at No. 12 Newcastle Street on which the sign is proposed to be located. As illustrated by the perspective images included in **Attachment 7**,

the proposed sign would be visible from any future development at No. 71 Edward Street when looking towards the City from the site given that there is only road reserve between the site and the proposed sign so there would be no other buildings in future to screen its view. The proposed sign could have an adverse impact on the amenity of occupants at a future development at No. 71 Edward Street because it would be illuminated and advertising third party content until 12:00pm every day of the year.

Reasons 2.3 and 3: Safety of Motorists

The City's Signage Policy states that signage should not pose a threat to public safety or health. The plans previously refused by Council proposed a 121 square metre digital billboard sign for the purposes of advertising third party content to motorists travelling westbound on the Graham Farmer Freeway before entering the tunnel. The application was previously refused by Council in line with referral comments provided by MRWA which advised that the proposed site location and size of the sign would be inconsistent with the MRWA Policy and would have the potential to impact on the safety of motorist.

The applicant has submitted updated crash rate calculations for the five year period ending December 2019 and further written justification prepared by a traffic consultant (Transcore) in support of the amended plans. The updated crash rate calculations are included in **Attachment 8**, the applicant's written justification is included in **Attachment 5** and both are summarised as follows:

- The proposal fails the crash rate criteria outlined under the MRWA Policy due to one crash in the westbound direction on the Graham Farmer Freeway which occurred on 27 September 2015 approximately 920 metres from the proposed sign location. The proposed sign would not be visible from the crash location;
- The crash that causes the site location to fail the crash rate criteria under the MRWA Policy involved a driver entering the East Parade off ramp in the wrong direction, travelling eastbound on the westbound side of the Graham Farmer Freeway and causing a fatal crash. The applicant has requested that MRWA exclude this crash from the calculation because it is an outlier and not representative of safety levels along this section of the Graham Farmer Freeway. The applicant states that if this crash was to be excluded from the crash data, the proposed sign location would satisfy the crash rate criteria of the MRWA Policy;
- The Safety Assessment Review Report prepared by Donald Veal Consultants and submitted with the plans previously refused by Council demonstrates that whilst the proposed development does not comply with some of the standards contained within MRWA Policy, the areas of non-compliance are no more or less than other existing and approved signs within the Perth Metropolitan area, including those owned or operated by the State; and
- Clause 67(t) of the *Planning and Development (Local Planning Schemes) Regulations 2015* Deemed Provisions does not mandate a no-risk approach to consideration of the application. The reasonable level of risk should be determined by reference to existing and approved digital signage, including that owned or controlled by the State.

The amended plans and additional information submitted to the City for reconsideration has been referred to MRWA who have advised that they continue to object to the proposal as it fails the crash rate criteria of the MRWA Policy. With respect to the applicant's further written justification, MRWA advised that the discretionary omission of crashes from the crash rate calculation is not acceptable. In reconsidering the proposal, the amended plans and additional information submitted by the applicant does not address the concerns relating to the safety of motorists and it recommended that the previous refusal reasons 2.3 and 3 (now 1.3 and 2) be maintained accordingly.

Built Form Policy Amendment 2 Assessment

The plans which were previously refused by Council on 17 March 2020 were assessed against the provisions of the Built Form Policy, prior to Amendment 2 to this policy being approved by Council at its 16 June 2020 meeting and taking effect following notice of the adoption which occurred on 11 July 2020. Whilst the overall size and built form of the proposed development remains unchanged, an assessment of the amended plans has been undertaken against the amended Built Form Policy and discretion is required to be granted in relation to the following:

Building Height

The proposed sign would result in the building having a maximum concealed roof height of 22.2 metres in lieu of 20.5 metres permitted under the Built Form Policy. The proposed building height was previously considered to satisfy the relevant design principles of the Built Form Policy and was not recommended as a

reason for refusal of the application. The Built Form Policy provisions relating to building height have not changed and the proposed development would continue to satisfy the design principles relating to building height because the built form and overall height proposed in the amended plans remains unchanged from the plans which were previously refused by Council.

Visual Privacy

The Built Form Policy does not provide acceptable outcomes in relation to visual privacy. The proposed development would satisfy the element objective of the Built Form Policy relating to visual privacy on the basis that the proposed addition would be located near the corner of Lord Street and Newcastle Street and setback 15 metres or more from the adjoining commercial properties to the north east and north west.

Universal Design

The Built Form Policy does not provide acceptable outcomes in relation to universal design. The proposed development would satisfy the element objective of the Built Form Policy relating to universal design given that the application is for an addition to the existing building only, the existing building contains lifts to allow ease of access for persons with limited mobility.

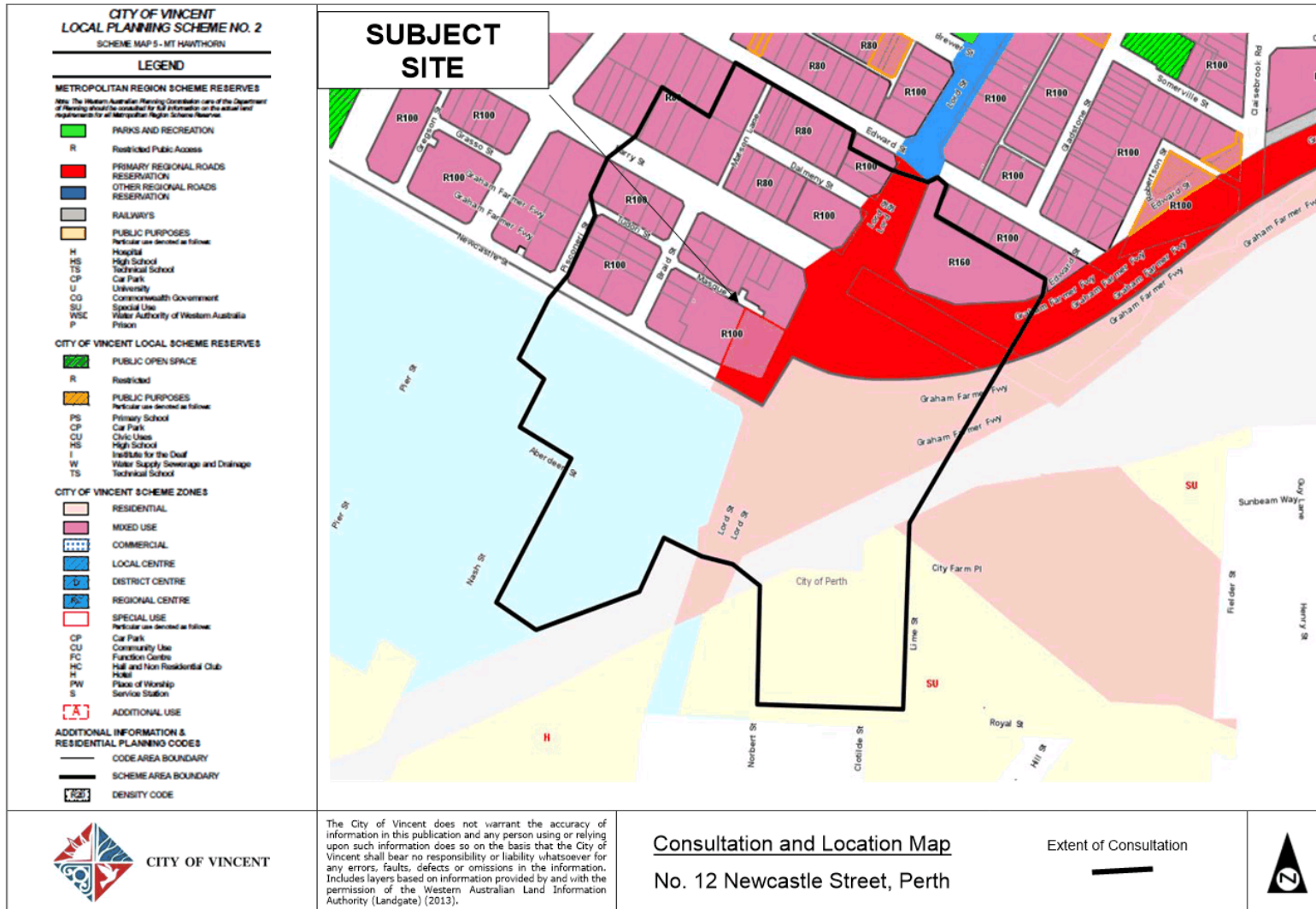
Community Benefit

In response to the previous reasons for refusal the applicant has outlined that they would be in agreement to a number of conditions of approval in order to address the reasons for refusal and provide community benefit. The details of these conditions are as follows:

The applicant has advised that they would be in agreement for a condition of approval requiring the applicant to enter into an agreement with the City where the applicant would provide one in every 10 advertisements to the City (or other local not for profit organisations approved by the City). This would be for the purposes of promoting local activities, events or attractions to regional traffic utilising the Graham Farmer Freeway. Administration has not pursued this proposal through the assessment of the development application as it does not believe that this would be a relevant planning consideration under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The applicant has advised that they would be in agreement for a condition of approval requiring one in every ten advertisements to be allocated to current tenants of the building to promote local businesses to regional traffic utilising the Graham Farmer Freeway. The applicant is of the opinion that the proposed sign would improve the ongoing viability of tenants within the building as the additional revenue would help to offset ongoing building maintenance costs. Administration has considered this proposal and determined that whilst it would reduce the extent of third party advertisements, the primary purpose of the sign would remain unchanged.

The applicant has advised that they would be in agreement for a condition of approval requiring the applicant to pay for the installation and maintenance of 10 street trees in the surrounding locality for the life of the development in order to improve the amenity of the locality in the long term. Administration has considered this proposal and determined that the provision of trees elsewhere in the City would not mitigate concerns relating to impacts of the proposed development on the amenity of the immediate surrounding area as a result of the size, scale, visual prominence and advertising content of the sign.

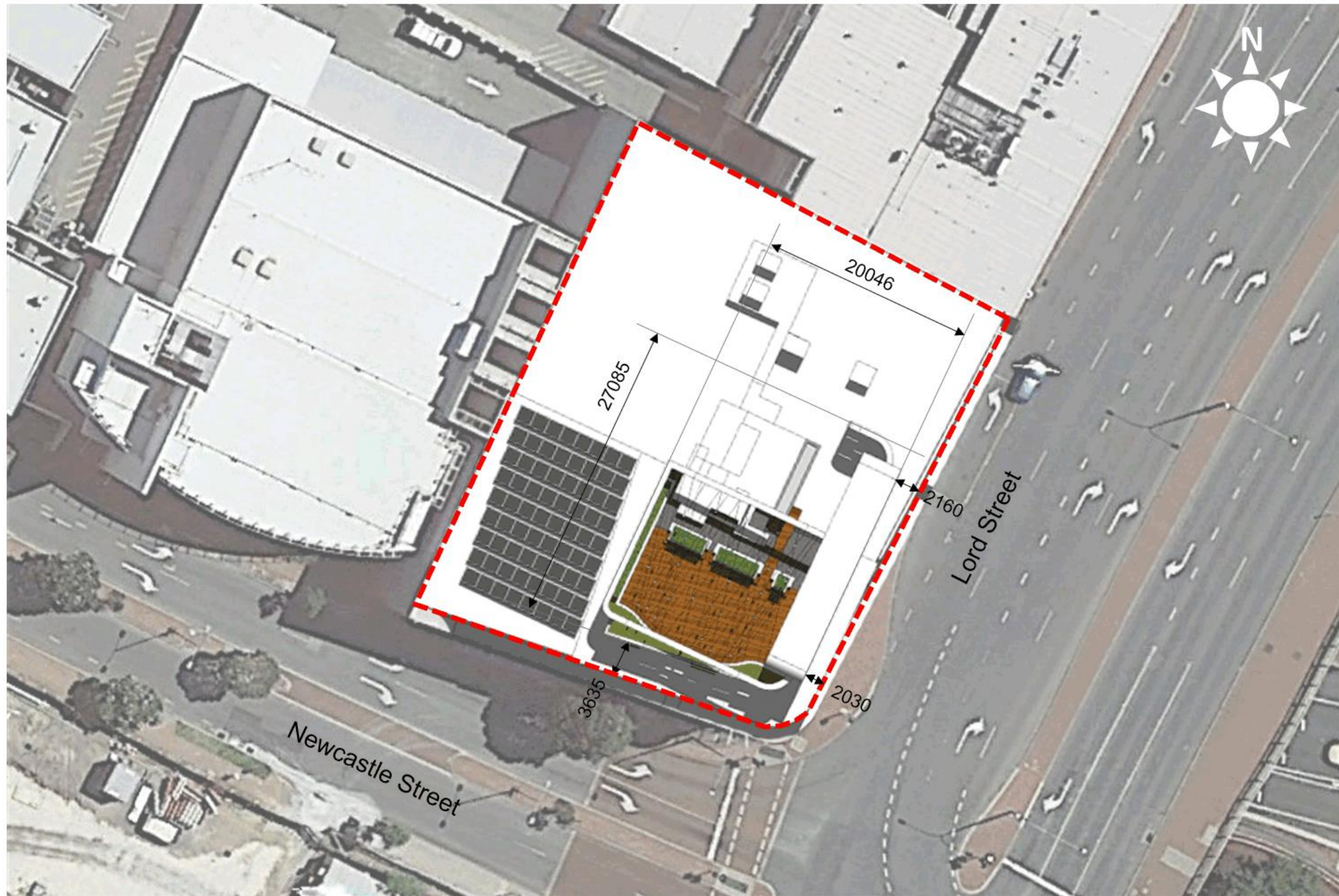


12 Newcastle Street, Perth Rooftop structure with digital screen



July 2020

V6 23.07.20
mackay urbandesign

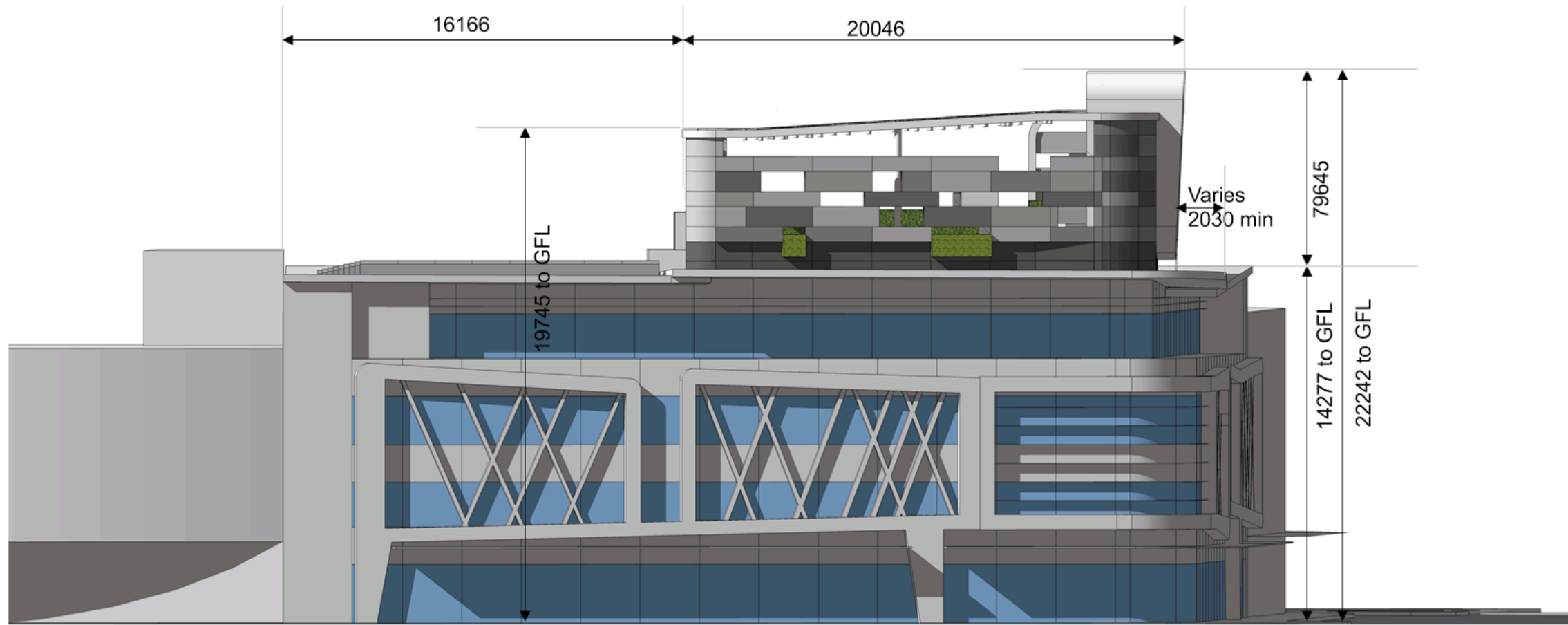


Site Plan
1:400 @A3



Rooftop addition with digital screen - 12 Newcastle Street

V6 23.07.20
mackay urbandesign

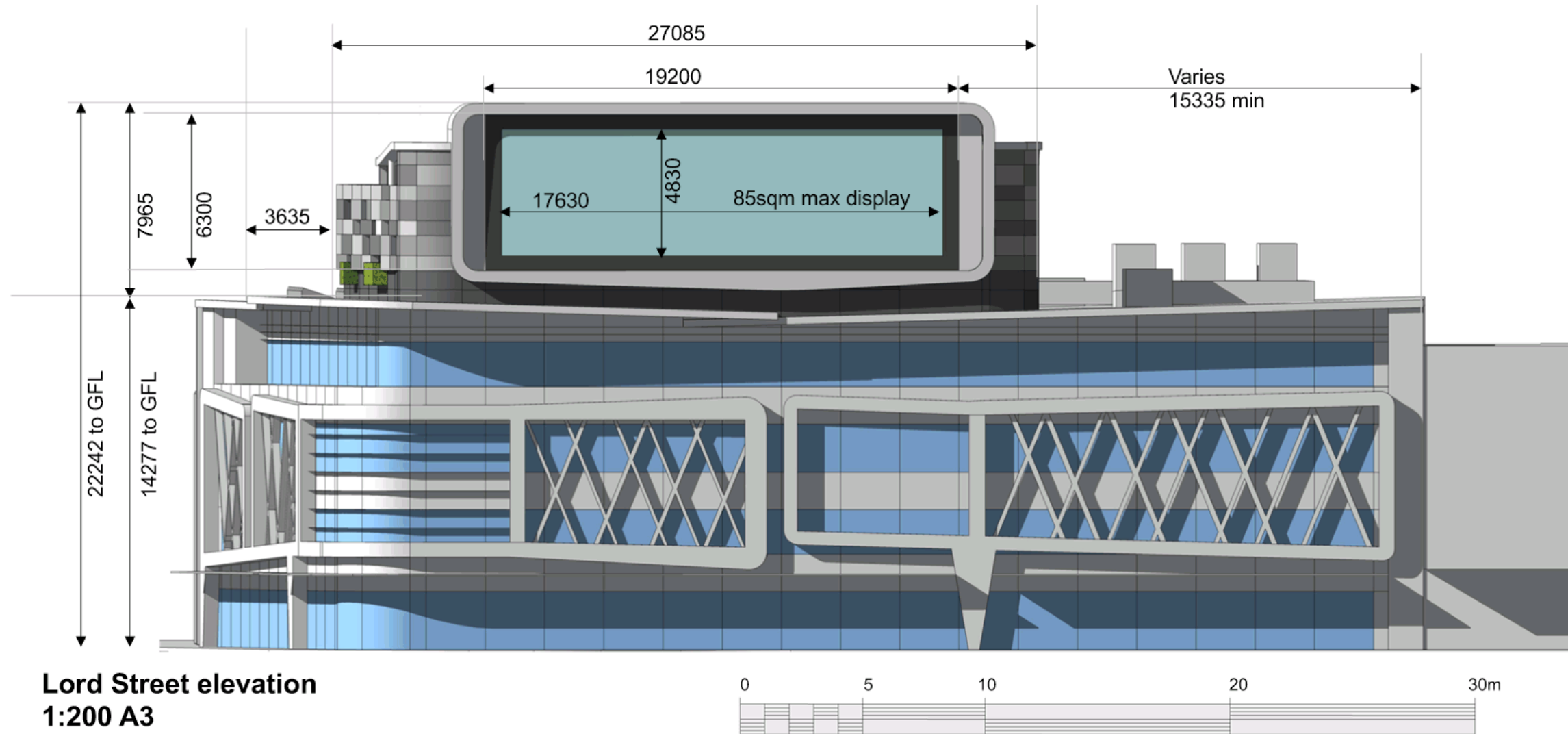


Newcastle Street elevation
1:200 A3



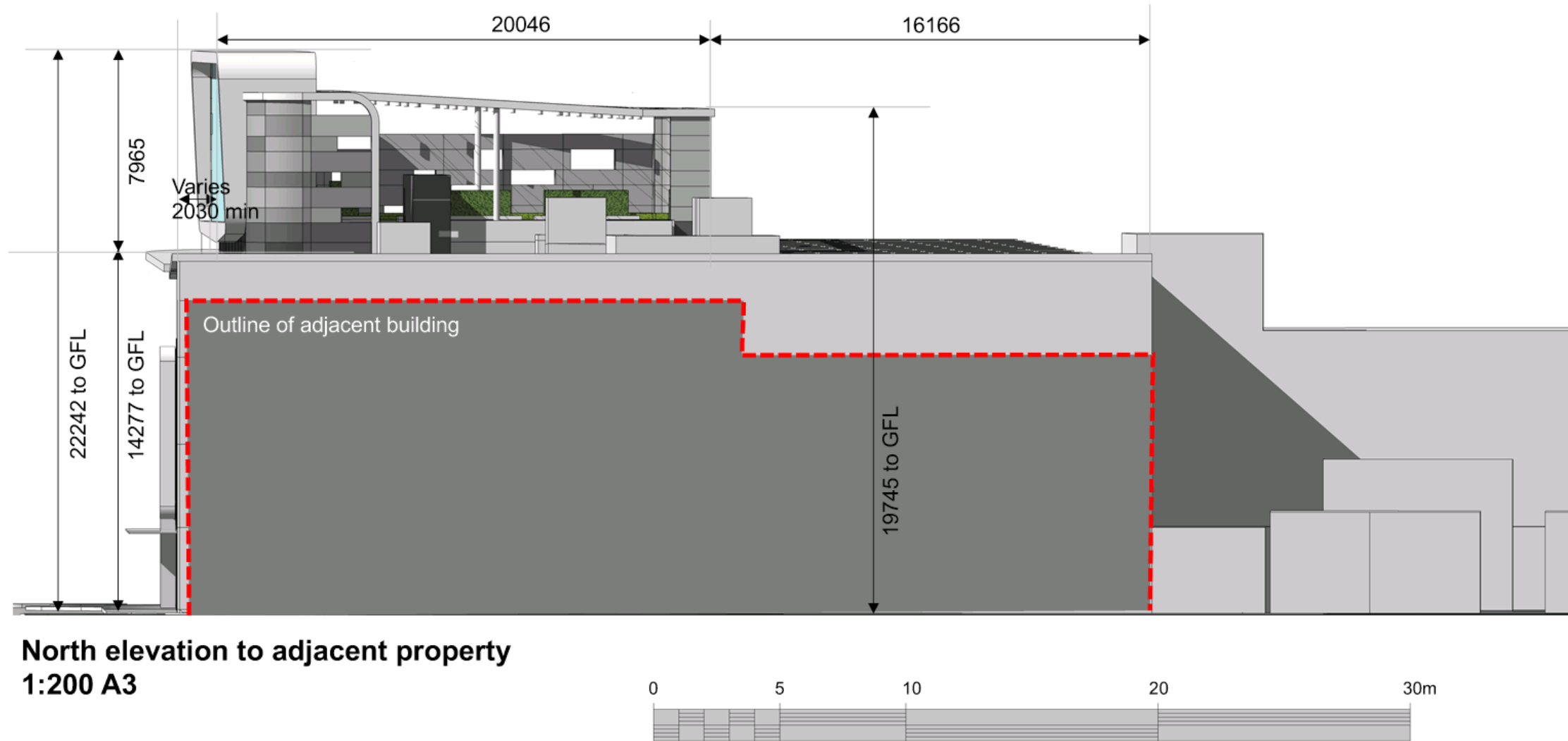
Rooftop addition with digital screen - 12 Newcastle Street

V6 23.07.20
mackay urbandesign



Rooftop addition with digital screen - 12 Newcastle Street

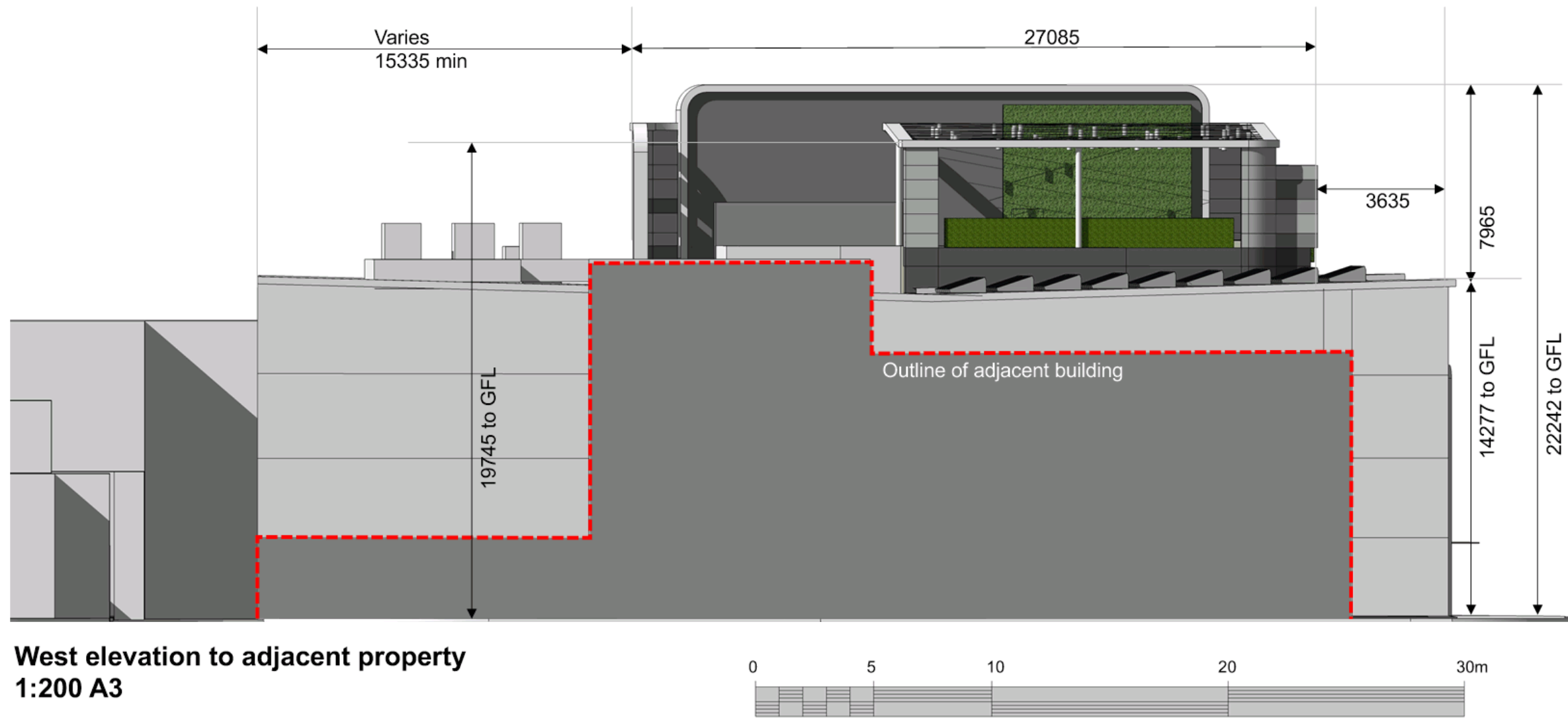
V6 23.07.20
mackay urbandesign



North elevation to adjacent property
1:200 A3

Rooftop addition with digital screen - 12 Newcastle Street

V6 23.07.20
mackay urbandesign

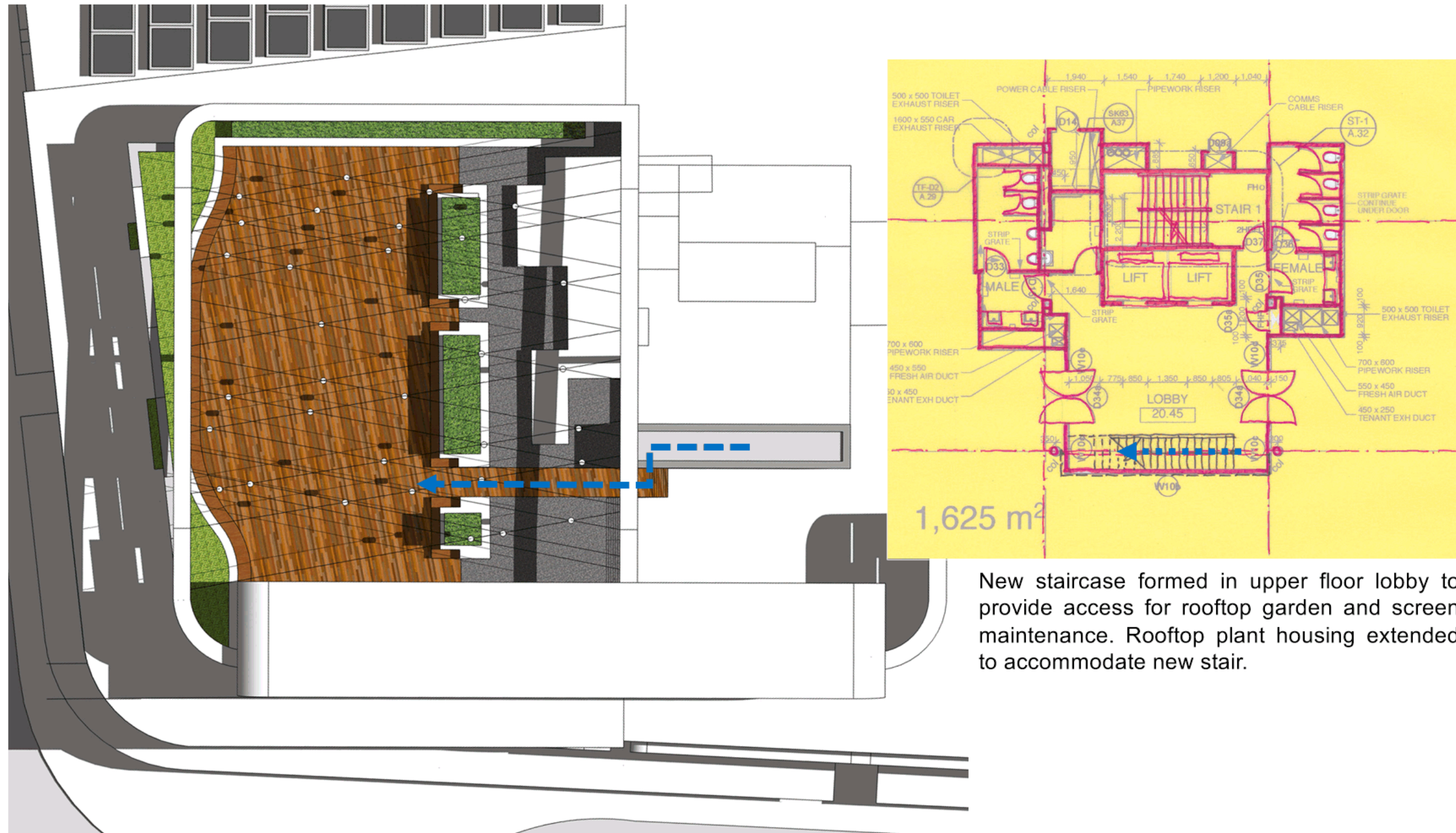


West elevation to adjacent property
1:200 A3

Rooftop addition with digital screen - 12 Newcastle Street

V6 23.07.20
mackay urbandesign

Rooftop access



New staircase formed in upper floor lobby to provide access for rooftop garden and screen maintenance. Rooftop plant housing extended to accommodate new stair.

Rooftop access

Rooftop addition with digital screen - 12 Newcastle Street

V6 23.07.20
mackay urbandesign

CITY OF VINCENT
RECEIVED
8 Feb 2020

12 Newcastle Street, Perth Rooftop structure with digital screen



CITY OF VINCENT
DA No. 5.2019.191.1
OMC 17 March 2020
REFUSED
Refer to Decision Notice
Coordinator Planning Services

February 2020

mackay urbandesign



Site Plan
1:400 @A3

CITY OF VINCENT
RECEIVED
8 Feb 2020

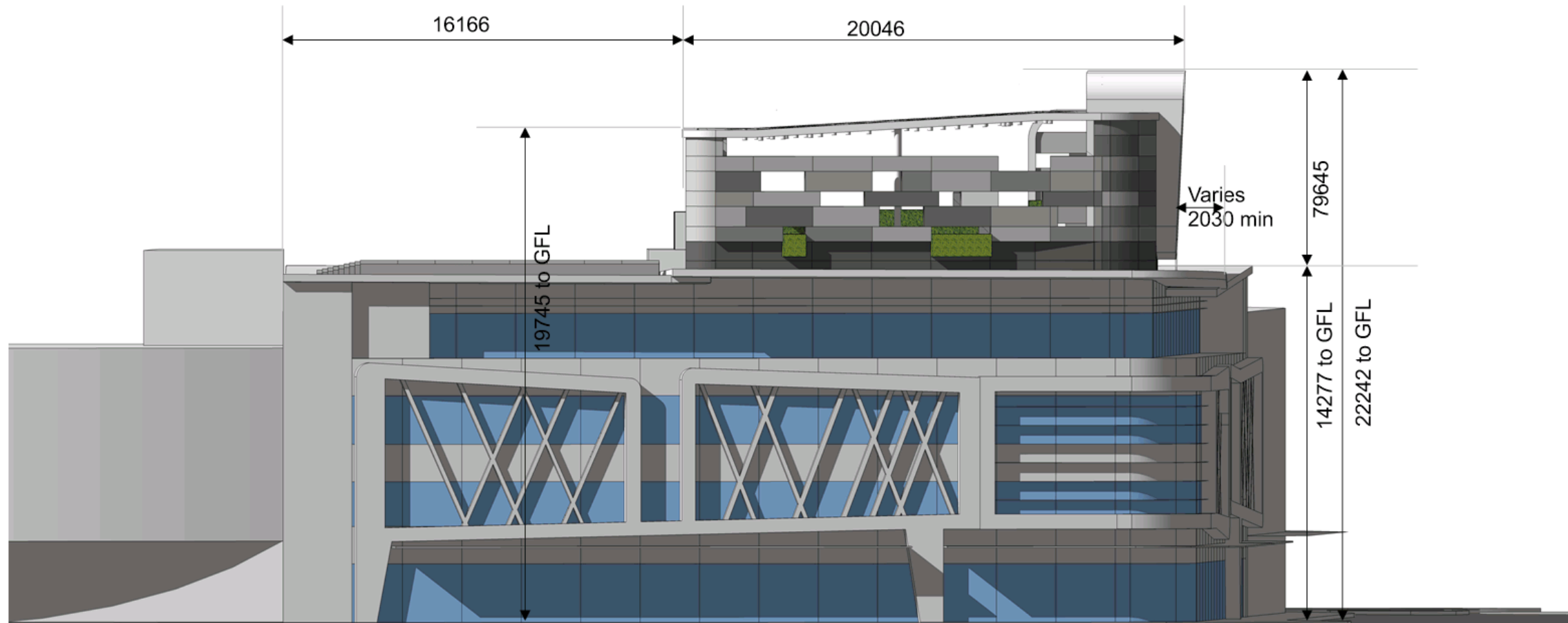
CITY OF VINCENT
DA No. 5.2019.191.1
OMC 17 March 2020
REFUSED
Refer to Decision Notice
Coordinator Planning Services



Rooftop addition with digital screen - 12 Newcastle Street

V5 08.02.20
mackay urbandesign

CITY OF VINCENT
RECEIVED
8 Feb 2020



Newcastle Street elevation
1:200 A3

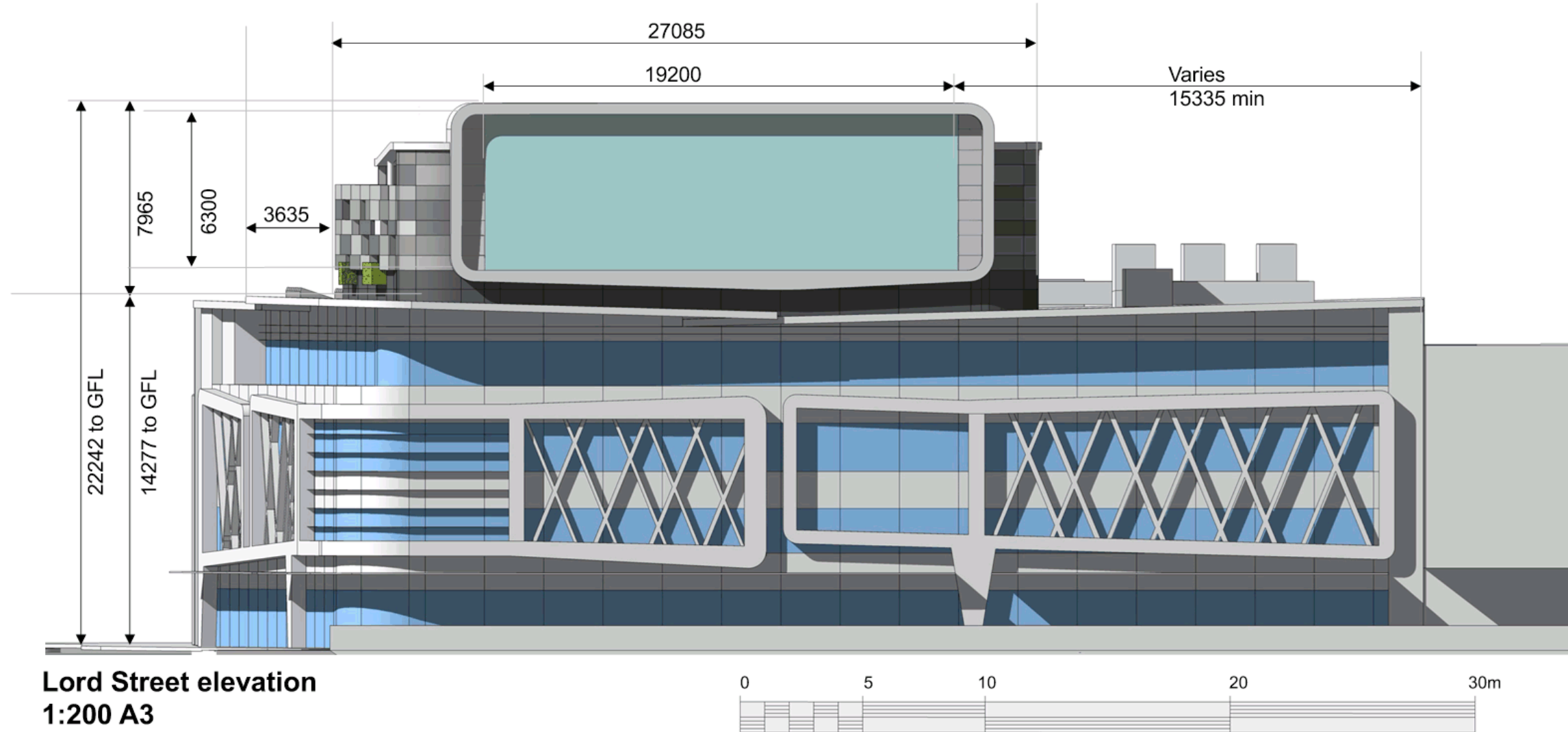


CITY OF VINCENT
DA No. 5.2019.191.1
OMC 17 March 2020
REFUSED
Refer to Decision Notice
Coordinator Planning Services

Rooftop addition with digital screen - 12 Newcastle Street

V5 08.02.20
mackay urbandesign

CITY OF VINCENT
RECEIVED
8 Feb 2020



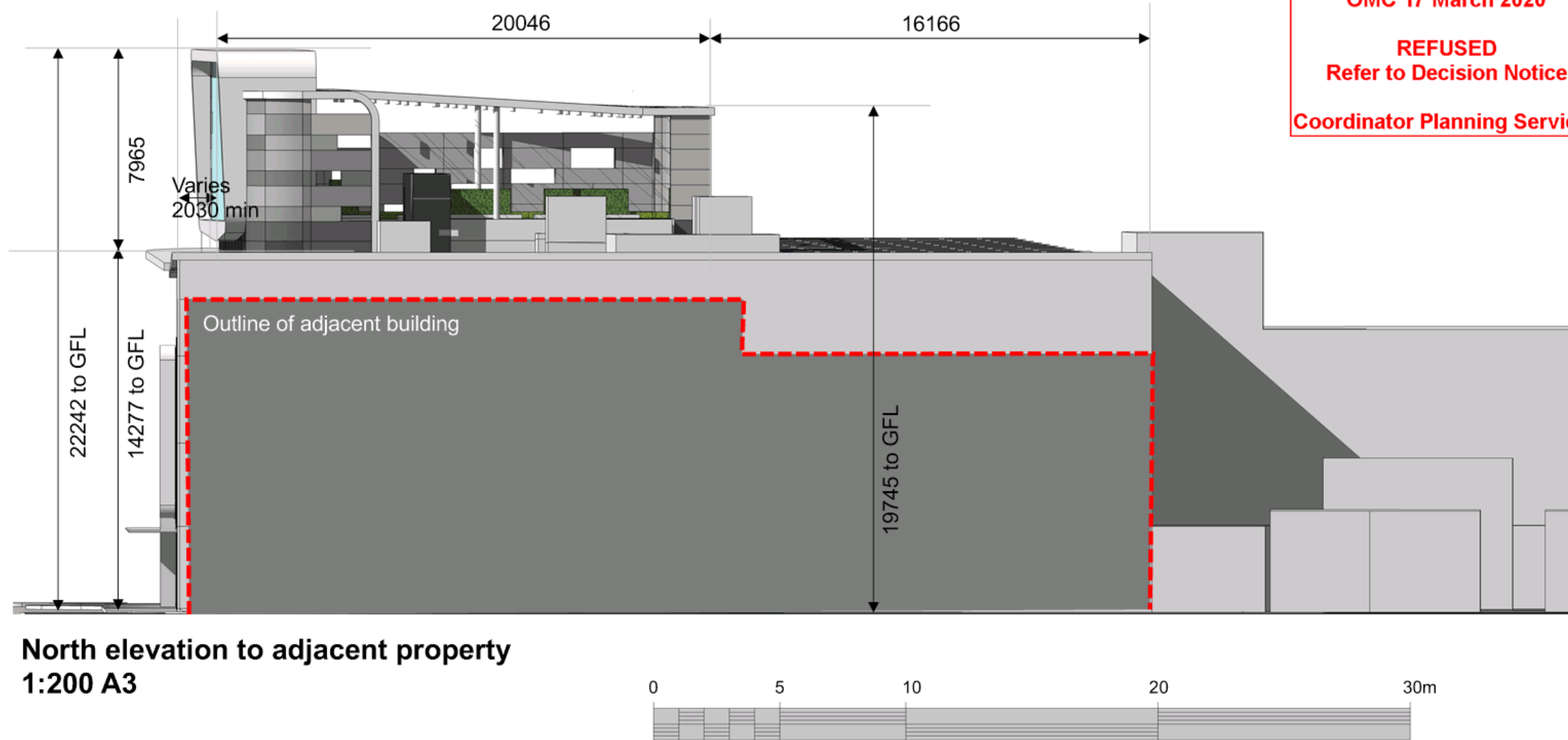
CITY OF VINCENT
DA No. 5.2019.191.1
OMC 17 March 2020
REFUSED
Refer to Decision Notice
Coordinator Planning Services

Rooftop addition with digital screen - 12 Newcastle Street

V5 08.02.20
mackay urbandesign

CITY OF VINCENT
RECEIVED
8 Feb 2020

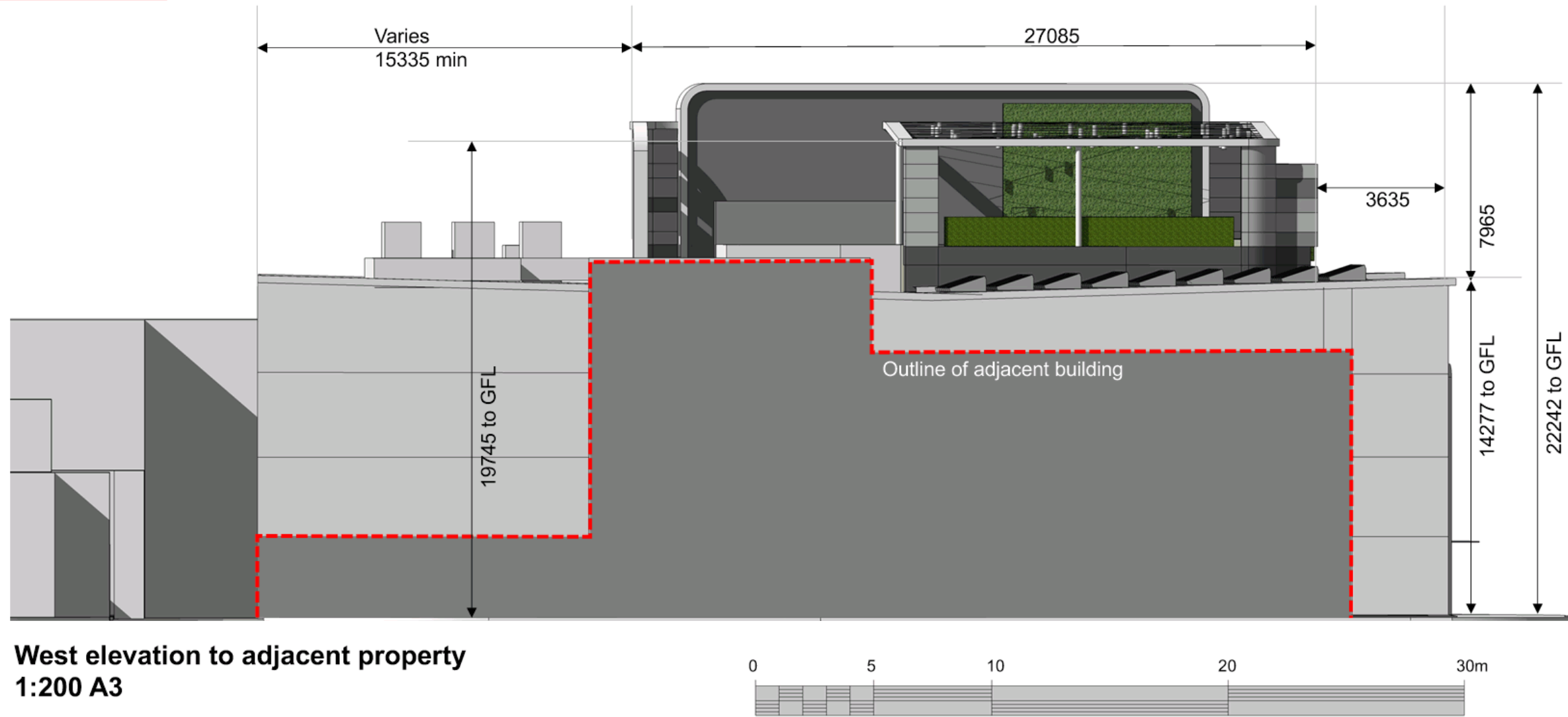
CITY OF VINCENT
DA No. 5.2019.191.1
OMC 17 March 2020
REFUSED
Refer to Decision Notice
Coordinator Planning Services



Rooftop addition with digital screen - 12 Newcastle Street

V5 08.02.20
mackay urbandesign

CITY OF VINCENT
RECEIVED
8 Feb 2020



West elevation to adjacent property
1:200 A3

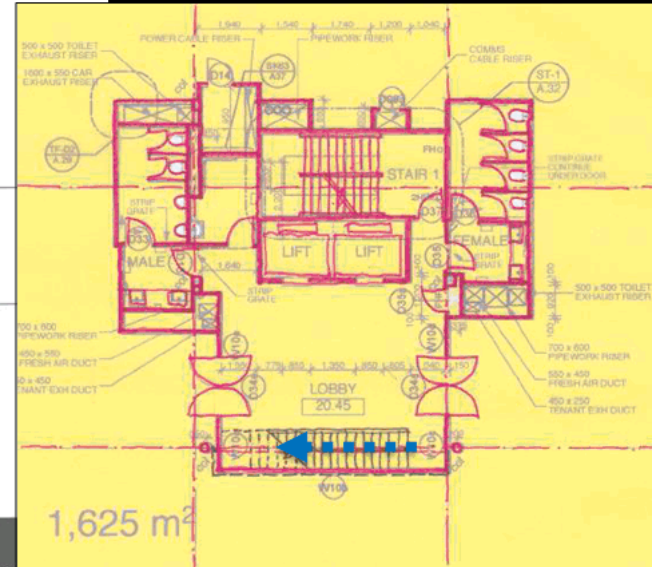
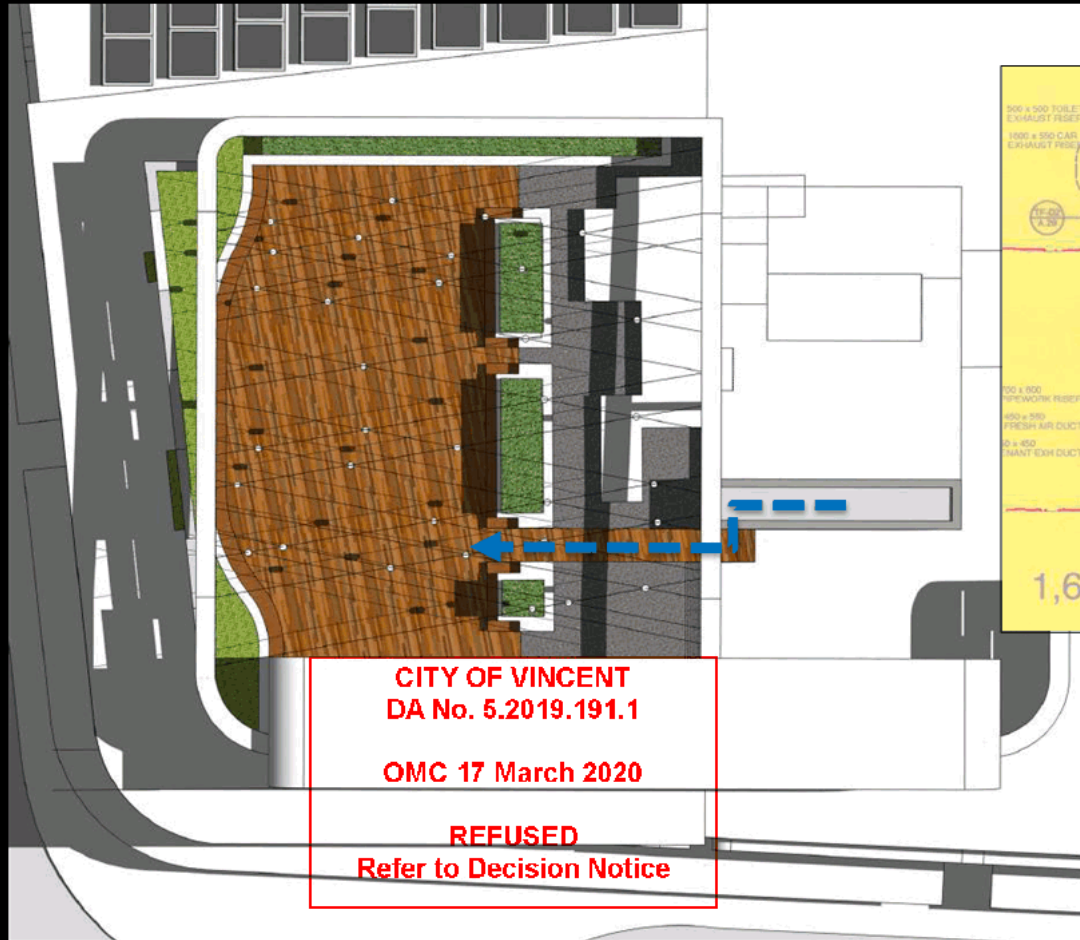
CITY OF VINCENT
DA No. 5.2019.191.1
OMC 17 March 2020
REFUSED
Refer to Decision Notice
Coordinator Planning Services

Rooftop addition with digital screen - 12 Newcastle Street

V5 08.02.20
mackay urbandesign

Issue 6: Design quality

CITY OF VINCENT
RECEIVED
8 Feb 2020



CITY OF VINCENT
DA No. 5.2019.191.1
OMC 17 March 2020
REFUSED
Refer to Decision Notice









New staircase formed in upper floor lobby to provide access for rooftop garden and screen maintenance. Rooftop plant housing extended to accommodate new stair.

Rooftop access

mackay urbandesign

9.2 NO. 12 (LOT: 829; D/P: 40498) NEWCASTLE STREET, PERTH - PROPOSED THIRD PARTY DIGITAL BILLBOARD SIGN

Ward: South

- Attachments:
1. Location and Consultation Plan 
 2. Development Plans 
 3. Applicant's Written Justification 
 4. Safety Assessment Review Report 
 5. Summary of Submissions - Administration's Response 
 6. Summary of Submissions - Applicant's Response 
 7. Main Roads WA Comments 
 8. Design Review Panel Minutes 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for the proposed Third Party Digital Billboard Sign at No. 12 (Lot: 829; D/P: 40498) Newcastle Street, Perth, in accordance with the plans in Attachment 2, for the following reasons:

1. The proposed Third Party Digital Billboard Sign does not comply with the requirements of the City's Policy No. 7.5.2 – Signs and Advertising as it constitutes a Billboard advertising third party content;
2. The proposed size, scale and visual prominence of the Third Party Digital Billboard Sign:
 - 2.1 Would not be compatible with its setting and is inconsistent with Clause 67(m) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - 2.2 Would have an adverse impact on the amenity of the surrounding area and is not consistent with the objective of the City's Policy No. 7.5.2 – Signs and Advertising and Clause 67(n) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
 - 2.3 Would have the potential to impact on the safety of motorists and is inconsistent with Clause 67(r) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
3. The proposal does not meet the requirements of the Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves, taking into account the submission received from Main Roads WA as per Clause 67(za) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

COUNCIL DECISION ITEM 9.2

Moved: Cr Hallett, **Seconded:** Cr Gontaszewski

That the recommendation be adopted.

CARRIED (6-2)

For: Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Hallett, Cr Topelberg and Cr Wallace

Against: Cr Fotakis and Cr Smith

(Cr Loden was on approved leave of absence for the Meeting.)

THOMSON GEER
LAWYERS

Our ref BRF:4601395

24 July 2020

Craig Clarke
McLeod's Barristers & Solicitors
By Email: cclarke@mcleods.wa.gov.au

CC: Dan McCluggage
A/Senior Urban Planner
City of Vincent
Dan.McCluggage@vincent.wa.gov.au

Level 27, Exchange Tower
2 The Esplanade
Perth WA 6000 Australia

PO Box Z5025, St Georges Terrace
Perth WA 6831

T +61 8 9404 9100
F +61 8 9300 1338

Dear Craig

DR 73 of 2020 - S.31 Reconsideration - Adbrands Media Pty Ltd and City of Vincent

1 I write with regard to the above matter. Please find **attached** for the purpose of reconsideration:

- (a) Updated plans;
- (b) New draft signage strategy;
- (c) Drone imagery, with superimposed development – for comparative purposes; and
- (d) Updated traffic engineering commentary.

2 In addition to the attached, please note the following for the purpose of reconsideration:

Reduced screen display size

3 The updated plans show a reduced screen display size of 85m2, as discussed with Main Roads WA.

Draft signage strategy

4 Attached is a draft signage strategy, if the City requires modifications, the applicant is content to work through these prior to re-consideration of the matter, or for a condition to be imposed requiring a signage strategy to be submitted to the satisfaction of the City and thereafter complied with for the life of the development.

Drone Imagery

5 The applicant commissioned a consultant to superimpose the proposed development onto images which have been taken in the approximate location of potential future residential apartments (on the current concrete batching plant sites). These images demonstrate that the proposed development does not unreasonably obscure sightlines to the City, and does not look "out of place" in the context of surrounding development.

Rooftop Garden

6 It should be noted that the submitted plans have not shown the full or final extent of greenery, as this would obstruct structural details required to be shown for the purpose of assessment. A further plan showing the extent of full greening will be submitted if so required by the City.

7 The rooftop garden is proposed to comprise:

- (a) A living "green wall";

www.tglaw.com.au
Sydney | Melbourne | Brisbane | Perth | Adelaide
ABN 21 442 367 363

ADVICE | TRANSACTIONS | DISPUTES
Domestic & Cross Border

Legal/72081444_1

THOMSON GEER

2

- (b) A number of soil areas for planting; and
 - (c) a wire trellis over the whole of the outdoor area, which over time, vegetation will be encouraged to grow over.
- 8 It is envisaged that a condition of approval would be imposed requiring a landscaping and management plan to be submitted to the satisfaction of the City, and thereafter complied with for the life of the development.
- 9 It is submitted that the proposed rooftop greening of the development is consistent with and supports Objective 5 of the City of Vincent's Greening Plan 2018.

City's Greening Plan 2018

- 10 As part of investigation into the rooftop garden, the applicant has noted that when the land was re-developed in the late 1990's and early 2000's by the East Perth Redevelopment Authority, the land and its surrounds (including road reserves) were effectively totally cleared of all pre-existing vegetation. While some street trees have since been planted, these are not nearly at the density found in many other parts of the City.
- 11 As a result, and to demonstrate the applicant's commitment to improving the amenity of the locality in the long term, the applicant is content for a condition of approval to be imposed requiring the applicant to enter into an agreement with the City, which provides for the applicant to pay for installation and maintenance of 10 street trees in the locality, for the life of the development.

Community Benefit

- 12 In addition to the abovementioned factors, the Applicant confirms that it is content for a condition to be imposed requiring the applicant to enter into an agreement with the City, which provides for the applicant to provide 1 in 10 advertisements to the City (or other local not for profit organisations at the election of the City) for the purpose of promoting local activities, events or attractions to regional traffic utilising the Graham Farmer Freeway who may not otherwise be aware of those local activities, events or attractions.

Benefit to existing businesses

- 13 The proposed development provides a direct benefit to current and future tenants of the building, by offsetting and reducing the costs they may otherwise incur in building maintenance and outgoings. This improves the viability of all businesses which operate from the building, in the long term.
- 14 In addition to the above, the applicant is content for a condition to be imposed requiring the applicant to provide 1 in 10 advertisements solely for tenants of the Building. This will allow those businesses the opportunity to promote to regional traffic using the Graham Farmer Freeway who may not otherwise be aware of those local businesses, goods or services.

Hours of operation

- 15 Consistent with other illuminated signage approvals within the Perth Metropolitan Region where there is the potential to impact future residential development, the applicant proposes to restrict hours of operation of the illuminated signage.
- 16 It is envisaged that this would be via the condition of approval which provides that no advertising content is permitted to be displayed between the hours of 12am and 5am, on all days of the year.

Updated Traffic Engineering Information

- 17 Please see attached Transcore plan and below additional information to be provide to Main Roads WA.

Legal/72081444_1

THOMSON GEER

3

- 18 The following comments are provided by Behnam Bordbar at Transcore:
- (a) *As requested by Main Roads, Transcore updated the crash calculations in accordance to Main Roads policy for the 5 year period ending December 2019. In the westbound direction of GFF there is only one crash that fails the calculation. This crash occurred on 27 September 2015 about 920m from the proposed sign (please see attached sk01). At this location the proposed sign is not visible. Further this crash involved a driver going onto the East Parade off ramp the wrong way, then travelling eastbound on the westbound direction of the GFF causing a fatal crash. This crash should be excluded from the crash calculation because of the way that the crash occurred and the fact that it is not representative of safety levels along this section of GFF. If this crash is excluded the crash calculations does not fail and the proposed sign satisfies the crash criteria requirement of the policy (please see the attachment table titled "Crash data calculations – Graham Farmer Fwy").*
 - (b) *Sk04 shows the DRA for the merge point on the East Parade on ramp just before the tunnel. As the speed limit on the approach to and at the point of merge is 60 km/h, the DRA is prepared for this speed. As shown, the DRA includes the Approach Zone, the Conflict Zone and the Turbulence Zone. The DRA for the Approach Zone and the Conflict Zone does not impact the proposed sign. The DRA for the turbulence Zone impacts the proposed sign, however a driver in the Turbulence Zone has already past the merge point and therefore no further decision making is required from the driver with respect to this particular merge. The next merge point/ decision making by driver is well inside the tunnel. As a result, it is my view that the proposed sign will not distract the decision making process of a driver within this Turbulence Zone as it relates to this particular merge point.*
 - (c) *Sk06 shows the 200m DRA distance required for the existing traffic signs (shown as blue circles on this plan) from the proposed digital sign. It is suggested that these signs can be relocated further east and outside the DRA without undermining the guidance these signs provide to the drivers on this East Parade on ramp.*
 - (d) *The DRA for the variable message signs located on the entrance to the tunnel impacts the proposed digital sign. These signs communicate the speed and or lane closures by an 'X' sign. In my view, the messages displayed on these signs are limited and simple and therefore are immediately comprehended by a glance by the approaching drivers. Further, it is unlikely that the proposed digital sign will impact on the noticing and comprehension of the variable messages displayed at the entrance to the tunnel.*

Conclusion

- 19 If any clarification to the above or attached is required, the applicant is content to discuss these matters, either in person or via tele or video conference, with a view to resolving them prior to re-consideration.

Yours sincerely



Brendan Foley
Senior Associate
T +61 8 9404 9126
M +61 402 577 770
E bfoley@tglaw.com.au

Responsible Partner - Julius Skinner

Legal/72081444_1

DRAFT Signage Strategy

City of Vincent Reference: D/P: 40498

Property: 12 (Lot: 829) Newcastle Street Perth

Rooftop Garden Terrace with Digital Screen

Date: 23 July 2020

Introduction

- 1 This Strategy is a draft.
- 2 This Strategy has been prepared by AdBrands Media Pty Ltd (Operator). Mr Lou Di Florio is the Manager of AdBrands Media and has over twenty years experience in the Advertising Industry.
- 3 If ownership of the signage is ever assigned, it is intended that the assignee update the Strategy to the satisfaction of the City. A legal agreement between the Operator and the City which provides for this is contemplated.

Sign Content

- 4 The Operator is to comply with the Australian Association of National Advertisers Code of Ethics (the Code) in respect of content of the advertising.
- 5 In addition to the requirements of the Code, the Operator is to ensure that no third party advertising is displayed which is deleterious to the City of Vincent.
- 6 'Deleterious' in clause 5 means an advertisement which directly or by implication unduly undermines the City of Vincent as a primary destination for retail and commerce, and/or compares the City of Vincent unfavourably to the location the subject of the advertisement.
- 7 All advertisements are restricted to static displays that contain only single, self-contained messages that have a dwell duration of transition between the full display of one message and the full display of the next message not exceeding 0.1 seconds. Transitional effects such as fly-in, fade-out and scrolling will not occur.
- 8 The sign will not to display advertising in a format that is normally used for traffic control or warning, incident or traffic management, or road safety or driver information messages, including red, green or yellow circles, octagons, crosses, triangles or arrows, red green or yellow lighting, or any other colors shapes, or lighting that could be mistaken for a traffic sign or traffic control signal.

Sign Maintenance/Operation

- 9 The advertising panels will be maintained to a high standard at all times.
- 10 The Operator will repair any damage to the advertising panels within as soon as is possible.

Complaints and Compliance

- 11 Should any person wish to lodge a complaint against any advertisement, they may do so with the Advertising Standards Bureau (ASB). <https://adstandards.com.au/>. The ASB are a national body that adjudicate on all advertising in all mediums. Following their consideration against the Codes, regardless of the specific complaint, they will issue a determination. Should that determination be that the advertisement does not meet the various codes, AdBrands Media will permanently remove the advertisement.

1

- 12 Where the City considers that the content advertising offends the Code, offends clause 5, or that the advertising panel has not been properly maintained or operated, the process as set out in this clause will be undertaken.
- (a) The City will advise the Operator of the particulars of its concern, including the location of the advertising panel, the content of the advertising panel, and the way in which it offends this Strategy, or the way in which the advertising panel has not been maintained or operated to its satisfaction.
- (b) The point of contact for the Operator is;
- AdBrands Media
Mr Lou Di Florio
E: adbrands@adbrands.com.au
M: 0408 908 387
T: 9302 2877
- (c) The sign operator will respond to the City's concerns in one of the following ways:
- (i) Where the nature of the complaint relates to maintenance or damage, the Operator will comply with the written direction of the City (acting reasonably).
- (ii) Where the Operator agrees with the City's concern regarding content, the content of the advertising panel will be removed within 48 hours of receipt of the complaint.
- (iii) Where the Operator does not agree with the City's concern regarding content, then the dispute resolution procedures under the Code of Ethics apply.









Graham Farmer Fwy (WB)

Rum Group	Description	Crash Risk Score (x 10 ⁴ Risk Unit) Low Speed (< 80km/h)	Crash Risk Score (x 10 ⁴ Risk Unit) High Speed (≥ 80km/h)	Number of Crashes (At)						Casualty Crash Rate (R)					
				Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	1	2	3	4	5	6
1	Intersection, from adjacent approaches	21	96	0	0	0	0	0	0	0	0	0	0	0	0
2	Head on	98	319	0	0	0	0	0	0	0	0	0	0	0	0
3	Opposite vehicle turning	19	64	0	0	0	0	0	0	0	0	0	0	0	0
4	Rear end	8	21	5	5	5	4	2	2	112.6752704	112.6752704	112.6752704	90.14021633	45.07010816	45.07010816
5	Lane change	13	31	2	2	2	2	2	2	66.53206443	66.53206443	66.53206443	66.53206443	66.53206443	66.53206443
6	Parallel lanes, turning	11	67	0	0	0	0	0	0	0	0	0	0	0	0
7	U-turn	12	183	0	0	0	0	0	0	0	0	0	0	0	0
8	Entering roadway	23	23	0	0	0	0	0	0	0	0	0	0	0	0
9	Overtaking, same directions	9	88	0	0	0	0	0	0	0	0	0	0	0	0
10	Hit parked vehicle	12	101	0	0	0	0	0	0	0	0	0	0	0	0
11	Hit railway train	669	73	0	0	0	0	0	0	0	0	0	0	0	0
12	Pedestrian	60	235	0	0	0	0	0	0	0	0	0	0	0	0
13	Permanent obstruction on carriageway	-	-	0	0	0	0	0	0						
14	Hit animal	23	33	0	0	0	0	0	0	0	0	0	0	0	0
15	Off carriageway on straight	20	79	0	0	0	0	0	0	0	0	0	0	0	0
16	Off carriageway on straight hit object	37	95	0	0	0	0	0	0	0	0	0	0	0	0
17	Out of control on straight	27	70	0	0	0	0	0	0	0	0	0	0	0	0
18	Off carriageway on curve	17	101	0	0	0	0	0	0	0	0	0	0	0	0
19	Off carriageway on curve hit object	72	107	1	0	0	0	0	0	114.821466	0	0	0	0	0
20	Out of control on curve	23	62	0	0	0	0	0	0	0	0	0	0	0	0
AA DT	51062	(vpd)	Total R =	294.0	179.2	179.2	156.7	111.6	111.6						

Critical Crash Rate Thresholds

390.4

Length of road (km)

Sign SLK	2.36		Start	1.86	Finish	3.36	
Section	1	2	3	4	5	6	
Start	1.86	1.96	2.06	2.16	2.26	2.36	
Finish	2.86	2.96	3.06	3.16	3.26	3.36	

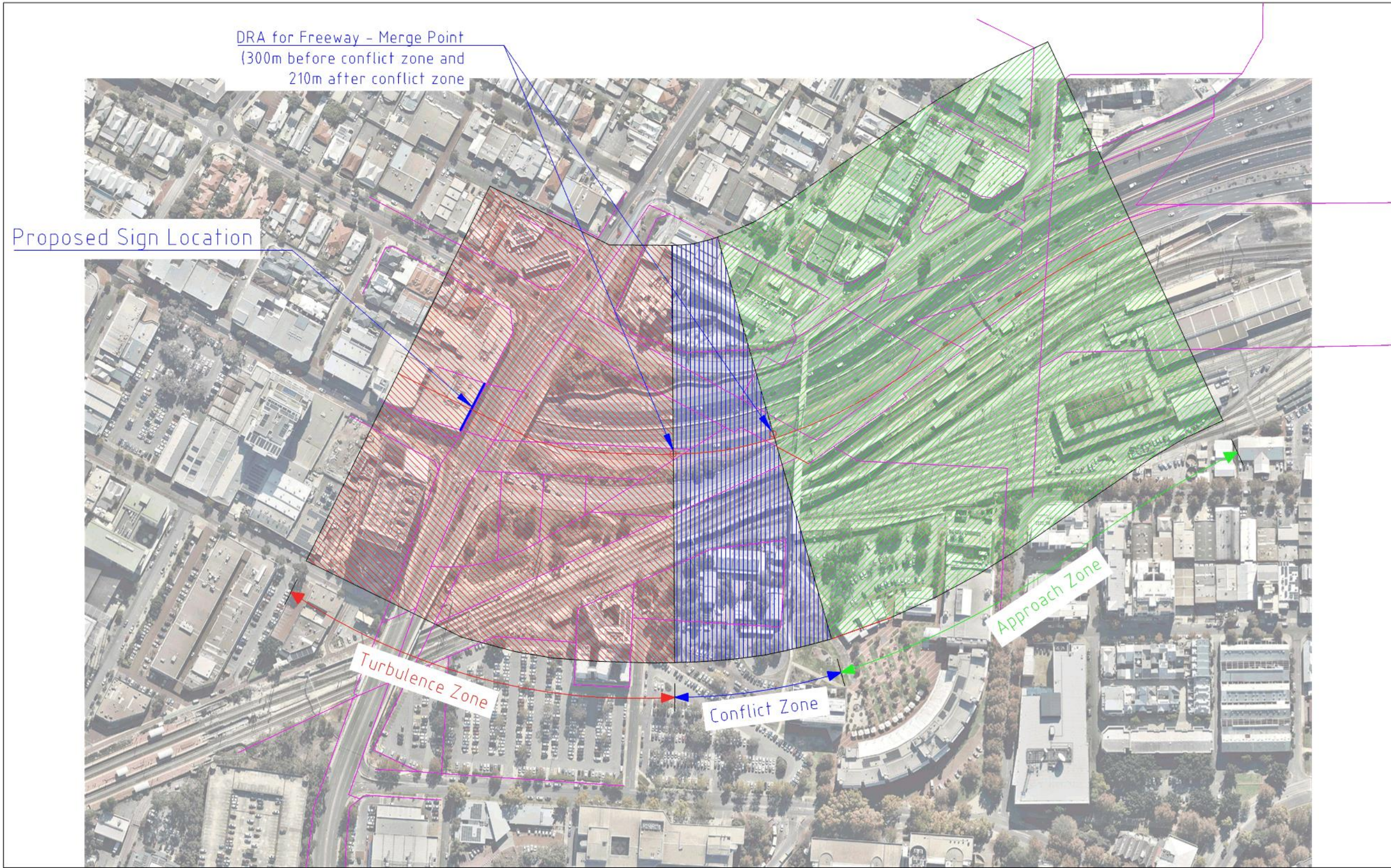
Crash SLK	Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Section 7	RUM	CRASH TYPE
2.14	1	1	1	0	0	0	0	31	4
2.22	1	1	1	1	0	0	0	31	4
3.28	0	0	0	0	0	1	0		
1.9	1	0	0	0	0	0	0	84	19
2.2	1	1	1	1	0	0	0	31	4
2.46	1	1	1	1	1	1	0	36	5
2.55	1	1	1	1	1	1	0	31	4
2.76	1	1	1	1	1	1	0	31	4
2.8	1	1	1	1	1	1	0	35	5
2.87	0	1	1	1	1	1	0	92	21
	0	0	0	0	0	0	1		



Proposed LED Sign - 12 Newcastle Street, Perth
Crash Locations - West Bound Direction Segments 6

t20.098.sk01
01/05/2020
Scale: 1:4000 @ A3





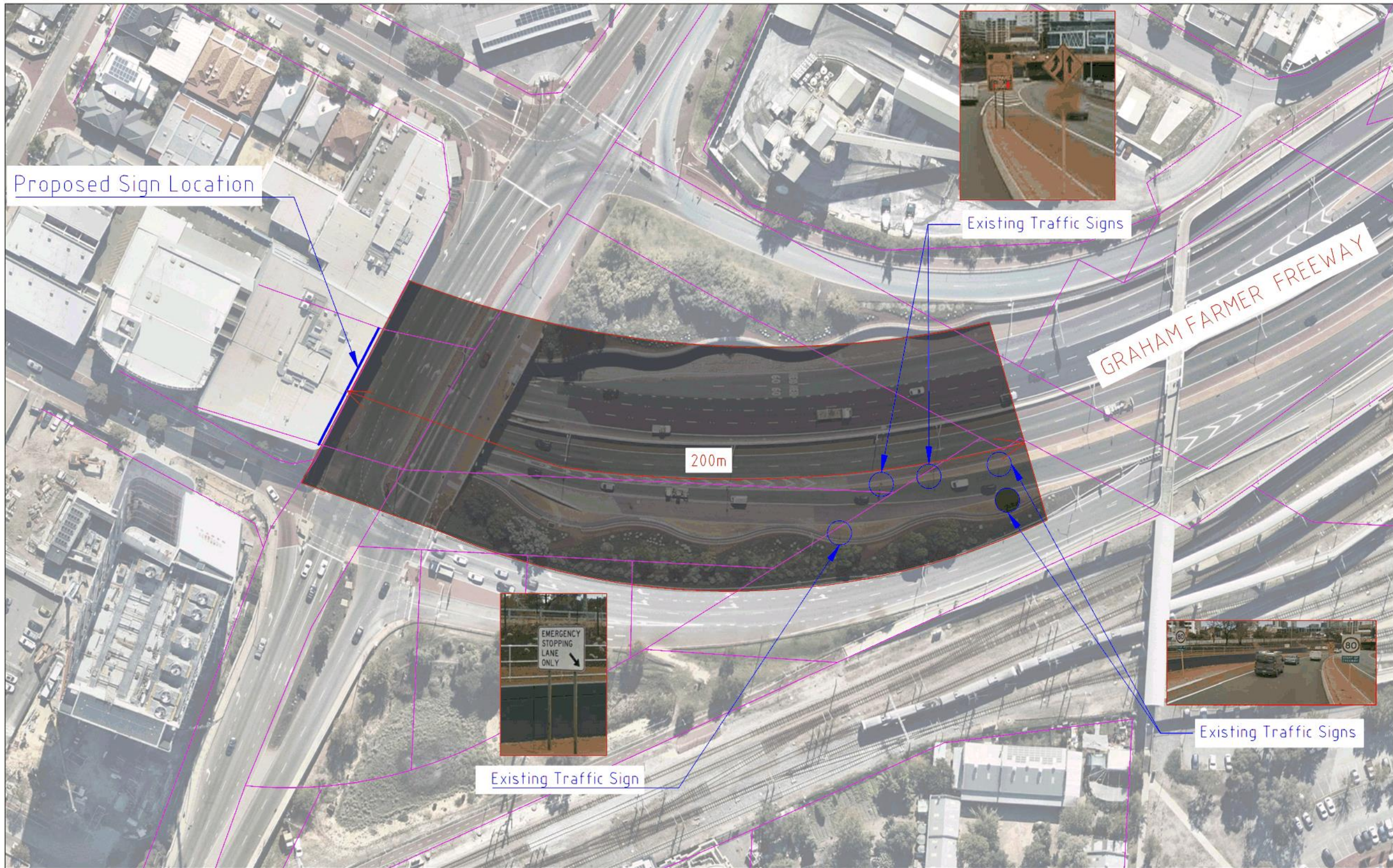
Proposed LED Sign - 12 Newcastle Street, Perth
Device Restriction Area - Freeway (Merge Point)

t20.098.sk04

22/07/2020

Scale: 1:2500 @ A3





Proposed LED Sign - 12 Newcastle Street, Perth
DRA for a traffic sign

t20.098.sk06
23/07/2020
Scale: 1:1000 @ A3



Summary of Submissions:

The tables below summarise the comments received during the advertising period of the proposal, together with Administration’s response to each comment.

Comments Received in Objection:	Officer Technical Comment:
<p><u>Building Bulk and Scale</u></p> <ul style="list-style-type: none"> • The proposed signage is too large and will impact on the character of the locality and impact on views. • The rear elevation of the sign is visible from the public realm and is unattractive. • The proposed signage is inconsistent with the design principles of the City’s Policy No. 7.5.2 – Signs and Advertising as: <ul style="list-style-type: none"> - The scale is inappropriate and out of proportion with other nearby signage; - It will dominate the view on approach roads; and - It will detrimentally impact the amenity of the area. 	<ul style="list-style-type: none"> • The structure that the proposed signage is to be affixed to is 8 metres in height, 27.1 metres in width and 20 metres in depth. The digital screen of the sign itself is proposed to be 6.3 metres in height and 19.2 metres in width, with a total area of 121 square metres. The size, scale and prominence of the signage that is proposed to protrude above the roof of the existing building is excessive in its context and inconsistent with existing signage within the surrounding area which would result in an adverse impact on the character of the area. In respect to views, the rear of the proposed signage structure and rooftop terrace would be visible from the balconies of the existing apartment building at No. 29 Newcastle Street. Whilst these balconies do have a view corridor towards the east to the Swan River and the overall building height proposed is 1.7 metres above the deemed-to-comply standard, the proposed height would be generally consistent with the Mixed Use R100 zoning and 6 storey building height limit and the structure would not have an undue impact of existing views of significance. • Following the conclusion of the consultation period the applicant submitted amended plans which revised that rear and side façades of the signage structure to incorporate design elements of the existing building, ‘hit and miss’ openings and a rooftop terrace to reduce the appearance of building bulk and scale as viewed from the adjoining properties. • Refer to Administration’s response to first dot point above.
<p><u>Third Party Advertising Content</u></p> <ul style="list-style-type: none"> • The material to be displayed is for third party signage and purely for commercial gain. It does not provide exposure for the activities or services of the businesses located on the site. 	<ul style="list-style-type: none"> • The application proposes the installation of a billboard sign on the subject site for the purposes of third party advertising. Billboard signage is not permitted within the City under the City’s Signage Policy.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p><u>Vehicle Safety & Traffic</u></p> <ul style="list-style-type: none"> • The proposed signage will be distracting for motorists. • During construction of the proposed signage there will be additional traffic congestion. • Query if Main Roads WA (MRWA) were made aware of the application. 	<ul style="list-style-type: none"> • The proposed sign has been designed to be orientated towards Graham Farmer Freeway, and to be highly visible and prominent to motorists. The Safety Assessment Review Report identifies that the proposed location of the digital billboard sign is within a Device Restriction Area and that the proposal would exceed the Wain Roads WA casualty crash rate. Main Roads WA and the City's technical staff have concerns with the proposal on motorist safety and do not support the proposal. • Traffic and access management, as well as parking arrangements for contractors are important considerations for developments of this scale. Should the application be approved, it is recommended that a condition be imposed for a construction management plan to be prepared and approved by the City that considers such matters for the construction process. Notwithstanding this, Administration does not support the proposal and recommends the application be refused. • The application was referred to Main Roads WA for comment as the subject site is located above the Graham Farmer Freeway tunnel. Main Roads WA advised that it did not support the proposal and raised concerns due to safety. Main Roads WA comments are included in Attachment 7 of this report.

Note: Submissions are considered and assessed by issue rather than by individual submitter.

Summary of Submissions:

The tables below summarise the comments received during the advertising period of the proposal, together with the Applicant's response to each comment.

Comments Received in Objection:	Applicant's Comment:
<p><u>Building Bulk and Scale</u></p> <ul style="list-style-type: none"> • The proposed signage is too large and will impact on the character of the locality and impact on views • The rear elevation of the sign is visible from the public realm and is unattractive. • The proposed signage is inconsistent with the design principles of the City's Policy No. 7.5.2 – Signs and Advertising (Signs Policy) as: <ul style="list-style-type: none"> - The scale is inappropriate and out of proportion with other nearby signage; 	<p>The proposed signage is an industry standard size (approx. 19m long by 6.3m high), consistent with other installations around Australia.</p> <p>The locality of the area from where the signage will be visible largely consists of road reserve, freeway infrastructure, rail reserve and station infrastructure, car parking, a drainage area and an isolated apartment building - none of which have a character that could be described as sensitive.</p> <p>The potential viewpoints in the locality of the proposed signage have been analysed on site and mapped by the applicant. The mapping indicates that visual impact of the signage is largely restricted to Lord Street in the immediate vicinity of the development, the freeway and the pedestrian bridge to Claisebrook station, and does not impact on any views of significance.</p> <p>The places in the locality from where the signage and the supporting structure will be visible from the public realm have been mapped by the applicant. This mapping indicates that visibility from the public realm of the rear of the sign is almost non-existent given the placement of the proposed sign and the form and scale of the adjacent buildings.</p> <p>The rear of the sign will be visible from apartments within the high-rise building at 29 Newcastle Street, and the future occupants of the offices in the data centre currently under construction to the south of the site.</p> <p>Notwithstanding that the rear of the sign is barely visible from the public realm, but noting that it will be visible by some local apartment residents and future office workers, the proposed design integrates the signage into an architecturally appealing roof-top structure to minimise the visual impact of the supporting structure of the sign.</p> <p>Furthermore, the proposed roof top structure that incorporates the signage has been designed to complement the existing building and has been designed to create a landscaped roof garden.</p> <p>The City of Vincent Policy 7.5.2 Signs and Advertising is a local planning policy and is to be given due regard in decision making. The provisions of the policy provide guidance rather than form a hard set of rules. Where proposed signage is of a size beyond those in the guiding provisions, the City (or JDAP) has the</p>

Summary of Submissions:

Comments Received in Objection:	Applicant's Comment:
<ul style="list-style-type: none"> - It will dominate the view on approach roads; and - It will detrimentally impact the amenity of the area. 	<p>discretion to support the variation from the policy provisions: <i>"the City of Vincent may at its discretion vary the standard or provision subject to such conditions as it thinks fit."</i> (Clause 5).</p> <p>Where discretion is sought, reference should be made to the policy objective: <i>"To ensure that the display of advertisements on properties does not adversely impact upon the amenity of the surrounding areas while providing appropriate exposure of activities or services,"</i> and to the provisions of Clause 5:</p> <p><i>"Where the Standards are not met, the proposed signs will be assessed in accordance with the principles set out below:</i></p> <p><i>i) Appropriateness of Setting:</i></p> <ul style="list-style-type: none"> <i>a) The scale and design of the proposed signage is appropriate to the building and the architectural detailing to which it relates;</i> <i>b) The scale and design of the proposed signage is compatible with existing surrounding development and is appropriate to the general nature of land use in the area;</i> <i>c) The proposed signage does not dominate the streetscape;</i> <i>d) The proposed signage does not block important views, obscure architectural detailing or is not detrimental to the amenity of nearby properties; and</i> <i>e) The proposed signage does not result in the destruction of important elements of the building fabric."</i> <p>In regard to the policy objective, the comments in the above sections and the further comments below, clearly indicate that there is no adverse amenity impact on the surrounding area of any significance.</p> <p>In regard to the Clause 5 provisions, the proposed signage:</p> <ul style="list-style-type: none"> a) The design of the proposed signage and supporting structure complements the architecture of the existing building and is of a scale that does not dominate the existing building. b) The scale and design of the proposed signage and supporting structure is consistent with the scale of development envisaged by the local planning framework and significantly smaller than development allowable on other sites in the locality. The adjacent uses are commercial, for which signage is a commonly accepted attribute.

Summary of Submissions:

Comments Received in Objection:	Applicant's Comment:
	<p>c) The proposed signage is only visible from a small portion of the adjacent streetscape, noting also that there is development across Lord Street and, thus, minimal pedestrian movement. Furthermore, the signage is set back and not visible from the adjacent footpath.</p> <p>d) The proposed signage does not obstruct any recognised view corridor and is located above the existing building fabric so does not obscure any architectural detailing. The only properties from where the proposed signage will be visible to any noticeable extent are the concrete batching plant and St Bartholomew House, both of which are distant and offer limited visibility of the signage.</p> <p>e) The proposed signage is an addition to the existing building fabric and does not require any demolition or removal of existing architectural elements.</p>
<p><u>Third Party Advertising Content</u></p> <ul style="list-style-type: none"> The material to be displayed is for third party signage and purely for commercial gain. It does not provide exposure for the activities or services of the businesses located on the site. 	<p>Commercial gain is not a relevant planning consideration. It is commonly accepted that commercial gain is essential for the sustainability of every business.</p> <p>It should also be noted that the operator of the proposed signage will be a tenant in the existing building on which the signage is proposed. As such, the proposed signage will have a nexus with the building's occupation and will effectively function as a visual display of the services and technology offered by the operator.</p>
<p><u>Vehicle Safety & Traffic</u></p> <ul style="list-style-type: none"> The proposed signage will be distracting for motorists. 	<p>The proposed signage is placed significantly higher and further away from the freeway carriageway than a similar approved and operating digital sign at South Street on the Kwinana Freeway. As such, the potential for distraction in regard to the proposed signage is significantly less than is, therefore, deemed to be an acceptable standard.</p> <p>The proposed signage is at a height and angle where it does not form a backdrop to traffic signals for drivers approaching the adjacent signalised intersection of Lord Street and Newcastle Street, consistent with the requirements of Main Roads WA.</p> <p>The brightness of the digital screen will be linked to a sensor to ensure that the luminosity can be adjusted to suit the prevailing ambient light conditions and, thus, avoid unnecessary brightness of the screen increasing the potential for distraction.</p>

Summary of Submissions:

Comments Received in Objection:	Applicant's Comment:
<ul style="list-style-type: none"> • During construction of the proposed signage there will be additional traffic congestion. • Query if Main Roads WA (MRWA) were made aware of the application. 	<p>The proposed structure into which the proposed signage would be incorporated will be constructed as a lightweight steel frame with lightweight cladding panels, which will result in a much faster construction time and require less space for logistics than traditional forms of construction.</p> <p>It is anticipated that there will be short periods when craneage from a mobile crane is required and this will result in temporary lane closures. However, it is also anticipated that the City of Vincent will require a construction management plan as a condition of approval, and the construction management plan would ensure that any temporary lane closures would need to occur outside of peak times to minimise traffic disruption.</p> <p>Main Roads WA is aware of the application. Being a referral authority, the application was sent to MRWA by the City of Vincent.</p>

Note: Submissions are considered and assessed by issue rather than by individual submitter.

5.4 CITY OF VINCENT REBOUND PLAN

- Attachments:**
1. **City of Vincent Community Resilience Scorecard** [↓](#) 
 2. **COVID-19's Impact on WA's Local Economies - WALGA Report** [↓](#) 
 3. **City of Vincent Rebound Plan** [↓](#) 

RECOMMENDATION:**That COUNCIL:**

1. **ENDORSES** the City of Vincent Rebound Plan, included as Attachment 3, as an addendum to the COVID-19 Relief and Recovery Strategy; and
2. **NOTES** the City of Vincent Rebound Plan implementation will be updated and reported monthly to the Rebound Roundtable and COVID-19 Relief and Recovery Committee, and quarterly to Council.

PURPOSE OF REPORT:

To consider endorsing the City of Vincent Rebound Plan as an addendum to the [COVID-19 Relief & Recovery Strategy](#).

BACKGROUND:

The COVID-19 pandemic has disrupted the local economy as well as the City's residential and business communities. Significant changes to local business operations have been required and a range of business sectors forced to temporarily close. Businesses have pivoted operations to respond to State and Federal Government restrictions and the reduction in operational and service capacity has seen a loss of business and jobs.

Local sporting clubs, community groups and households have been heavily impacted by the pandemic, with changes to employment resulting in increased financial hardship and stress, and in some instances a loss of club and community group members and volunteers.

COVID-19 Relief and Recovery Strategy

The onset of COVID-19 has required the City's timely decision making and ongoing engagement with the community and businesses to convey relief and recovery efforts. To guide these efforts in a coordinated approach, the COVID-19 Relief and Recovery Committee (the Committee) was established and the COVID-19 Relief and Recovery Strategy (the Strategy) endorsed at the Special Council Meeting on 30 March 2020.

The Strategy sets out three key phases to recovery in the short (response and relief), medium (adapt) and long (recovery) terms. The City has entered the recovery phase which seeks to integrate the impacts of COVID-19 into new ways of operating to support economic rebound, create social reconnection and plan for long-term resilience in an uncertain future.

The Strategy is supported by an Implementation Plan which is a 'living document' that is updated regularly and lists the key actions being delivered by the City. The Strategy and Implementation Plan are set out into the three key focus areas:

1. Our Health and Wellbeing.
2. Our Community.
3. Our Organisation.

The status of Our Community - Key Action 2.19 '*Consider events and initiatives to assist with economic rebound*' was '*Economic Rebound Action Plan being developed*' in an update to the Implementation Plan considered at the Committee meeting on 21 July 2020.

Town Team Roundtable

Since 1 April 2020, the City has met regularly with Town Team representatives at the Town Team Roundtable. The Town Team Roundtable was initiated to obtain feedback regarding the City's relief and recovery measures and has been a valuable forum to share learnings and collaboratively develop initiatives to assist the City's town centres over the past five months.

The Town Team Roundtable has fostered open dialogue between the City and the Town Team community and business representatives. This dialogue has led to the identification of opportunities to improve business communications and better support local businesses, artists and creatives. The opportunities and ideas identified at the Town Team Roundtable have resulted in a number of the City's relief measures including COVID-19 Temporary Parklets, change of use exemptions, business health checks, cash-in-lieu contribution initiatives, business e-newsletters and expedited Extended Trading Permits.

With Western Australia leading the nation in relaxing restrictions, the conversation has now shifted towards economic rebound and resilience, and the Town Team Roundtable has become a forum for opportunities and ideas to reboot the local economy to be able to prosper in an uncertain environment. To guide this conversation and encourage increased local businesses participation, the Town Team Roundtable was renamed the Rebound Roundtable on 12 August 2020. Monthly Rebound Roundtables have been scheduled moving forward and it is anticipated they will enable increased cross-collaboration between the City, Town Teams and local business representatives.

Community Resilience Analysis

Between 5 June 2020 and 8 July 2020, the City encouraged the community to participate in the state-wide Community Resilience Scorecard which was completed by 7,666 residents aged 18 years and over, across 128 local governments in WA. On 10 August 2020, the City received the scorecard survey results which are intended to help local governments determine priorities and actions required to respond to COVID-19. The comprehensive Community Resilience Scorecard and Employee Resilience Scorecard are available at <http://www.catalyse.com.au/resilience>. The City of Vincent Community Resilience Scorecard is included as **Attachment 1**.

The City's results tracked slightly higher than the WA response for '*Community Wellbeing*' and significantly higher for '*Local Government performance in response to COVID-19*'. The City's responses on '*COVID-19 impacts of greatest concern*' tracked closely with the WA response but the City ranked recovery of the local economy and mental health significantly higher. The recovery priorities identified for local governments across WA in comparison to the City of Vincent are included in the table below.

Local Government Priorities - % of Responses	WA	City of Vincent
Economic recovery and employment opportunities	48%	57%
Community health and wellbeing	37%	44%
Local infrastructure projects	35%	37%
Engage stakeholders to develop a Recovery Plan	35%	42%
Support services for people most vulnerable to C-19	27%	18%
Community safety and crime prevention	26%	12%
Sustainability and climate change	24%	39%
Communication to keep community well informed	24%	17%
Public health education to prevent spread of C-19	12%	8%
Digital innovation and online service delivery	8%	12%

Economic Impact Analysis

On 11 August 2020, the Western Australian Local Government Association (WALGA) released the report - COVID-19's Impact on WA's Local Economies, included as **Attachment 2**. The report references the economic analysis undertaken by WALGA for each Local Government Area in WA and the City of Vincent specific results. Key findings from this report include:

- Accommodation and Food Services and Art and Recreation Services are the two most impacted local industries in the City;
- 55% of businesses in the City have accessed JobKeeper payments compared to 38% in the Perth Metropolitan Area;

- The estimated number of businesses accessing JobKeeper in the City is 3,077 compared to the 1,640 median across the Perth Metropolitan Area Local Governments; and
- The relative economic impact in the City is high, with densely populated LGAs and those with business centres in and around inner-city Perth being identified as the most severely impacted by COVID-19.

WA Recovery Plan

The WA Recovery Plan was released 27 July 2020 and is available at: <https://www.wa.gov.au/sites/default/files/2020-07/WA-Recovery-Plan.pdf>. The three objectives of the plan are:

- **Reboot** our economy to get back onto the pre-pandemic growth trajectory as quickly as possible.
- **Regroup** our community at a personal, family and social level so people feel healthy and have the confidence to lead active lives.
- **Rethink** our future to lead us to the next normal.

The WA Recovery Plan is the recovery vision for Western Australia to get back on the road to becoming a thriving and innovative community in which to live, work, visit and do business. Local governments in Western Australia have been encouraged to consider the strategic intent of the WA Recovery Plan when preparing localised response plans.

DETAILS:

The City of Vincent Rebound Plan (Rebound Plan) has been prepared to guide the implementation of the recovery phase of the City's Strategy and is included as **Attachment 3**. The Rebound Plan aligns with the objectives of the WA Recovery Plan and is a locally responsive action plan. The purpose of the Rebound Plan is to support the City's community and businesses return to strong economic performance by making it easier to do business in the City, further cutting red tape and supporting initiatives to encourage community connection.

To be effective and efficient, economic rebound initiatives require a level of structure and monitoring to ensure they are supported by the local community and resourced appropriately. The City has and continues to implement a suite of community and business support measures that have economic benefit, but these are not all well tracked or communicated to the community most effectively. The Rebound Plan has been prepared to collate and identify the City's current economic development and social reconnection initiatives. This includes the proposed tracking and review of existing and new initiatives as they are developed and implemented.

The Rebound Plan has been developed under four key focus areas which build on the Strategy key focus areas and align with the Strategic Community Plan (SCP) priority 'Thriving Places'. Four corresponding objectives which align with the WA Recovery Plan objectives have been prepared with a focus on the Thriving Places 'outcomes we will work towards'. These are outlined below:

Key Focus Area	Objective
Our Places	Create safe, easy to use and attractive, places for people that support social interaction, creativity and vibrancy.
Our Businesses	Provide a business enabling environment that supports local and small business to innovate and rebound to sustainable economic performance.
Our Community	Support an inclusive, empowered, resilient and socially connected community.
Our Organisation	Be known as an open, accountable, agile organisation that efficiently and sustainably manages resources and assets.

The key focus areas and objectives have been used to determine and categorise the initiatives to be listed, monitored and delivered through the implementation of the Rebound Plan. The Rebound Plan will track the City's economic development and social reconnection initiatives over a 24-month period and assist the City to determine which initiatives have a demonstrated economic or community benefit and which do not.

The monthly Rebound Roundtable will help guide the implementation and update of the Rebound Plan, and the City's Advisory Groups will be consulted as required. Reporting on the Rebound Plan is proposed to be a standing item on the monthly Committee and Council Meeting agenda.

Economic Development Strategy

The Rebound Plan will address the short-term impacts of COVID-19 and brings forward a series of key action items to support the local economy over the next 1-2 years.

The Rebound Plan will inform the development of a longer term (5 years) Economic Development Strategy 2021-2025.

The long term Economic Development Strategy will be informed by the continuous monitoring and assessment of the local economy, employment trends and feedback from Town Teams and small businesses over the next 12 months.

Developing a shared vision for the City's economic future is integral to addressing the long-term impacts of COVID-19. An adopted Economic Development Strategy will guide decision making around sustainable economic development and will instil the confidence required for local businesses to restart, develop and grow.

CONSULTATION/ADVERTISING:

The Rebound Plan has been developed in consultation with Town Team community and business representatives. Feedback to date has been positive and highlighted a preference for rebound initiatives to focus on making it attractive and easier to do business in the City. Vacancy rates, opportunities to better engage with landlords, streamlining approvals to support business, and town centre and main street presentation, accessibility and activation have been the common issues and themes raised through engagement.

Stakeholder and community engagement will continue through the monthly Rebound Roundtables, monthly reporting to the Committee, and quarterly reporting to Council. The City's Advisory Groups will be engaged through future Advisory Group meetings.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for the City to endorse a plan to guide the implementation of an adopted strategy.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

Our community facilities and spaces are well known and well used.

Thriving Places

We are recognised as a City that supports local and small business.

Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

Our community is aware of what we are doing and how we are meeting our goals.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The cost to prepare the Rebound Plan has been met through the City's operational budget.

With the exclusion of action 2.1 (parklet fee free 24-month trial) and action 3.6 (upskilling workshops for students and youth, currently estimated at \$20,000), the Rebound Plan complements existing budgeted services, projects and programs. The remaining actions listed in the Rebound Plan have all been accounted for through the City's recently adopted operational budget, capital budget and/or cash-in-lieu funds and the relevant funding allocations are referenced against each action in the Rebound Plan.

An amendment to the City's Fees and Charges, to enable the Parklet Fee Free 24-month Trial, will be presented to Council as part of the quarterly budget review, and the detailed scope and funding request associated with action 3.6 will be put to Council as part of the mid-year budget review.

Future initiatives and actions will be subject to Council consideration as part the budget review process and/or external grant funding. External grant funding opportunities will be sought as opportunities arise, and the City will continue to collaborate with the Inner City Perth Working Group, Inner Perth Marketing Collective and Small Business Development Corporation to share resources and progress actions and initiatives.

COMMENTS:

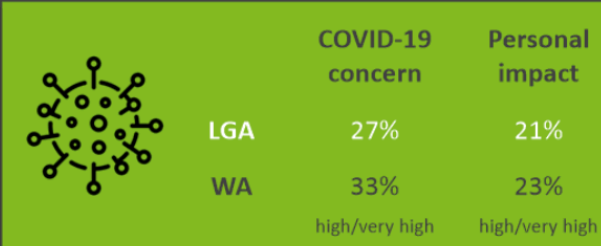
Utilising the Rebound Roundtable to guide the implementation of the Rebound Plan will support community reconnection, working towards creating more agile and resilient places, and provide ongoing support for businesses to thrive, diversify and start up. This ongoing engagement with community and business representatives will promote community ownership of the Rebound Plan and ensure it meets the needs and expectations of the community and businesses.

The Rebound Plan is intended to be a living document, updated monthly, allowing for new opportunities and initiatives to be included as they arise.

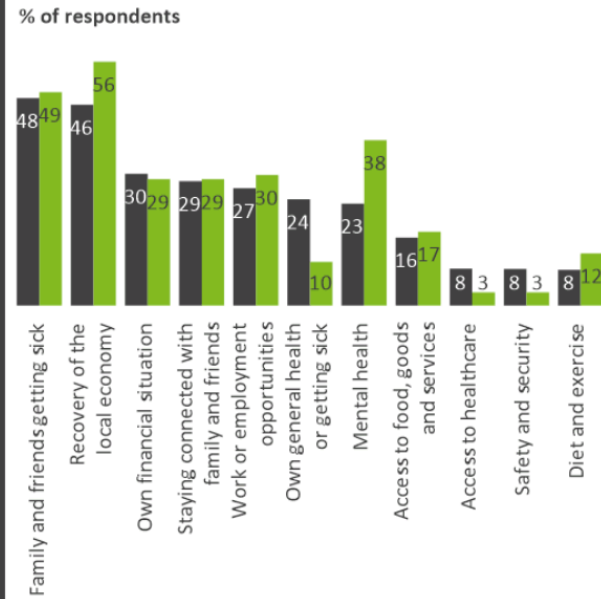
MARKYT Community Resilience Scorecard I

LGA 
WA 

LGA: City of Vincent



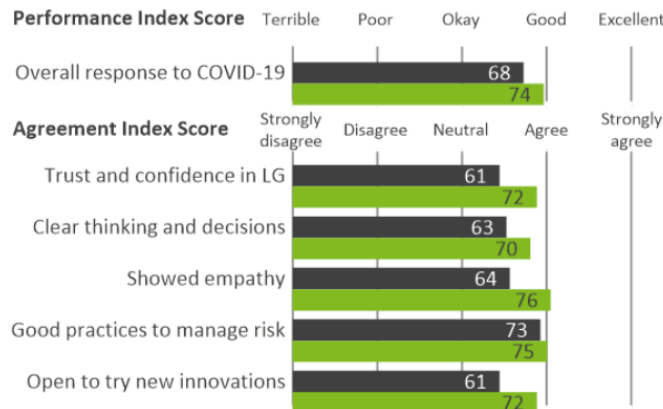
COVID-19 impacts of greatest concern



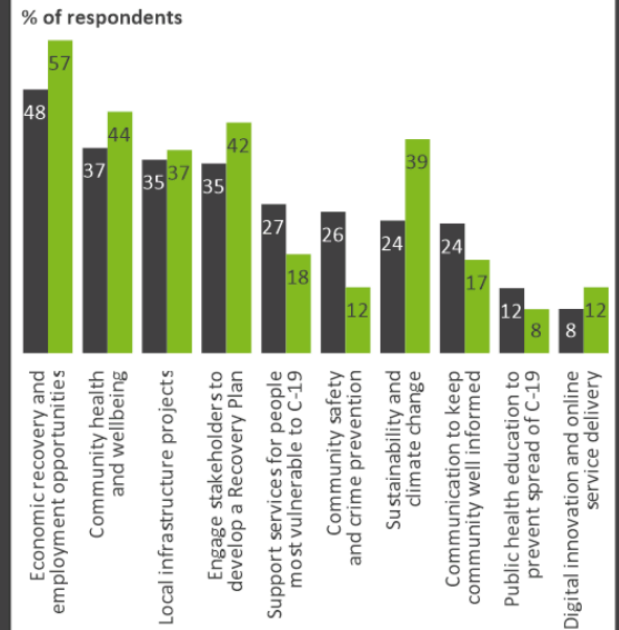
Community Wellbeing



LG performance in response to COVID-19



Local government priorities



72% feel hopeful
and enthusiastic about the future
Compared to 69% in Western Australia





COVID-19's Impact on WA's Local Economies

Tailored information pack for Vincent (C)

What information is contained within this report and how can it be used?



This report contains information on the economic impact of COVID-19 on Western Australia's local economies, with economic analysis undertaken for each Local Government Area in WA. The analysis provided in this report outlines:

- How employment in different industries has been impacted in your Local Government Area since the start of the pandemic.
- The proportion of your Local Government Area's labour force that were accessing the JobSeeker subsidy in March, April, May and June.
- The proportion of organisations within your Local Government Area that were accessing the JobKeeper subsidy in April and May.
- The overall economic impact of COVID-19 on your Local Government Area, relative to other Local Governments Areas and regions.

The above information can be used as an input into your Local Government's operational and strategic planning and decision making. Some of the key areas where this data may be used include:

- For estimating the percentage of ratepayers (residents and businesses) in your Local Government Area who may be under added financial stress and will subsequently require access to hardship measures for their rates notices.
- For estimating potential changes in your Local Government's fees and services revenue, based on the percentage of residents and businesses who may be under added financial stress.
- To support your Local Government's applications for grant funding or other forms of support from State and Federal Governments.
- To support the appropriateness of, and to inform, your Local Government response and recovery activities and stimulus measures.
- For sharing with key stakeholders in your Local Government Area, such as regional Chambers of Commerce, businesses, community groups and not-for-profits and other key bodies and institutions, so that these organisations can use the information within this report as an input into their own decision making and planning.

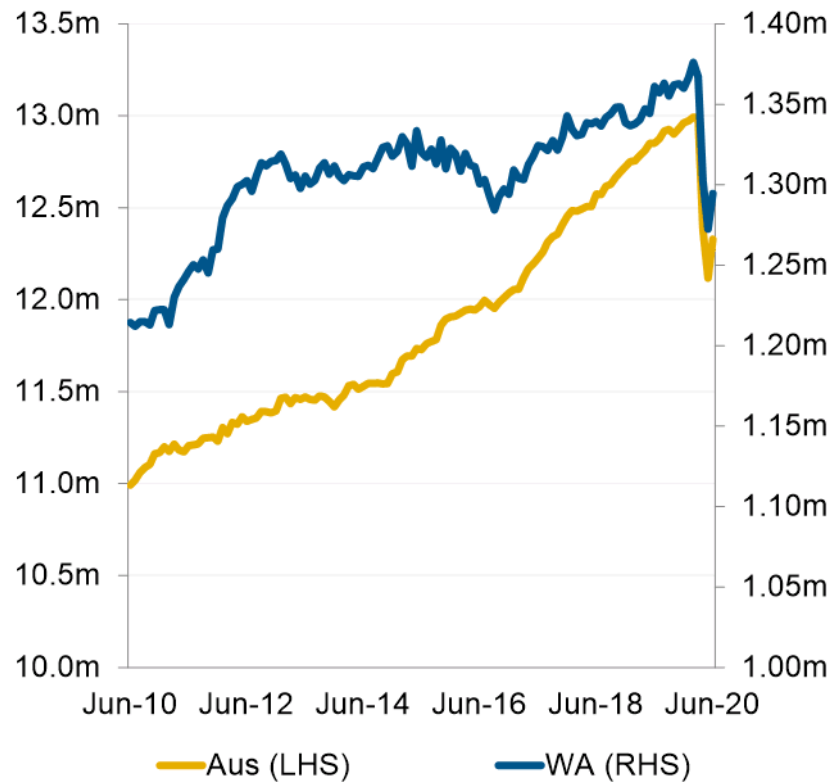
WALGA will update the information contained within this report as new data becomes available.

2

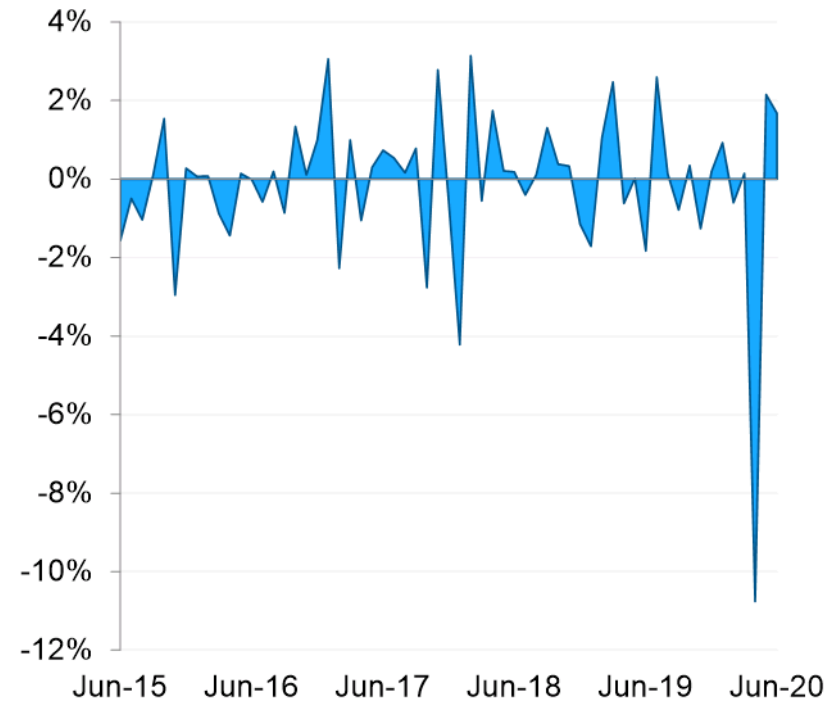
COVID-19 has brought on unprecedented unemployment & reduced working hours...



Total employment, Australia and WA



Monthly % change in total hours worked across WA



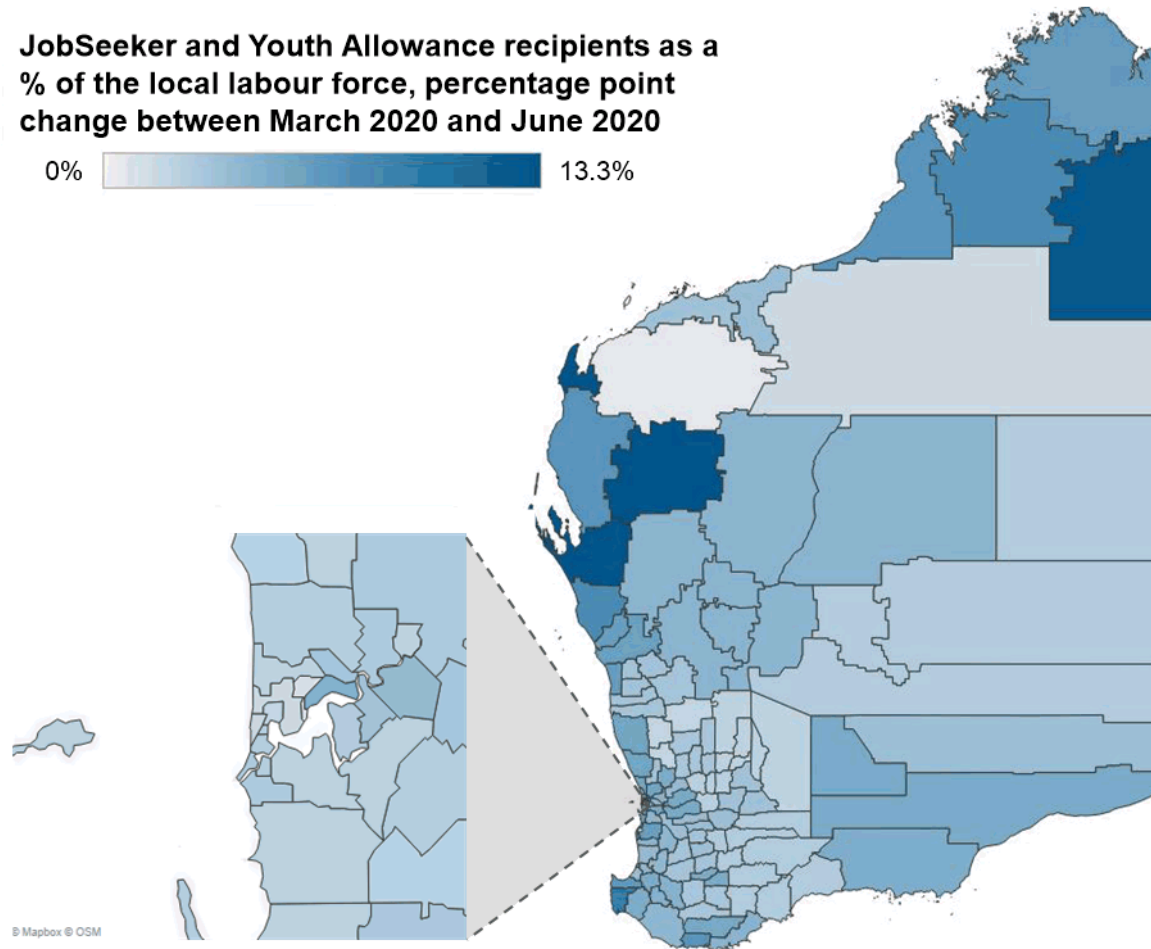
SOURCE: ABS CAT 6202.0

And employees across WA in every Local Government Area have been impacted



JobSeeker and Youth Allowance recipients as a % of the local labour force, percentage point change between March 2020 and June 2020

0% 13.3%



© Mapbox © OSM

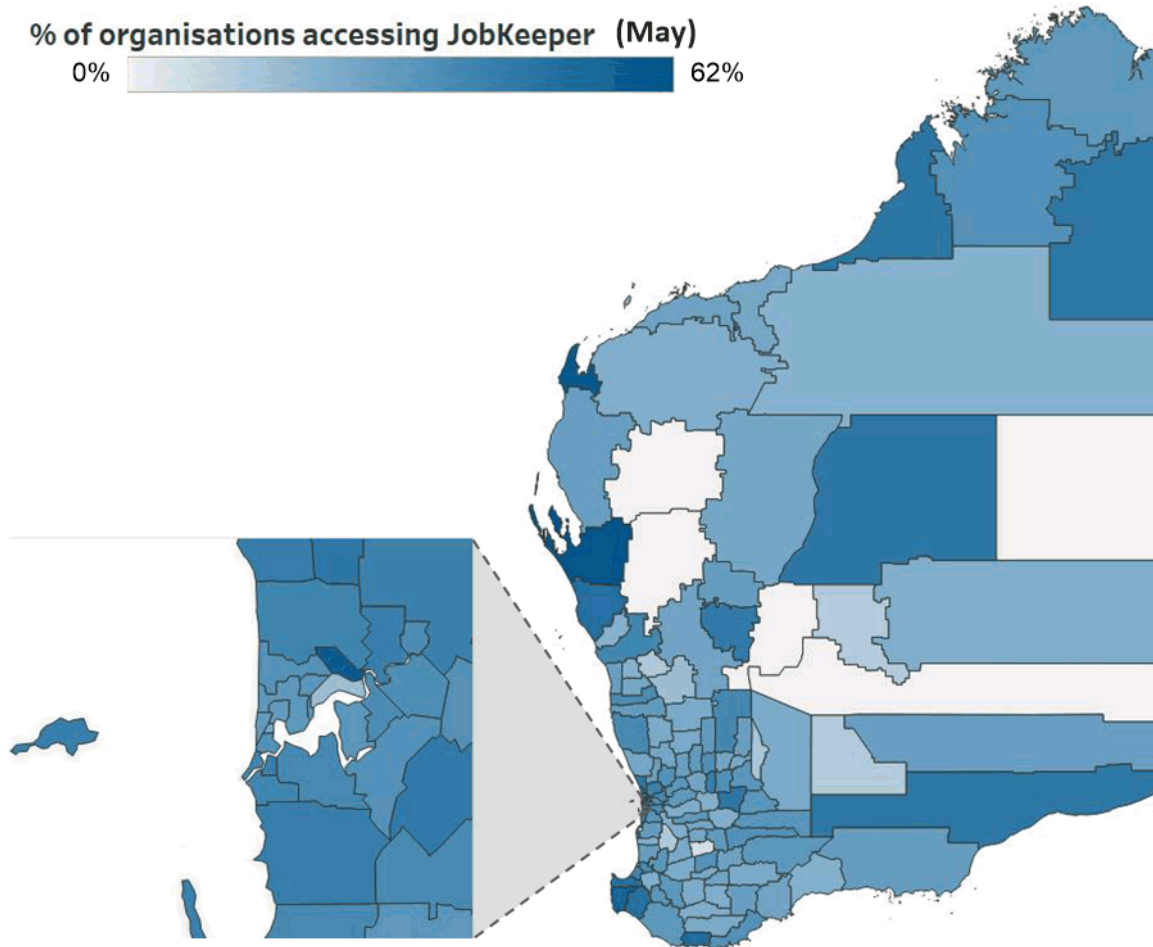
SOURCE: WALGA ANALYSIS BASED ON ABS CAT 6160.0.55.001 AND ABS 2016 CENSUS

- The JobSeeker payment is a form of financial assistance for people who are unemployed and aged between 22 and the pension age, while youth allowance is available for unemployed people aged between 16 and 21. In late March, the Commonwealth Government expanded and waived existing eligibility criteria for these payments so that people whose employment had been impacted by COVID-19 could quickly receive support.
- Based on data provided by the Department of Social Services, WALGA estimates that **the proportion of the WA labour force accessing either JobSeeker or youth allowance payments increased by 5.1 percentage points between March and June 2020, from 7.3% of the WA labour force in March to 12.4% in June.**
- It is estimated that between March and June, each Local Government Area experienced at least a 0.6 percentage point increase in the proportion of their local labour force accessing JobSeeker or youth allowance payments. There are 22 individual Local Government Areas estimated to have experienced an increase of above 6 percentage points over this period. ⁴

The business level impacts have, however, been more industry & location specific...



% of organisations accessing JobKeeper (May)
 0% 62%



- The JobKeeper subsidy is available for organisations that have had their revenue significantly impacted by COVID-19. Through the subsidy, organisations currently receive \$1,500 per eligible employee, per fortnight, which they must pass on to the employee.
- Based on postcode level JobKeeper recipient data provided by the Commonwealth Department of Treasury, **WALGA has estimated that 37% of all organisations within WA were claiming the JobKeeper Subsidy in May.**
- **The proportion of organisations within each Local Government Area claiming the subsidy ranges significantly**, from 0% of organisations located within 5 individual Local Government Areas to 62% of organisations within the most impacted Local Government Area. There are 24 individual Local Governments estimated to have over 40% of organisations located within their boundaries accessing JobKeeper payments.

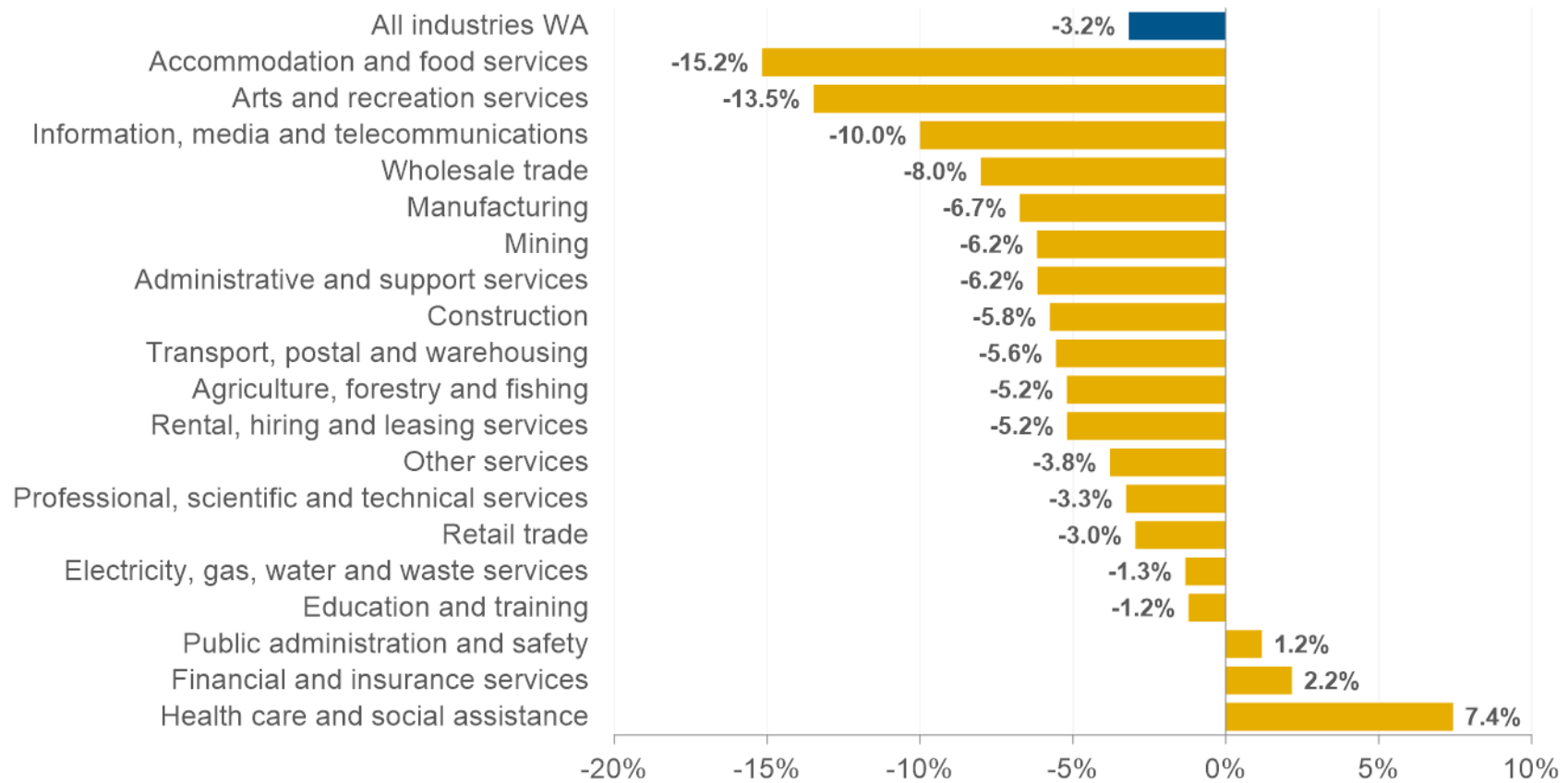
5

SOURCE: WALGA ANALYSIS BASED ON COMMONWEALTH TREASURY JOBKEEPER RECIPIENT DATA, LGA TO POSTCODE 2011 CORRESPONDANCE ABS CAT 8165.0

Hospitality & other service based industries have been hit particularly hard...



Change in total payroll jobs in WA since March 14 by Industry (as at 27-Jun)

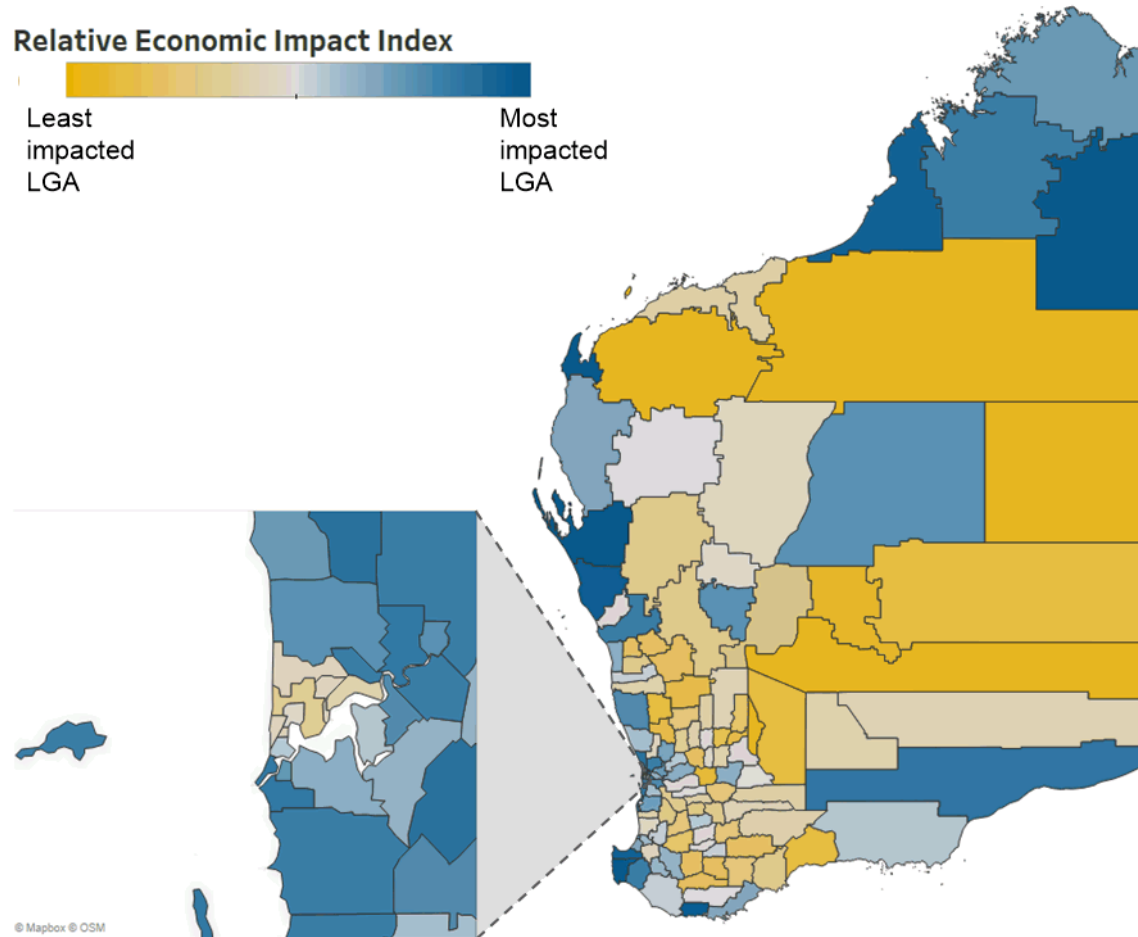
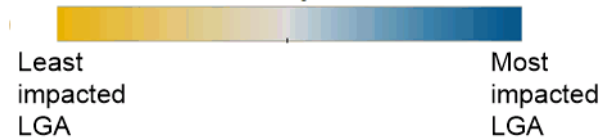


SOURCE: ABS CAT 6160.0.55.001

This means that highly populated areas & tourism regions are feeling it most



Relative Economic Impact Index



The heat map shows the relative economic impact of COVID-19 by Local Government Area, based on analysis undertaken by WALGA on the JobSeeker/youth allowance and JobKeeper recipient data shown in the previous slides. Those Local Government Areas that are highlighted in shades of orange have been impacted least from an economic sense, when compared to other Local Government Areas, while those highlighted in shades of blue have been impacted most.

- **The local economies that have been impacted most severely by COVID-19 are those that are highly populated and have larger service based industries, particularly hospitality, or are more dependent on tourism income.** This includes:
 - LGAs with highly populated hospitality centres
 - LGAs in tourism hotspots along WA's coast line.
 - Regional capitals that service rural and remote towns.

SOURCE: WALGA ANALYSIS BASED ON ABS CAT 6160.0.55.001, COMMONWEALTH TREASURY JOBKEEPER DATA, LGA TO POSTCODE 2011 CORRESPONDANCE, ABS CAT 8165.0 ABS 2016 CENSUS



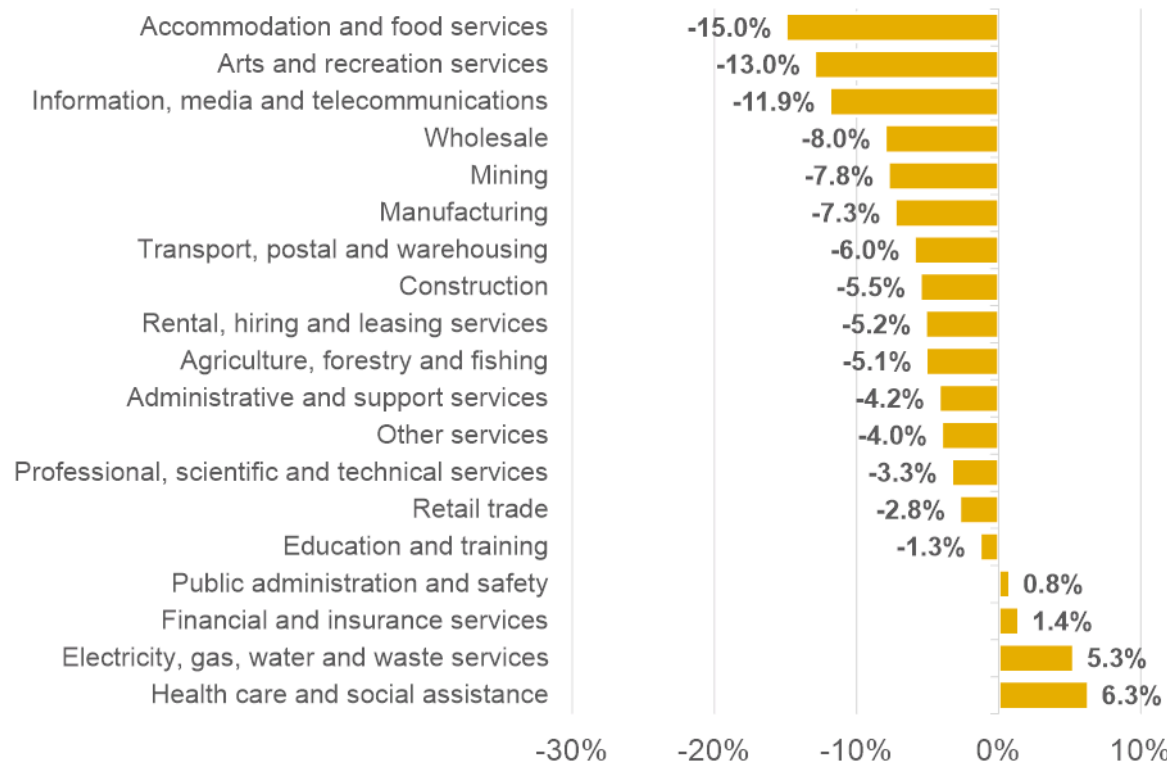
Economic impact data specific to your Local Government Area

Vincent (C)

How employment by industry has been impacted in Vincent (C)



Estimated changes in payroll jobs by industry since March 14, Vincent (C) as at 27-Jun



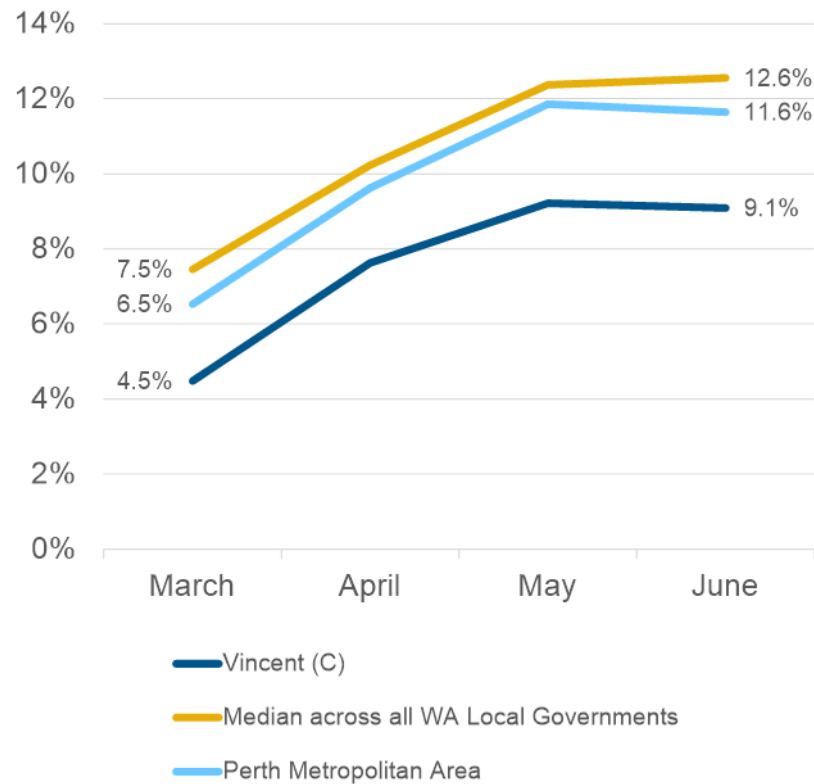
- Payroll jobs include any job where an employee has been paid through single touch enabled payroll or accounting software that reports payroll information to the Australian Taxation Office. Approximately 99% of employers with 20 or more staff use this software, while over 80% of smaller employers use it.
- The payroll jobs data provided by the Australian Bureau of Statistics indicates that **since the 100th case of COVID-19 in Australia on 14 March, the total number of payroll jobs across WA has fallen by 3.2% (as at 27 June).**
- The estimated change in payroll jobs by industry since March 14 (as at 27 June) in your Local Government Area is shown in the chart on the left. The assumptions underpinning these estimates are provided on page 14.

SOURCE: WALGA ANALYSIS BASED ON ABS CAT 6160.0.55.001 AND ABS 2016 CENSUS

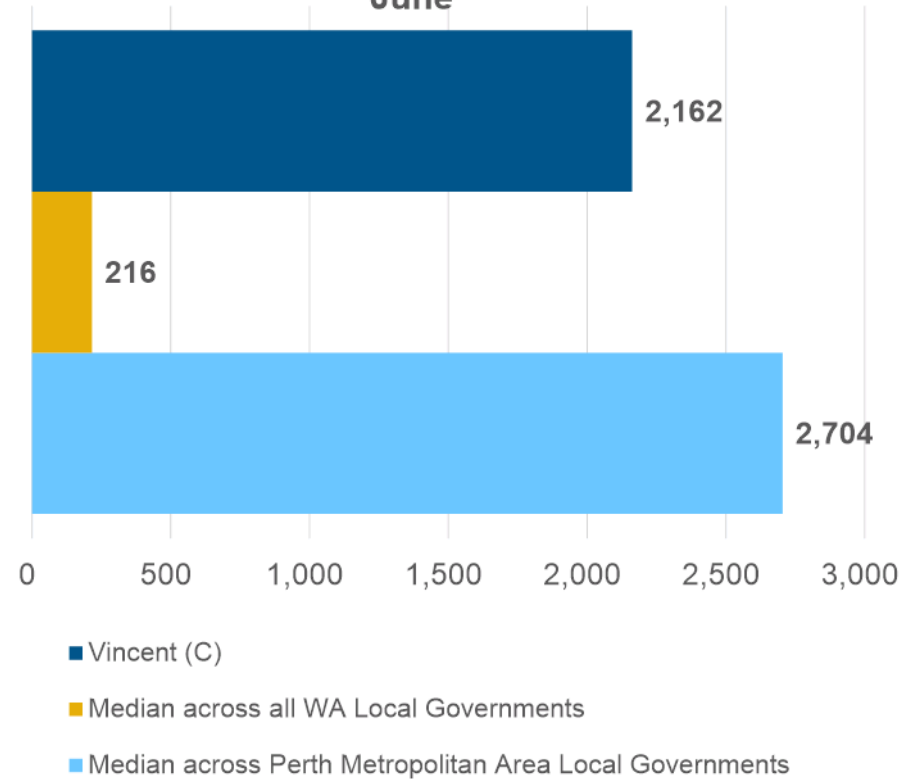
People claiming welfare payments in Vincent (C)



Estimated JobSeeker & youth allowance recipients as a % of the labour force, by location



Estimated number of people claiming JobSeeker & youth allowance by location, June

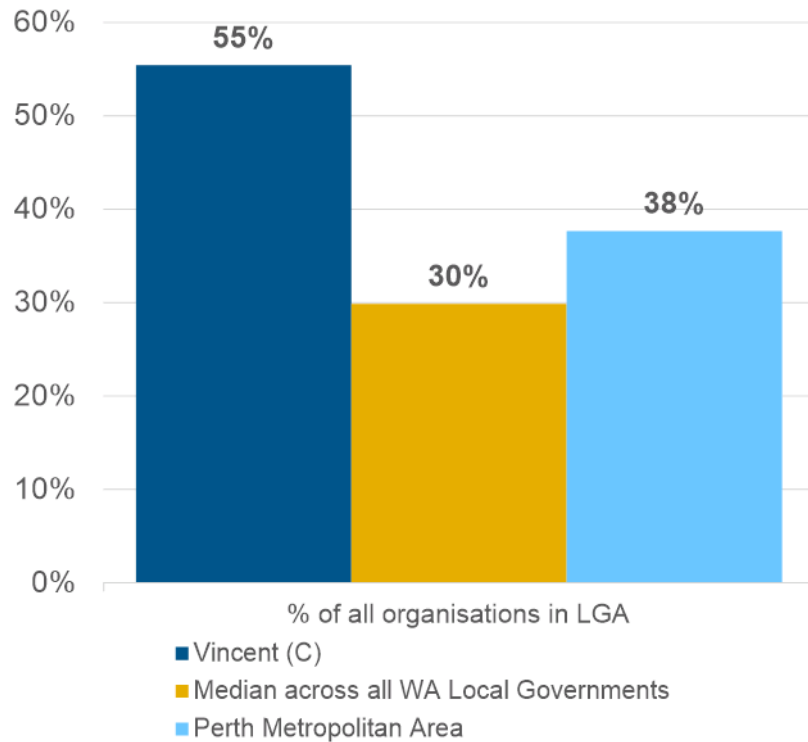


SOURCE: WALGA ANALYSIS BASED ON ABS CAT 6160.0.55.001 AND ABS 2016 CENSUS

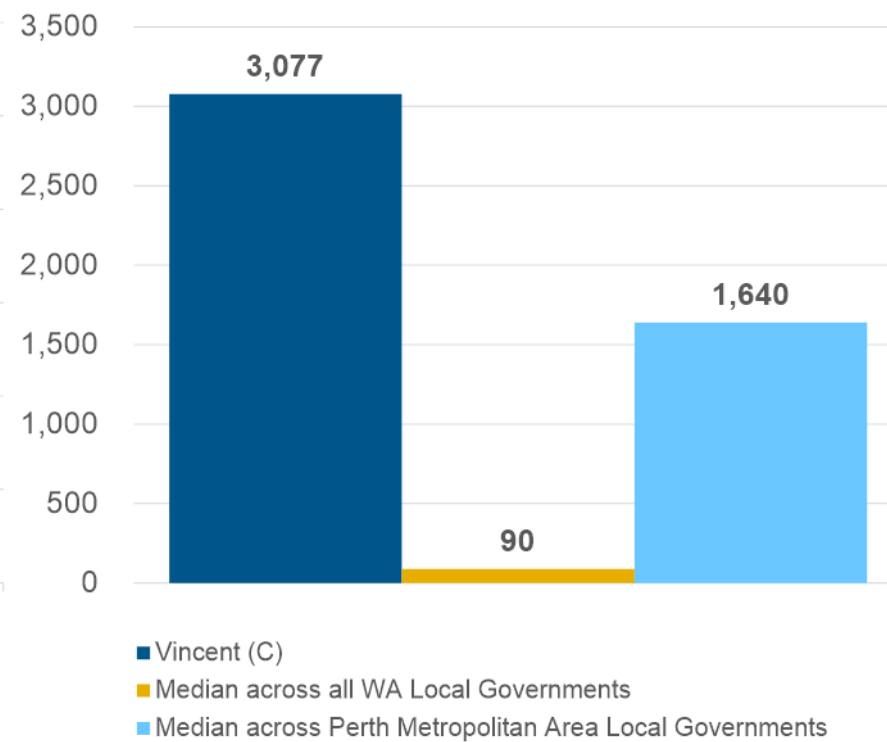
Businesses accessing JobKeeper in Vincent (C)



Estimated proportion of all businesses accessing JobKeeper payments by location, May



Estimated number of businesses accessing JobKeeper payments by location, May



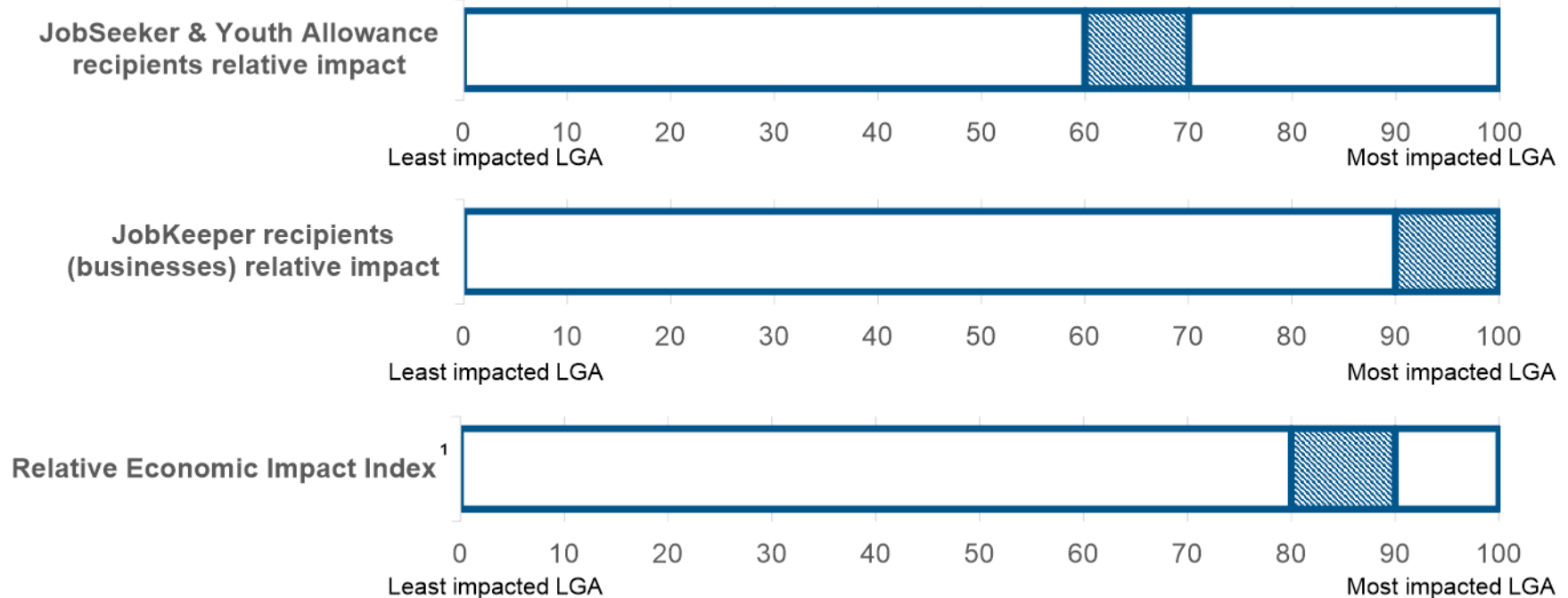
SOURCE: WALGA ANALYSIS BASED ON COMMONWEALTH TREASURY JOBKEEPER RECIPIENT DATA, LGA TO POSTCODE 2011 CORRESPONDANCE ABS CAT 8165.0

Relative economic impact of COVID-19 in Vincent (C)



Percentile rankings for payroll job changes, JobKeeper recipients and relative economic impact for Vincent (C),
 0 = lowest relative impact and 100 = highest relative impact

 Percentile range for Vincent (C)



SOURCE: WALGA ANALYSIS BASED ON ABS CAT 6160.0.55.001, COMMONWEALTH TREASURY JOBKEEPER DATA, LGA TO POSTCODE 2011 CORRESPONDANCE, ABS CAT 8165.0 ABS 2016 CENSUS

¹ Based on the relative JobSeeker & youth allowance impact and the relative JobKeeper impact

Data limitations and further questions



WALGA notes that there are limitations to the data contained within this report, including the analysis undertaken by WALGA. Some limitations of the data are outlined below.

- The JobSeeker and Youth Allowance recipient estimated on slides 4 and 11 are made with the following assumptions and provisions.
 - The ABS's 2016 SA2 to 2020 LGA correspondence is appropriate to use as a basis for determining the percentage of JobSeeker and Youth Allowance recipients at the SA2 level who access the payments within each Local Government Area in WA.
- The JobKeeper recipient (businesses) estimates on slides 5 and 12 are made with the following assumptions and provisions.
 - The ABS's 2019 postcode to 2020 LGA correspondence is appropriate to use as a basis for determining the percentage of JobKeeper recipients (businesses) at the postcode level who access the subsidy within each Local Government Area in WA.
 - The ABS's 2018-19 Counts of Business data at the Local Government level is an appropriate measure of the number of businesses located within each Local Government Area in WA
 - Given that the JobKeeper recipient location data is based on the primary business addresses held by the ATO, this data is not necessarily a true representation of the trading locations of businesses that are claiming the JobKeeper subsidy. In addition, organisations that have multiple trading locations will only be captured as one organisation in this data set (based on their primary business address), while organisations that reported claiming the subsidy in a postcode that had fewer than 5 organisations claiming the subsidy are not captured for anonymity reasons.
- The payroll jobs (employment by industry) change estimates on slide 10 are made with the following assumptions and provisions.
 - Your Local Government Area's industry composition of payroll jobs is the same as reported for employment in the 2016 ABS Census
 - The percentage change in payroll jobs at the sub-industry level (85 sub-industries in total) since March 14 across Australia reflects the change in payroll jobs at the sub-industry level across each Local Government Area in WA, with an adjustment applied for differences in payroll job changes at the WA State level when compared to Australia as a whole. WALGA notes that there are certain sub-industries that are highly sensitive and can be prone to revisions in future data releases. WALGA will let Local Governments know of the key instances when this occurs, as new data becomes available and future updates are provided to the sector.
 - Given that the ABS do not adjust the payroll jobs data for seasonality trends, this data is not necessarily a true representation of the jobs by industry that have been lost due to COVID-19. There may be some jobs that would have been lost anyway since March 14 in the absence of COVID-19, such as agricultural jobs that are dependent on agricultural seasons (e.g. harvest).

Local Governments should consider these limitations, among others, when interpreting and using the data in this report. For more information on the data that underpins the analysis contained within this report (including their limitations), please visit:

<https://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/6160.0.55.001Main+Features1Week%20ending%2027%20June%202020?OpenDocument>

<https://treasury.gov.au/coronavirus/jobkeeper/data>

<https://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/8165.0Main+Features2June%202015%20to%20June%202019?OpenDocument>

<https://www.abs.gov.au/websitedbs/censushome.nsf/home/2016>

For any questions on the contents of this report, please contact WALGA's Policy Manager – Economics, Nebojsa Franich, on nfranich@walga.asn.au or 0417 917 748.



CITY OF VINCENT

CITY OF VINCENT REBOUND PLAN

ADDENDUM TO COVID-19 RELIEF & RECOVERY STRATEGY



VINCENT REBOUND PLAN

City of Vincent Rebound Plan

Background

COVID-19 has had a significant impact on the City's services, facilities and workforce. The onset of COVID-19 required timely decision making and a coordinated approach to establish and deliver relief measures. To guide decision making and provide oversight to the City's support efforts, the COVID-19 Relief and Recovery Committee (the Committee) was established and the COVID-19 Relief and Recovery Strategy (the Strategy) endorsed at the Special Council Meeting on 30 March 2020.

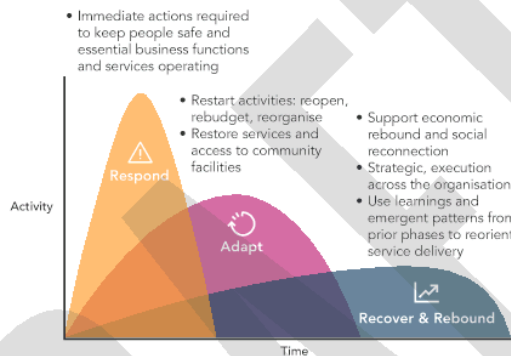
The Strategy has guided the City's actions during COVID-19 and has enabled agile and responsive decision making. The Strategy sets out three phases to recovery and the City has commenced phase 3:

- Phase 1 - **Response & Relief**
- Phase 2 - **Adapt & Evaluate**
- Phase 3 - **Recovery & Rebound**

Through the implementation of the Strategy, a suite of 65 relief measures have been actioned to date. These have ranged from developer contribution funded Arts Relief Grants to on-ground public health support, assisting businesses to become COVID Safe.

The rate of COVID-19 community transmission in WA has been considerably lower than other states and territories, and there has been a noticeable shift to economic and public health recovery. This has led

to a change in approach from delivering a quantity of response actions very quickly to delivering quality recovery and rebound actions focusing on the local economy, social environment, community health and wellbeing, and maintaining a resilient organisation.



In the absence of a vaccine or cure for COVID-19, any rebound in economic performance, community wellbeing or organisational sustainability could easily be followed by another round of response, relief, adapt and recover, so the City is actively seeking to absorb lessons learned to date and build sustainable changes into organisational operation and service delivery to support the City's places, businesses and community.

To guide this new way of operating and rebound to a 'new normal', the City of Vincent Rebound Plan (Rebound Plan) has been developed. The Rebound Plan is an addendum to the Strategy and will guide the implementation of phase 3 - recovery and rebound.

Purpose

The City of Vincent Rebound Plan (Rebound Plan) has been prepared to build on the City's COVID-19 response and relief actions completed to date and guide the recovery and rebound phase of the Strategy.

The Rebound Plan is a locally responsive action plan designed to support the City's community and businesses return to strong economic performance by making it easier to do business in the City, further cutting red tape and supporting initiatives to encourage community connection.

The Rebound Plan will track the City's economic development and social reconnection initiatives over a 24-month period. Building on the resilience and innovation of our organisation during COVID-19, service delivery will be refocused and improved to prioritise the community's health and wellbeing as well as provide ongoing business support.

Objectives

The Rebound Plan has been developed under four key focus areas which build on the Strategy key focus areas and align with the Strategic Community Plan priorities 'Thriving Places', 'Connected Community' and 'Innovative and Accountable'.



THRIVING PLACES



CONNECTED COMMUNITY



INNOVATIVE & ACCOUNTABLE

The individual actions outlined in the Rebound Plan seek to achieve the following Rebound Plan objectives:

Focus Area	Objective
 <p>Our Places</p>	Create safe, easy to use and attractive, places for people that support social interaction, creativity and vibrancy
 <p>Our Businesses</p>	Provide a business enabling environment that supports local and small business to innovate and rebound to sustainable economic performance
 <p>Our Community</p>	Support an inclusive, empowered, resilient and socially connected community
 <p>Our Organisation</p>	Be known as an open, accountable, agile organisation that efficiently and sustainably manages resources and assets

Process

The Rebound Plan captures all the actions and initiatives the City is undertaking to rebound, reconnect and improve our places, businesses, community and organisation in response to COVID-19.

The delivery of the actions and initiatives will be monitored and reviewed and the outcomes will

inform improvements to the City's services and the development of the Economic Development Strategy and Town Centre Place Plans.



The Rebound Plan has been developed in collaboration with Town Team community and business members. It is a living document, updated monthly, allowing for new opportunities and initiatives to be included as they arise.

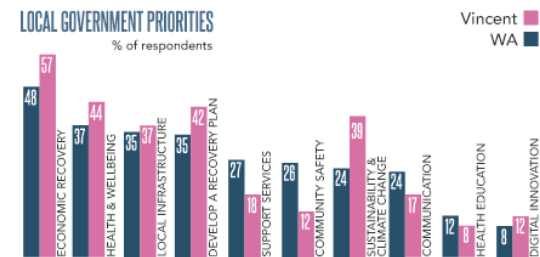
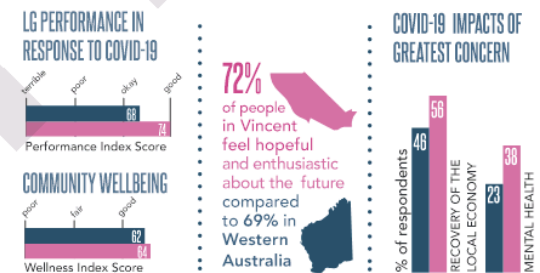
To guide future updates and the implementation of the Rebound Plan, the Rebound Roundtable has been established.

The Rebound Roundtable is a collaborative partnership, and forum to share learning and ideas, between the City, local business representatives and the local Town Teams. The Rebound Roundtable will help monitor and identify initiatives to support the community and businesses to recover and rebound towards sustainable economic performance.

Local and State Context

Community Response

Between 5 June 2020 and 8 July 2020, the City encouraged the community to participate in the state-wide **Community Resilience Scorecard**, designed to help local governments determine priorities and actions required to respond to COVID-19. The survey findings for local governments across WA in comparison to the City include:



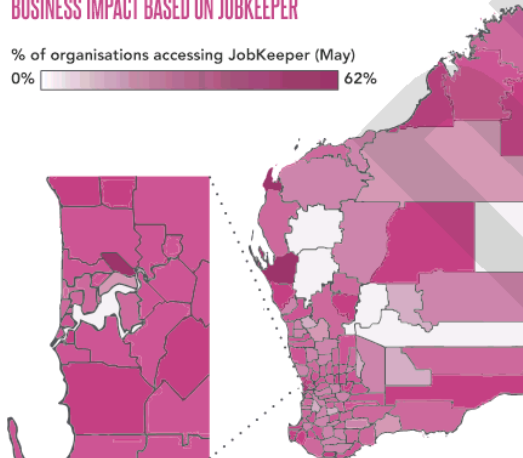
Local Economy Impact

The COVID-19 pandemic has disrupted the local economy as well as the City's residential and business communities. Significant changes to local business operations have been required and a range of business sectors forced to temporarily close. Businesses have pivoted operations to respond to State and Federal Government restrictions and the reduction in operational and service capacity has seen a loss of business and jobs.

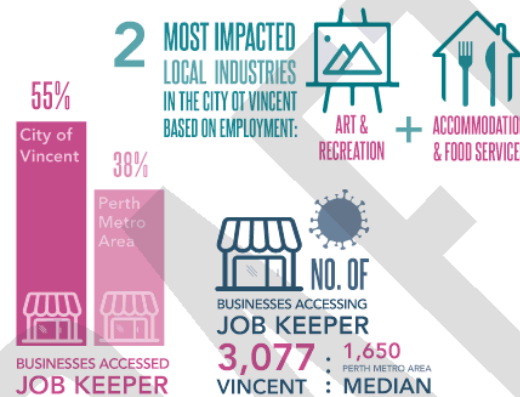
In August 2020 the Western Australian Local Government Association (WALGA) released the report COVID-19's Impact on WA's Local Economies. The report examines economic analysis undertaken for each WA Local Government Area as well as the City's specific results.

BUSINESS IMPACT BASED ON JOBKEEPER

% of organisations accessing JobKeeper (May)
0%  62%



The report found the relative economic impact in the City to be high, with densely populated LGAs and those with business centres in and around inner-city Perth being identified as the most severely impacted by COVID-19. Key findings include:



Local governments in Western Australia have been encouraged to consider the strategic intent of the WA Recovery Plan when preparing localised response plans.

State Government Response

The State Government's **WA Recovery Plan** was released in July 2020 and sets the recovery vision: **Western Australia gets back on the road to becoming a thriving and innovative community to live, work, visit and do business in.**

The three objectives of the plan are:

- **Reboot** our economy to get back onto the pre-pandemic growth trajectory as quickly as possible.
- **Regroup** our community at a personal, family and social level so people feel healthy and have the confidence to lead active lives.
- **Rethink** our future to lead us to the next normal.

VINCENT REBOUND PLAN

Table 1. Our Places: Actions and initiatives to create safe, easy to use and attractive, places for people that support social interaction, creativity and vibrancy

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Monthly Update
				2020/21 Jul-Dec	2021/22 Jan-June	2020/21 Jul-Dec	2021/22 Jan-June	
1.1 Make it easy to use town centre public spaces and simplify the process to host events and activations	<ul style="list-style-type: none"> update SpacetoCo booking options and promote free hire of town centre public spaces explore opportunities to create pre-approved event spaces 	\$5,000	Marketing & Partnerships/ Policy & Place	•	•			
	<ul style="list-style-type: none"> streamline events approval processes in consultation with Town Teams to ensure processes are fit for purpose 		Health Services	•	•			
1.2 Encourage and support events and activations	<ul style="list-style-type: none"> collaborate with Town Teams and community event providers to activate our spaces and places 	\$30,000	Marketing & Partnerships		•			
1.3 Enhance the presentation of town centres and main streets	<ul style="list-style-type: none"> implement streetscape enhancements including planter boxes, seating, greenery, tree planting, art, positive messaging and lighting 	\$220,000	Policy & Place/ Engineering	•	•			
1.4 Make it easy to get around Vincent and visit town centres and main streets	<ul style="list-style-type: none"> prioritise parking patrols to ensure the efficient use of available parking to support local businesses 	Nil	Ranger Services	•	•	•	•	
	<ul style="list-style-type: none"> prepare the Vincent Wayfinding Strategy and implement cycle, signage and car parking improvements 	\$208,000	Policy & Place/ Engineering	•	•	•		
1.5 Encourage and promote active transport to visit and shop local	<ul style="list-style-type: none"> launch active transport campaign and Learn to Ride, Social Riding and Cycle Training sessions 	\$5,800	Engineering		•			
1.6 Enhance the public realm through improved development outcomes and incorporation of cultural infrastructure and activation	<ul style="list-style-type: none"> investigate opportunities to pursue development incentives for community benefit 	Nil	Policy & Place		•	•		
	<ul style="list-style-type: none"> complete phase 1 of the COVID-19 Arts Relief Grant funding 	\$151,000	Marketing & Partnerships	•	•			
	<ul style="list-style-type: none"> launch phase 2 (Major Public Artwork) of the COVID-19 Arts Relief Grant funding 	TBC	Marketing & Partnerships	•	•			

Table 2. Our Businesses: Actions and initiatives to provide a business enabling environment that supports local and small business to innovate and rebound to sustainable economic performance

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Monthly Update
				2020/21 Jul-Dec	2021/22 Jan-June	2020/21 Jul-Dec	2021/22 Jan-June	
2.1 Support businesses to innovatively use public space to grow, expand and diversify	<ul style="list-style-type: none"> create a 'Use Public Space to Grow Your Business' flipbook implement a Parklet Fee Free 24-month Trial as part of the quarterly budget review transition COVID-19 Temporary Parklets to permanent Parklets 	\$3,000	Policy & Place	•				
2.2 Make it easier for businesses to start-up, pivot and co-locate through policy and regulation change and advocacy	<ul style="list-style-type: none"> consider expanding change of use exemptions and land use definitions to provide greater flexibility and certainty for businesses seeking to alter operations or start-up consider the necessity for additional car parking to be provided for a change of use in non-residential areas 	Nil	Policy & Place	•	•			
	<ul style="list-style-type: none"> advocate to Racing, Gaming and Liquor to streamline the Extended Trading Permit requirements and application process actively identify areas for improvement in the planning, building and health regulatory frameworks and advocate for change 	Nil	Built Environment & Wellbeing	•	•	•	•	
	<ul style="list-style-type: none"> explore the opportunity to create a 'Start-up Incubator and Community Hub' in response to the Vacancy Project outcomes 	TBC	Policy & Place		•	•		
2.3 Partner with government agencies, third party providers and inner city local governments to support small business and attract visitors and tourism	<ul style="list-style-type: none"> launch and promote Visit Perth Neighbourhood Map and Visit Perth Directory and increase local buy-in and use determine opportunities to deliver small business support in collaboration with the Perth Inner City Working Group (Town of Victoria Park, City of Subiaco, City of Perth and City of South Perth) 	\$20,000	Marketing & Partnerships	•	•	•	•	
	<ul style="list-style-type: none"> determine a preferred platform to further develop the COVID-19 established Business Directory continue to engage with the Small Business Development Corporation (SBDC) and promote SBDC initiatives as they arise 	Nil	Policy & Place	•	•	•	•	
2.4 Improve engagement and communication with local and small business	<ul style="list-style-type: none"> distribute quarterly Business E-News and six-month Business Health Check surveys expand the Business E-News database to increase reach 	Nil	Policy & Place	•	•	•	•	
2.5 Support local business and drive Support Local and Buy Local campaigns	<ul style="list-style-type: none"> continue to use and promote Vendor Panel Marketplace to support local businesses and contractors 	Nil	Financial Services	•	•	•	•	
	<ul style="list-style-type: none"> consider Christmas shop local campaign, in consultation with Town Teams and in partnership with the City of Stirling and City of Perth 	\$8,000	Marketing & Partnerships		•			
2.6 Improve the customer experience for businesses	<ul style="list-style-type: none"> better integrate and connect approvals processes across service units (e.g. planning, building and health) streamlined approvals processes, supported by: information sheets/application requirements and clarity around assessment and process requirements 	Nil	Development & Design/ Built Environment & Wellbeing	•	•			
	<ul style="list-style-type: none"> develop and distribute a 'Business Welcome Pack' including summary info sheets outlining requirements for various approvals, Public Space flipbook and Town Team welcome information 	\$3,000	Policy & Place			•	•	

Table 3. Our Community: Actions and initiatives to support an inclusive, empowered, resilient and socially connected community

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Monthly Update
				2020/21 Jul-Dec	2021/22 Jan-June	2020/21 Jul-Dec	2021/22 Jan-June	
3.1 Celebrate community resilience and build awareness of local community groups, volunteers and sporting clubs to increase participation and membership	<ul style="list-style-type: none"> promote inspirational COVID-19 community stories from sporting clubs, organisations and volunteers, and as part of the Local History Awards and People of North Perth project in collaboration with North Perth Local 	\$1,500	Local History Centre/ Marketing & Partnerships	•	•			
	<ul style="list-style-type: none"> facilitate club promotion and education, develop a new regular hirer events calendar and include sporting events and activities in events calendar refocus and relaunch the Vincent Community Support Network 	\$3,000	Marketing & Partnerships	•	•			
3.2 Support and promote healthy, active spaces, liveable neighbourhoods and social reconnection	<ul style="list-style-type: none"> engage the community to determine Pop Up Play locations relaunch, promote and showcase Open Streets Events, street activation and Pop Up Play 	\$20,000	Marketing & Partnerships	•	•			
3.3 Support community groups and sporting clubs to become more sustainable and community based initiatives that respond to community need	<ul style="list-style-type: none"> assist groups and clubs to develop attraction and retention strategies and seek funding and grant opportunities prepare and promote tools to aid club development and improve maintenance and lease management to assist club operation 	\$4,500	Marketing & Partnerships	•	•			
	<ul style="list-style-type: none"> advocate for the continuance of community-based initiatives funded by the Leederville Gardens Trust 	\$3,000	Marketing & Partnerships	•	•			
3.4 Foster wellness by ensuring the community has knowledge of, and access to, services that enhance wellbeing, sense of safety and belonging	<ul style="list-style-type: none"> build relationships with local community and wellbeing service providers and increase the visibility of mental health and wellbeing service providers through promotion identify vulnerable cohorts and support the delivery of targeted services and rebound activities that supports segments in need 	Nil	Marketing & Partnerships	•	•	•	•	
3.5 Provide opportunities to celebrate an inclusive and socially connected community	<ul style="list-style-type: none"> recognise key Days of Importance by supporting innovative delivery models that align with economic and social outcomes, including celebrating NAIDOC and Youth Week provide targeted funding opportunities, under the COVID-19 Arts Relief Grant, for artists including LGBTQI+, Youth, ATSI and CaLD 	\$85,000	Marketing & Partnerships	•	•	•		
3.6 Build community capacity to support a resilient community	<ul style="list-style-type: none"> provide upskilling workshops for organisations, students and youths progress towards asset-based community development participation in cross-agency collaborations, networks and working groups to find opportunities for local organisations to partner 	\$20,000	Marketing & Partnerships	•	•	•	•	

Table 4. Our Organisation: Actions and initiatives to create an open, accountable, agile organisation that efficiently and sustainably manages resources and assets

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing				Monthly Update
				2020/21 Jul-Dec	2021/22 Jan-June	2020/21 Jul-Dec	2021/22 Jan-June	
4.1 Improve community engagement and support open and transparent communication	• monthly Rebound Roundtables with local Town Team and business representatives to identify initiatives to support community reconnection and businesses rebound	Nil	Policy & Place	•	•	•	•	
	• update website, COVID-19 portal and conduct six-month community surveys to determine overall levels of success with implemented rebound projects and initiatives	\$3,000	Marketing & Partnerships	•	•	•	•	
4.2 Seek external funding to deliver shovel ready projects and rebound initiatives	• develop and implement an advocacy agenda to attract Federal and State Government and private sector funding or investment in the local economy – including delivery of the East Perth Power Station development	Nil	Marketing & Partnerships	•	•	•	•	
4.3 Provide economic stimulus and sustainably manage resources and assets	• complete critical works at Beatty Park Leisure Centre including retiling the indoor pool, modernising the change rooms and upgrading electrical and filtration systems • expand Beatty Park Leisure Centre operating hours and services as attendance levels and demand increases	\$2.9mill	Engineering/ Beatty Park Leisure Centre	•	•			

Monitoring, Risk & Review

The City is committed to the ongoing improvement of services. The Rebound Plan has been developed as a living document, updated monthly, over a 24-month period, to enable the ongoing monitoring, tracking and adapting of services in a unique and uncertain environment.

The City will maintain an open and transparent dialogue with the Vincent community during the implementation of the Rebound Plan, to stay alert and responsive to the community's needs.

Preparedness for future outbreaks and maintaining good governance and communication is critical to the effective mitigation and management of the risks associated with COVID-19. The adjacent table outlines the City's approach to risk mitigation and management.

Risk Management Table: Our approach to prepare for future outbreaks and the risks associated with COVID-19

Risk what might happen	Management how we'll mitigate and manage
A Business and consumer confidence fails to return to post COVID-19 levels	Continue to demonstrate strong civic leadership and ongoing business and community support including: <ul style="list-style-type: none"> • implementing the actions outlined in the Rebound Plan
B Second wave of COVID-19 forces tightening of restrictions, significantly impacting the economy	Preparedness for future outbreaks including: <ul style="list-style-type: none"> • maintaining good governance practices; • ongoing engagement and communication with the community; • demonstrating strong civic leadership and high standard of COVID-19 practices; and • ensuring public health measures are engrained within service, program and project delivery.
C Loss of employment and increased household and personal stress results in antisocial behaviour	Provide ongoing support for the local community as part of our 'new normal' business as usual approach including: <ul style="list-style-type: none"> • initiatives to encourage community reconnection; and • ongoing engagement to promote positive mental and physical health.

6 INFRASTRUCTURE & ENVIRONMENT

6.1 WASTE STRATEGY PROJECT - 8 COMMERCIAL WASTE COLLECTIONS (UPDATE REPORT)

REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING - 8 SEPTEMBER 2020.

Waiting for further information to be provided.

6.2 MANNA INC. MEAL SERVICE AT WELD SQUARE - UPDATE

Attachments: Nil

RECOMMENDATION:

That Council :

- 1. NOTES this update on the status of the Manna Inc. Meal Service at Weld Square;**
- 2. NOTES that re-location of the Manna Inc. meal service to Tranby Engagement Hub or the Moore Street Accreditation Trial Site is unlikely at this time, with Manna Inc. expressing concerns that not all of those accessing the meal service identify as homeless, which would still result in the need for service provision in the area;**
- 3. NOTES that Administration is currently working with Manna Inc., Uniting WA and other stakeholders to gather further information about the demographics of those accessing the Weld Square meal service to assist in making further recommendations to Council; and**
- 4. NOTES that Administration continues to liaise with Manna Inc. and other key stakeholders regarding this matter, and will provide a further update at the 17 November 2020 Ordinary Meeting of Council.**

PURPOSE OF REPORT:

At the Ordinary Council Meeting held on 18 August 2020, Council resolved that:

“Administration continues to engage with Manna Inc. and Uniting WA (formerly Uniting Care West) and other stakeholders to explore opportunities to transition the Weld Square meal service to Tranby Centre or other suitable location(s), including the Moore Street precinct, identified during the current approval period and will provide a further update to Council on the progress of this action at the next Ordinary Meeting of Council”.

This report provides a further update to Council on the status of this matter.

BACKGROUND:

Manna Inc. is a non-denominational, non-for-profit organisation founded in 1996, who have grown to become one of the largest providers of meals to the homeless and disadvantaged in the metropolitan area.

Manna Inc. moved their free meal service to Weld Square in August 2008 and Council have granted subsequent twelve month approvals for the use of Weld Square since that time, with a range of associated conditions that aim to respond to concerns raised by nearby residents, businesses and other stakeholders.

The Manna Inc. meal service at Weld Square consists of about 15% of the charity's total service provision, which also includes school breakfast programs, food and care hamper distribution and provision of meals for distribution at a number of facilities across the metropolitan area.

At the Ordinary Council Meeting held on 12 November 2019, it was resolved that the Manna Inc. meal service at Weld Square be approved until 30 November 2020, noting that the City had facilitated discussions between Uniting WA (formerly Uniting Care West) and Manna Inc. to explore transition of the meal service to the Uniting WA Tranby Centre during the current approval period, to support the State-funded expansion of operating hours at this location.

Further, the City of Perth implemented a trial site of accredited homeless services in the public realm in January 2020, to assist in better coordination of service delivery within the homeless realm and to reduce duplication, identify gaps, assist with the implementation of best practice and further align groups to the strategic direction of the sector, towards 'ending' homelessness, rather than just 'managing' it.

With the introduction of these new initiatives within the homeless sector over the past twelve months, it is timely to assess how they may have impacted upon demand for the Weld Square meal service.

DETAILS:**Manna Inc.**

Manna Inc. have reported that numbers of those accessing the Weld Square meal service remain consistent, with feedback received that approximately 100 persons are receiving a meal each week day.

Manna Inc. attend Weld Square for half an hour to provide their meal service, a reduction from the previous 45 minute service. These changes were implemented to limit contact time during the COVID-19 pandemic and continue to remain in place. Manna Inc. report that clients are respectful and appreciative of the service, as they understand that any anti-social behaviour or non-adherence to physical distancing requirements could impact upon continuation of the service.

Manna Inc. have also suggested that a number of regular clients of the meal service do not identify as homeless, and therefore do not access or wish to access other homeless support services such as Tranby Engagement Hub. These clients may present as housed but unemployed, residing in insecure accommodation or experiencing financial hardship. Further anecdotal feedback from Manna Inc. also suggests that some of their clients prefer not to attend larger centres such as Tranby, for a variety of reasons including potential negative association, wanting to avoid particular clients due to previous negative interactions, feeling uncomfortable within larger gatherings or feeling ashamed to access assistance.

Between January and June 2020, Nyoongar Outreach Services reported that 42% of their 1029 engagements within the City of Vincent presented as homeless.

Uniting WA have reported that there can be a sense of disinterest in support offered by their outreach workers during the meal service at Weld Square, but not outside of these times.

Accordingly, Administration is currently working with Manna Inc. and Uniting WA to undertake a brief survey of clients in coming weeks to better understand the needs and demographics of the Weld Square meal service clients to assist in making further recommendations to Council.

Update on Uniting WA Tranby Engagement Hub

From August 2020, Uniting WA's Tranby Engagement Hub reduced their operating hours as the State funding for their twelve months of expanded service provision came to an end.

From August 2020, the Tranby Engagement hub hours have reduced from 7:00am to 7:00pm, seven days per week to:

- 7:00am-2:30pm – Monday to Friday
- 7:00am-12:00pm – Saturday
- 12:00pm-5:00pm – Sunday

The Centre remains open to those over 18 years who are experiencing, or at risk of homelessness, and provides the following services:

- Food (breakfast and lunch);
- Amenities (shower, toilets, safe space, mail, Internet);
- Dignity items (clothing and hygiene products);
- Support options (referrals to support, specialist and accommodation options); and
- Individualised support and follow up (support plans, advocacy and ongoing supports).

Renovations to the Tranby Engagement Hub will commence shortly, and Uniting WA will move the service to an alternative location within the City of Perth for approximately 12 weeks until completed.

Uniting WA Assertive Outreach Services continue to link those requiring support to this service, which is focussed on assisting clients towards better longer term outcomes.

Uniting WA are funded by the State to assist 80 clients per day at the Tranby Engagement Hub, and consistently report numbers above this.

City of Perth Moore Street Accreditation Trial Site

The City of Perth continues to support the coordination of homelessness services both in the not-for-profit sector and through goodwill and community groups, through the Moore Street Accreditation Site.

Over 20 accredited service providers currently deliver food, health, hygiene and assertive outreach services at the site, which has seen almost 15,000 instances of support between January and May 2020. This includes 2,000 health and hygiene services and 13,000 meal services, with growing demand reported in recent times.

The City of Perth is currently re-developing the site with the Public Transport Authority to enhance service provision and amenity for all attending. Security and CCTV are already provided to improve safety for users of the precinct.

The site currently operates an evening service on weekdays between 4:30pm and 8:00pm, and Sunday mornings between 8:00am and 11:00am, with no plans to expand the service beyond these times at this time.

This means that there is currently no opportunity for Manna Inc. to re-locate a daytime meal service to this location, although they are able to apply to the City of Perth to provide an accredited service during the site's current operating hours, should they wish to do so, and should the City of Perth identify an unmet demand for additional food services at the site.

Current scheduled services (subject to change) include:

Monday	Seeds of Hope (food) Red Cross Soup Patrol (food)
Tuesday	Orange Sky Laundry One Voice Shower Bus Street Doctor Homelessness We Care (food) Perth Homeless Support Group (clothing) Sathya Sai (food) Street Chaplains Social Outreach Uniting WA Assertive Outreach
Wednesday	Sisters of Mercy Charity (food) Red Cross Soup Patrol (food)
Thursday	Orange Sky Laundry One Voice Shower Bus Street Doctor Sikh Association (food) Sathya Sai (food) Street Friends (clothing) Uniting WA Assertive Outreach
Friday	Seeds of Hope (food) One Voice Shower Bus Uniting WA Assertive Outreach
Sunday (mornings)	Perth Homeless Support Group (food and clothing) One Voice Shower Bus Footpath Library

CONSULTATION/ADVERTISING:

The City continues to engage with Manna Inc., Uniting WA, City of Perth, key stakeholders and local businesses and residents regarding the Weld Square meal service.

LEGAL/POLICY:

The following Local Laws and Policies are relevant to the approval of the Manna Inc. meal service:

- City of Vincent Local Government Property Local Law; and
- Council Policy 2.1.7 Parks Reserve and Hall Facilities – Conditions of Hire and Use

The City's commitment to the provision of support to organisations working with people experiencing homelessness and the maintenance of an interagency approach through collaboration with outreach services and other community organisations are key actions of the Safer Vincent Plan 2019/2022 and the Action Plan of the City Homeless Framework Committee in which the City participates.

RISK MANAGEMENT IMPLICATIONS:**Public Safety:**

Medium: Weld Square and the surrounding area experience anti-social behaviour associated with both close proximity to licensed premises and support services, and the prevalence of vulnerable persons at risk of or experiencing homelessness within the inner City area. This cohort often present with complex needs relating to mental health, health, cognitive impairment, drug/alcohol use and trauma. The City continues to work collaboratively with WA Police, outreach services and other stakeholders to manage these risks.

Negative Community Perception:

Medium: There is divided opinion amongst the local community regarding the provision of homelessness services at Weld Square, with some residents and businesses perceiving that anti-social behaviour in the area is linked to service provision at this location.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Connected Community

We are an inclusive, accessible and equitable City for all.

SUSTAINABILITY IMPLICATIONS:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

Through the Leederville Gardens Trust Fund/COVID-19 Relief Fund, the City currently provides funding to Uniting WA for three months of assertive outreach services within the City, with a key focus on Weld Square.

Any re-location of Manna Inc.'s food service from Weld Square is unlikely to resolve the ongoing need for outreach services in the area, given the large number of support services located within close proximity to this location, and its long history as a meeting place for Aboriginal people in particular.

7 COMMUNITY & BUSINESS SERVICES**7.1 LEASE OF COMMUNITY BUILDING AT WOODVILLE RESERVE, 10 FARMER STREET, NORTH PERTH, WADJAK NORTHSIDE ABORIGINAL COMMUNITY GROUP**

Attachments: Nil

RECOMMENDATION:

That Council

1. **NOTES** that the current condition of the community building adjacent to the tennis clubrooms at Woodville Reserve, 10 Farmer Street, North Perth (Premises) is poor and continued use of the Premises beyond 2022/23 would not be recommended. It is likely the building would be proposed to be demolished or repurposed as part of the development of the Woodville Reserve Masterplan.
2. **APPROVES** a lease of the Premises to the Wadjak Northside Aboriginal Community Group (WN), subject to the approval of the Minister for Lands, and on the following key terms, which align with the lease terms for a Category Two (2) tenant under the City's Property Management Framework:
 - 2.1 **Term:** one year;
 - 2.2 **Option term:** 3 x one year options at City's sole discretion;
 - 2.3 **Lease fee:** \$3,870 (excluding GST), which includes a 25% community benefit rebate, indexed at CPI (if option exercised);
 - 2.4 **Outgoings:** payable by WN, includes utilities, Emergency Services Levy (ESL) and rubbish/recycling bin charges;
 - 2.5 **Public liability:** WN to effect and maintain current public liability insurance of not less than \$20,000,000 (per claim);
 - 2.6 **Condition:** provided in 'as is, where is' condition. The City will not undertake any capital or renewal works during the term of the lease, which includes repairing or replacing any fixtures or fittings at the end of their life;
 - 2.7 **Building insurance:** payable by the WN with excess on any claim also payable by WN;
 - 2.8 **Maintenance/repairs:** responsibility of WN, this includes keeping the Premises interior and exterior clean and tidy and repairing or replacing any fittings or fixtures if required (but excluding the air-conditioning system and oven);
 - 2.9 **Capital upgrades:** City will not undertake capital or renewal works; and
 - 2.10 **Damage to Premises:** in the event the Premises is damaged so it becomes unfit for use the City may at its discretion terminate the lease, and no compensation will be payable to the tenant.
3. **Subject to final satisfactory negotiations being carried out between WN and the Chief Executive Officer, AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the lease in recommendation 2. above;

4. **APPROVES a waiver of fees in the amount of \$3,870 for the initial term of the lease in order to provide assistance with the establishment of an Aboriginal Community Resource Centre by WN; and**
5. **NOTES Transition Town Vincent no longer wishes to enter into an agreement to lease 10 Farmer Street, North Perth and have formally withdrawn their application.**

PURPOSE OF REPORT:

To reconsider the expressions of interest for the future use of the vacant brick community building adjacent to the tennis clubrooms at Woodville Reserve, 10 Farmer Street, North Perth (Premises) in the context of the current condition of the Premises and the development of the Woodville Reserve Masterplan (Masterplan).

BACKGROUND:

The City leases the portion of Woodville Reserve, 10 Farmer Street, North Perth (Woodville Reserve) comprising the Premises for a term of 999 years from the Crown pursuant to a lease dated 13 June 1925. Pursuant to sections 41 and 47 of the Land Administration Act 1997 (LAA) and the City's lease, Woodville Reserve is a Class A reserve specified as 'solely for the purpose of recreation'. Pursuant to section 18 of the LAA, the Minister for Lands' consent and approval will be required for any lease or licence of Woodville Reserve.

The Premises was leased to the Multicultural Services Centre Western Australia (MSCWA) from 1 April 2004 until 26 June 2019 and is currently vacant.

The Premises building is old (Administration estimates it is at least 40 years old) and is in a condition consistent with its age. No significant capital renewal or improvement works have been undertaken in recent times. Paint work on the exterior of the Premises is in poor condition and wood work is exposed to the elements.

At the Ordinary Meeting of Council on 17 March 2020, it was resolved:

"That Council:

6. *NOTES that the current condition of the community building adjacent to the tennis clubrooms at Woodville Reserve, 10 Farmer Street, North Perth (Premises) is poor and therefore continued use of the Premises beyond 2021/22 will not be possible, as the building will either be demolished or repurposed, based on the recommendations of the Woodville Reserve Masterplan.*
7. *APPROVES a lease of the Premises to the Ethnic Communities Council of WA Incorporated (ECC), subject to the approval of the Minister for Lands, and on the following key terms:*
 - 7.1 *Term: one year;*
 - 7.2 *Option term: 3 x one year options at City's sole discretion;*
 - 7.3 *Lease fee: \$3,870.00 (excluding GST), which includes a 25% community benefit rebate, indexed at CPI (if option exercised);*
 - 7.4 *Outgoings: payable by ECC, includes utilities, Emergency Services Levy (ESL) and rubbish/recycling bin charges;*
 - 7.5 *Public liability: ECC to effect and maintain current public liability insurance of not less than \$20,000,000 (per claim);*
 - 7.6 *Condition: provided in 'as is, where is' condition. The City will not undertake any capital or renewal works during the term of the lease, which includes repairing or replacing any fixtures or fittings at the end of their life;*
 - 7.7 *Building insurance: payable by the City, excess on any claim payable by ECC;*
 - 7.8 *Maintenance/repairs: responsibility of ECC, this includes keeping the Premises interior and exterior clean and tidy and repairing or replacing any fittings or fixtures if required (but excluding the air-conditioning system and oven);*
 - 7.9 *Capital upgrades: City will not undertake capital or renewal works; and*
 - 7.10 *Damage to Premises: in the event the Premises is damaged so it becomes unfit for use the City may at its discretion terminate the lease, and no compensation will be payable to the tenant.*

8. *Subject to final satisfactory negotiations being carried out between ECC and the Chief Executive Officer, AUTHORISES the Mayor and Chief Executive Officer to affix the common seal and execute the lease in recommendation 2. above; and*
9. *NOTES Transition Town Vincent's proposal to use the Premises at certain times, as detailed in Attachments 1 and 2, and REJECTS this proposal as Transition Town Vincent does not have the financial capacity to comply with the proposed licence terms as set out in the City's draft Property Management Framework Details*

PROCEDURAL MOTION

Moved: Cr Gontaszewski, Seconded: Cr Hallett

That the motion be DEFERRED to allow further discussions with the community groups, and to be reported back to Council within 90 days."

DETAILS:

As requested by Council, Administration held further discussions with Ethnic Communities Council WA (ECC), Transition Town Vincent (TTV) and Wadjak Northside Aboriginal Community Group (WN) in relation to a short term lease of 10 Farmer Street, North Perth to confirm their request to utilise these facilities along with the purpose for which the facility was to be used. During these discussions, TTV advised Administration that they no longer wish to enter into an agreement to hire 10 Farmer Street, North Perth and have formally withdrawn their application.

ECC & WN have confirmed their continued interest in the facility with details of each prospective tenant proposed use and occupation as follows:

Ethnic Communities Council WA (ECC)

ECC is a non-government, non-profit community based organisation which takes an active interest in all aspects of multiculturalism and Culturally and Linguistically Diverse (CaLD) affairs and acts on behalf of all ethnic communities in Western Australia.

ECC is willing to accommodate shared use with another tenant. ECC already has a presence within the City at 20 View Street, North Perth:

- proposed use – as a community centre/hub for activities, group meetings and events; and
- occupation of premises – ECC is willing to use the Premises in conjunction with another tenant.

ECC is not seeking any waiver or reduction of fees relating to the leasing of 10 Farmer Street, North Perth. They would like to commence a Community Engagement program of 3-4 community peer support groups accessing the centre over a week to assist with improving mental health.

Wadjak Northside Aboriginal Community Group (WN)

The purpose of WN is to empower Aboriginal people to support each other in living healthy, culturally-rich lives with access to education and employment opportunities in a strong and safe community. WN is seeking to utilise the Farmer St Facility to operate an effective Community Resource Centre at minimal cost. They are a growing organisation that seeks to expand to cater for Noongar and Aboriginal people/community within the City of Vincent.

WN expressed the wish to set up a long-term presence within the City:

- proposed use – community centre and hub for WN activities and support groups, use of the kitchen for food handling or barista courses; and
- occupation of premises – WN requires exclusive use and possession of the Premises.

They are seeking a waiver of fees and associated outgoing costs to use the facility for a period of 12 months and then seek to pay a fee and outgoings at a reduced rate to further consolidate the organisation their services within the facility for the remaining years. They are open to negotiate where possible.

Recommendation

Administration is recommending that a lease be granted to Wadjak Northside for a period of one (1) year with 3 x one (1) year options following a review of the submissions presented to Council on 17 March 2020. The establishment of an Aboriginal Community Resource Centre that provides education and employment opportunities directly aligns with deliverables contained within the City's 'Innovate' Reconciliation Action Plan and further progresses our journey towards lasting reconciliation.

In addition, this partnership will further strengthen our relationships with local Aboriginal and Torres Strait Islander residents, businesses and stakeholders whilst providing opportunities for the community to learn about Aboriginal culture, history and tradition.

CONSULTATION/ADVERTISING:

The proposed lease to WN does not require public notice, in accordance with section 3.58 (Disposal of property) of the *Local Government Act 1995*, as WN has cultural and recreational purposes and members do not receive any pecuniary profit. As a result, the exemption under Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* applies.

LEGAL/POLICY:

Regulations 30(2)(b) of the *Local Government (Functions and General) Regulations 1996*:

'(2) A disposition of land is an exempt disposition if —

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions...'

The proposed lease terms align with the City's draft Property Management Framework for a Category 2 tenant.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider a lease for a community building.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Connected Community

Our community facilities and spaces are well known and well used.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.











SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The proposed rent is \$5,160 per annum excluding GST. WN is eligible for the community benefit rebate of 25%, which means the annual rent payable is \$3,870.00 excluding GST. Utilities, ESL and bin charges associated with the Premises will also be recouped from WN.

7.2 ADOPTION OF PROPERTY MANAGEMENT FRAMEWORK

- Attachments:
1. Summary of Community Consultation Comments [↓](#) 
 2. Property Management Framework - approved by Council for advertising 17 March 2020 [↓](#) 
 3. Property Management Framework - updated version advertised [↓](#) 
 4. Property Management Framework - final for adoption [↓](#) 
 5. Property Management Policy - final for adoption [↓](#) 
 6. City's Policy No. 1.2.1 - Terms of Leases [↓](#) 
 7. Delegation under section 3.58 of the Local Government Act [↓](#) 
 8. Frequently Asked Questions [↓](#) 
 9. Financial Implications for Groups [↓](#) 
 10. Options for Clubs and Groups [↓](#) 

RECOMMENDATION:

That Council:

1. NOTES:

- 1.1 the submissions received during the draft Property Management Framework public comment period, as summarised at Attachment 1;
- 1.2 that amendments and additions were made to the version of the Property Management Framework approved by Council for advertising on 17 March 2020, as at Attachment 2, as detailed in this report;
- 1.3 that the amendments and additions include the removal of the requirement for Category 1 – Small Community Groups, that are entering into a Management Agreement with the City, to pay for:
 - a) Costs associated with all outgoings, rates, taxes and insurances associated with the property;
 - b) pest inspections(including termite inspections) and treatment;
 - c) rubbish and recycling bin charges;
 - d) cost of statutory compliance (RCD, smoke alarm and emergency exit);
 - e) Building insurance; and
- 1.4 the updated Property Management Framework, as at Attachment 3, was advertised and discussed with community groups; and
- 1.5 that further minor amendments to the Property Management Framework were made based on community comments.

2. ADOPTS the:

- 2.1 Property Management Framework at Attachment 4; and
- 2.2 Property Management Policy at Attachment 5;

3. REPEALS the City's Policy 1.2.1 – Terms of Leases, at Attachment 6;**4. DELEGATES BY ABSOLUTE MAJORITY the power to dispose of property in accordance with section 3.58 of the *Local Government Act 1995*, subject to the disposal being in the form of a lease, licence or management agreement to a Category One (1) or Category Two (2) group, in**

accordance with the adopted Property Management Framework, to the Chief Executive Officer, as detailed in Attachment 7.

5. **NOTES** that leases and licences to Category Three (3) and Four (4) groups will be presented to Council for approval;
6. **APPROVES** Community Groups and Sporting Clubs within categories one (1) and two (2) to receive support during a four (4) year transition period, as follows:
 - 6.1 where the group or club experiences an increase in fees due to the implementation of the Property Management Framework; and
 - 6.2 they incrementally increase their fees each year, by a rate of 25% of the difference between the current fee and the proposed fee; and
 - 6.3 they transition completely to the terms of the Property Management Framework within a four (4) year period.
7. **REQUIRES** that all Community Groups and Sporting Clubs with a lease, licence or management agreement are required to provide, by 1 November annually:
 - 7.1 a completed Community Group Health Check, and
 - 7.2 a current copy of their Certificate of Insurance Currency.

PURPOSE OF REPORT:

To seek Council adoption of the Property Management Framework (**Attachment 4**) and the Property Management Policy (**Attachment 5**) and delegate power to the Chief Executive officer to approve leases, licences and management agreements to Category One (1) and Two (2) Community and Sporting Groups.

BACKGROUND:

The City currently has lease/licence arrangements with a range of not-for-profit community organisations, sport and recreation clubs, government agencies and commercial entities. These arrangements were based on the City's existing Policy No. 1.2.1 – Terms of Leases (Leasing Policy).

The City has experienced issues in administering the Leasing Policy as it provides little clarity on the terms of the lease arrangement, and potential variations of those terms based upon the type of organisation, type of activity, or value to the community.

DETAILS:

The City has prepared a Property Management Framework to ensure any City property that is leased or licenced is managed in a consistent, fair and transparent manner, along with providing an equitable methodology for calculating lease and licence charges.

Historically there has been no rationale or strategy behind the assignment of leases and licences. The current Leasing Policy has been inadequate and simply states that:

Any new lease granted by the Council shall usually be limited to a five year period and any option to renew shall usually be limited to no more than a ten year period; and
Council may consider longer periods where the Council is of the opinion that there is a benefit or merit for providing a longer lease term.

The City has completed a comprehensive review of existing leases, and reviewed the application of the Policy to those leases.

At the Ordinary Meeting of Council on 17 March 2020, it was resolved that Council:

"1. *NOTES* the draft Property Management Framework, at Attachment 1;

2. *RECEIVES* the draft policy – ‘Property Management Policy’ at Attachment 2;
3. *AUTHORISES* the Chief Executive Officer to provide local public notice of the new Policy in Recommendation 2 above and invite public comments for a period of at least 21 days; and
4. *NOTES* that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.”

Public advertising of the Property Management Framework and the Property Management Policy has now been undertaken in accordance with Policy 4.1.5 – Community Consultation as contained within **Attachment 1**.

Amendments to Property Management Framework

In response to community feedback during consultation, Administration recommends changes to the Property Management Framework including:

- Clarifying maintenance obligations for both the lessee/licensee and the City in a separate table;
- Removed the word incentive and replaced it with subsidy, with respect to the Community Benefit Matrix for clarity;
- Changed the address of Highgate Forrest Park Playgroup from 127 Wright Street, Highgate to 66 Harold Street, Highgate;
- Expanded on and provided clearer definitions and examples of Capital Renewal and Capital Upgrades for clarity; and
- The removal of the requirement for Category one and two clubs and groups to repaint the facility inside and out every five (5) years. This will now be the responsibility of the City. The Property Management Framework will be updated to reflect this change.

Removal of the responsibilities of payments for the tenant in Category One (1) – Small Community Groups

Due to an Administrative error, the Property Management Framework presented to the Ordinary Meeting of Council on 17 March 2020 incorrectly reflected that tenants in Category One (1) – Small Community Groups who were subject to a Management Agreement would be responsible for the payment of outgoings, pest inspections, rubbish and recycling bins, statutory compliance and building insurance. This was rectified with all relevant groups being provided with the amended Property Management Framework prior to consultation.

Assisting Clubs and Groups to understand the Property Management Framework

Administration has developed a set of Frequently Asked Questions (FAQ's) **Attachment 8** to assist clubs and groups to better understand the Property Management Framework.

It also responds to questions raised during the public consultation process.

Impact Assessment for Categories One and Two

Attachment 9 sets out the likely financial implications following the endorsement of the Property Management Framework to clubs and groups in categories one (1) and two (2).

Assisting Clubs and Groups to transition across to the Property Management Framework

Attachment 10 sets out the transition options available for clubs and groups as we implement the Property Management Framework.

Initially, Administration will work with the eight (8) sporting clubs and community groups in category one (1) and two (2) who are currently on month-to-month lease (holding over) to transition them over to the new Property Management Framework. Groups wishing to transition to the new Framework prior to the expiration of their lease will be assisted next, followed by the remaining groups, when their leases expire.

If a group is likely to experience an increase in leasing fees, as detailed in **Attachment 9**, Administration recommends that those in categories one and two be afforded four (4) years to incrementally move toward the new charging methodology. This would be on the basis that their lease fee closes the gap between the

current rate and the proposed rate, with incremental steps of 25% annually (of the gap) until the applicable rate is reached.

Should any club or group be concerned about the additional costs associated with the implementation of the Property Management Framework, Administration will discuss alternative options that might be available to them such as seasonal licences, shared usage and multipurpose facilities.

Transition of all leases to the Property Management Framework will continue until 30 September 2041 should existing leases continue to run their course through to expiry.

Delegation of power to approve leases to Chief Executive Officer

This is proposed to streamline the granting of leases, licences and management agreements for community and sporting groups. As the Property Management Framework clearly sets out the terms and conditions of these tenure arrangements, it is not necessary for Council to consider the individual lease, licence or management agreement. The Chief Executive Officer will be required to grant the lease, licence or management arrangement in accordance with the approved terms in the Property Management Framework, which includes the annual rent.

Commercial and government leases and licences require Council to determine the rent, based on a market valuation. These leases and licences also have a long term. Therefore it is considered appropriate for Council to approve these arrangements.

CONSULTATION/ADVERTISING:

The City has held discussions with all community groups and sporting clubs within categories 1 and 2 who hold a lease or licence. Feedback from these groups has been reviewed and considered and (where appropriate) incorporated within the Framework.

Commercial entities and government agencies will be informed of the Framework during the negotiation of lease renewal.

In accordance with the City's Policy 4.1.1 – Adoption and Review of Policies, public notice of the new policy was provided for a period exceeding 21 days in the following ways:

- On the City's website; and
- In the local newspapers;
- On the notice board at the City's Administration and Library and Local History Centre; and
- Direct contact with all sporting clubs and community groups within Category 1 and 2 by providing a link to the website advising of the consultation period.

LEGAL/POLICY:

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

City's Policy 4.1.1 – *Adoption and Review of Policies* sets out the process for repealing and adopting policies.

Section 5.42 of the *Local Government Act 1995* provides that a local government may delegate powers and duties to the Chief Executive Officer.

RISK MANAGEMENT IMPLICATIONS:

Low: There is a low risk for Council to adopt a new Property Management Framework and supporting policy.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Connected Community

Our community facilities and spaces are well known and well used.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Under the proposed model, the City will generate an additional \$7,903.36 in the first year and a total of \$42,090.97 over a five-year period. Category one – small community groups have a financial benefit within this framework. The framework also allows for a maximum subsidy of 50% for category one groups and up to 25% subsidy for category two groups.

Attachment 4 – Community consultation comments

Category 1 & 2 Comments

	Comments Received	Administrations Response
Leederville Cricket Club		
1	<p>Thank you for the information regarding the new property framework. We are happy to accept the conditions and will be keen to sign up when required to do so.</p> <p>Additional enquiry made on 4 June 2020</p> <p>The insurance, electricity and water usage attached to the public toilets should not be included in our fees.</p> <p>Are we still sharing the yearly costs 50/50 with soccer?</p> <p>When does our current temporary lease end and the new 5 year lease begin?</p>	<p>Noted.</p> <p>The club will be responsible for the electricity and water usage (excluding the public toilets). The City will be responsible for paying the costs associated with the public toilets.</p> <p>The Leederville Cricket Club will be responsible for outgoings during the summer period from October to March annually with the Floreat Athena Football Club being responsible for all outgoings from April to September annually.</p> <p>The Leederville Cricket Club lease expires on 31 March 2022. Administration's intention is to commence discussions with community groups and sporting clubs who lease has expired and whom are currently in holding over following Council endorsement first in order to provide them with security of tenure.</p>
North Perth Cricket Club		
2	<p>We were advised of this last August. Our lease is up for renewal and we'd love to have the new lease finalised as soon as possible so we can look to get access to a number of different grants and programs available.</p>	<p>Noted. Administration's intention is to commence discussions with community groups and sporting clubs who lease has expired and whom are currently in holding over following Council endorsement first in order to provide them with security of tenure.</p>
Forrest Park Croquet Club		
3	<p>The financial contribution by some clubs have not been considered. These costs are different for many of the category 2 clubs and organisations with some being near to zero cost. This is not equitable or transparent.</p> <p>The use of GRV is inequitable; resulting in 2 similar tenancies paying significantly different costs. The use of GRV is inappropriate for valuing a club as it cannot be leased commercially.</p> <p>The community benefit matrix introduces additional work to the City for little benefit. It is also subjective and unlikely to lead to transparent or equitable implementation of the Framework.</p>	<p>Administration has reviewed the tenancy and costs incurred by all sporting clubs and understands that where clubs have exclusive use over facilities and playing greens, additional costs are incurred given the nature of the activities conducted and the benefit of exclusive use. The use of GRV is proposed to minimise the current disparity between the City's lease arrangements along with providing a cohesive framework that will provide the foundation for a consistent, transparent and equitable approach for community and sporting groups.</p> <p>To limit the impact on groups, Administration is recommending that category one (1) and two (2) groups be granted a period of up to four (4) years on commencement of a new lease or licence to comply with the new charging methodology. This is on the basis that their rentals increase at the rate of 25% annually until the applicable rental is reached.</p> <p>In addition to this, category one (1) are eligible for up to 50% Community Benefit Subsidy and category two (2) clubs are eligible for up to 25% subsidy on their tenancy fee.</p> <p>Administration has developed a weighted matrix for assessing the community benefit subsidy. Information provided through the annual Community Group and Sporting Club Health Check will assist with completing the matrix to ensure an equitable and consistent approach to determining the level of community benefit subsidy that is applied to groups.</p>

	Comments Received	Administrations Response
	<p>The Framework does not appear to maximise community benefit but rather seeks to transfer as much cost to the tenant as possible and minimise the City's costs. This actually minimises clubs benefit and the contribution that the Club provides to the City and the community.</p>	<p>The maintenance costs of community buildings can be a substantial burden to local governments. Ageing infrastructure can incur considerable costs. Under the Property Management Framework, the key lease terms and conditions have not changed from the clubs existing responsibilities as detailed within the current Lease.</p> <p>The calculation of the tenancy fee reflects a fair and consistent approach to tenancy fees through the implementation of the 10% GRV charge for both Category 1 & 2 groups.</p>
	<p>The table of responsibilities does not clearly nor transparently articulate the responsibilities of the tenant or City.</p>	<p>Noted. Maintenance is often an area that ends up in dispute, further highlighting the need for a clear outlining of the responsibilities of both parties. Given this, Administration has amended the Property Management Framework to include a detailed list of maintenance responsibilities for each category as an Addendum to the framework.</p>
	<p>Good Asset Management practice indicates that the asset maintenance responsibility should be incurred by the parties whose interest is benefiting from the separation of responsibilities.</p> <p>In the general property leasing area, borne out of commercial leases, the tenant should be responsible for what they inflict on the property, the owner should be responsible for the long term investment interest in the property.</p> <p>This Framework proposes that the tenant becomes responsible for many costs that are actually of benefit to the City rather than the tenant.</p>	<p>The maintenance costs of community buildings can be a substantial burden to local governments. Ageing infrastructure can incur considerable costs. Under the Property Management Framework, the key lease terms and conditions have not changed from the clubs existing responsibilities as detailed within the current Lease.</p> <p>Clubs will be required to contribute to capital repairs and maintenance arising from fair wear and tear. The City is responsible for structural changes such as an upgrade to the toilet block to make it universally accessible. In circumstances where a tenant does not have exclusive use of a facility, the city may have more responsibilities such as maintenance of shared toilets and change rooms.</p> <p>Under the Property Management Framework, the key lease terms and conditions have not changed from the clubs existing responsibilities as detailed within the current Lease.</p>
	<p>The Club has been unable to apply for grants as this typically requires a sound long term tenure of a facility. This has impacted the Club's budget.</p>	<p>Administration has previously made contact with Forrest Park Croquet Club with respect to grant funding and advised that Administration can provide correspondence to accompany any grant application to clarify the currently leasing framework and to acknowledge and highlight the City's intentions and any future tenure arrangements.</p>
	<p>The default provision of escalation at 10% has been imposed. That is unsatisfactory as it impacts adversely on the Club's budget</p>	<p>To limit the impact on groups, Administration is recommending that category one (1) and two (2) groups be granted a period of up to four (4) years on commencement of a new lease or licence to comply with the new charging methodology. This is on the basis that their rentals increase at the rate of 25% annually until the applicable rental is reached.</p>
	<p>The Club has continued to invest in the premises without any certainty of the longevity of its lease. This imposes a risk to the club because if the City does not renew the lease or if the lease conditions result in the Club becoming unviable those invested funds will have been wasted.</p>	<p>Administration has held discussions with Forrest Park Croquet Club in relation concerns relating to their sustainability, the future of the club, their financial position, membership numbers, community engagement and promotion of the facility and will continue to assist in order to ensure the longevity of the club.</p> <p>The Property Management Framework provides for a 5 year lease with two (2) five (5) year options to provide security of tenure for clubs.</p>
	<p>No transparency or equity is demonstrated in the framework document.</p>	<p>The framework is designed as an overarching document to provide a level of information to all groups and organisations. Further information will be detailed within the Lease or Licence and subject to negotiations with individual clubs.</p>

	Comments Received	Administrations Response
	The Framework proposes to transfer the City's responsibilities for maintenance of its properties to tenants who are either financially unable or uninterested in taking on this responsibility. Therefore, the framework does not support this objective.	Under the Property Management Framework, the key lease terms and conditions have not changed from the clubs existing responsibilities as detailed within the current Lease.
	Restricting this Framework to Vincent's community only limits who and for what purpose the City can enter into leases. This would exclude almost all the category 2 clubs and organisations listed in the Framework as they have membership or a role that extends outside the City's boundaries.	The Framework is for groups operating within the City's boundaries, understanding that in some instances membership for community groups and sporting clubs in category one (1) and two (2) groups extends outside of the City's boundaries. Administration's primary focus will always be on ensuring that groups and organisations operating within the City's boundaries focus on local community and further that they provide a service that delivers value and meets the needs of our diverse community.
	Lack of transparency and inequity in the proposed Property Maintenance Framework, especially that lack of recognition of the financial contributions that a lessee makes to the City of Vincent	The financial contributions by lessees has been demonstrated by the Community Benefit Subsidy which provides up to 25% rent reduction for groups in Category one (1) and up to 50% rent reduction for groups in category two (2) It is further demonstrated by Council waiving rates for sporting clubs and groups annually. This equates to approximately \$5,000 per year for Forrest Park Croquet Club.
	Payment of insurance and other costs which are to the benefit of the City of Vincent	All groups entering into any occupancy arrangement with the City will be required to hold the relevant insurances in respect to tenant's use or occupation of the City's land and buildings. Category one (1) and two (2) groups who have existing leases are currently responsible for the payment of public liability insurance, building insurance and contents insurance. This is a requirement of the current Lease and is replicated within the Property Management Framework.
Forrest Park Croquet Club – Supplementary Submission		
4	Forrest Park Croquet Club has been critical in its submission of the City of Vincent's methodology in achieving these objectives. These include:- <ul style="list-style-type: none"> • the lack of transparency and inequity in the proposed Property Maintenance Framework, especially that lack of recognition of the financial contributions that a lessee makes to the City of Vincent, • Payment of insurance and other costs which are to the benefit of the City of Vincent, • the anticipated poor asset management outcomes, • the use of Gross Rental Value to determine the rental value, • the coercive nature of rent setting; and • the excessive transfer to the lessee of a significant portion of the maintenance responsibility of the facilities leased. 	Noted. Administration believes that these questions have been answered above in the first submission.
	Proposal	Noted.

Comments Received	Administrations Response
<p>This proposal builds on most of the objectives of the City of Vincent to achieve a better outcome. It does it by: -</p> <p>Making the lessee responsible for the repair of the things they do to the building through their use.</p> <p>The City of Vincent assumes responsibility for the long term maintenance of its assets,</p> <p>The rent is used to pay for the City of Vincent's responsibility for periodic restoration of the facilities to an acceptable standard.</p> <p>The rent is set to recover those costs over the expected period between periodic maintenance activities.</p> <p>That where the lessee makes a significant financial contribution in operating a facility, especially that associated grounds maintenance, a portion of the contribution is re-implemented to the club.</p> <p>Discussion:</p> <p>This proposal essentially attempts to make the financial impacts on the City of Vincent budget to be insignificant. The cumulative effect of all the clubs paying rent based on their long-term maintenance needs will provide the City of Vincent in a long term program the funds to meet those maintenance needs.</p> <p>It provides equity in and transparency in determining rent, any surpluses or losses can be meet by rent adjustments. Rents are adjusted for inflation based on the inflation of maintenance costs. Maintenance responsibility is well defined, the tenant is responsible for the damage they cause the building, much the same as in house rentals and the City of Vincent is responsible for the Asset Management responsibility including the periodic restoration maintenance to an acceptable standard.</p>	<p>The maintenance costs of community buildings can be a substantial burden to local governments. Ageing infrastructure can incur considerable costs. Under the Property Management Framework, the key lease terms and conditions have not changed from the clubs existing responsibilities as detailed within the current Lease. Administration is of the opinion that this remain as proposed.</p> <p>Clubs will be required to contribute to capital repairs and maintenance arising from fair wear and tear. The City is responsible for structural changes such as an upgrade to the toilet block to make it universally accessible. In circumstances where a tenant does not have exclusive use of a facility, the city may have more responsibilities such as maintenance of shared toilets and change rooms.</p> <p>Noted.</p> <p>Noted.</p> <p>Administration would recommend that should the financial burden of operating a single use facility be of concern to sporting groups, that consideration be given by the clubs to review their core focus and adapt to explore the potential of creating a multi-purpose facility. There are numerous community and financial benefits associated with multi-use sporting hubs.</p>

	Comments Received	Administrations Response
Loton Park Tennis Club		
5	Regardless of any concerns about the way in which the rent might be calculated under the Property Management Framework, the Club wishes to make clear that under the terms of its existing lease, subject to the Club exercising its options to renew under the lease, the method for calculating rent is settled until 31 October 2030 and cannot be unilaterally amended by the Council. Therefore, again, subject to the Club exercising its options to renew under the existing lease, the proposed new way of calculating rent set out in the Property Management Framework cannot apply to the Club until the negotiation of a new lease to apply after 31 October 2030 or until the Club and the Council otherwise agree to amend the terms of the existing lease prior to 31 October 2030.	Noted. Administration's intention is to commence discussions with community groups and sporting clubs who lease has expired and whom are currently in holding over following Council endorsement first in order to provide them with security of tenure.
Leederville Tennis Club		
6	The use of GVR is not appropriate and creates anomalies if proposed fees for clubs as a starting point. If GRV is the measure, the percentage has to be reduced to 1-2% not 10%	To limit the impact on groups, Administration is recommending that category one (1) and two (2) groups be granted a period of up to four (4) years on commencement of a new lease or licence to comply with the new charging methodology. This is on the basis that their rentals increase at the rate of 25% annually until the applicable rental is reached In addition to this, category one (1) are eligible for up to 50% Community Benefit Subsidy and category two (2) clubs are eligible for up to 25% subsidy on their tenancy fee. It is further demonstrated by Council waiving rates for sporting clubs and groups annually. This equates to approximately \$3,300 per year for Leederville Tennis Club.
Vietnam Veterans Association of Australia Western Australian Branch Inc		
7	The Vietnam Veterans Association of Australia Western Australian Branch Inc are agreeable to discussions with the City of Vincent, regarding the proposed change of lease agreement between the City and the VVAWA, at ANZAC Cottage, 28 Kalgoorlie Street, Mount Hawthorn.	Noted.
North Perth Tennis Club		
8	The club currently has an obligation to keep the premises rodent free and treat for rodents as required and complies with this requirement. The club would object to a "quarterly" rodent treatment, regardless of the requirement, to treat, due to the additional cost that it may impose on the club and views this requirement as excessive and unnecessary.	Noted. The Property Management Framework states "pest inspections (including termite inspections) and treatment (with the exception of groups on a Management Agreement)". Administration would conduct annual pest and termite inspections with the cost and any treatment required recoverable from the Lessee.
	Bore Replacement – the maintenance and/or replacement of the bore has always been carried out by the City.	The North Perth Tennis Club is responsible for the servicing, repair and maintenance of the bore under the current lease, as the bore is a fixture which falls within the scope of the Premises – "The Lessee"

Comments Received	Administrations Response
<p>The bore was recently replaced by the City with the City and the Club working together to carry out this replacement without impacting the grass tennis courts or the Community Garden group.</p> <p>It should be noted that the bore is a shared facility with the Community Garden Group.</p> <p>Confirmation that the bore maintenance and replacement remain a City responsibility is required in the new lease. The Club has never budgeted for or incurred any of the costs associated with bore maintenance or bore replacement.</p>	<p><i>must keep the Premises in good, substantial and functional repair, order and condition...</i>" Whilst this would be a component of the Lease, Administration would seek to keep this as is.</p> <p>A new bore would be a capital improvement and therefore the City could fund the replacement of a new bore "at its sole discretion"</p> <p>Administration is aware that the bore currently services the Tennis Club and the North Perth Community Garden.</p> <p>The City monitors water consumption regularly and confirms that the Tennis club uses on average 86.5 per cent of the water from the bore. The North Perth Community Garden uses 13.5 per cent. Based on the above usage of water from the bore, the City confirms that it is appropriate for the City (on behalf of the North Perth Community Garden) to be responsible for 13.5 per cent of servicing, maintenance, repair and electricity consumption costs associated with the bore. In the event that the bore required replacement the City may also contribute. This would be clarified within the Lease and will be consistent to the current requirements.</p>
<p>The current lease has an obligation for NPTC to reimburse the premium for the City's Building Insurance policy. NPTC only pays for the excess on this policy if it is an act or omission by the Club. It is the Clubs expectation that this obligation continues to be included in the new lease as any change would impose an additional cost on the club.</p> <p>It is of concern to the Club that the recommended lease of the Community Building at Woodville Reserve, 10 Farmer Street (adjoins the NPTC Club house), included that the "excess on any claim is payable by the tenant". We do not expect that this requirement is imposed upon the NPTC.</p>	<p>Noted.</p> <p>The Property Management Framework has been developed to ensure consistency and equity for all groups and sporting clubs when applying terms and conditions including the requirement for all Lessees to pay excess on insurance claims up to a maximum of \$1,000.</p>
<p>The use of the GRV model imposes a higher fee on the Club. The Club charges fees that are commensurate with its costs of operation including allowances for future maintenance such as hard-court resurfacing, court lighting maintenance etc. The club works extremely hard, through fundraising, significant volunteering from members and prudent management to keep the fees reasonable. Our budget is small and sensitive to increases above CPI. The GRV model used in the Framework imposes an additional cost to the club of \$1914 / annum (with a 25% incentive applied)</p>	<p>The City recognises that there is an overall social benefit for the community to enable the use of facilities by organisations which provide recreation and sporting opportunities or are key to overall community needs.</p> <p>This has been demonstrated by the Community Benefit Subsidy which provides up to 25% rent reduction for groups in Category one (1) and up to 50% rent reduction for groups in category two (2)</p> <p>The City's assistance and commitment to groups and sporting clubs is further demonstrated by Council waiving rates for sporting clubs and groups annually. This equates to approximately \$2,500 per year for North Perth Tennis Club.</p>
<p>This year the club will change our Contractor for the maintenance of the</p>	<p>Noted. As above</p>

Comments Received	Administrations Response
<p>grass courts and club surrounds. We have until now been able to keep this cost to a minimum using our own club members, the lowest cost contractor or a combination of both. This is not sustainable and this required change will likely to increase the costs to the Club by \$6k per annum.</p> <p>The cumulative impact of all these costs (\$1914 + \$6000 + other lease costs) will have a significant impact on the financial viability of the Club.</p>	
<p>The Community Benefit Matrix. The Framework and attachments use both the terms “incentive” and “subsidy”. Clarity is required as to which one it is? “Incentive” means a thing that encourages or motivates someone to do something. “Subsidy” means a grant of money by the public body to help an organisation keep the price of the service low.</p> <p>We have no issue if the Community Benefit Matrix applies an incentive that is based on the criteria at Attachment 4. We do have an issue if the Community Benefit Matrix applies a subsidy rather than an incentive. Experience from our membership is the subsidies can be removed or reduced by Council as Councils change and funding pressures change. A worst-case outcome for the Club, without clarity and consistency on the terminology, is advice being received that the subsidy is to be reduced/removed and a statement from the City that: “this was always a subsidy”. We seek a guarantee that the incentive as per Appendix 4 will always remain.</p> <p>We are seeking a guarantee that the adjustment to the fee cannot be removed at a later date.</p>	<p>Noted.</p> <p>This has been amended in the Property Management Framework to state subsidy.</p> <p>Given the Property Management Framework will be endorsed by Council, any amendments or changes to the document will require Council endorsement along with community consultation.</p>
<p>From 2018 Club's are unable to exercise lease extension options.</p>	<p>Administration can provide correspondence to accompany any grant application to clarify the currently leasing framework and to acknowledge and highlight the City's intentions and any future tenure arrangements.</p>
<p>GRV is not purpose designed to deliver a leasing rate for City property. It is specifically designed for another purpose.</p>	<p>Administration reviewed the current lease and licence fees applicable to community organisations as well as researching other Local Government Authorities charging methodologies. Historically, Administration has taken an adhoc approach to charging groups and sporting clubs which has resulted in an inconsistent and unfair charging system. In proposing a revised fee structure that was consistent and grouped like entities based on a factual constant, Administration considered the 10% GRV to be the most equitable methodology.</p> <p>To limit the impact on groups, Administration is recommending that category one (1) and two (2) groups be granted a period of up to four (4) years on commencement of a new lease or licence to comply with</p>

	Comments Received	Administrations Response
		<p>the new charging methodology. This is on the basis that their rentals increase at the rate of 25% annually until the applicable rental is reached.</p> <p>In addition to this, category one (1) are eligible for up to 50% Community Benefit Subsidy and category two (2) clubs are eligible for up to 25% subsidy on their tenancy fee.</p>
Community Member (1)		
9	<p>The GRV figures for Mt Hawthorn Playgroup was \$951.00 pa and Highgate Playgroup \$3,085 pa which is hardly an equitable outcome for essentially the same facility.</p> <p>It appears inevitable if GRV is to be used it needs to be used with a significant moderation factor and comparable facilities will need to be leased at the lower GRV rate. This does not appear to be an issue when there are two or more similar facilities such as tennis courts. Even with a unique facility an appropriate moderated lease fee could be struck based on similar facilities or a percentage of similar facilities if the areas are not an equal or similar match. The use of GRV is imperfect but it appears it can be moderated and "harnessed" for the task.</p>	<p>Administration reviewed the current lease and licence fees applicable to community organisations as well as researching other Local Government Authorities charging methodologies. Historically, Administration has taken an adhoc approach to charging groups and sporting clubs which has resulted in an inconsistent and unfair charging system. In proposing a revised fee structure that was consistent and grouped like entities based on a factual constant, Administration considered the 10% GRV to be the most equitable methodology.</p> <p>To limit the impact on groups, Administration is recommending that category one (1) and two (2) groups be granted a period of up to four (4) years on commencement of a new lease or licence to comply with the new charging methodology. This is on the basis that their rentals increase at the rate of 25% annually until the applicable rental is reached.</p> <p>In addition to this, category one (1) are eligible for up to 50% Community Benefit Subsidy and category two (2) clubs are eligible for up to 25% subsidy on their tenancy fee.</p>
	<p>It is sad that this paper has not incorporated any of the issues raised at the briefing session such as consultation on Framework, condition required of Vincent buildings and the equity issue of different lease rates for similar properties and these issues will need to be revisited.</p>	<p>Administration has consulted individually with groups and sporting clubs within Category 1 & 2 and provided them with copies of the Property Management Framework.</p> <p>Comments and input received during consultation and the briefing session have been noted by Administration and consideration has been taken when reviewing the Property Management Framework.</p>
	<p>This section is silent about the publication of draft licence and lease agreements. Will these documents be made available as part of the transparent introduction of the Framework? I suggest they should be published as soon as possible.</p>	<p>Administration is currently drafting standard lease and licence documents. In order to ensure transparency, these documents will be forwarded to groups and sporting clubs once finalised.</p>
	<p>The development of a Frequently Asked Questions document is a good idea but something that needs to be done at the end of the first year of implementation when there is some experience of the questions asked.</p>	<p>Noted.</p>
	<p>It is always useful to have a timetable and the City's intention to transition on a chronological basis is commendable. It would be beneficial for all groups to know the order in which this will be done and the the timetable in which the City anticipates this will occur. This should include details of any necessary capital upgrades the City needs to undertake prior to leasing the facility. A City published list and a realistic timetable will assist in its aim to</p>	<p>Noted.</p>

	Comments Received	Administrations Response
	ensure transparency, consistency and equity in the introduction of Framework.	
	Attachment 3 List of City properties is marked Appendix 1 list of properties. As an inventory and location of city properties it does not specify the type of sporting facility nor does it provide accurate addresses. For example 127 Wright Street Highgate is not the location of any City tenancy for community or sporting group. Further this lack of accurate locations and sporting group name was a hindrance during question time at the briefing session.	Noted. Administration have amended the address from 127 Wright Street, Highgate to 66 Harold Street, Highgate.
	Community Benefit Matrix is among the attachments but is labelled as Attachment 3.	Noted.
	Table of percentage increase/decrease of tenancy fee requested by Mayor Cole at the 10 March 2020. Table includes some questionable arithmetic.	Noted.
Community Member 2		
10.	<p>In relation to Category Two (2) – Sporting Clubs and Community Groups and Organisation - there is a tension between the length of the initial term and option (5 year initial term + 2x5 year options at City's discretion) and the likely useful life of capital upgrades.</p> <p>Capital upgrades, properly undertaken, are likely to last much longer than the length of lease term. For example, a new shed or building extension would be likely to have a design life of 40 years or more (the Forrest Park Clubrooms in the article referred to above have been in use for some 70 years). Yet the lease term is restricted to 15 years. This means that the City obtains the 'residual value' of the capital upgrades without making any contribution.</p> <p>On the other hand, the particular club is faced with making a substantial capital contribution with no guarantee that they will ever be able to use the full value of that capital upgrade over the full life of the capital asset. This creates a positive disincentive for clubs to upgrade their facilities.</p> <p>A distinction needs to be made between capital upgrades that a 'special purpose' and those which are 'general purpose' in the sense that a later occupant can derive benefit from their use. In short, the residents and ratepayers receive a benefit without making any contribution. In other words, the policy gives the City of Vincent a 'free ride' or a 'capital profit' at the expense of the</p>	Administration has encountered historical issues with long term leases, and the leasing period is not intended to prohibit clubs from continuing at their locations for longer periods with further leases, but to ensure that leases remain contemporary and relevant. Given this, Administration is not recommending that the initial term with 2 x 5 year options be standard with the term of each lease or licence may be negotiated taking into account the particular circumstances of the facility and the lessee, including capital investment and long-term planning, sustainability of the service and the connection between facility use and the City's Strategic Community Plan. These negotiations can occur during lease discussions or at option renewals.

	Comments Received	Administrations Response
	<p>lessee sporting club. This appears to be an unintended consequence of the proposal.</p> <p>Possible solutions include: CoV making a contribution proportional to the residual value that it will acquire on cessation of the lease / CoV making a capital payment at the conclusion of the lease equal to the residual value of the capital upgrades at that time.</p> <p>Although draft states that the GRV will be determined by the Valuer General, GRV needs to be carefully determined. In particular, the original Crown Grant for Forrest Park was to the city of Perth on trust for community use. The City of Vincent, as the successor to CoP, holds this land in trust. The use of the land is restricted by the terms of the original crown grant. The GRV needs to be determined in light of those restrictions, i.e. it would not be appropriate to determine the GRV based on a potential rezoning or development when this is not possible due to the restrictions of the Crown grant. Can a lessee object to a GRV determination on land vested in the CoV based on current legislation in the same way that an ordinary property owner can do so? Lessee's ought to be given this opportunity since their lease obligations (10% of GRV) hinge on that determination.</p>	<p>Noted. See above.</p> <p>All GRV valuations are conducted by Landgate and local governments are not able to play a part in this valuation process. Landgate does have an objection process. If a Club has a concern over the GRV valuation, an objection can be submitted by the City (on behalf of the Club), however, the club will need to provide detailed evidence or pertinent supporting information as at or around the date of valuation. The objection form must be submitted to Landgate within 60 days of the date of issue of the Council rates.</p>

Category 3 Comments

	Comments Received	Administrations Response
1	<p>EPFC is an amalgam of Category 2 and 3 rather than a Category 3 tenant as:</p> <ul style="list-style-type: none"> (a) City assistance is required by EPFC; (b) EPFC provides unique community amenity as a place for community entertainment, engagement, benefit and support to local businesses; (c) it would be unfair for the City to seek profit from EPFC if it is placed in Category 3; and (d) EPFC is not a 'state club' but a community club. 	<p>Noted.</p>
	<p>It would be unreasonable to damage the ability of the premises to serve the community by placing unfair financial burden on the co-located clubs at Leederville Oval.</p>	<p>The Framework does not propose to place unfair financial burdens on any tenant. While a market rent valuation of the premises is undertaken (and is required pursuant to the Local Government Act) an open discussion and negotiation between tenants and the City in regard to commercial lease terms is proposed by the Framework.</p>
	<p>The Policy and Framework are not specific regarding costs allocations and</p>	<p>The Framework does not propose that the City ignore the condition of the Premises when negotiating new leases with tenants. Administration notes that concerns regarding maintenance costs,</p>

	Comments Received	Administrations Response
	maintenance policy relating to area lighting maintenance, ground (turf and irrigation) maintenance for shared areas.	obligations etc. should form part of the general commercial negotiation between Category 3 tenants and the City.
	Rental valuation should be done by a mutually agreed licenced valuer at a mutually agreed fee or the valuation provided by EPFC or by a licenced valuer but selected at EPFC's sole discretion.	Market rent valuations under the Framework are proposed to be conducted by independent commercial valuers. Administration proposes that valuers be agreed between the parties (acting reasonably) along with the fee for conducting the valuation. A valuation provided by a tenant or a valuer selected by a tenant (in its sole discretion) would not provide the City with confidence as to the expertise or independence of the proposed valuation.
	Any Gross Rental Value (GRV) should be tested and agreed third-party reviewed.	GRV is not determined by the City, it is provided by Landgate to the City. Therefore, an independent third party is providing the GRV, a second review is unnecessary and will likely cause both parties to incur additional costs.
	All lease terms should be by negotiation.	Administration notes that it is only in very rare cases (such as large retail/commercial tenants that have greater bargaining power) that all lease terms are the subject of negotiation. It is standard practice for landlords to have certain non-negotiable or standard lease terms. Only commercial lease terms (e.g. rent, rent reviews, outgoing payments, term of lease etc.) are usually the subject of negotiation – this is reflected in the Framework.
	The Policy and Framework ignores historic commitments made by City of Perth, City of Vincent and State Government under the moving provisions framed when EPFC "gave up" Perth Oval. These commitments need to be respected and taken into consideration in any new Policy.	Neither the Policy nor the Framework are designed to deal with individual tenant circumstances. Both documents are proposed as overarching principles/guides to assist in the negotiation of new leases and are not intended to overwrite a tenant's history at a premises or within the City.
Robertson Park Artists' Studio (Studio)		
2	The Studio does not fit into Category 1 or 2 and has, therefore, been put in Category 3 as a default. However, the Studio does not fit with other larger commercial businesses and associations in Category 3 either.	Noted.
	As the Studio is not a commercial organisation and it would not be willing or able to fund any capital upgrade or expansion for the premises.	Noted. The premises in question (Halvorsen Hall) is at an age and condition that would make capital expansion/upgrade unlikely. Administration notes that it is more likely the premises will eventually be demolished due to rising maintenance costs (which are currently paid by the City).
	The Studio has very little control over anti-social behaviour and damage to the exterior of the building. Graffiti and any other damage should not be the responsibility of the tenant in such an environment.	Noted. Administration notes that concerns regarding maintenance costs, obligations etc. should form part of the general commercial negotiation between Category 3 tenants and the City.
Volleyball WA, Swimming WA and Gymnastics WA		
3	The tenants are concerned about the categorisation of State sporting associations as commercial entities as: <ul style="list-style-type: none"> (a) they comprise a mixture of volunteer boards, committees and paid staff; (b) are not revenue based commercial entities; and (c) it does not take into account the community benefit derived from these clubs operating with the City. 	In addition to State sporting associations having the ability to raise more revenue via their membership fees, they usually have access to State grants/funding and commonly the premises being leased from the City is also capable of being hired out for commercial purposes (as is the case with Volleyball WA). These revenue streams mean that State sporting associations often having significantly more income than community sporting groups that are smaller and solely volunteer operated. Therefore, while State sporting associations are not necessarily on the same financial footing as some commercial entities, it would be detrimental to small community run sporting groups to have to compete on the same level as State groups for City premises.

	Comments Received	Administrations Response
		While the Framework provides that basis for commencing commercial lease negotiations Administration will negotiate with each association on a case by case basis taking into account both the financial status of the association <u>and</u> the relevant rental market conditions.
	Rental premiums have stayed consistent but variable outgoings costs (incurred or payable by the tenants) have increased significantly over the years.	Certain increase in costs can be contributed to the City not having recovered all outgoings payable to it in earlier years of the lease and adjustments (to properly reflect the lease terms) occurring in later years. However, many of the outgoings costs that are increasing are outside the City's control (e.g. water rates/usage, ESL and building insurance premiums) and these costs are simply passed on to the tenant at the same cost. Administration notes that one of the purposes of the Framework is to clarify each both tenant and City responsibilities in regard to costs associated with the premises and lease. This should assist tenants to understand exactly what costs they will be paying under the terms of their leases.
	Volleyball WA and Swimming WA premises are aged and need updating. The maintenance and repair costs for these premises increases each year.	Noted. Administration notes that concerns regarding maintenance costs, obligations etc. should form part of the general commercial negotiation between Category 3 tenants and the City.



CITY OF VINCENT

PROPERTY MANAGEMENT FRAMEWORK

BACKGROUND

A review of the management of City properties was undertaken and a revised and structured leasing and licencing framework (Framework) will be implemented to ensure that the City is meeting the demands and needs of the ever changing community. The Framework is supported by a policy which contains the overarching principles as well as an administrative procedure which details specific lease and licence details and processes. The Framework provides a classification for leases and licences, along with an equitable methodology for calculating annual lease and licence fees.

The City's forty eight (48) properties are leased or licenced to a range of community organisations, sport and recreation clubs or associations, government agencies and commercial entities.

The Framework requires that all community group tenants demonstrate the benefits to the community arising from their use of the property. The Framework also establishes the terms and conditions the City will use as the basis for negotiating all leases and licences whether community, government or commercial.

GUIDING PRINCIPLES – OBJECTIVES

The objectives of the Framework are:

- To meet growing community needs and to maximise community benefit, City owned and managed properties will be prioritised for use where occupancy arrangements include co-location, shared-use and highest community utilisation;

- To meet the Strategic Community Plan's objectives of 'Connected Community' and 'Thriving Places', City owned and managed properties will primarily be available for local not-for-profit organisations, community groups and other community purposes;
- To ensure transparency and equity, all financial and in-kind subsidisation by Council will be recognised where City owned and managed properties are used to meet demonstrated community needs;
- To ensure sustainable City owned and managed properties, effective asset management and demonstrated sound financial management will be prioritised; and
- Where appropriate, specific City owned and managed properties may be identified and made accessible for commercial activities for income generation to support and encourage sustainable City owned asset management.

TYPES OF OCCUPANCY AGREEMENTS

The main types of occupancy agreements include:

- **Lease** – proprietary right to exclusive occupation and use;
- **Licence** – contractual right to non-exclusive occupation and/or use; and
- **Management agreement** – contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Property hire (regular or occasional use of a property to deliver community based programs, events and activities) is not covered within the Framework as it is dealt with

separately under Policy No. 2.1.7 – parks Reserves and Hall Facilities – Conditions of Hire and Use.

LEASES

A lease creates a proprietary right to exclusive use and occupation of a property for an agreed period, usually in return for rent. The tenant has exclusive use and occupation of the property, although the City may require the tenant to encourage other use and subletting can occur if mutually agreeable.

LICENCES

A licence creates a contractual right to use a property for an agreed purpose for a stated period and can include seasonal licences. It does not confer a right to exclusive possession or occupation of the property. The City's approach in respect to granting a licence is to enable access to property by the broader community outside of the licensee's usage times.

MANAGEMENT AGREEMENT

A management agreement is a contractual arrangement between the City and a property user that outlines the terms and conditions associated with usage. The terms and conditions are not standard and are negotiated between the two parties.

PROPERTY MANAGEMENT RESPONSIBILITIES

ANNUAL TENANCY FEE METHODOLOGY

The City is committed to providing access to property for the benefit of the Vincent community. The City does not seek to derive profit from leases in categories one (1) or two (2).

The annual fee methodology is based on the Gross Rental Value (GRV) of the property with a subsidisation applied based on a community benefit matrix.

Organisations located in categories three (3) and four (4) are responsible for all costs associated with the property and the charging methodology is based on market valuation with the terms negotiated. Organisations within these categories will not be subject to a Management Agreement.

ANNUAL PROPERTY MANAGEMENT REPORTING

A report will be submitted to Council annually on organisations with occupancy agreements detailing:

- the occupancy agreement;
- revenue and expenditure; and
- level of subsidisation.

COMMUNITY BENEFIT MATRIX

In order to make City properties accessible and readily available, incentives are available to categories one (1) and two (2).

INCENTIVE FORMULA

The City will credit a tenant’s account with the appropriate percentage reduction based on the community benefit matrix.

ELIGIBILITY & APPLICATION

In order for community groups and clubs to be assessed for the community benefit incentive, the tenant must provide the required documentation. Examples of this are annual Community Groups and Sporting Club Health Checks, Profit & Loss Statements, copies of constitutions etc.

CLASSIFICATION OF TENANT

Under this framework, all tenants or prospective tenants of City properties will fall into one of four (4) categories which describe the primary purpose of the tenant.

The categories are:

Category One	Small community groups
Category Two	Sporting clubs and community groups and organisations
Category Three	Commercial entities, State and National clubs, associations and community organisations
Category Four	Government agencies

ATTACHMENTS

Essential term templates

- a. Category One (1)
- b. Category Two (2)
- c. Category Three (3)
- d. Category Four (4)



CATEGORY ONE (1) – SMALL COMMUNITY GROUPS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets a high level of need, or the service meets identified social/community needs. This type of service would not be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's agreed usage is not a requirement.
Revenue	The group has limited or no capacity to generate revenue from on-site use or activities and the income of the group is generally restricted to low membership fees.
Membership	Demonstrates minimal membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City and are specifically targeted towards local residents.
Operational	Not-for-profit organization, community group or club run solely by volunteers
Organisational Structure	The organisation is locally based, stand alone and not-for-profit. It has a voluntary management committee, comprised mainly of local area representatives
Examples	Examples of community groups within this category are playgroups, toy libraries, community gardens, men's sheds and organisations specifically targeting social isolation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	X	X	X	X	✓	X	✓	X	X	10% GRV
Licence	✓	✓	✓	✓	✓	X	✓	✓	X	10% GRV
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	10% GRV

A Management Agreement is likely for this category.

CATEGORY TWO (2) – SPORTING CLUBS, COMMUNITY GROUPS AND ORGANISATIONS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets high a level of need, or the service meets identified social/community needs. This type of service would not be able to be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's usage times on a fee for service basis (based on the City's Schedule of Fees and Charges for similar properties) is a requirement.
Revenue	The tenant has the capacity to generate revenue from its use of the property (i.e. membership, bar or kitchen facilities) or activities consistent with the organisational purpose of the tenant.
Membership	Demonstrates an affordable membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City.
Operational	Not-for-profit organisation, community group or club run by volunteers or paid workers
Organisational Structure	The organisation is a locally based service, outlet or project that is part of a larger not-for-profit organisation. There is limited or no local area representation of the group/organisation.
Examples	Small sporting clubs, community groups, youth & day centres and community centres.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	✓	X	X	✓	✓	X	✓	X	X	✓
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

CATEGORY THREE (3) – COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit due to the nature of the group or organisation.
Revenue	Does not rely on Council for funding. Generates its own revenue, for example, by collecting membership fees, holding events, allowing venue hire, offering services or products for sale or is externally funded.
Organisational Structure	Includes corporations, incorporated associations, large not-for-profit organisations and private business owners.
Examples	Commercial recreation and leisure centres, for profit day care centres, state-wide or national not-for-profit organisations, medical practitioners, car parking licences, retail shops and office accommodation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation

CATEGORY FOUR (4) – GOVERNMENT AGENCIES

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit.
Revenue	Receives significant funding from the State Government or organisations other than City.
Organisational Structure	Government department or Government agency operated.
Examples	Kindergartens, child health clinics and government sporting venues.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation



GLOSSARY

PROPRIETARY RIGHT

A right to use or occupy property which allows exclusion of others from use, alienates other interests and is enforceable against all except those with a better proprietary right.

CAPITAL UPGRADE

Refers to enhancements to the existing facility to provide a higher level of service and/or enhancement which extends the original functionality or space. Capital upgrades extend the asset to cater for growth or additional service levels. Capital upgrades are at the City's sole discretion and must demonstrate an alignment with the City's Strategic Objectives.

CAPITAL RENEWAL

Relates to expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility. For example, replacing carpets.

CONTRACTUAL RIGHT

A right arising out of a contractual arrangement, for example the right to non-exclusive use of a property under a Licence or Management Agreement.

GROSS RENTAL VALUE

The Gross Rental Value is an annual rental value for a property determined by the Valuer General once every 3 years in the metropolitan area. This means that properties are valued on their potential rental income rather than their capital value.

EMERGENCY SERVICES LEVY (ESL)

The Emergency Services Levy (ESL) is a Department of Fire & Emergency Services compulsory levy for all buildings, which funds Western

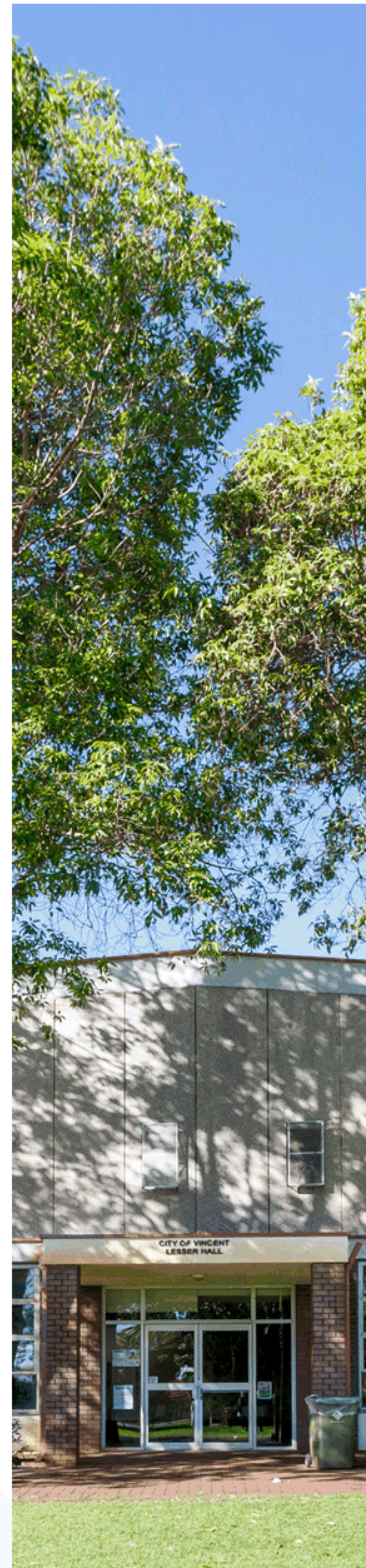
Australia's fire and emergency services, including career fire stations, volunteer fire brigades, State Emergency Service units, the Volunteer Marine Rescue Service and the multi-purpose Volunteer Emergency Service units.

OUTGOINGS

Outgoings are fees or charges associated with the usage of a property. These may include utilities such as water, electricity and gas. Outgoings are charged in addition to Rent, Licence Fees and Rates and Taxes. The City may require Outgoings to be paid by instalments, based on an annual estimated budget for the premises (Variable Outgoings). Outgoings and Variable Outgoings are subject to annual review.

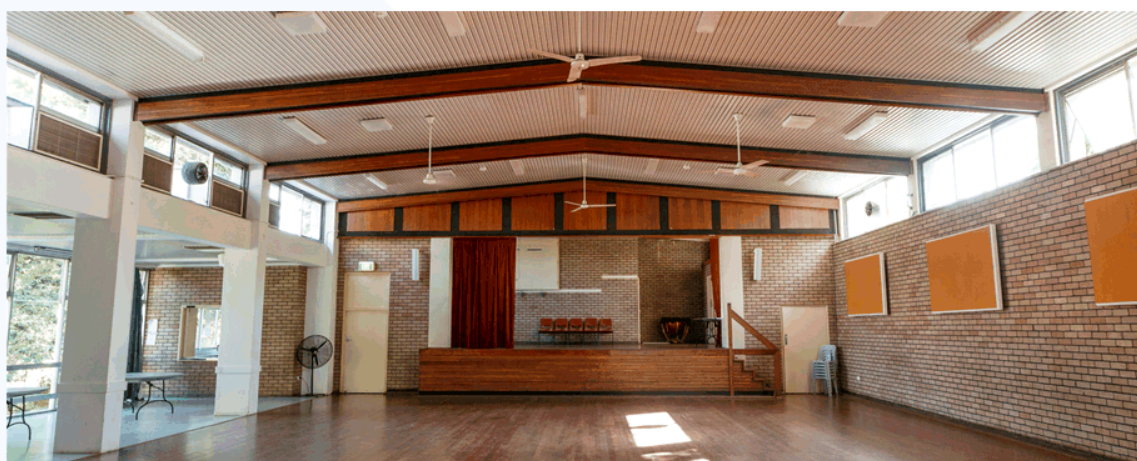
HEALTH CHECK

The Health Check is a document required by all sporting clubs and community groups leasing City of Vincent property each year. It includes information on contact details, committee members, club management, sustainability, membership and financial performance. The Health Check will be provided to tenants each year (generally sent out in the second quarter) and must be completed and returned to the City with the required supporting information within a reasonable time.



ESSENTIAL TERM TEMPLATE - CATEGORY ONE (1) - SMALL COMMUNITY GROUPS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>PAYMENTS</p> <ul style="list-style-type: none"> Emergency Services Levy (ESL); \$20 million public liability insurance; rent or licence fee; all Outgoings, rates, taxes and insurances associated with the property; pest inspections (including termite inspections) and treatment; rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); and building insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; and cleaning (internal and external including carpets annually) ; <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> The tenant will acknowledge the City's contribution.
Responsibilities of the City	<p>PAYMENT (FOR MANAGEMENT AGREEMENTS ONLY)</p> <ul style="list-style-type: none"> All Outgoings, rates, taxes and insurances associated with the property; pest inspections(including termite inspections) and treatment; rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); and building insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Re-painting of premises to ensure they remain in good repair; maintenance of roofing, mechanical services and the main structure (unless damage caused by tenant/licensor); and Capital Renewal of existing assets. <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased area at the City's discretion. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Licence Fee/Rent	10% GRV



ESSENTIAL TERM TEMPLATE – CATEGORY TWO (2) – SPORTING CLUBS AND COMMUNITY GROUPS AND ORGANISATIONS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates, taxes and insurances; cost of statutory compliance including RCD, smoke alarm, emergency exit and fire hydrant testing (with the exception of groups on a Management Agreement); pest inspections (including termite inspections) and treatment (with the exception of groups on a Management Agreement); rubbish and recycling bin charges; Emergency Services Levy (ESL); building insurance (with the exception of groups on a Licence or Management Agreement); and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps (with the exception of groups on a Management Agreement); re-painting of premises to ensure they remain in good repair; and cleaning (internal and external including carpets annually); <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> The tenant will acknowledge the City's contribution.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and the main structure (unless damage caused by Lessee/ Licensor); and Capital Renewal of existing assets at the City's discretion.
Licence Fee/Rent	10% GRV



ESSENTIAL TERM TEMPLATE – CATEGORY THREE (3) – COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>UNLESS OTHERWISE AGREED BETWEEN THE PARTIES:</p> <p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates and taxes, including rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); pest inspections (including termite inspections) and treatment; Emergency Services Levy (ESL); building insurance, premium and excess; and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; re-painting of premises to ensure they remain in good repair; cleaning (internal and external including carpets annually); and line-marking of parking bays in car parks (if applicable). <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area; and maintenance of fit-out. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and main structure (unless damage caused by Lessee/Licensor); <p>CAPITAL RENEWAL</p> <ul style="list-style-type: none"> Capital Renewal of existing assets at the City's discretion.
Obligations of Tenant and default provisions	<ul style="list-style-type: none"> The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Licence Fee/Rent	By negotiation and based on current market valuation obtained at the tenant's cost.



ESSENTIAL TERM TEMPLATE – CATEGORY FOUR (4) – GOVERNMENT AGENCIES

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>UNLESS OTHERWISE AGREED BETWEEN THE PARTIES:</p> <p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates and taxes, including rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing) pest inspections (including termite inspections) and treatment; Emergency Services Levy (ESL); building insurance; and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; re-painting of premises to ensure they remain in good repair; cleaning (internal and external including carpets annually); and line-marking of parking bays in car parks (if applicable). <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area; and maintenance of fit-out. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> If less than the market rent is being paid by the tenant, the tenant will acknowledge the City's support through signage or other means as agreed by the City.
Obligations of Tenant and default provisions	<ul style="list-style-type: none"> The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and main structure (unless damage caused by tenant/licensor). <p>CAPITAL RENEWAL</p> <ul style="list-style-type: none"> Capital Renewal of existing assets at the City's discretion.
Lease Fee/Rent	By negotiation and based on current market valuation obtained at the tenant's cost.



APPENDIX 1

LIST OF PROPERTIES

Property Type	Facility Name
Bowling Club	Portion of 10 Farmer Street, North Perth
Child Health Clinic	244A Vincent Street, Leederville
Child Health Clinic	4 Broome Street, Highgate
Child Health Clinic	84 Harold Street, Highgate
Child Health Clinic	Portion of 99 Loftus Street, Leederville
Child Health Clinic	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Clinic and offices	Portion of Beatty Park Leisure Centre, 220 Vincent Street, North Perth
Community Centre	Portion of 10 Farmer Street, North Perth
Community Centre	62 Frame Court, Leederville
Community Centre	413 Bulwer Street, West Perth
Community Centre	Portion of 99 Loftus Street, Leederville
Community Facility	38 Kalgoorlie Street, Mount Hawthorn
Community Facility	Portion of 176 Fitzgerald Street, Perth
Community Garden	Portion of 10 Farmer Street, North Perth
Croquet Club	66 Harold Street, Mt Lawley
Dental Clinic	31 Sydney Street, North Perth
Kindergarten	45 Richmond Street, Leederville
Men's Shed	Portion of 10 Farmer Street, North Perth
Office	286 Beaufort Street, Perth
Offices	246 Vincent Street, Leederville
Offices	4 View Street, North Perth
Playgroup	15 Haynes Street, North Perth
Playgroup	87 The Boulevard, Mt Hawthorn
Playgroup	Portion of Forrest Park Pavilion, 127 Wright Street, Highgate
Playgroup	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Sporting facilities	180 Charles Street, West Perth
Sporting facilities	Portion of 99 Loftus Street, Leederville
Sporting facilities	39 Britannia Road, Leederville
Sporting facilities	55 Albert Street, North Perth
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of Forrest Park Pavilion, 127 Wright Street, Highgate
Sporting facilities	41 Britannia Street, Leederville
Sporting facilities	315 Bulwer Street, Perth
Sporting facilities	Portion of 3 Lawley Street, West Perth
Tennis Club	Portion of 176 Fitzgerald Street, Perth
Tennis Club	150 Richmond Street, Leederville
Tennis Club	176 Fitzgerald Street, Perth
Tennis Club	310 Pier Street, Perth
Tennis Club	Portion of 10 Farmer Street, North Perth
Toy Library	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road



CITY OF VINCENT

PROPERTY MANAGEMENT FRAMEWORK

BACKGROUND

A review of the management of City properties was undertaken and a revised and structured leasing and licencing framework (Framework) will be implemented to ensure that the City is meeting the demands and needs of the ever changing community. The Framework is supported by a policy which contains the overarching principles as well as an administrative procedure which details specific lease and licence details and processes. The Framework provides a classification for leases and licences, along with an equitable methodology for calculating annual lease and licence fees.

The City's forty eight (48) properties are leased or licenced to a range of community organisations, sport and recreation clubs or associations, government agencies and commercial entities.

The Framework requires that all community group tenants demonstrate the benefits to the community arising from their use of the property. The Framework also establishes the terms and conditions the City will use as the basis for negotiating all leases and licences whether community, government or commercial.

GUIDING PRINCIPLES – OBJECTIVES

The objectives of the Framework are:

- To meet growing community needs and to maximise community benefit, City owned and managed properties will be prioritised for use where occupancy arrangements include co-location, shared-use and highest community utilisation;

- To meet the Strategic Community Plan's objectives of 'Connected Community' and 'Thriving Places', City owned and managed properties will primarily be available for local not-for-profit organisations, community groups and other community purposes;
- To ensure transparency and equity, all financial and in-kind subsidisation by Council will be recognised where City owned and managed properties are used to meet demonstrated community needs;
- To ensure sustainable City owned and managed properties, effective asset management and demonstrated sound financial management will be prioritised; and
- Where appropriate, specific City owned and managed properties may be identified and made accessible for commercial activities for income generation to support and encourage sustainable City owned asset management.

TYPES OF OCCUPANCY AGREEMENTS

The main types of occupancy agreements include:

- **Lease** – proprietary right to exclusive occupation and use;
- **Licence** – contractual right to non-exclusive occupation and/or use; and
- **Management agreement** – contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Property hire (regular or occasional use of a property to deliver community based programs, events and activities) is not covered within the Framework as it is dealt with

separately under Policy No. 2.1.7 – parks Reserves and Hall Facilities – Conditions of Hire and Use.

LEASES

A lease creates a proprietary right to exclusive use and occupation of a property for an agreed period, usually in return for rent. The tenant has exclusive use and occupation of the property, although the City may require the tenant to encourage other use and subletting can occur if mutually agreeable.

LICENCES

A licence creates a contractual right to use a property for an agreed purpose for a stated period and can include seasonal licences. It does not confer a right to exclusive possession or occupation of the property. The City's approach in respect to granting a licence is to enable access to property by the broader community outside of the licensee's usage times.

MANAGEMENT AGREEMENT

A management agreement is a contractual arrangement between the City and a property user that outlines the terms and conditions associated with usage. The terms and conditions are not standard and are negotiated between the two parties.

PROPERTY MANAGEMENT RESPONSIBILITIES

ANNUAL TENANCY FEE METHODOLOGY

The City is committed to providing access to property for the benefit of the Vincent community. The City does not seek to derive profit from leases in categories one (1) or two (2).

The annual fee methodology is based on the Gross Rental Value (GRV) of the property with a subsidisation applied based on a community benefit matrix.

Organisations located in categories three (3) and four (4) are responsible for all costs associated with the property and the charging methodology is based on market valuation with the terms negotiated. Organisations within these categories will not be subject to a Management Agreement.

ANNUAL PROPERTY MANAGEMENT REPORTING

A report will be submitted to Council annually on organisations with occupancy agreements detailing:

- the occupancy agreement;
- revenue and expenditure; and
- level of subsidisation.

COMMUNITY BENEFIT MATRIX

In order to make City properties accessible and readily available, incentives are available to categories one (1) and two (2).

INCENTIVE FORMULA

The City will credit a tenant’s account with the appropriate percentage reduction based on the community benefit matrix.

ELIGIBILITY & APPLICATION

In order for community groups and clubs to be assessed for the community benefit incentive, the tenant must provide the required documentation. Examples of this are annual Community Groups and Sporting Club Health Checks, Profit & Loss Statements, copies of constitutions etc.

CLASSIFICATION OF TENANT

Under this framework, all tenants or prospective tenants of City properties will fall into one of four (4) categories which describe the primary purpose of the tenant.

The categories are:

Category One	Small community groups
Category Two	Sporting clubs and community groups and organisations
Category Three	Commercial entities, State and National clubs, associations and community organisations
Category Four	Government agencies

ATTACHMENTS

Essential term templates

- a. Category One (1)
- b. Category Two (2)
- c. Category Three (3)
- d. Category Four (4)



CATEGORY ONE (1) – SMALL COMMUNITY GROUPS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets a high level of need, or the service meets identified social/community needs. This type of service would not be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's agreed usage is not a requirement.
Revenue	The group has limited or no capacity to generate revenue from on-site use or activities and the income of the group is generally restricted to low membership fees.
Membership	Demonstrates minimal membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City and are specifically targeted towards local residents.
Operational	Not-for-profit organization, community group or club run solely by volunteers
Organisational Structure	The organisation is locally based, stand alone and not-for-profit. It has a voluntary management committee, comprised mainly of local area representatives
Examples	Examples of community groups within this category are playgroups, toy libraries, community gardens, men's sheds and organisations specifically targeting social isolation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	X	X	X	X	✓	X	✓	X	X	10% GRV
Licence	✓	✓	✓	✓	✓	X	✓	✓	X	10% GRV
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	10% GRV

A Management Agreement is likely for this category.

CATEGORY TWO (2) – SPORTING CLUBS, COMMUNITY GROUPS AND ORGANISATIONS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets high a level of need, or the service meets identified social/community needs. This type of service would not be able to be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's usage times on a fee for service basis (based on the City's Schedule of Fees and Charges for similar properties) is a requirement.
Revenue	The tenant has the capacity to generate revenue from its use of the property (i.e. membership, bar or kitchen facilities) or activities consistent with the organisational purpose of the tenant.
Membership	Demonstrates an affordable membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City.
Operational	Not-for-profit organisation, community group or club run by volunteers or paid workers
Organisational Structure	The organisation is a locally based service, outlet or project that is part of a larger not-for-profit organisation. There is limited or no local area representation of the group/organisation.
Examples	Small sporting clubs, community groups, youth & day centres and community centres.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	✓	X	X	✓	✓	X	✓	X	X	✓
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

CATEGORY THREE (3) – COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit due to the nature of the group or organisation.
Revenue	Does not rely on Council for funding. Generates its own revenue, for example, by collecting membership fees, holding events, allowing venue hire, offering services or products for sale or is externally funded.
Organisational Structure	Includes corporations, incorporated associations, large not-for-profit organisations and private business owners.
Examples	Commercial recreation and leisure centres, for profit day care centres, state-wide or national not-for-profit organisations, medical practitioners, car parking licences, retail shops and office accommodation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation

CATEGORY FOUR (4) – GOVERNMENT AGENCIES

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit.
Revenue	Receives significant funding from the State Government or organisations other than City.
Organisational Structure	Government department or Government agency operated.
Examples	Kindergartens, child health clinics and government sporting venues.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation



GLOSSARY

PROPRIETARY RIGHT

A right to use or occupy property which allows exclusion of others from use, alienates other interests and is enforceable against all except those with a better proprietary right.

CAPITAL UPGRADE

Refers to enhancements to the existing facility to provide a higher level of service and/or enhancement which extends the original functionality or space. Capital upgrades extend the asset to cater for growth or additional service levels. Capital upgrades are at the City's sole discretion and must demonstrate an alignment with the City's Strategic Objectives.

CAPITAL RENEWAL

Relates to expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility. For example, replacing carpets.

CONTRACTUAL RIGHT

A right arising out of a contractual arrangement, for example the right to non-exclusive use of a property under a Licence or Management Agreement.

GROSS RENTAL VALUE

The Gross Rental Value is an annual rental value for a property determined by the Valuer General once every 3 years in the metropolitan area. This means that properties are valued on their potential rental income rather than their capital value.

EMERGENCY SERVICES LEVY (ESL)

The Emergency Services Levy (ESL) is a Department of Fire & Emergency Services compulsory levy for all buildings, which funds Western

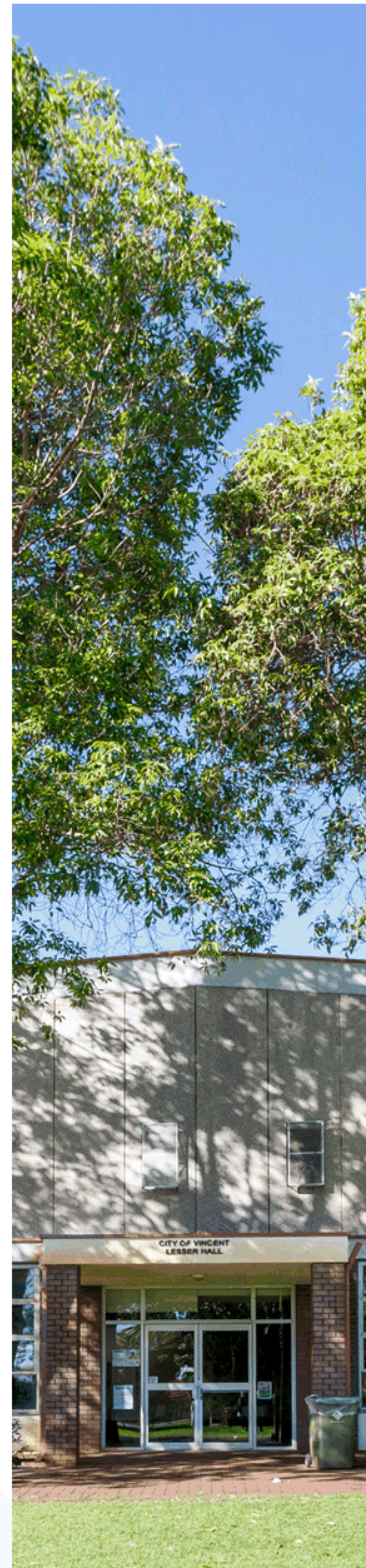
Australia's fire and emergency services, including career fire stations, volunteer fire brigades, State Emergency Service units, the Volunteer Marine Rescue Service and the multi-purpose Volunteer Emergency Service units.

OUTGOINGS

Outgoings are fees or charges associated with the usage of a property. These may include utilities such as water, electricity and gas. Outgoings are charged in addition to Rent, Licence Fees and Rates and Taxes. The City may require Outgoings to be paid by instalments, based on an annual estimated budget for the premises (Variable Outgoings). Outgoings and Variable Outgoings are subject to annual review.

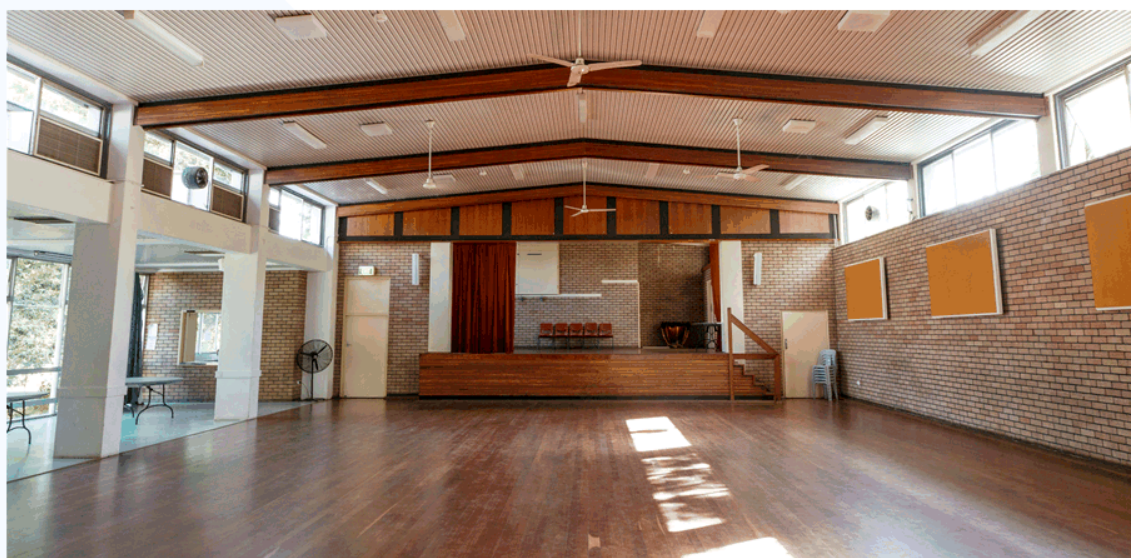
HEALTH CHECK

The Health Check is a document required by all sporting clubs and community groups leasing City of Vincent property each year. It includes information on contact details, committee members, club management, sustainability, membership and financial performance. The Health Check will be provided to tenants each year (generally sent out in the second quarter) and must be completed and returned to the City with the required supporting information within a reasonable time.



ESSENTIAL TERM TEMPLATE - CATEGORY ONE (1) - SMALL COMMUNITY GROUPS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>PAYMENTS</p> <ul style="list-style-type: none"> Emergency Services Levy (ESL); \$20 million public liability insurance; and rent or licence fee. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; and cleaning (internal and external including carpets annually) ; <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> The tenant will acknowledge the City's contribution.
Responsibilities of the City	<p>PAYMENT (FOR MANAGEMENT AGREEMENTS ONLY)</p> <ul style="list-style-type: none"> All Outgoings, rates, taxes and insurances associated with the property; pest inspections(including termite inspections) and treatment; rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); and building insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Re-painting of premises to ensure they remain in good repair; maintenance of roofing, mechanical services and the main structure (unless damage caused by tenant/ licensor); and Capital Renewal of existing assets. <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased area at the City's discretion. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Licence Fee/Rent	10% GRV



ESSENTIAL TERM TEMPLATE – CATEGORY TWO (2) – SPORTING CLUBS AND COMMUNITY GROUPS AND ORGANISATIONS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates, taxes and insurances; cost of statutory compliance including RCD, smoke alarm, emergency exit and fire hydrant testing (with the exception of groups on a Management Agreement); pest inspections (including termite inspections) and treatment (with the exception of groups on a Management Agreement); rubbish and recycling bin charges; Emergency Services Levy (ESL); building insurance (with the exception of groups on a Licence or Management Agreement); and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps (with the exception of groups on a Management Agreement); re-painting of premises to ensure they remain in good repair; and cleaning (internal and external including carpets annually); <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> The tenant will acknowledge the City's contribution.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and the main structure (unless damage caused by Lessee/ Licensor); and Capital Renewal of existing assets at the City's discretion.
Licence Fee/Rent	10% GRV



ESSENTIAL TERM TEMPLATE – CATEGORY THREE (3) – COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>UNLESS OTHERWISE AGREED BETWEEN THE PARTIES:</p> <p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates and taxes, including rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); pest inspections (including termite inspections) and treatment; Emergency Services Levy (ESL); building insurance, premium and excess; and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; re-painting of premises to ensure they remain in good repair; cleaning (internal and external including carpets annually); and line-marking of parking bays in car parks (if applicable). <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area; and maintenance of fit-out. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and main structure (unless damage caused by Lessee/Licensor); <p>CAPITAL RENEWAL</p> <ul style="list-style-type: none"> Capital Renewal of existing assets at the City's discretion.
Obligations of Tenant and default provisions	<ul style="list-style-type: none"> The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Licence Fee/Rent	By negotiation and based on current market valuation obtained at the tenant's cost.



ESSENTIAL TERM TEMPLATE – CATEGORY FOUR (4) – GOVERNMENT AGENCIES

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>UNLESS OTHERWISE AGREED BETWEEN THE PARTIES:</p> <p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates and taxes, including rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing) pest inspections (including termite inspections) and treatment; Emergency Services Levy (ESL); building insurance; and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; re-painting of premises to ensure they remain in good repair; cleaning (internal and external including carpets annually); and line-marking of parking bays in car parks (if applicable). <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area; and maintenance of fit-out. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> If less than the market rent is being paid by the tenant, the tenant will acknowledge the City's support through signage or other means as agreed by the City.
Obligations of Tenant and default provisions	<ul style="list-style-type: none"> The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and main structure (unless damage caused by tenant/licensor). <p>CAPITAL RENEWAL</p> <ul style="list-style-type: none"> Capital Renewal of existing assets at the City's discretion.
Lease Fee/Rent	By negotiation and based on current market valuation obtained at the tenant's cost.



APPENDIX 1

LIST OF PROPERTIES

Property Type	Facility Name
Bowling Club	Portion of 10 Farmer Street, North Perth
Child Health Clinic	244A Vincent Street, Leederville
Child Health Clinic	4 Broome Street, Highgate
Child Health Clinic	84 Harold Street, Highgate
Child Health Clinic	Portion of 99 Loftus Street, Leederville
Child Health Clinic	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Clinic and offices	Portion of Beatty Park Leisure Centre, 220 Vincent Street, North Perth
Community Centre	Portion of 10 Farmer Street, North Perth
Community Centre	62 Frame Court, Leederville
Community Centre	413 Bulwer Street, West Perth
Community Centre	Portion of 99 Loftus Street, Leederville
Community Facility	38 Kalgoorlie Street, Mount Hawthorn
Community Facility	Portion of 176 Fitzgerald Street, Perth
Community Garden	Portion of 10 Farmer Street, North Perth
Croquet Club	66 Harold Street, Mt Lawley
Dental Clinic	31 Sydney Street, North Perth
Kindergarten	45 Richmond Street, Leederville
Men's Shed	Portion of 10 Farmer Street, North Perth
Office	286 Beaufort Street, Perth
Offices	246 Vincent Street, Leederville
Offices	4 View Street, North Perth
Playgroup	15 Haynes Street, North Perth
Playgroup	87 The Boulevard, Mt Hawthorn
Playgroup	Portion of Forrest Park Pavilion, 127 Wright Street, Highgate
Playgroup	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Sporting facilities	180 Charles Street, West Perth
Sporting facilities	Portion of 99 Loftus Street, Leederville
Sporting facilities	39 Britannia Road, Leederville
Sporting facilities	55 Albert Street, North Perth
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of Forrest Park Pavilion, 127 Wright Street, Highgate
Sporting facilities	41 Britannia Street, Leederville
Sporting facilities	315 Bulwer Street, Perth
Sporting facilities	Portion of 3 Lawley Street, West Perth
Tennis Club	Portion of 176 Fitzgerald Street, Perth
Tennis Club	150 Richmond Street, Leederville
Tennis Club	176 Fitzgerald Street, Perth
Tennis Club	310 Pier Street, Perth
Tennis Club	Portion of 10 Farmer Street, North Perth
Toy Library	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road



CITY OF VINCENT

PROPERTY MANAGEMENT FRAMEWORK

BACKGROUND

A review of the management of City properties was undertaken and a revised and structured leasing and licencing framework (Framework) will be implemented to ensure that the City is meeting the demands and needs of the ever changing community. The Framework is supported by a policy which contains the overarching principles as well as an administrative procedure which details specific lease and licence details and processes. The Framework provides a classification for leases and licences, along with an equitable methodology for calculating annual lease and licence fees.

The City's forty eight (48) properties are leased or licenced to a range of community organisations, sport and recreation clubs or associations, government agencies and commercial entities.

The Framework also provides community groups and sporting clubs in Category one (1) and two (2) with a Community Benefit Subsidy when they demonstrate the benefits to the community arising from their use of the facility or property.

The Framework also establishes general terms and conditions that the City will use as the basis for negotiating all leases and licences along with a detailed Maintenance Responsibility Guide (Appendix 2).

GUIDING PRINCIPLES – OBJECTIVES

The objectives of the Framework are:

- To meet growing community needs and to maximise community benefit, City owned and managed properties will be prioritised for use where occupancy arrangements include

co-location, shared-use and highest community utilisation;

- To meet the Strategic Community Plan's objectives of 'Connected Community' and 'Thriving Places', City owned and managed properties will primarily be available for local not-for-profit organisations, community groups and other community purposes;
- To ensure transparency and equity, all financial and in-kind subsidisation by Council will be recognised where City owned and managed properties are used to meet demonstrated community needs;
- To ensure sustainable City owned and managed properties, effective asset management and demonstrated sound financial management will be prioritised; and
- Where appropriate, specific City owned and managed properties may be identified and made accessible for commercial activities for income generation to support and encourage sustainable City owned asset management.

TYPES OF OCCUPANCY AGREEMENTS

The main types of occupancy agreements include:

- **Lease** – exclusive occupation and use;
- **Licence** – contractual right to non-exclusive occupation and/or use; and
- **Management agreement** – contractual arrangement outlining the terms and conditions associated with usage, as negotiated.

Property hire (regular or occasional use of a property to deliver community based programs, events and activities) is not covered within the Framework as it is dealt with

separately under Policy No. 2.1.7 – parks Reserves and Hall Facilities – Conditions of Hire and Use.

LEASES

A lease is a right granted by the owner of land for an occupant to have the exclusive use of that land for a specified period of time in exchange for an agreed rental payment.

In the sporting context, lease agreements are usually used where the site is either fully occupied for a specific purpose, for example bowling greens, tennis courts, synthetic hockey pitches; or where a club has made substantial contributions to the development of the site.

If a lessee has exclusive occupancy over the land or facility it follows that the maintenance and management expectations placed on the lessee will usually be much greater than they are under licence or hire agreements due to exclusivity.

LICENCES

Under the terms and conditions of a licence contract, the licensee is granted permission to access property for a specified purpose(s), such as conduct of a sporting activity, at specified times, and under specified conditions. Licences rather than lease agreements are usually used in cases where the facility or premises are shared by a number of user groups.

As a licence agreement does not provide for exclusive use of a facility beyond the specified times of access no 'interest' in the land is created. It is therefore reasonable to expect the rights and obligations of the lessee in respect to maintenance and management requirements of the facility will be less stringent under a licence agreement than would be expected under a lease agreement.

MANAGEMENT AGREEMENT

A management agreement is a contractual arrangement between the City and a property user that outlines the terms and conditions associated with usage. The terms and conditions are not standard and are negotiated between the two parties.



PROPERTY MANAGEMENT RESPONSIBILITIES

ANNUAL TENANCY FEE METHODOLOGY

The City is committed to providing access to property for the benefit of the Vincent community. The City does not seek to derive profit from leases in categories one (1) or two (2).

The annual fee methodology is based on the Gross Rental Value (GRV) of the property with a subsidisation applied based on a community benefit matrix.

Organisations located in categories three (3) and four (4) are responsible for all costs associated with the property and the charging methodology is based on market valuation with the terms negotiated. Organisations within these categories will not be subject to a Management Agreement.

SUBSIDY FORMULA

The City will credit a tenant’s account with the appropriate percentage reduction based on the community benefit matrix.

ELIGIBILITY & APPLICATION

In order for community groups and clubs to be assessed for the community benefit subsidy, the tenant must provide the required documentation. Examples of this are annual Community Groups and Sporting Club Health Checks, Profit & Loss Statements, copies of constitutions etc.

CLASSIFICATION OF TENANT

Under this framework, all tenants or prospective tenants of City properties will fall into one of four (4) categories which describe the primary purpose of the tenant.

The categories are:

Category One	Small community groups
Category Two	Sporting clubs and community groups and organisations
Category Three	Commercial entities, State and National clubs, associations and community organisations
Category Four	Government agencies

ANNUAL PROPERTY MANAGEMENT REPORTING

A report will be submitted to Council annually on organisations with occupancy agreements detailing:

- the occupancy agreement;
- revenue and expenditure; and
- level of subsidisation.

ATTACHMENTS

Essential term templates

- a. Category One (1)
- b. Category Two (2)
- c. Category Three (3)
- d. Category Four (4)

COMMUNITY BENEFIT MATRIX

In order to make City properties accessible and readily available, subsidies are available to categories one (1) and two (2).



CATEGORY ONE (1) – SMALL COMMUNITY GROUPS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets a high level of need, or the service meets identified social/community needs. This type of service would not be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's agreed usage is not a requirement.
Revenue	The group has limited or no capacity to generate revenue from on-site use or activities and the income of the group is generally restricted to low membership fees.
Membership	Demonstrates minimal membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City and are specifically targeted towards local residents.
Operational	Not-for-profit organization, community group or club run solely by volunteers
Organisational Structure	The organisation is locally based, stand alone and not-for-profit. It has a voluntary management committee, comprised mainly of local area representatives
Examples	Examples of community groups within this category are playgroups, toy libraries, community gardens, men's sheds and organisations specifically targeting social isolation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	X	X	X	X	✓	X	✓	X	X	10% GRV
Licence	✓	✓	✓	✓	✓	X	✓	✓	X	10% GRV
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	10% GRV

A Management Agreement is likely for this category.

CATEGORY TWO (2) – SPORTING CLUBS, COMMUNITY GROUPS AND ORGANISATIONS

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets high a level of need, or the service meets identified social/community needs. This type of service would not be able to be provided unless supported by City.
Shared Use	Given the size of the facilities and level of use by the tenant, hiring to the community outside the tenant's usage times on a fee for service basis (based on the City's Schedule of Fees and Charges for similar properties) is a requirement.
Revenue	The tenant has the capacity to generate revenue from its use of the property (i.e. membership, bar or kitchen facilities) or activities consistent with the organisational purpose of the tenant.
Membership	Demonstrates an affordable membership regime, good governance and facilitates programs and activities that add value to the social and community fabric of the City.
Operational	Not-for-profit organisation, community group or club run by volunteers or paid workers
Organisational Structure	The organisation is a locally based service, outlet or project that is part of a larger not-for-profit organisation. There is limited or no local area representation of the group/organisation.
Examples	Small sporting clubs, community groups, youth & day centres and community centres.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Management Agreement	✓	X	X	✓	✓	X	✓	X	X	✓
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	✓
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

CATEGORY THREE (3) – COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit due to the nature of the group or organisation.
Revenue	Does not rely on Council for funding. Generates its own revenue, for example, by collecting membership fees, holding events, allowing venue hire, offering services or products for sale or is externally funded.
Organisational Structure	Includes corporations, incorporated associations, large not-for-profit organisations and private business owners.
Examples	Commercial recreation and leisure centres, for profit day care centres, state-wide or national not-for-profit organisations, medical practitioners, car parking licences, retail shops and office accommodation.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	X	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation

CATEGORY FOUR (4) – GOVERNMENT AGENCIES

Eligibility Criteria	
Community Benefit	The provision of the service is generally not within the remit of local government and there may not be a direct local community benefit.
Revenue	Receives significant funding from the State Government or organisations other than City.
Organisational Structure	Government department or Government agency operated.
Examples	Kindergartens, child health clinics and government sporting venues.

Agreement Type	Outgoings	Statutory Compliance	Pest inspection	Rubbish & recycling bins	Emergency Services Levy	Building Insurance	Public Liability Insurance	Minor maintenance & repairs	Capital upgrades	Tenancy Fee
Licence	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated
Lease	✓	✓	✓	✓	✓	✓	✓	✓	✓	Negotiated by reference to Market Valuation



GLOSSARY

PROPRIETARY RIGHT

A right to use or occupy property which allows exclusion of others from use, alienates other interests and is enforceable against all except those with a better proprietary right.

CAPITAL UPGRADE

Refers to enhancements to the existing facility to provide a higher level of service and/or enhancement which extends the original functionality or space. Capital upgrades extend the asset to cater for growth or additional service levels. Capital upgrades are at the City's sole discretion and must demonstrate an alignment with the City's Strategic Objectives.

The tenant may apply to Council for financial assistance to upgrade a leased/licenced facility with requests being considered as part of the budget process in the year in which the requests are received. The City will also work to assist groups when applying for funding.

CAPITAL RENEWAL

Relates to expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility. For example, replacing carpets.

The City is responsible for capital renewal and repairs, which relate to major structural elements of the building such as the roof or load bearing walls. The City is also responsible for expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility.

CONTRACTUAL RIGHT

A right arising out of a contractual arrangement, for example the right to non-exclusive use of a property under a Licence or Management Agreement.

GROSS RENTAL VALUE

The Gross Rental Value is an annual rental value for a property determined by the Valuer General once every 3 years in the metropolitan area. This means that properties are valued on their potential rental income rather than their capital value.

EMERGENCY SERVICES LEVY (ESL)

The Emergency Services Levy (ESL) is a Department of Fire & Emergency Services compulsory levy for all buildings, which funds Western Australia's fire and emergency services, including career fire stations, volunteer fire brigades, State Emergency Service units, the Volunteer Marine Rescue Service and the multi-purpose Volunteer Emergency Service units.

OUTGOINGS

Outgoings are fees or charges associated with the usage of a property. These may include utilities such as water, electricity and gas. Outgoings are charged in addition to Rent, Licence Fees and Rates and Taxes. The City may require Outgoings to be paid by instalments, based on an annual estimated budget for the premises (Variable Outgoings). Outgoings and Variable Outgoings are subject to annual review.

HEALTH CHECK

The Health Check is a document required by all sporting clubs and community groups leasing City of Vincent property each year. It

includes information on contact details, committee members, club management, sustainability, membership and financial performance. The Health Check will be provided to tenants each year (generally sent out in the second quarter) and must be completed and returned to the City with the required supporting information within a reasonable time.

MAINTENANCE RESPONSIBILITIES

Facility maintenance includes minor day-to-day maintenance able to be performed by a non tradesperson and more significant programmed and non-programmed asset renewal maintenance requiring the services of a qualified tradesperson or experienced maintenance person.

All maintenance obligations and maintenance standards will be clearly articulated in specific schedules to lease and licence documents and are highlighted in Appendix 2 at the end of the Framework.

Each lessee is required to maintain the facility in accordance with the maintenance schedule attached to their lease or licence using the services of registered and qualified tradespeople.

The maintenance schedule specifies the City's and the lessee's responsibilities.



ESSENTIAL TERM TEMPLATE - CATEGORY ONE (1) - SMALL COMMUNITY GROUPS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>PAYMENTS</p> <ul style="list-style-type: none"> Emergency Services Levy (ESL); \$20 million public liability insurance; and rent or licence fee. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; and cleaning (internal and external including carpets annually) ; <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> The tenant will acknowledge the City's contribution.
Responsibilities of the City	<p>PAYMENT (FOR MANAGEMENT AGREEMENTS ONLY)</p> <ul style="list-style-type: none"> All Outgoings, rates, taxes and insurances associated with the property; pest inspections(including termite inspections) and treatment; rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); and building insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Re-painting of premises to ensure they remain in good repair; maintenance of roofing, mechanical services and the main structure (unless damage caused by tenant/ licensor); and Capital Renewal of existing assets. <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased area at the City's discretion. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Tenancy Fee	10% GRV



ESSENTIAL TERM TEMPLATE – CATEGORY TWO (2) – SPORTING CLUBS AND COMMUNITY GROUPS AND ORGANISATIONS

Initial term	5 years
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates, taxes and insurances; cost of statutory compliance including RCD, smoke alarm, emergency exit and fire hydrant testing (with the exception of groups on a Management Agreement); pest inspections (including termite inspections) and treatment (with the exception of groups on a Management Agreement); rubbish and recycling bin charges; Emergency Services Levy (ESL); building insurance (with the exception of groups on a Licence or Management Agreement); and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps (with the exception of groups on a Management Agreement); re-painting of premises to ensure they remain in good repair; and cleaning (internal and external including carpets annually); <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> The tenant will acknowledge the City's contribution.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and the main structure (unless damage caused by Lessee/ Licensor); and Capital Renewal of existing assets at the City's discretion.
Tenancy Fee	10% GRV



ESSENTIAL TERM TEMPLATE – CATEGORY THREE (3) – COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>UNLESS OTHERWISE AGREED BETWEEN THE PARTIES:</p> <p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates and taxes, including rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing); pest inspections (including termite inspections) and treatment; Emergency Services Levy (ESL); building insurance, premium and excess; and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; re-painting of premises to ensure they remain in good repair; cleaning (internal and external including carpets annually); and line-marking of parking bays in car parks (if applicable). <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area; and maintenance of fit-out. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and main structure (unless damage caused by Lessee/Licensor); <p>CAPITAL RENEWAL</p> <ul style="list-style-type: none"> Capital Renewal of existing assets at the City's discretion.
Obligations of Tenant and default provisions	<ul style="list-style-type: none"> The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Tenancy Fee	By negotiation and based on current market valuation obtained at the tenant's cost.



ESSENTIAL TERM TEMPLATE – CATEGORY FOUR (4) – GOVERNMENT AGENCIES

Initial term	Up to a maximum of 10 years.
Option	Up to 2 x 5 years options (at the City's discretion)
Responsibilities of Tenant	<p>UNLESS OTHERWISE AGREED BETWEEN THE PARTIES:</p> <p>PAYMENTS</p> <ul style="list-style-type: none"> All Outgoings, rates and taxes, including rubbish and recycling bin charges; cost of statutory compliance (RCD, smoke alarm, emergency exit and fire hydrant testing) pest inspections (including termite inspections) and treatment; Emergency Services Levy (ESL); building insurance; and \$20 million public liability insurance. <p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> General minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; re-painting of premises to ensure they remain in good repair; cleaning (internal and external including carpets annually); and line-marking of parking bays in car parks (if applicable). <p>CAPITAL UPGRADES</p> <ul style="list-style-type: none"> Capital Upgrade and capital expansion of all assets within the leased or licenced area; and maintenance of fit-out. <p>INSPECTIONS</p> <ul style="list-style-type: none"> The City will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease terms. <p>CITY ACKNOWLEDGEMENT</p> <ul style="list-style-type: none"> If less than the market rent is being paid by the tenant, the tenant will acknowledge the City's support through signage or other means as agreed by the City.
Obligations of Tenant and default provisions	<ul style="list-style-type: none"> The tenant is responsible for paying any Licence Fees/Rent and any other monies owing under the agreement within 14 days of the due date. If the tenant fails to pay an invoice within the 14 day grace period, interest at a prescribed rate (as set by the agreement) will accrue on the outstanding amount until it is paid for in full. Continued failure to pay monies due and owing under the agreement may result in the City terminating the agreement due to the tenant's default. If the tenant disputes any amount due and owing under the agreement, the tenant must notify the City accordingly. In the absence of manifest error, the tenant must pay the outstanding amount on the due date and any dispute about the amount will be resolved with the City following payment.
Responsibilities of the City	<p>REPAIR/MAINTENANCE</p> <ul style="list-style-type: none"> Maintenance of roofing, mechanical services and main structure (unless damage caused by tenant/licensor). <p>CAPITAL RENEWAL</p> <ul style="list-style-type: none"> Capital Renewal of existing assets at the City's discretion.
Tenancy Fee	By negotiation and based on current market valuation obtained at the tenant's cost.



APPENDIX 1

LIST OF PROPERTIES

Property Type	Facility Name
Bowling Club	Portion of 10 Farmer Street, North Perth
Child Health Clinic	244A Vincent Street, Leederville
Child Health Clinic	4 Broome Street, Highgate
Child Health Clinic	84 Harold Street, Highgate
Child Health Clinic	Portion of 99 Loftus Street, Leederville
Child Health Clinic	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Clinic and offices	Portion of Beatty Park Leisure Centre, 220 Vincent Street, North Perth
Community Centre	Portion of 10 Farmer Street, North Perth
Community Centre	62 Frame Court, Leederville
Community Centre	413 Bulwer Street, West Perth
Community Centre	Portion of 99 Loftus Street, Leederville
Community Facility	38 Kalgoorlie Street, Mount Hawthorn
Community Facility	Portion of 176 Fitzgerald Street, Perth
Community Garden	Portion of 10 Farmer Street, North Perth
Croquet Club	66 Harold Street, Mt Lawley
Dental Clinic	31 Sydney Street, North Perth
Kindergarten	45 Richmond Street, Leederville
Men's Shed	Portion of 10 Farmer Street, North Perth
Office	286 Beaufort Street, Perth
Offices	246 Vincent Street, Leederville
Offices	4 View Street, North Perth
Playgroup	15 Haynes Street, North Perth
Playgroup	87 The Boulevard, Mt Hawthorn
Playgroup	Portion of Forrest Park Pavilion, 127 Wright Street, Highgate
Playgroup	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road, Mt Hawthorn
Sporting facilities	180 Charles Street, West Perth
Sporting facilities	Portion of 99 Loftus Street, Leederville
Sporting facilities	39 Britannia Road, Leederville
Sporting facilities	55 Albert Street, North Perth
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of 244 Vincent Street, Leederville
Sporting facilities	Portion of Forrest Park Pavilion, 66 Harold Street, Highgate
Sporting facilities	41 Britannia Street, Leederville
Sporting facilities	315 Bulwer Street, Perth
Sporting facilities	Portion of 3 Lawley Street, West Perth
Tennis Club	Portion of 176 Fitzgerald Street, Perth
Tennis Club	150 Richmond Street, Leederville
Tennis Club	176 Fitzgerald Street, Perth
Tennis Club	310 Pier Street, Perth
Tennis Club	Portion of 10 Farmer Street, North Perth
Toy Library	Portion of Mt Hawthorn Community Centre, 197 Scarborough Beach Road

APPENDIX 2

SCHEDULE OF MAINTENANCE OBLIGATIONS – CATEGORY ONE (1) – SMALL COMMUNITY GROUPS

MAINTENANCE ITEM	LESSOR'S OBLIGATIONS	LESSEE'S OBLIGATIONS
STATUTORY/MINIMUM LEVEL OF SERVICE OBLIGATIONS		
Emergency exit lighting systems & emergency doors	Arrange and pay for annual inspections of the Premises to ensure maintenance and compliance with requirements of the Building Code of Australia and Australian Standards.	Ensure that any faults or operational issues with the emergency/exit lighting systems in the Premises are promptly reported to the Lessor.
Fire protection equipment (e.g. fire extinguishers, hoses, smoke alarms)	Arrange and pay for annual inspections of the Premises to ensure compliance with FESA and DFES requirements.	Ensure that any use or operational issues with the fire protection equipment in the Premises are promptly reported to the Lessor.
RCD Protections, Tagging Electrical Equipment	At its cost, ensure that all RCDs are repaired and maintained in accordance with the relevant legislation.	Ensure that all portable plug-in electrical equipment and RCDs are regularly inspected in accordance with relevant legislation.
Pest Control, vermin control & termites	Arrange and pay for annual pest inspections and extermination treatment at its cost.	Endeavour to keep the Premises free and clear of all rodents, rats, vermin, insects, birds, animals and other pests and report to the Lessor any pest activity or required treatment.
PREMISES AND SECURITY		
Cleaning & cobweb removal	Not any.	Ensure Premises is kept tidy and free of litter, dirt, rubbish, cobwebs and broken glass at all times.
Malicious damage & break-ins	Responsible for minor repairs and cleaning of broken glass, windows and doors after an act/incident of malicious damage.	Responsible for repairing and replacing any stolen goods or broken fixtures and fittings. Report any incidents of malicious damage or break-ins to the Lessor.
Vandalism & graffiti	Remove external vandalism & graffiti.	Remove internal vandalism & graffiti and repair any damage caused.
Security monitoring, equipment and security lights.	If the Lessor provides a security system to the Premises, the Lessor will maintain the security system in Good Repair but is not required to replace the security system if it comes to the end of its economic life.	The Lessee must ensure the Premises is maintained in a secure condition at all times. If the Lessee installs a security system in the Premises, the Lessee must keep the security system in Good Repair, pay all monitoring and service costs associated with the security system and promptly attend any call outs to the Premises. If the Lessor is called upon to attend the Premises or the Lessor incurs expense for a call out on a Lessor installed security system, the Lessee must pay to the Lessor on demand all costs incurred by the Lessor due to that call out.
Ceiling	Repair any structural damage to ceilings.	Clean ceilings, as required, and report any structural damage to the Lessor.
Walls	Repair structural damage to load bearing walls.	Keep clean at all times, dust any cobwebs and report any structural repairs or faults to Lessor
Window, glass panes, flyscreens, security screens, doors, door handles.	Replace any irreparable items.	Keep items clean, operable, lockable, and firmly fixed. Repair, replace and lubricate hinges of items if damage caused by misuse/ internal vandalism.
Skylights, lighting, globes	Replace any skylights or lighting fixtures (excluding globes) requiring replacement due to old age/end of economic life.	Keep clean at all times and repair or replace as required
Painting	Complete external and internal painting, as required and determined by the Lessor.	Touch up any paint damage on internal walls, as required.
Cupboards, blinds, curtains, mirrors	Replace as and when determined by the Lessor.	Keep clean at all times. Maintain and repair items as required.
Carpet	Replace as and when determined by the Lessor.	Keep clean at all times. Professionally clean at least once annually.
Vinyl Floors	Replace as and when determined by the Lessor.	Keep clean at all times.

Wooden Floors	Replace as and when determined by the Lessor.	Keep clean at all times.
Tiled Floors	Replace as and when determined by the Lessor.	Keep clean at all times.
Bathrooms and changerooms (including: drains, hot water systems, sewerage, showers, sinks, taps, toilets etc.)	Replace any irreparable items. Undertake capital renewal as and when determined by the Lessor. Where the Lessor undertakes works or repairs to clear blockages which have occurred as a result of the neglect, misuse or default of the Lessee, the Lessee must pay (on demand) the Lessor's costs of undertaking those works.	Must keep clean at all times. Ensure all are operable and free from any blockages. Repair leaks, service and maintain as required. Lessee shall not permit foreign objects or matter to be placed into drains, toilets or grease traps.
FIXTURES, FITTINGS, APPLIANCES AND ELECTRICAL		
Air-conditioning	Repair and undertake annual servicing of air-conditioning units/systems.	Notify Lessor if air conditioner unit requires servicing or repair. Responsible for replacing if damage is due to internal vandalism.
Oven Vents	If at the end of its life, the Lessor may, at its discretion, replace.	Keep clean at all times and repair when necessary
Exhaust Fans	If at the end of its life, the Lessor may, at its discretion, replace.	Keep clean at all times and repair when necessary
Electrical Fittings (i.e. plugs, switches, sockets, leads, lights, power points)	Replace any irreparable items. If replacement is caused by misuse/negligence of Lessee, Lessor may require the Lessee to reimburse it for the cost of replacement.	Maintain and repair as required. The Lessee must ensure that electrical fittings are not overloaded when in use.
Wiring	Replace any irreparable items.	Repair, maintain and advise the Lessor prior to any wiring or electrical work taking place
Appliances (i.e. fridges, toasters, freezer, stove, microwaves, washing machine)	Replace irreparable items at the discretion of the Lessor.	Keep clean at all times. Keep items operable, regularly maintain and repair as required.
PREMISES EXTERIOR AND SURROUNDS		
Roof (including leaks, broken tiles etc.)	Repair any structural damage to roof and clean roofs as required.	Report any structural damage to the Lessor.
Eaves, gutters & downpipes	Repair any damage to eaves, gutters and downpipes. If damage is caused by Lessee failing to maintain the eaves, gutters or downpipes in a clean and clear condition, the Lessor may require the Lessee to reimburse the Lessor for the cost of undertaking the repairs.	Maintain eaves, gutters and downpipes in a clean and clear condition and report any damage to same to the Lessor.
Garden and surrounds (including fencing and gates)	Responsible for any major tree pruning and tree removal. Replacing fences and/or gates as required and determined by the Lessor.	Maintain the surroundings, fertilising, minor pruning and conduct regular mowing of the lawn at its own cost. Responsible for ensuring all fences and gates are cleaned, repaired, re-enforced and maintained. Not to remove any trees or hedges without first obtaining approval from the Lessor, except for urgent safety reasons.
Walkways, footpaths, access, steps, ramps	Responsible for City verge footpaths.	Keep clean and clear at all times.
Car Park	Responsible for bitumen repairs, pot-hole maintenance and line marking.	Responsible for ensuring the car park is clean and clear of rubbish, trip hazards or obstructions.
Shed, roller doors and garage (if applicable)	Replace as and when determined by the Lessor.	Responsible for cleaning, repairs, replacement and maintenance of such structures.
Abandoned rubbish	Arrange for removal of abandoned furniture, car parts, larger rubbish that has been dumped on the verge, carpark or grassed area	Arrange for removal of smaller abandoned items that has been dumped on the property which will fit in the bins provided.
Pollution	Not any.	Do all things necessary to prevent pollution or contamination of the Land by garbage, refuse, waste matter, oil or other pollutants. Report any pollution, contamination or suspected pollution/contamination to the Land to the Lessor promptly.

SCHEDULE OF MAINTENANCE OBLIGATIONS – CATEGORY TWO (2) – SPORTING CLUBS AND COMMUNITY GROUPS AND ORGANISATIONS

MAINTENANCE ITEM	LESSOR'S OBLIGATIONS	LESSEE'S OBLIGATIONS
STATUTORY/MINIMUM LEVEL OF SERVICE OBLIGATIONS		
Emergency exit lighting systems & emergency doors	Lessor will undertake annual inspections of the Premises to ensure maintenance and compliance with requirements of the Building Code of Australia and Australian Standards.	Ensure that any faults or operational issues with the emergency/exit lighting systems in the Premises are promptly reported to the Lessor. Reimburse the Lessor for the cost of annual compliance inspections.
Fire protection equipment (e.g. fire extinguishers, hoses, smoke alarms)	Lessor will undertake annual inspections of the Premises to ensure compliance with FESA and DFES requirements.	Ensure that any use or operational issues with the fire protection equipment in the Premises are promptly reported to the Lessor. Reimburse the Lessor for the cost of annual compliance inspections.
RCD Protections, Tagging Electrical Equipment	Ensure that all RCDs are repaired and maintained in accordance with the relevant legislation.	Ensure that all portable plug-in electrical equipment and RCDs are regularly inspected in accordance with relevant legislation. Reimburse the Lessor for the cost of annual compliance inspections.
Pest Control, vermin control & termites	Lessor will undertake annual pest inspections and extermination treatment.	Endeavour to keep the Premises free and clear of all rodents, rats, vermin, insects, birds, animals and other pests and report to the Lessor any pest activity or required treatment. Reimburse the Lessor for the cost of annual pest inspection and treatments.
PREMISES AND SECURITY		
Cleaning & cobweb removal	Not any.	Ensure Premises is kept tidy and free of litter, dirt, rubbish, cobwebs and broken glass at all times.
Malicious damage & break-ins	At request of Lessee, will submit Building Insurance claim on behalf of Lessee.	Responsible for repairing and replacing any stolen goods or broken fixtures and fittings, minor repairs and cleaning of broken glass, windows and doors after an act/incident of malicious damage. Report any incidents of malicious damage or break-ins to the Lessor.
Vandalism & graffiti	At request of Lessee, will submit Building Insurance claim on behalf of Lessee.	Remove internal and external vandalism & graffiti and repair any damage caused.
Security monitoring, equipment and security lights.	If the Lessor provides a security system to the Premises, the Lessor will maintain the security system in Good Repair but is not required to replace the security system if it comes to the end of its economic life. Any call out fees incurred by the Lessor for the Premises will be passed on to the Lessee.	The Lessee must ensure the Premises is maintained in a secure condition at all times. If the Lessee installs a security system in the Premises, the Lessee must keep the security system in Good Repair, pay all monitoring and service costs associated with the security system and promptly attend any call outs to the Premises. If the Lessor is called upon to attend the Premises or the Lessor incurs expense for a call out on a Lessor installed security system, the Lessee must pay to the Lessor on demand all costs incurred by the Lessor due to that call out.
Ceiling	Repair any structural damage to ceiling. If damage is caused or contributed to by the Lessee or Lessee's Employees and Visitors, the Lessor may require the Lessee to reimburse it for cost of repairing the damage.	Clean ceilings, as required, and report any structural damage to the Lessor.
Walls	Repair structural damage to load bearing walls. If damage is caused or contributed to by the Lessee or Lessee's Employees and Visitors, the Lessor may require the Lessee to reimburse it for cost of repairing the damage.	Keep clean at all times, dust any cobwebs and report any structural repairs or faults to Lessor
Window, glass panes, flyscreens, security screens, doors, door handles.	Replace any irreparable items.	Keep items clean, operable, lockable, and firmly fixed. Repair, replace and lubricate hinges of items if damage caused by misuse/internal vandalism.
Skylights, lighting, globes	Replace any skylights or lighting fixtures (excluding globes) requiring replacement due to old age/end of economic life.	Keep clean at all times and repair or replace as required
Painting	Not any.	Repaint Premises (interior and exterior) to ensure it remains in good repair. Touch up any paint damage on internal walls, as required. At least once every 5 years of the Term, repaint the Premises (interior and exterior) with a minimum of two coats of good quality paint (in a colour approved by the Lessor) to a tradesmanlike finish.
Cupboards, blinds, curtains, mirrors	Replace as and when determined by the Lessor.	Keep clean at all times. Maintain and repair items as required.

Carpet	Replace as and when determined by the Lessor.	Keep clean at all times. Professionally clean at least once annually.
Vinyl Floors	Replace as and when determined by the Lessor.	Keep clean at all times.
Wooden Floors	Replace as and when determined by the Lessor.	Keep clean at all times.
Tiled Floors	Replace as and when determined by the Lessor.	Keep clean at all times.
Bathrooms and changerooms (including: drains, hot water systems, sewerage, showers, sinks, taps, toilets etc.)	Replace irreparable items. Undertake capital renewal as and when determined by the Lessor. Where the Lessor undertakes works or repairs to clear blockages which have occurred as a result of the neglect, misuse or default of the Lessee, the Lessee must pay (on demand) the Lessor's costs of undertaking those works.	Must keep clean at all times. Ensure all are operable and free from any blockages. Repair leaks, service and maintain as required. Lessee shall not permit foreign objects or matter to be placed into drains, toilets or grease traps.
FIXTURES, FITTINGS, APPLIANCES AND ELECTRICAL		
Air-conditioning	Repair and undertake annual servicing of air-conditioning units/systems. Replace air-conditioning units/systems that are irreparable or at the end of their economic life.	Notify Lessor if air conditioner unit requires servicing or repair. Responsible for replacing if damage is due to internal vandalism.
Oven Vents	If at the end of its life, the Lessor may, at its discretion, replace.	Keep clean at all times and repair when necessary
Exhaust Fans	If at the end of its life, the Lessor may, at its discretion, replace.	Keep clean at all times and repair when necessary
Electrical Fittings (i.e. plugs, switches, sockets, leads, lights, power points)	Replace any irreparable items. If replacement is caused by misuse/negligence of Lessee, Lessor may require the Lessee to reimburse it for the cost of replacement.	Maintain and repair as required. The Lessee must ensure that electrical fittings are not overloaded when in use.
Wiring	Replace any irreparable items.	Repair, maintain and advise the Lessor prior to any wiring or electrical work taking place
Appliances (i.e. fridges, toasters, freezer, stove, microwaves, washing machine)	Replace irreparable items at the discretion of the Lessor.	Keep clean at all times. Keep items operable, regularly maintain and repair as required.
PREMISES EXTERIOR AND SURROUNDS		
Roof (including leaks, broken tiles etc.)	Repair any structural damage to roof and clean roofs as required. If damage is caused or contributed to by the Lessee or Lessee's Employees and Visitors, the Lessor may require the Lessee to reimburse it for cost of repairing the damage.	Report any structural damage to the Lessor. Repair any damage to the roof (structural or otherwise) caused by the Lessee or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Eaves, gutters & downpipes	Repair any damage to eaves, gutters and downpipes. If damage is caused by Lessee failing to maintain the eaves, gutters or downpipes in a clean and clear condition, the Lessor may require the Lessee to reimburse the Lessor for the cost of undertaking the repairs.	Maintain eaves, gutters and downpipes in a clean and clear condition and report any damage to same to the Lessor. Repair any damage to the eaves, gutters or downpipes where caused or contributed to by the Lessee or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Garden and surrounds (including fencing and gates)	Responsible for any major tree pruning and tree removal. Replacing fences and/or gates as required and determined by the Lessor.	Maintain the surroundings, fertilising, minor pruning and conduct regular mowing of the lawn at its own cost. Responsible for ensuring all fences and gates are cleaned, repaired, re-enforced and maintained. Not to remove any trees or hedges without first obtaining approval from the Lessor, except for urgent safety reasons.
Walkways, footpaths, access, steps, ramps	Responsible for City verge footpaths.	Keep clean and clear at all times.
Car Park	Responsible for bitumen repairs, pot-hole maintenance and line marking.	Responsible for ensuring the car park is clean and clear of rubbish, trip hazards or obstructions.
Shed, roller doors and garage (if applicable)	Replace as and when determined by the Lessor.	Responsible for cleaning, repairs, replacement and maintenance of such structures.
Abandoned rubbish	Arrange for removal of abandoned furniture, car parts, larger rubbish that has been dumped on the verge, carpark or grassed area	Arrange for removal of smaller abandoned items that has been dumped on the property which will fit in the bins provided.
Pollution	Not any.	Do all things necessary to prevent pollution or contamination of the Land by garbage, refuse, waste matter, oil or other pollutants. Report any pollution, contamination or suspected pollution/contamination to the Land to the Lessor promptly.

SCHEDULE OF MAINTENANCE OBLIGATIONS – CATEGORY THREE (3) – COMMERCIAL ENTITIES, STATE AND NATIONAL CLUBS, ASSOCIATIONS AND COMMUNITY ORGANISATIONS

Maintenance Item	Lessor's obligations	Lessee's obligations
STATUTORY/MINIMUM LEVEL OF SERVICE OBLIGATIONS		
Emergency exit lighting systems & emergency doors	Undertake annual inspections of the Premises to ensure maintenance and compliance with requirements of the Building Code of Australia and Australian Standards.	Ensure that any faults or operational issues with the emergency/exit lighting systems in the Premises are promptly reported to the Lessor. Reimburse the Lessor for the cost of annual compliance inspections.
Fire protection equipment (e.g. fire extinguishers, hoses, smoke alarms)	Undertake annual inspections of the Premises to ensure compliance with FESA and DFES requirements.	Ensure that any use or operational issues with the fire protection equipment in the Premises are promptly reported to the Lessor. Reimburse the Lessor for the cost of annual compliance inspections.
RCD Protections, Tagging Electrical Equipment	Ensure that all RCDs are repaired and maintained in accordance with the relevant legislation.	Ensure that all portable plug-in electrical equipment are regularly inspected (a minimum of once every 12 calendar months) in accordance with relevant legislation. Reimburse the Lessor for the cost of annual RCD compliance testing.
Pest Control, vermin control & termites	Undertake annual pest inspections and extermination treatments (if required).	Endeavour to keep the Premises free and clear of all rodents, rats, vermin, insects, birds, animals and other pests and report to the Lessor any pest activity or required treatment. Reimburse the Lessor for the cost of annual pest inspection and treatments.
PREMISES AND SECURITY		
Cleaning & cobweb removal	Not any.	Ensure Premises is kept tidy and free of litter, dirt, rubbish, cobwebs and broken glass at all times.
Malicious damage & break-ins	At request of Lessee, will submit Building Insurance claim on behalf of Lessee.	Responsible for repairs and cleaning of broken glass, windows and doors after an act/incident of malicious damage. Responsible for repairing and replacing any stolen goods or broken fixtures and fittings. Report any incidents of malicious damage or break-ins to the Lessor. Must pay any excess for a Building Insurance claim commenced by the Lessor at the Lessee's request.
Vandalism & graffiti	At request of Lessee, will submit Building Insurance claim on behalf of Lessee.	Remove all vandalism & graffiti and repair any damage caused. Must pay any excess for a Building Insurance claim commenced by the Lessor at the Lessee's request.
Security monitoring, equipment and security lights.	Not any.	The Lessee must ensure the Premises is maintained in a secure condition at all times. If any security monitoring, equipment or lighting is in use by the Lessee at the Premises (including any installed by the Lessee), the Lessee must ensure all equipment and lighting is maintained in Good Repair and undertake regular servicing of any security equipment at the Premises. If the Lessor is called upon to attend the Premises or the Lessor incurs expense for a call out on a Lessor installed security system, the Lessee must pay to the Lessor on demand all costs incurred by the Lessor due to that call out.
Ceiling	Repair any structural damage to ceiling. If damage is caused or contributed to by the Lessee or Lessee's Employees and Visitors, the Lessor may require the Lessee to reimburse it for cost of repairing the damage.	Clean ceilings, as required, and report any structural damage to the Lessor.
Walls	Repair structural damage to load bearing walls. If damage is caused or contributed to by the Lessee or Lessee's Employees and Visitors, the Lessor may require the Lessee to reimburse it for cost of repairing the damage.	Keep clean at all times, dust any cobwebs and report any structural repairs or faults to Lessor.
Window, glass panes, flyscreens, security screens, doors, door handles.	Not any.	Keep items clean, operable, lockable, and firmly fixed. Repair, replace and lubricate hinges of items, repair/replace any items that are broken or damaged where caused by misuse/internal vandalism.
Skylights, lighting, globes	Not any.	Keep clean at all times and repair and/or replace as required. Replace all globes as required.

Painting	Not any.	At least once every 5 years of the Term and three months before the expiry of the Lease, repaint the Premises (interior and exterior) with a minimum of two coats of good quality paint (in a colour approved by the Lessor) to a tradesmanlike finish. Touch up any paint damage on internal walls, as required.
Cupboards, blinds, curtains, mirrors	Not any.	Keep clean at all times. Maintain, repair and replace items as required.
Carpet	Not any	Keep clean at all times, repair and/or replace when at end of economic life. Professionally clean at least once annually.
Vinyl Floors	Not any.	Keep clean at all times, repair and/or replace when at end of economic life.
Wooden Floors	Not any.	Keep clean at all times, repair and/or replace when at end of economic life.
Tiled Floors	Not any.	Keep clean at all times, repair and/or replace when at end of economic life.
Bathrooms and changerooms (including: drains, hot water systems, sewerage, showers, sinks, taps, toilets etc.)	Replace items that require replacement due to old age/end of economic life. Undertake capital renewal as an when determined by the Lessor. Where the Lessor undertakes works or repairs to clear blockages which have occurred as a result of the neglect, misuse or default of the Lessee, the Lessee must pay (on demand) the Lessor's costs of undertaking those works.	Must keep clean at all times. Ensure all are operable and free from any blockages. Repair leaks, service and maintain as required. Replace damaged items as required. Lessee shall not permit foreign objects or matter to be placed into drains, toilets or grease traps.
FIXTURES, FITTINGS, APPLIANCES AND ELECTRICAL		
Air-conditioning	Replace Lessor installed air-conditioning unit/system where replacement is required due to old age/end of economic life. If replacement is required due to Lessee failing to maintain the unit/system in Good Repair, the Lessor may require the Lessee to pay for the replacement unit/system.	Repair and undertake annual servicing of air-conditioning units/systems. Replace air-conditioning unit where Lessee installed air-conditioning unit or replacement is required to damage/lack of maintenance by the Lessee
Oven Vents	Not any.	Keep clean at all times, repair and/or replace when necessary.
Exhaust Fans	Not any.	Keep clean at all times, repair and/or replace when necessary.
Electrical Fittings (i.e. plugs, switches, sockets, leads, lights, power points)	Replace any irreparable items. If replacement is caused by misuse/negligence of Lessee, Lessor may require the Lessee to reimburse it for the cost of replacement.	Maintain and repair as required. The Lessee must ensure that electrical fittings are not overloaded when in use.
Wiring	Replace any irreparable items.	Repair, maintain and advise the Lessor prior to any wiring or electrical work taking place.
Appliances (i.e. fridges, toasters, freezer, stove, microwaves, washing machine)	Not any.	Keep clean at all times. Keep items operable, regularly maintain and repair as required. Replace irreparable appliances.
PREMISES EXTERIOR AND SURROUNDS		
Roof (including leaks, broken tiles etc.)	Repair any structural damage to roof and clean roofs as required. If damage is caused or contributed to by the Lessee or Lessee's Employees and Visitors, the Lessor may require the Lessee to reimburse it for cost of repairing the damage.	Report any structural damage to the Lessor. Repair any damage to the roof (structural or otherwise) caused by the Lessee or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Eaves, gutters & downpipes	Repair any damage to eaves, gutters and downpipes. If damage is caused by Lessee failing to maintain the eaves, gutters or downpipes in a clean and clear condition, the Lessor may require the Lessee to reimburse the Lessor for the cost of undertaking the repairs.	Maintain eaves, gutters and downpipes in a clean and clear condition and report any damage to same to the Lessor. Repair any damage to the eaves, gutters or downpipes where caused or contributed to by the Lessee or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Garden and surrounds (including fencing and gates)	Responsible for any major tree pruning and tree removal. Replacing fences and/or gates as required and determined by the Lessor.	Maintain the surroundings, fertilising, minor pruning and conduct regular mowing of the lawn. Responsible for ensuring all fences and gates are cleaned, repaired, re-enforced and maintained. Not to remove any trees or hedges without first obtaining approval from the Lessor, except for urgent safety reasons.

Walkways, footpaths, access, steps, ramps	Responsible for City verge footpaths.	Keep clean and clear at all times. Repair damage or trip hazards to access/walk ways other than the City verge footpath.
Car Park	Responsible for bitumen repairs and pot-hole maintenance.	Responsible for ensuring the car park is clean and clear of rubbish, trip hazards or obstructions. Undertake car park line marking as required.
Shed, roller doors and garage (if applicable)	Replace as and when determined by the Lessor.	Responsible for cleaning, repairs, replacement and maintenance of such structures.
Abandoned rubbish	Arrange for removal of abandoned furniture, car parts, larger rubbish that has been dumped on the verge, carpark or grassed area by third parties.	Arrange for removal of abandoned items that have been dumped on the property and will fit in the bins provided.
Pollution	Not any.	Do all things necessary to prevent pollution or contamination of the Land by garbage, refuse, waste matter, oil or other pollutants. Report any pollution, contamination or suspected pollution/contamination to the Land to the Lessor promptly.

SCHEDULE OF MAINTENANCE OBLIGATIONS – CATEGORY FOUR (4) – GOVERNMENT AGENCIES

Maintenance Item	Lessor's obligations	Lessee's obligations
STATUTORY/MINIMUM LEVEL OF SERVICE OBLIGATIONS		
Emergency exit lighting systems & emergency doors	Undertake annual inspections of the Premises to ensure maintenance and compliance with requirements of the Building Code of Australia and Australian Standards.	Ensure that any faults or operational issues with the emergency/exit lighting systems in the Premises are promptly reported to the Lessor. Reimburse the Lessor for the cost of annual compliance inspections.
Fire protection equipment (e.g. fire extinguishers, hoses, smoke alarms)	Undertake annual inspections of the Premises to ensure compliance with FESA and DFES requirements.	Ensure that any use or operational issues with the fire protection equipment in the Premises are promptly reported to the Lessor. Reimburse the Lessor for the cost of annual compliance inspections.
RCD Protections, Tagging Electrical Equipment	Ensure that all RCDs are repaired and maintained in accordance with the relevant legislation.	Ensure that all portable plug-in electrical equipment are regularly inspected (a minimum of once every 12 calendar months) in accordance with relevant legislation. Reimburse the Lessor for the cost of annual RCD compliance testing.
Pest Control, vermin control & termites	Undertake annual pest inspections and extermination treatments (if required).	Endeavour to keep the Premises free and clear of all rodents, rats, vermin, insects, birds, animals and other pests and report to the Lessor any pest activity or required treatment. Reimburse the Lessor for the cost of annual pest inspection and treatments.
PREMISES AND SECURITY		
Cleaning & cobweb removal	Not any.	Ensure Premises is kept tidy and free of litter, dirt, rubbish, cobwebs and broken glass at all times.
Malicious damage & break-ins	At request of Lessee, will submit Building Insurance claim on behalf of Lessee.	Responsible for repairs and cleaning of broken glass, windows and doors after an act/incident of malicious damage. Responsible for repairing and replacing any stolen goods or broken fixtures and fittings. Report any incidents of malicious damage or break-ins to the Lessor. Must pay any excess for a Building Insurance claim commenced by the Lessor at the Lessee's request.
Vandalism & graffiti	At request of Lessee, will submit Building Insurance claim on behalf of Lessee.	Remove all vandalism & graffiti and repair any damage caused. Must pay any excess for a Building Insurance claim commenced by the Lessor at the Lessee's request.
Security monitoring, equipment and security lights.	Not any.	The Lessee must ensure the Premises is maintained in a secure condition at all times. If any security monitoring, equipment or lighting is in use by the Lessee at the Premises (including any installed by the Lessee), the Lessee must ensure all equipment and lighting is maintained in Good Repair and undertake regular servicing of any security equipment at the Premises. If the Lessor is called upon to attend the Premises or the Lessor incurs expense for a call out on a Lessor installed security system, the Lessee must pay to the Lessor on demand all costs incurred by the Lessor due to that call out.
Ceiling	Repair any structural damage to ceiling. If damage is caused or contributed to by the Lessee or Lessee's Employees and Visitors, the Lessor may require the Lessee to reimburse it for cost of repairing the damage.	Clean ceilings, as required, and report any structural damage to the Lessor.
Walls	Repair structural damage to load bearing walls. If damage is caused or contributed to by the Lessee or Lessee's Employees and Visitors, the Lessor may require the Lessee to reimburse it for cost of repairing the damage.	Keep clean at all times, dust any cobwebs and report any structural repairs or faults to Lessor.
Window, glass panes, flyscreens, security screens, doors, door handles.	Not any.	Keep items clean, operable, lockable, and firmly fixed. Repair, replace and lubricate hinges of items, repair/replace any items that are broken or damaged where caused by misuse/internal vandalism.

Skylights, lighting, globes	Not any.	Keep clean at all times and repair and/or replace as required. Replace all globes as required.
Painting	Not any.	At least once every 5 years of the Term and three months before the expiry of the Lease, repaint the Premises (interior and exterior) with a minimum of two coats of good quality paint (in a colour approved by the Lessor) to a tradesmanlike finish. Touch up any paint damage on internal walls, as required.
Cupboards, blinds, curtains, mirrors	Not any.	Keep clean at all times. Maintain, repair and replace items as required.
Carpet	Not any.	Keep clean at all times, repair and/or replace when at end of economic life. Professionally clean at least once annually.
Vinyl Floors	Not any.	Keep clean at all times, repair and/or replace when at end of economic life.
Wooden Floors	Not any.	Keep clean at all times, repair and/or replace when at end of economic life.
Tiled Floors	Not any.	Keep clean at all times, repair and/or replace when at end of economic life.
Bathrooms and changerooms (including: drains, hot water systems, sewerage, showers, sinks, taps, toilets etc.)	Replace items that require replacement due to old age/end of economic life. Undertake capital renewal as an when determined by the Lessor. Where the Lessor undertakes works or repairs to clear blockages which have occurred as a result of the neglect, misuse or default of the Lessee, the Lessee must pay (on demand) the Lessor's costs of undertaking those works.	Must keep clean at all times. Ensure all are operable and free from any blockages. Repair leaks, service and maintain as required. Replace damaged items as required. Lessee shall not permit foreign objects or matter to be placed into drains, toilets or grease traps.
FIXTURES, FITTINGS, APPLIANCES AND ELECTRICAL		
Air-conditioning	Not any.	Repair and undertake annual servicing of air-conditioning units/ systems. Replace air-conditioning unit where required.
Oven Vents	Not any.	Keep clean at all times, repair and/or replace when necessary.
Exhaust Fans	Not any.	Keep clean at all times, repair and/or replace when necessary.
Electrical Fittings (i.e. plugs, switches, sockets, leads, lights, power points)	Replace any irreparable items. If replacement is caused by misuse/negligence of Lessee, Lessor may require the Lessee to reimburse it for the cost of replacement.	Maintain and repair as required. The Lessee must ensure that electrical fittings are not overloaded when in use.
Wiring	Replace any irreparable items.	Repair, maintain and advise the Lessor prior to any wiring or electrical work taking place.
Appliances (i.e. fridges, toasters, freezer, stove, microwaves, washing machine)	Not any.	Keep clean at all times. Keep items operable, regularly maintain and repair as required. Replace irreparable appliances.
PREMISES EXTERIOR AND SURROUNDS		
Roof (including leaks, broken tiles etc.)	Repair any structural damage to roof and clean roofs as required. If damage is caused or contributed to by the Lessee or Lessee's Employees and Visitors, the Lessor may require the Lessee to reimburse it for cost of repairing the damage.	Report any structural damage to the Lessor. Repair any damage to the roof (structural or otherwise) caused by the Lessee or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Eaves, gutters & downpipes	Repair any damage to eaves, gutters and downpipes. If damage is caused by Lessee failing to maintain the eaves, gutters or downpipes in a clean and clear condition, the Lessor may require the Lessee to reimburse the Lessor for the cost of undertaking the repairs.	Maintain eaves, gutters and downpipes in a clean and clear condition and report any damage to same to the Lessor. Repair any damage to the eaves, gutters or downpipes where caused or contributed to by the Lessee or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Garden and surrounds (including fencing and gates)	Responsible for any major tree pruning and tree removal. Replacing fences and/or gates as required and determined by the Lessor.	Maintain the surroundings, fertilising, minor pruning and conduct regular mowing of the lawn. Responsible for ensuring all fences and gates are cleaned, repaired, re-enforced and maintained. Not to remove any trees or hedges without first obtaining approval from the Lessor, except for urgent safety reasons.
Walkways, footpaths, access, steps, ramps	Responsible for City verge footpaths.	Keep clean and clear at all times. Repair damage or trip hazards to access/walk ways other than the City verge footpath.

Car Park	Responsible for bitumen repairs and pot-hole maintenance.	Responsible for ensuring the car park is clean and clear of rubbish, trip hazards or obstructions. Undertake car park line marking as required.
Shed, roller doors and garage (if applicable)	Replace as and when determined by the Lessor.	Responsible for cleaning, repairs, replacement and maintenance of such structures.
Abandoned rubbish	Arrange for removal of abandoned furniture, car parts, larger rubbish that has been dumped on the verge, carpark or grassed area by third parties.	Arrange for removal of abandoned items that have been dumped on the property and will fit in the bins provided.
Pollution	Not any.	Do all things necessary to prevent pollution or contamination of the Land by garbage, refuse, waste matter, oil or other pollutants. Report any pollution, contamination or suspected pollution/contamination to the Land to the Lessor promptly. If remediation is required as a result of the Lessee polluting or contaminating the Land, the Lessee must pay undertake and pay for all necessary remediation works to bring the Land back to its condition as at the Commencement Date.



Property Management Policy

Responsible directorate	<i>Community and Business Services</i>
Responsible team	<i>Marketing & Community Partnerships</i>
Responsible officer	<i>Manager Marketing and Partnerships</i>
Affected teams	<i>Corporate Strategy and Governance</i> <i>Assets</i>
Legislation / local law requirements	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i>
Relevant delegations	<i>Policy 4.1.10 – ‘Execution of Documents’</i>
Related policy procedures and documents	<i>Property Management Framework</i>

PURPOSE

The City has a number of properties which are used by a range of community organisations, sport and recreation clubs or associations, government agencies and commercial entities through a lease, licence or other similar arrangement. This policy sets the overarching principles within which management of these properties occurs.

POLICY

The City is committed to providing a fair, consistent and transparent approach to the leasing and licencing of City properties. The City acknowledges that there are a range of tenants and uses, many of which provide valued community benefits.

The City's property management objectives are:

- to meet growing community needs and maximise community benefit, City owned and managed properties will be prioritised for use where occupancy arrangements include co-location, shared-use and highest community utilisation;
- to meet the Strategic Community Plan's objectives of 'Connected Community' and 'Thriving Places', City owned and managed properties will primarily be available for local not-for-profit organisations, community sporting groups and other community purposes;
- to ensure transparency and equity, all financial and in-kind subsidisation by the City will be recognised where City owned and managed properties are used to meet demonstrated community needs;
- to ensure sustainable City owned and managed properties, effective asset management and demonstrated sound financial management will be prioritised; and
- where appropriate, specific City owned and managed properties may be identified and made accessible for commercial activities for income generation to support and encourage sustainable City owned asset management.



Property Management Policy

The City will develop and administer a Property Management Framework (**Framework**), which will establish an equitable methodology for calculating annual lease and licence fees, and detail the standard lease and licence terms and conditions for different types of tenants. The City will consider the community benefit in developing this methodology, which may include an incentive to support the provision of valued services to the community.

The City will regularly monitor the implementation of the Framework to ensure the objectives of this Policy are met.

SCOPE

This policy applies to the leasing and licencing of City of Vincent properties. This includes leases and licences held by community groups and organisations, sporting clubs, commercial entities and government agencies.

It does not include regular or occasional hire of facilities for the purpose of programs, events and activities.

DEFINITIONS

Lease – proprietary right to exclusive occupation and use of part or all of a City-owned property, for an agreed period, usually in return for rent. The tenant has exclusive use and occupation of the property, although the City may require the tenant to encourage other use and subletting can occur if mutually agreeable.

Licence – a contractual right to non-exclusive occupation and/or use of part or all of a City-owned property. This may include seasonal licences. It does not confer a right to exclusive possession or occupation of the property. The City may see to grant a licence to enable access to the property by the broader community outside of the licensee’s usage times

OFFICE USE ONLY	
<i>Initial Council adoption</i>	<i>DATE: 17/03/2020, REF# D20/40847</i>
<i>Reviewed / Amended</i>	<i>DATE: <APPROVAL DATE>, REF#: <TRIM REF></i>
<i>Next Review Date</i>	<i>DATE: 17/03/2022,</i>

POLICY NO: 1.2.1**TERMS OF LEASES****OBJECTIVES**

To encourage proper stewardship of Council property and provide satisfactory and traditional lessees with security of tenure.

POLICY STATEMENT

1. Any new lease granted by the Council shall usually be limited to a five year period, and any option to renew shall usually be limited to no more than a ten year period.
2. Council may consider longer periods where the Council is of the opinion that there is benefit or merit for providing a longer lease term.

Date Adopted:	11 October 1999
Date Amended:	-
Date Reviewed:	22 June 2004, 1 February 2010
Date of Next Review:	February 2015
(Original Policy Rescinded	11 October 1999)

2.2.18 Leases and licences to Small Community Groups, Sporting Clubs and Community Groups and Organisations in accordance with the Property Management Framework

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58 Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	To approve and execute any new lease, licence or management agreement or variation, extension or assignment of an approved lease, licence or management agreement, in respect to a: <ul style="list-style-type: none"> • Category One (1) – Small Community Group, pursuant to the adopted Property Management Framework, or • Category Two (2) Sporting Clubs and Community Groups and Organisations, pursuant to the adopted Property Management Framework
Council Conditions on this Delegation:	The terms and conditions of any lease, licence or management agreement must be in accordance with the terms and conditions approved by Council as set out in the Property Management Framework – Category One (1) and Two (2). The delegation does not extend to Category Three (3) or Four (4) of the Property Management Framework. Any leases or licences in accordance with Category Three (3) or Four (4) will require a specific resolution of Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Delegation from CEO to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links	Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s.



CITY OF VINCENT

Property Management Framework

Category One & Two

Frequently Asked Questions

The City has prepared a new Property Management Framework that will be used to guide future lease, licence and management agreements. These 'Frequently Asked Questions' are designed to help our community groups, sporting clubs and organisations understand the Property Management Framework and to answer to some commonly asked questions.

Our club has an expired lease. What does the PMF mean to our club?

Following endorsement of the PMF from Council, the City will commence discussions with community groups and sporting clubs that have leases which have expired and are currently in holding over. Moving these groups onto a new lease under the PMF is the priority in order to provide them with secure tenure.

What if my club has a current lease but would like to change our lease and move over to the PMF?

The City is happy to transition groups with current leases over to the PMF.

What if my club is happy with our current lease?

If your group has an existing lease that has not expired, you can choose to remain on this lease until its end date. This includes exercising the option for further terms, should they be part of your current lease.

At the expiration of each remaining group's current lease or licence tenure, the City will work with them to transition them into the new PMF. All new leases moving forward will be in line with the PMF.

What if our club has not budgeted for the proposed increase in the tenancy fee and can't afford to pay the additional amount?

If your club is in category one and two it will be required to pay an increased tenancy fee within a 4 year period from the commencement of the new lease or licence.

This will mean that an increase will occur annually at the rate of 25% (of the difference between your current charge and the new charge) until the new charge is reached.

Alternative leasing and licencing options may be available if your club is unable to transition to the new charging methodology within 4 years, such as sharing a facility or seasonal hire.

Why is the annual tenancy fee 10% of the Gross Rental Value (GRV)?

The use of GRV is applied to all facilities as it provides a consistent methodology and it can be applied equitably to all clubs.

How is the Community Benefit calculated?

The annual Community Group and Sporting Club Health Check informs the calculation of the community benefit. A weighted matrix has been developed for assessing the community benefit subsidy. This matrix has criteria that determines the level of subsidy your club is eligible for. This criteria includes information relating to how your clubs is run, the membership fees you charge, the level of volunteer commitment, links to the City's Strategic Community Plan along with social and community benefits that your group provides.



CITY OF VINCENT

Why is there a need to submit Community Groups and Sporting Club Health Checks annually?

The Health Checks enable the City to monitor the wellbeing of our clubs and to provide assistance to clubs where needed.

The City is often approached by external parties such as government agencies, to provide information on the City's clubs. We use the Health Checks to inform these external conversations and will advocate on behalf of your club where we can.

The City will also use the information provided in these Health Checks to determine the level of Community Benefit Subsidy that is applied to reducing your tenancy fees.

The City will regularly review the Health Check to ensure it is as simple to complete as possible.

How do I know what the maintenance responsibilities for the club are?

The PMF includes a detailed list of maintenance responsibilities for each category and provides clarity around responsibilities for both the group and the City. This list is attached to the PMF framework and will be distributed to all community groups, sporting clubs and organisations who hold a lease or licence.

What is capital renewal and do clubs pay for them?

The City is responsible for capital renewal and repairs, which relates to major structural elements of the building such as the roof or load bearing walls.

The City is also responsible for expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility. For example, replacing carpets.

What are capital upgrades and why should community groups and sporting clubs pay for them?

Capital upgrades refers to enhancements to the facility to provide a higher level of service and/or extend the original functionality or space. Capital upgrades extend the asset to cater for growth or to enable additional service levels. In plain terms, they are additions to the facility that are not like-for-like replacement, or extensions.

The tenant may apply to Council for financial assistance to upgrade a leased/licenced facility. Requests will be considered as part of the City's annual budget process. The City will also assist groups to apply for other sources of funding for example, Lotterywest Grants or State Government Funding.

Who is paying for the new leases or licences to be drafted?

The City will be drafting these documents in house and as such, there will be no additional costs placed on community groups or sporting clubs.

Where can I get more information?

The Community Partnerships team can provide additional information to specific groups and sporting clubs in Category One and Two. They can be contacted via email Community_partnerships@vincent.wa.gov.au or by calling 9273 6000.

For all organisation in Category Three and Four, Corporate Strategy and Governance can assist and can be contacted via email at mail@vincent.wa.gov.au or by calling 9273 6000.

Attachment 6 - Draft Property Management Framework

Category 1 - Small community groups

Current Charging Methodology

Community Group	Lease date	Current Lease/Licence Fee	Water	Gas	Electricity	Insurance	Rubbish Removal	Annual Pest Inspection	Service Fire Equipment	Current Annual Charges
North Perth Community Garden	2/10/15 to 1/10/18	\$ 1.00					\$ 445.00			\$ 446.00
MT Hawthorn Playgroup	1/01/16 to 31/12/20	\$ 1,042.32	\$ 145.00			\$ 301.00	\$ 350.00			\$ 1,838.32
MT Hawthorn Toy Library	1/02/16 to 31/01/21	\$ 181.75								\$ 181.75
Highgate Forrest Park Playgroup	01/01/16 to 01/01/21	\$ 920.00	\$ 721.00		\$ 719.61	\$ 283.57	\$ 700.00		\$ 93.00	\$ 3,437.18
North Perth Playgroup	01/01/19 to 30/06/21	\$ 952.24	\$ 193.00	\$ 132.00	\$ 634.00	\$ 237.00	\$ 445.00			\$ 2,593.24
Earlybirds Playgroup	01/07/17 to 30/06/22	\$ 1,013.92	\$ 449.32		\$ 1,035.35	\$ 242.85	\$ 510.00	\$ 135.58	\$ 47.47	\$ 3,434.49
Vincent Men's Shed	2/10/15 to 01/10/25	\$ 1.00	\$ 67.58			\$ 347.21	\$ 445.00		\$ 113.96	\$ 974.75
ANZAC Cottage - Vietnam Veterans	01/10/05 to 30/09/41	\$ 1.00	\$ 1,391.76		\$ 453.50	\$ 358.61	\$ 350.00		\$ 79.54	\$ 2,634.41
		\$ 4,113.23	\$ 2,967.66	\$ 132.00	\$ 2,842.46	\$ 1,770.24	\$ 3,245.00	\$ 135.58	\$ 333.97	\$ 15,540.14

Proposed Charging Methodology - 10% GRV

Community Group	Lease date	Proposed Tenancy Fee (10% GRV)
North Perth Community Garden	2/10/15 to 1/10/18	\$ 488.50
MT Hawthorn Playgroup	1/01/16 to 31/12/20	\$ 951.00
MT Hawthorn Toy Library	1/02/16 to 31/01/21	\$ 283.00
Highgate Forrest Park Playgroup	01/01/16 to 01/01/21	\$ 3,085.00
North Perth Playgroup	01/01/19 to 30/06/21	\$ 722.00
Earlybirds Playgroup	01/07/17 to 30/06/22	\$ 802.50
Vincent Men's Shed	2/10/15 to 01/10/25	\$ 2,019.00
ANZAC Cottage - Vietnam Veterans	01/10/05 to 30/09/41	\$ 1,768.00
		\$ 10,119.00

Financial Implication between current and proposed charging methodology

Community Group	Lease date	Current Lease/Licence Fee	Proposed Tenancy Fee (10% GRV)	Maximum 50% subsidy	Proposed Annual payment to City	Financial Implication	Percentage Increase/Decrease
North Perth Community Garden	2/10/15 to 1/10/18	\$ 1.00	\$ 488.50	\$ 244.25	\$ 244.25	\$ 243.25	99.59% ▲
MT Hawthorn Playgroup	1/01/16 to 31/12/20	\$ 1,042.32	\$ 951.00	\$ 475.50	\$ 475.50	\$ 566.82	-54.38% ▼
North Perth Playgroup	01/01/19 to 30/06/21	\$ 952.24	\$ 722.00	\$ 361.00	\$ 361.00	\$ 591.24	-62.08% ▼
Highgate Forrest Park Playgroup	01/01/16 to 01/01/21	\$ 920.00	\$ 3,085.00	\$ 1,542.50	\$ 1,542.50	\$ 622.50	67.66% ▲
Earlybirds Playgroup	01/07/17 to 30/06/22	\$ 1,013.92	\$ 802.50	\$ 401.25	\$ 401.25	\$ 612.67	-20.85% ▼
MT Hawthorn Toy Library	1/02/16 to 31/01/21	\$ 181.75	\$ 283.00	\$ 141.50	\$ 141.50	\$ 40.25	-22.14% ▼
Vincent Men's Shed	2/10/15 to 01/10/25	\$ 1.00	\$ 2,019.00	\$ 1,009.50	\$ 1,009.50	\$ 1,008.50	99.90% ▲
ANZAC Cottage - Vietnam Veterans	01/10/05 to 30/09/41	\$ 1.00	\$ 1,768.00	\$ 884.00	\$ 884.00	\$ 883.00	99.89% ▲
		\$ 4,113.23	\$ 10,119.00	\$ 5,059.50	\$ 5,059.50	\$ 946.27	

Attachment 5 - Draft City Property Management Framework
 Category 2 - Sporting clubs, community groups and organisations

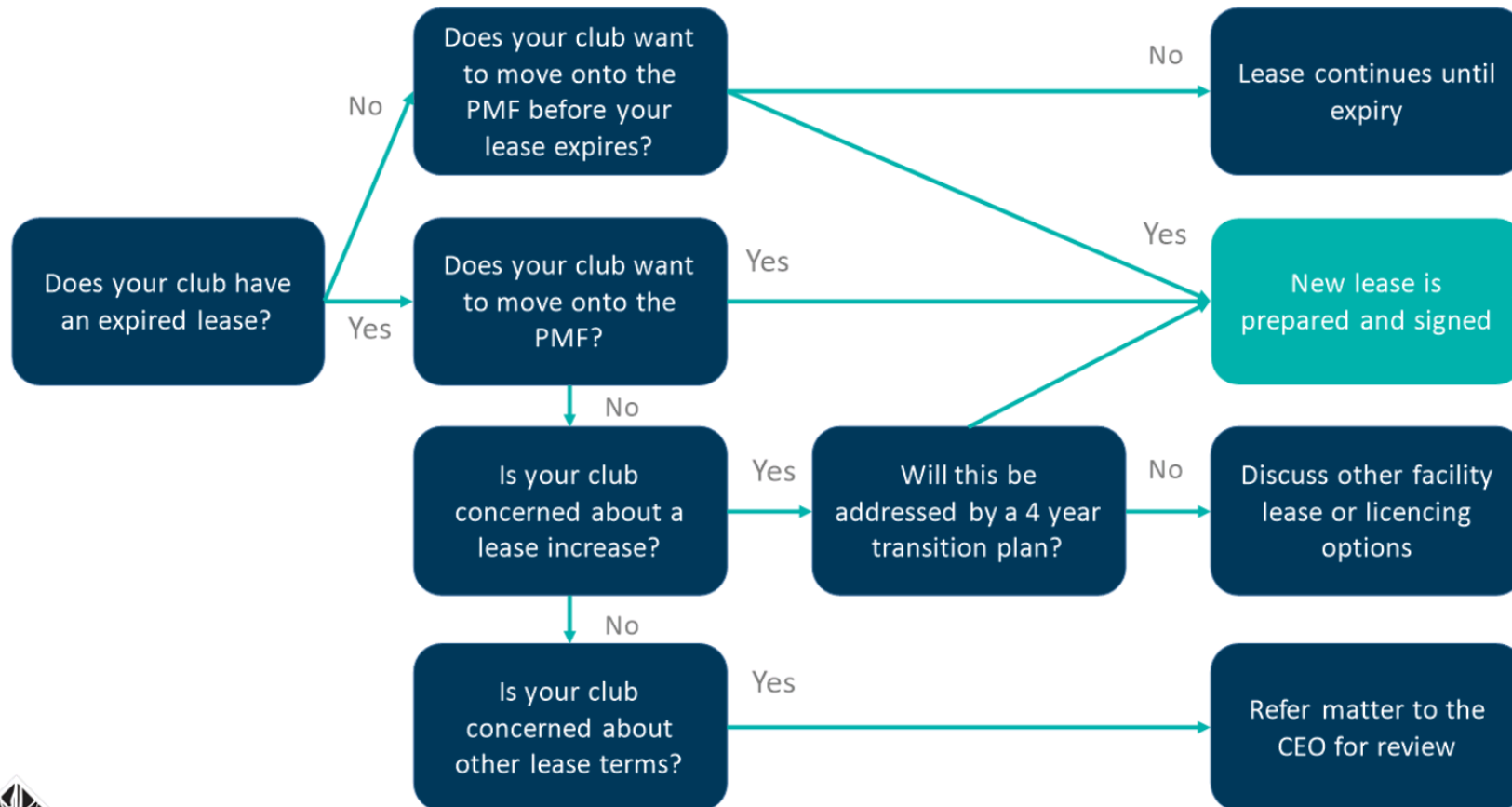
Charging Methodology

Sporting Club/Community Group Category Two	Lease date	Current Lease/Licence Fee	Proposed Tenancy Fee (10% GRV)
North Perth Tennis Club	01/04/09 to 31/03/16	\$969.14	\$3,845.00
Forrest Park Croquet Club	1/01/17 to 31/12/18	\$1,121.00	\$7,550.00
North Perth Cricket Club	01/10/18 to 31/03/19	\$4,350.00	\$4,405.00
Leederville Tennis Club	01/09/14 to 31/08/19	\$1.00	\$4,990.00
Modernians Hockey Club	01/04/18 to 30/09/19	\$2,175.00	\$2,202.50
Mt Hawthorn Cardinals JFC	01/04/18 to 30/09/19	\$2,175.00	\$2,202.50
Floreat Athena Football Club	01/07/15 to 30/06/20	\$2,009.33	\$3,550.00
Azzurri Bocce Club	1/09/16 to 31/8/21	\$5,151.35	\$7,151.00
Leederville Cricket Club	01/04/17 to 31/03/22	\$1,929.58	\$3,550.00
North Perth Bowling and Recreation Club	01/09/17 to 31/08/22	\$3,148.37	\$5,229.00
Perth Soccer Club	01/01/10 to 31/12/25	\$1,883.75	\$2,405.00
Loton Park Tennis Club	1/11/15 to 31/10/30	\$1,119.88	\$4,250.00
View Street Facility (untenanted)	TBD	\$0.00	\$2,860.00
Farmer Street Facility (untenanted)	TBD	\$0.00	\$5,016.00
		\$26,033.40	\$59,206.00

Financial Implication between current and proposed charging methodology

Sporting Club/Community Group Category Two	Lease date	Current Lease/Licence Fee	Proposed Tenancy Fee (10% GRV)	Maximum 25% subsidy	Proposed Annual payment to City	Financial Implication	Percentage Increase/Decrease
North Perth Tennis Club	01/04/09 to 31/03/16	\$969.14	\$3,845.00	\$961.25	\$2,883.75	\$1,914.61	66.39% ▲
Forrest Park Croquet Club	1/01/17 to 31/12/18	\$1,121.00	\$7,550.00	\$1,887.50	\$5,662.50	\$4,541.50	80.20% ▲
North Perth Cricket Club	01/10/18 to 31/03/19	\$4,350.00	\$4,405.00	\$1,101.25	\$3,303.75	-\$1,046.25	-31.67% ▼
Leederville Tennis Club	01/09/14 to 31/08/19	\$1.00	\$4,990.00	\$1,247.50	\$3,742.50	\$3,741.50	99.97% ▲
Modernians Hockey Club	01/04/18 to 30/09/19	\$2,175.00	\$2,202.50	\$550.63	\$1,651.88	-\$523.13	-31.67% ▼
Mt Hawthorn Cardinals JFC	01/04/18 to 30/09/19	\$2,175.00	\$2,202.50	\$550.63	\$1,651.88	-\$523.13	-31.67% ▼
Floreat Athena Football Club (Britannia Reserve Clubrooms)	01/07/15 to 30/06/20	\$2,009.33	\$3,550.00	\$887.50	\$2,662.50	\$653.17	24.53% ▲
Azzurri Bocce Club	1/09/16 to 31/8/21	\$5,151.35	\$7,151.00	\$1,787.75	\$5,363.25	\$211.90	3.95% ▲
Leederville Cricket Club	01/04/17 to 31/03/22	\$1,929.58	\$3,550.00	\$887.50	\$2,662.50	\$732.92	27.53% ▲
North Perth Bowling and Recreation Club	01/09/17 to 31/08/22	\$3,148.37	\$5,229.00	\$1,307.25	\$3,921.75	\$773.38	19.72% ▲
Perth Soccer Club (Forrest Park Clubrooms)	01/01/10 to 31/12/25	\$1,883.75	\$2,405.00	\$601.25	\$1,803.75	-\$80.00	-4.44% ▼
Loton Park Tennis Club	1/11/15 to 31/10/30	\$1,119.88	\$4,250.00	\$1,062.50	\$3,187.50	\$2,067.62	64.87% ▲
View Street Facility (untenanted)	TBD	\$0.00	\$2,860.00	\$715.00	\$2,145.00	\$2,145.00	
Farmer Street Facility (untenanted)	TBD	\$0.00	\$5,016.00	\$1,254.00	\$3,762.00	\$3,762.00	
		\$26,033.40	\$59,206.00	\$14,801.50	\$44,404.50	\$18,371.10	

Implementation of the Property Management Framework – Options for Clubs and Groups



7.3 ADVERTISING OF AMENDMENTS - PURCHASING POLICY

- Attachments:**
1. **Purchasing Policy - Updated 2020 - marked up copy**  
 2. **Purchasing Policy - Updated 2020 - clean copy**  

RECOMMENDATION:**That Council:**

1. **APPROVES** the proposed amendments to the '*Purchasing Policy*', at Attachment 1, for the purpose of public notice;
2. **AUTHORISES** the Chief Executive Officer to provide local public notice of the proposed amendments to the '*Purchasing Policy*' in recommendation 1. above and invite public comments for a period of at least 21 days; and
3. **NOTES** that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.

PURPOSE OF REPORT:

To consider providing public notice of proposed amendments to the '*Purchasing Policy*' as detailed in **Attachment 1**.

BACKGROUND:

In accordance with section 2.7 of the *Local Government Act 1995* (the Act) one of the roles of Council is to determine the City's policies.

On 9 May 2020, in response to the impact of the COVID-19 pandemic, regulation 11A (1) of the *Local Government (Functions and General) Regulations 1996* was amended to raise the tendering threshold for the purchase of goods and services to "under \$250,000". The prior tendering threshold limit was \$150,000.

This amendment aligns the *Local Government (Functions and General) Regulations 1996* with State Government tendering thresholds.

Council adopted the existing version of Purchasing Policy 1.2.3 on 6 March 2018.

DETAILS:

Administration has updated the policy to reflect the legislative amendments above and has undertaken a review of the policy with proposed amendments intended to improve the policy and reflect the City's strategic priorities.

The proposed amendments are at **Attachment 1**.

Three quotations are still required for purchases greater than \$150,000 but less than \$250,000.

The substantive changes to the policy are as follows:

- a focus on sustainable procurement has been included to emphasize the City's commitment to sustainable procurement and long-term sustainability;
- the City's commitment to support and provide a fair opportunity to all local businesses has been reflected on the proposed amendments. The City is encouraging local businesses to register on Vendor Marketplace which provides an important database for City's officers to refer to;
- commitment to supporting Aboriginal and Torres Strait Islander and Disability Enterprises has been added. The City understands the importance of supporting Aboriginal and Torres Strait Islander and Disability Enterprises. These disadvantaged groups have so much to contribute to the City. It is worth

noting, Regulation 11(2) (h) of the *Local Government (Functions and General) Regulations 1996* allow for goods and/or services to be directly purchased (i.e. without having to go through a competitive tender process) from a person registered on the Aboriginal Business Directory WA and from a Disability Enterprise; and

- the City's recognition and commitment to the importance of workplace gender quality has been reflected in the proposed amendments. The City does not procure organisations who are listed as a non-compliant employer under the Workplace Gender Equality Agency's Non-Compliant List.

The suggested improvements will make the City's procurement process more robust and provide an emphasis of supporting the local, sustainable and Aboriginal and Torres Strait Islander and Disability Enterprises.

Further details on Sustainable Procurement, Buy Local, Aboriginal and Torres Strait Islander and Disability Enterprises and gender equality have been provided in the City's Procurement Framework.

CONSULTATION/ADVERTISING:

In accordance with the City's Policy 4.1.1 – '*Adoption and Review of Policies*', public notice of the adoption of a new policy must be provided for a period exceeding 21 days in the following ways:

- notice on the City's website; and
- notice in the local newspapers.
- notice on the notice board at the City's Administration and Library and Local History Centre.

Public notice of this proposed new policy will be provided from late September.

LEGAL/POLICY:

Regulation 11A(1) of the [Local Government \(Functions and General\) Regulations 1996](#)

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

City's Policy 4.1.1 – [Adoption and Review of Policies](#) sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to provide public notice of the proposed amendments to the Purchasing Policy.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Enhanced Environment

We have minimised our impact on the environment.

Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

Thriving Places

We are recognised as a City that supports local and small business.

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

*Sustainable Energy Use
Sustainable Transport
Waste Reduction
Urban Greening and Biodiversity*

FINANCIAL/BUDGET IMPLICATIONS:

Nil

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL
SERVICES POLICY NO: 1.2.3
PURCHASING POLICY

PURCHASING POLICY 1.2.3

Purchasing Policy

PURPOSE

To ensure that the City of Vincent's (City's) procurement practices and processes are compliant with relevant legislation and best practice.

1. POLICY

City of Vincent (the "City") is committed to the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the "Act") and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the "Regulations").

2. OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that value for money is attained for the City;
- are compliant with relevant legislation, codes and standards, including the *Local Government Act 1995* (**Act**) and the *Local Government (Functions and General) Regulations 1996*, (**Regulations**);
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the City;
- demonstrate probity by establishing consistent processes that promote openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- ensure that goods and services to be procured are necessary and fit for purpose;
- properly evaluate and consider the safety and health characteristics of any goods/services prior to being introduced into the City's workplaces;
- are supported by Budget provisions or comply with section 6.8(1) of the Act; and
- are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated.

ALIGNMENT TO THE STRATEGIC COMMUNITY PLAN

The Policy will enhance the City of Vincent **Strategic Community Plan** by focusing on our strategic priorities and delivering them through our purchasing and tendering decisions.

Examples of how we do this include:

- Delivering an *Enhanced Environment* through our commitment to sustainable procurement that minimises negative social and environmental impacts;
- Creating *Thriving Places* through our Buy Local practices;
- Supporting *Connected Communities* through a focus on gender equality and social enterprises owned and operated by Aboriginal and Torres Strait Islander people or people with disabilities;

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL
SERVICES POLICY NO: 1.2.3
PURCHASING POLICY

PURCHASING POLICY 1.2.3

- [Delivering *Accessible City* outcomes and *Sensitive Design* by choosing high quality, safe, diverse and attractive built form solutions; and](#)
- [Remaining *Innovative and Accountable* by promoting openness, transparency, fairness and equity to all potential suppliers and our focus on value for money.](#)

SCOPE

[The policy covers all purchasing requirements for all directorates within the City of Vincent.](#)

POLICY

3-1. VALUE FOR MONEY

Value for money is the difference between the total benefit derived from a good or a service against its total cost, when assessed over the period the goods or services are to be used. Achieving best value for money at the individual purchase level requires that assessments consider cost and non-cost factors, where relevant, the overall objective of the procurement and make a value judgement about the best outcome.

In addition to a qualitative assessment of the procurement, an assessment of the value for money outcome for any purchasing process should consider:

- an initial needs assessment to determine the ongoing relevance and necessity for the procurement and mode of delivery;
- the up-front, after purchase and fit-for-purpose costs and risks associated with the procurement;
- all relevant total costs of ownership and benefits including up-front price, transaction costs associated with acquisition, delivery, use, holding, maintenance and disposal (including where appropriate residual or resale values);
- overall objectives of the procurement and outcome being sought. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts.
- the supplier's financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL
SERVICES POLICY NO: 1.2.3
PURCHASING POLICY

PURCHASING POLICY 1.2.3

2. SUSTAINABLE PROCUREMENT

The City is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits. These considerations must however, be balanced against value for money outcomes to ensure the City's economic viability, essential to its long term sustainability. Practically, sustainable procurement means the City shall endeavour at all times to identify and procure products and services that have been determined as necessary for the achievement of Strategic Community Plan priorities of enhanced environment. Where practical, the City will endeavour to procure in a manner which takes into account the lifecycle cost of a product by considering the sustainability rating of the product or service provider.

3. BUY LOCAL

The City is committed to the ongoing support of local City of Vincent business and, as much as practicable, the City will consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses. Requests for Quotations and Tenders will be structured to encourage local businesses to bid and consider the indirect benefits that have flow on benefits for local suppliers.

4. ABORIGINAL AND TORRES STRAIT ISLANDER BUSINESSES AND DISABILITY ENTERPRISES

In recognition of the potential for government procurement to assist in supporting Aboriginal and Torres Strait Islander businesses and Disability Enterprises to grow, which in turn can support the growth of jobs for Aboriginal people and people living with a disability, the City, where practicable, will endeavour to procure goods and/or services from Aboriginal Businesses and Disability Enterprises.

4.5. GENDER EQUALITY

In recognition of the City's commitment to promoting workplace gender equality, the City, where practicable, will not procure any goods and/or services from employer's listed on the Workplace Gender Equality Agency's Non-Compliant List.

6 PURCHASING REQUIREMENTS

4.16.1 Values

Purchasing that is \$250,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 6.4 of this Purchasing Policy. Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tendering exemption, as stated under section 6.6 of this Policy is not deemed to be suitable.

4.26.2 Purchasing Value Definition

CITY OF VINCENT POLICY MANUAL
 CORPORATE SERVICES – FINANCIAL
 SERVICES POLICY NO: 1.2.3
 PURCHASING POLICY

PURCHASING POLICY 1.2.3

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased; and
3. If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

4.36.3 Purchasing from Existing Contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

4.46.4 Purchasing Thresholds

In addition to the other policy provisions, the table below prescribes the purchasing request process to be applied based on the proposed purchase value:

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Up to \$200	Direct Purchase from the open market with zero quotations required. This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.	Purchase directly from: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; with zero quotations required.
Over \$200 and up to \$5,000	Seek two written* quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money. *Where a written quote is not feasible a written note of the verbal quotation is to be recorded.	Purchase directly from: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; requiring one written quotation. *Where a written quote is not feasible a written note of the verbal quotation is to be recorded.
Over \$5,000 and up to \$20,000	Seek two written quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine	Purchase directly from: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA;

CITY OF VINCENT POLICY MANUAL
 CORPORATE SERVICES – FINANCIAL
 SERVICES POLICY NO: 1.2.3
 PURCHASING POLICY

PURCHASING POLICY 1.2.3

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
	whether the purchase represents value for money. Different suppliers should be used from time to time to test value for money for regular purchases.	requiring one written quotation. Officers should seek more than one direct quotation if they are not satisfied that their first choice of supplier would represent value for money.
Over \$20,000 and up to \$50,000	Seek three written quotations from the open market including a brief outlining the specified requirement.	Seek two written quotations including a brief outlining the specified requirement from either: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA.
Over \$50,000 and up to \$250,000	Seek at least three written quotations from the open market by formal invitation under a Request for Quotation (RFQ), containing pricing schedule and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.	Seek three written quotations from a pre-qualified panel of suppliers (whether administered by the City through the WALGA preferred supply program or State Government CUA). A formal Request for Quotation (i.e. City of Vincent template, WALGA Template or State Government CUA template) must be used. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
Over \$250,000	Conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the City's tender procedures. (Council Approval or Delegated Authority)	Where the purchase is expected to be over \$250,000: Obtain at least three written quotations from suppliers by formal invitation under a Request for Quotation (RFQ), containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. (CEO Approval)

4.56.5 Sole Source of Supply

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL
SERVICES POLICY NO: 1.2.3
PURCHASING POLICY

PURCHASING POLICY 1.2.3

there must genuinely be only one source of supply. Every endeavour to find alternative sources and goods/services must be made, with a written confirmation of this recorded.

Once determined, the justification for a sole source of supply must be endorsed by the Chief Executive Officer or Director, prior to a contract being entered into, or a purchase order raised.

4.76.6 Tendering Exemptions

The City limits the discretion from the requirement to call tenders provided under section 11(2) of the Regulations, to values over \$250,000. Accordingly, tenders do not have to be publicly invited for contracts over \$250,000 in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA).
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the City; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

In circumstances that do not meet the requirements of section 11(2) of the Regulations and where it can be demonstrated to the satisfaction and approval of the CEO, that value for money outcomes will not be achieved or some other relevant imperative, public tenders will not need to be invited for contracts expected to be worth more than \$250,000.

4.86.7 Council Approvals

The Regulations provide that Council is required to Accept tenders (subject to approved Delegations of Authority). For the avoidance of doubt, Council approval is not required for the provision of goods or services when public tenders are not required to be invited (and are not invited), providing the expenditure is authorised through the annual budget or approved in accordance with section 6.8(1) of the Act.

Section 13 of the Regulations specify that if:

“a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited to the requirements of this Division.”

5-7. PANELS OF PRE-QUALIFIED SUPPLIERS

5.17.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers (“Panel”) may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL
SERVICES POLICY NO: 1.2.3
PURCHASING POLICY

PURCHASING POLICY 1.2.3

- 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, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

5.27.2 Application

If the City determines it beneficial for a Panel to be created, it must do so in accordance with Part 4, Division 3 of the *Local Government (Functions and General) Regulations 1996*.

5.37.3 Purchasing from the panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

The City will take into account its purchasing thresholds when distributing work among panel members.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award (via purchase order) communications must all be captured on the City's electronic records system. A record is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL
SERVICES POLICY NO: 1.2.3
PURCHASING POLICY

PURCHASING POLICY 1.2.3

6-8. RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the City's Records Management Policy and associated procurement procedures.

Purchasing Policy 1.2.3

Page

Purchasing Policy



Responsible directorate	Community & Business Services
Responsible team	Financial Services
Responsible officer	Procurement and Contracts Officer
Affected teams	Executive Directors
Legislation / local law requirements	<i>Local Government Act 1995</i> <i>Local Government (Function and General) Regulations 1996</i>
Relevant delegations	Delegation 2.2.14 – Expressions of interest for goods or services Delegation 2.2.15 – Tenders for goods and services
Related policy procedures and documents	Procurement Framework: https://intranet.vincent.wa.gov.au/documents/1786/procurement-framework

PURPOSE

To ensure that the City of Vincent's (**City's**) procurement practices and processes are compliant with relevant legislation and best practice.

OBJECTIVE

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that value for money is attained for the City;
- are compliant with relevant legislation, codes and standards, including the *Local Government Act 1995* (**Act**) and the *Local Government (Functions and General) Regulations 1996*, (**Regulations**);
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the City;
- demonstrate probity by establishing consistent processes that promote openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- ensure that goods and services to be procured are necessary and fit for purpose;
- properly evaluate and consider the safety and health characteristics of any goods/services prior to being introduced into the City's workplaces;
- are supported by Budget provisions or comply with section 6.8(1) of the Act; and
- are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated.

Purchasing Policy



ALIGNMENT TO THE STRATEGIC COMMUNITY PLAN

The Policy will enhance the City of Vincent [Strategic Community Plan](#) by focusing on our strategic priorities and delivering them through our purchasing and tendering decisions.

Examples of how we do this include:

- Delivering an *Enhanced Environment* through our commitment to sustainable procurement that minimises negative social and environmental impacts;
- Creating *Thriving Places* through our Buy Local practices;
- Supporting *Connected Communities* through a focus on gender equality and social enterprises owned and operated by Aboriginal and Torres Strait Islander people or people with disabilities;
- Delivering *Accessible City* outcomes and *Sensitive Design* by choosing high quality, safe, diverse and attractive built form solutions; and
- Remaining *Innovative and Accountable* by promoting openness, transparency, fairness and equity to all potential suppliers and our focus on value for money.

SCOPE

The policy covers all purchasing requirements for Executive Directors of City of Vincent.

POLICY

1. Value for money

Value for money is the difference between the total benefit derived from a good or a service against its total cost, when assessed over the period the goods or services are to be used. Achieving best value for money at the individual purchase level requires that assessments consider cost and non-cost factors, where relevant, the overall objective of the procurement and make a value judgement about the best outcome.

In addition to a qualitative assessment of the procurement, an assessment of the value for money outcome for any purchasing process should consider:

- an initial needs assessment to determine the ongoing relevance and necessity for the procurement and mode of delivery;
- the up-front, after purchase and fit-for-purpose costs and risks associated with the procurement;
- all relevant total costs of ownership and benefits including up-front price, transaction costs associated with acquisition, delivery, use, holding, maintenance and disposal (including where appropriate residual or resale values);
- overall objectives of the procurement and outcome being sought. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts.
- the supplier's financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);

Purchasing Policy



- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;

2. Sustainable Procurement

The City is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits. These considerations must, however, be balanced against value for money outcomes to ensure the City's economic viability, essential to its long-term sustainability. Practically, sustainable procurement means the City shall endeavour at all times to identify and procure products and services that have been determined as necessary for the achievement of Strategic Community Plan priorities of enhanced environment. Where practical, the City will endeavour to procure in a manner which takes into account the lifecycle cost of a product by considering the sustainability rating of the product or service provider.

3. Buy local

The City is committed to the ongoing support of local City of Vincent business and, as much as practicable, the City will consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses. Requests for Quotations and Tenders will be structured to encourage local businesses to bid and consider the indirect benefits that have flow on benefits for local suppliers.

4. Aboriginal and Torres Strait Islander businesses and Disability Enterprises

In recognition of the potential for government procurement to assist in supporting Aboriginal and Torres Strait Islander businesses and Disability Enterprises to grow, which in turn can support the growth of jobs for Aboriginal people and people living with a disability, the City, where practicable, will endeavour to procure goods and/or services from Aboriginal Businesses and Disability Enterprises.

5. Gender Equality

In recognition of the City's commitment to promoting workplace gender equality, the City, where practicable, will not procure any goods and/or services from employer's listed on the Workplace Gender Equality Agency's Non-Compliant List.

6. Purchasing Requirements

6.1 Values

Purchasing that is **\$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 6.4 of this Purchasing Policy.

Purchasing that **exceeds \$250,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tendering exemption, as stated under section 6.6 of this Policy is not deemed to be suitable.

Purchasing Policy



6.2 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

- Exclusive of Goods and Services Tax (GST);
- The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased; and
- If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

6.3 Purchasing from Existing Contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

6.4 Purchasing Thresholds

In addition to the other policy provisions, the table below prescribes the purchasing request process to be applied based on the proposed purchase value:

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Up to \$200	<p>Direct Purchase from the open market with zero quotations required.</p> <p>This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.</p>	<p>Purchase directly from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; <p>with zero quotations required.</p>
Over \$200 and up to \$5,000	<p>Seek two written* quotations from the open market.</p> <p>Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money.</p> <p>*Where a written quote is not feasible a written note of the verbal quotation is to be recorded.</p>	<p>Purchase directly from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; <p>requiring one written quotation.</p> <p>*Where a written quote is not feasible a written note of the verbal quotation is to be recorded.</p>

Purchasing Policy



Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Over \$5,000 and up to \$20,000	<p>Seek two written quotations from the open market.</p> <p>Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money.</p> <p>Different suppliers should be used from time to time to test value for money for regular purchases.</p>	<p>Purchase directly from:</p> <ul style="list-style-type: none"> an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; <p>requiring one written quotation.</p> <p>Officers should seek more than one direct quotation if they are not satisfied that their first choice of supplier would represent value for money.</p>
Over \$20,000 and up to \$50,000	<p>Seek three written quotations from the open market including a brief outlining the specified requirement.</p>	<p>Seek two written quotations including a brief outlining the specified requirement from either:</p> <ul style="list-style-type: none"> an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA.
Over \$50,000 and up to \$250,000	<p>Seek at least three written quotations from the open market by formal invitation under a Request for Quotation (RFQ), containing pricing schedule and detailed specification of goods and services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>	<p>Seek three written quotations from a pre-qualified panel of suppliers (whether administered by the City through the WALGA preferred supply program or State Government CUA). A formal Request for Quotation (i.e. City of Vincent template, WALGA Template or State Government CUA template) must be used.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>
Over \$250,000	<p>Conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the City's tender procedures.</p> <p>(Council Approval)</p>	<p>Where the purchase is expected to be over \$250,000:</p> <p>Obtain at least three written quotations from suppliers by formal invitation under a Request for Quotation (RFQ), containing price and detailed specification of goods and services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

Purchasing Policy



6.5 Sole Source of Supply

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources and goods/services must be made, with a written confirmation of this recorded.

Once determined, the justification for a sole source of supply must be endorsed by the Chief Executive Officer or Director, prior to a contract being entered into, or a purchase order raised.

6.6 Tendering Exemptions

The City limits the discretion from the requirement to call tenders provided under section 11(2) of the Regulations, to values over \$250,000. Accordingly, tenders do not have to be publicly invited for contracts over \$250,000 in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA).
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth
- \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the City; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

In circumstances that do not meet the requirements of section 11(2) of the Regulations and where it can be demonstrated to the satisfaction and approval of the CEO, that value for money outcomes will not be achieved or some other relevant imperative, public tenders will not need to be invited for contracts expected to be worth more than \$250,000.

6.7 Council Approvals

The Regulations provide that Council is required to Accept tenders (subject to approved Delegations of Authority). For the avoidance of doubt, Council approval is not required for the provision of goods or services when public tenders are not required to be invited (and are not invited), providing the expenditure is authorised through the annual budget or approved in accordance with section 6.8(1) of the Act.

Section 13 of the Regulations specify that if:

“a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited to the requirements of this Division.”

Purchasing Policy



7. Panels of Pre-qualified Suppliers

7.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- 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, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

7.2 Application

If the City determines it beneficial for a Panel to be created, it must do so in accordance with Part 4, Division 3 of the *Local Government (Functions and General) Regulations 1996*.

7.3 Purchasing from the panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

The City will take into account its purchasing thresholds when distributing work among panel members.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award (via purchase order) communications must all be captured on the City's electronic records system. A record is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

8. Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the City's Records Management Policy and associated procurement procedures.

Purchasing Policy



CITY OF VINCENT

DRAFT

OFFICE USE ONLY	
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

7.4 INVESTMENT REPORT AS AT 31 JULY 2020

Attachments: 1. Investment Statistics as at 31 July 2020  

RECOMMENDATION:

That Council **NOTES** the Investment Statistics for the month ended 31 July 2020 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 31 July 2020 and the interest amounts earned year to date.

BACKGROUND:

The City's surplus funds are invested in bank term deposits for various terms to facilitate maximum investment returns in accordance to the City's Investment Policy (No. 1.2.4).

Details of the investments are included in **Attachment 1** and outline the following information:

- Investment performance and policy compliance charts;
- Investment portfolio data;
- Investment interest earnings; and
- Current investment holdings.

DETAILS:

The City's investment portfolio is diversified across several accredited financial institutions.

As at 31 July 2020, the total funds held in the City's operating account (including on call) is \$21,740,955 compared to 32,209,493.

The total term deposit investments for the period ending 31 July 2020 is \$17,906,824 compared to \$32,209,493 for the period ending 31 July 2019. Investment activity has decreased compared to last year for cash flow management purposes to cover short to medium term expenditure requirements and also due to 2020/21 budget being adopted in late July instead of in June last year.

The following table shows funds under management for the previous and current year: -

Month Ended	2019/20		2020/21	
	Total funds held	Total term deposits	Total funds held	Total term deposits
July	\$32,209,493	\$32,209,493	\$21,740,955	\$17,906,824
August	\$49,641,327	\$49,641,327		
September	\$44,876,698	\$44,876,698		
October	\$46,846,286	\$46,846,286		
November	\$46,118,236	\$46,118,236		
December	\$38,557,295	\$38,557,295		
January	\$37,915,806	\$37,915,806		
February	\$35,377,640	\$35,377,640		
March	\$33,969,162	\$33,969,162		
April	\$30,832,893	\$30,832,893		
May	\$28,935,398	\$28,935,398		
June	\$25,079,463	\$17,565,310		

Total accrued interest earned on investments as at 31 July 2020 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of FY Budget
Municipal	\$230,000	\$19,167	\$6,225	32.48%
Reserve	\$180,205	\$15,017	\$10,345	68.89%
Subtotal	\$410,205	\$34,184	\$16,570	48.47%
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$6,168	0.00%
Total	\$410,205	\$34,184	\$22,738	66.52%

*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2020/21 Budget as actual interest earned is restricted.

The City has obtained a weighted average interest rate of 1.13% for current investments including the operating account. The Reserve Bank 90 days accepted bill rate for July 2020 is 0.10%.

Sustainable Investments

The City's Investment Policy states that preference "is to be given to investments with institutions that have been assessed to have no current record of funding fossil fuels, providing that doing so will secure a rate of return that is at least equal to alternatives offered by other institutions". Administration currently uses Marketforces.org.au to assist in assessing whether a bank promotes non-investments in fossil fuel related entities.

As at 31 July 2020, \$4,502,145 (21%) of the City's investments are held in financial institutions considered to be investing in non-fossil fuel related activities.

The following guidelines have been established to manage the City's investments, including maximum investment ratios:

Short Term Rating (Standard & Poor's) or Equivalent	Direct Investments Maximum % with any one institution		Managed Funds Maximum % with any one institution		Maximum % of Total Portfolio	
	Policy	Current position	Policy	Current position	Policy	Current position
A1+	30%	17.6%	30%	Nil	90%	42.84%
A1	25%	11.9%	30%	Nil	80%	11.92%
A2	20%	27.3%*	n/a	Nil	60%	45.24%

* The maximum allowable position with A-2 accredited institution (AMP Bank) has exceeded the threshold. This is because the total investment closing balance at the end of July has decreased compared to when the investments were undertaken resulting in an increase in the portfolio percentage i.e. there is an inversely proportional relationship.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The power to invest is governed by the *Local Government Act 1995*.

"6.14. Power to invest

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds under the *Trustees Act 1962 Part III*.
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).
- (2) Regulations in relation to investments by local governments may —
 - (a) make provision in respect of the investment of money referred to in subsection (1); and
 - [(b) deleted]
 - (c) prescribe circumstances in which a local government is required to invest money held by it; and
 - (d) provide for the application of investment earnings; and
 - (e) generally provide for the management of those investments.

Further controls are established through the following provisions in the *Local Government (Financial Management) Regulations 1996*:

19. Investments, control procedures for

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (2) The control procedures are to enable the identification of —
 - (a) the nature and location of all investments; and
 - (b) the transactions related to each investment.

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —

authorised institution means —

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

foreign currency means a currency except the currency of Australia.
- (2) When investing money under section 6.14(1), a local government may not do any of the following —
 - (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.”

Council has delegated the authority to invest surplus funds to the Chief Executive Officer or his delegate to facilitate prudent and responsible investment.

RISK MANAGEMENT IMPLICATIONS:

Low: Administration has developed effective controls to ensure funds are invested in accordance with the City's Investment Policy. This report enhances transparency and accountability for the City's investments.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

Our community is aware of what we are doing and how we are meeting our goals.

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

**CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 31 JULY 2020**

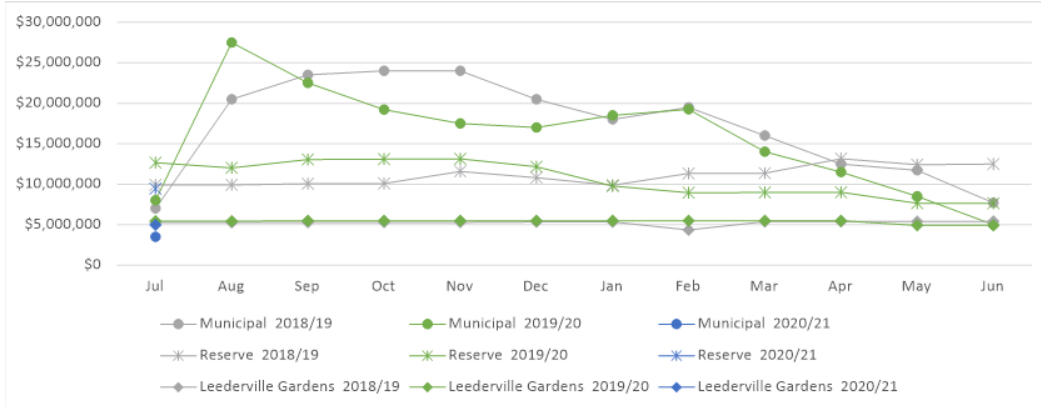
	Municipal	Reserve	Trust	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS						
Operating Accounts	2,143,061	1,691,070	0	0	3,834,131	17.6%
Term Deposits	3,500,000	9,456,407	0	4,950,417	17,906,824	82.4%
	5,643,061	11,147,477	0	4,950,417	21,740,955	100.0%
BY INSTITUTION						
Bank of Queensland	0	1,100,396	0	892,499	1,992,895	9.2%
Commonwealth Bank of Australia	2,143,061	1,691,070	0	0	3,834,131	17.6%
Members Equity Bank Ltd.	0	0	0	1,910,419	1,910,419	8.8%
National Australia Bank	0	2,221,727	0	0	2,221,727	10.2%
Westpac Banking Corp	0	1,110,863	0	2,147,499	3,258,362	15.0%
AMP Bank	3,500,000	2,431,695	0	0	5,931,695	27.3%
Macquarie Bank	0	2,591,726	0	0	2,591,726	11.9%
	5,643,061	11,147,477	0	4,950,417	21,740,955	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)						
A-1+	2,143,061	5,023,660	0	2,147,499	9,314,220	42.9%
A-1	0	2,591,726	0	0	2,591,726	11.9%
A-2	3,500,000	3,532,091	0	2,802,918	9,835,009	45.2%
	5,643,061	11,147,477	0	4,950,417	21,740,955	100.0%
BY TERMS						
0-30 days	2,143,061	1,691,070	0	0	3,834,131	17.6%
31-90 days	0	1,110,863	0	0	1,110,863	5.1%
91-180 days	0	1,864,233	0	0	1,864,233	8.6%
181-270 days	3,500,000	3,889,585	0	892,499	8,282,084	38.1%
270-365 days	0	2,591,726	0	4,057,918	6,649,644	30.6%
> 1 year	0	0	0	0	0	0.0%
	5,643,061	11,147,477	0	4,950,417	21,740,955	100.0%
BY MATURITY						
0-30 days	3,643,061	3,369,395	0	1,910,419	8,922,875	41.0%
31-90 days	2,000,000	1,864,233	0	0	3,864,233	17.8%
91-180 days	0	4,813,453	0	0	4,813,453	22.1%
181-270 days	0	1,100,396	0	892,499	1,992,895	9.2%
270-365 days	0	0	0	2,147,499	2,147,499	9.9%
> 1 year	0	0	0	0	0	0.0%
	5,643,061	11,147,477	0	4,950,417	21,740,955	100.0%
BY FOSSIL FUEL EXPOSURE (as determined by www.marketforces.org.au)						
Fossil Fuel Lending	5,643,061	8,555,751	0	3,039,998	17,238,810	79.3%
Non Fossil Fuel Lending	0	2,591,726	0	1,910,419	4,502,145	20.7%
	5,643,061	11,147,477	0	4,950,417	21,740,955	100.0%

**CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 31 JULY 2020**

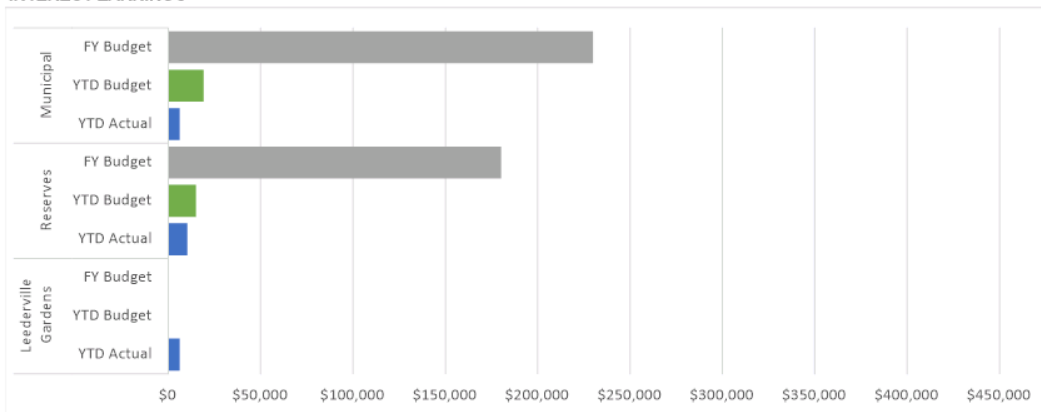
Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>						
Municipal	Commonwealth Bank of Australia					2,143,061
Reserve	Commonwealth Bank of Australia					1,691,070
Total Operating Funds						3,834,131
<u>TERM DEPOSITS</u>						
Leederville Gardens Inc Surplus Trust	Members Equity Bank Ltd.	04/09/2019	24/08/2020	355	1.60%	1,910,419
Municipal	AMP Bank	05/02/2020	04/08/2020	181	1.80%	1,500,000
Municipal	AMP Bank	27/02/2020	31/08/2020	186	1.85%	2,000,000
Reserve	AMP Bank	05/02/2020	17/08/2020	194	1.80%	1,678,325
Reserve	Macquarie Bank	12/03/2020	14/12/2020	277	1.65%	2,591,726
Reserve	AMP Bank	07/04/2020	07/09/2020	153	1.70%	753,370
Reserve	Bank of Queensland	18/06/2020	15/03/2021	270	1.08%	1,100,396
Leederville Gardens Inc Surplus Trust	Bank of Queensland	18/06/2020	15/03/2021	270	1.08%	892,499
Reserve	National Australia Bank	22/07/2020	19/10/2020	89	0.82%	1,110,863
Reserve	National Australia Bank	22/07/2020	23/11/2020	124	0.83%	1,110,863
Reserve	Westpac Banking Corp	22/07/2020	25/01/2021	187	0.85%	1,110,863
Leederville Gardens Inc Surplus Trust	Westpac Banking Corp	22/07/2020	28/06/2021	341	0.95%	2,147,499
Total Term Deposits						17,906,824
Total Investment Including At Call						21,740,955

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 31 JULY 2020**

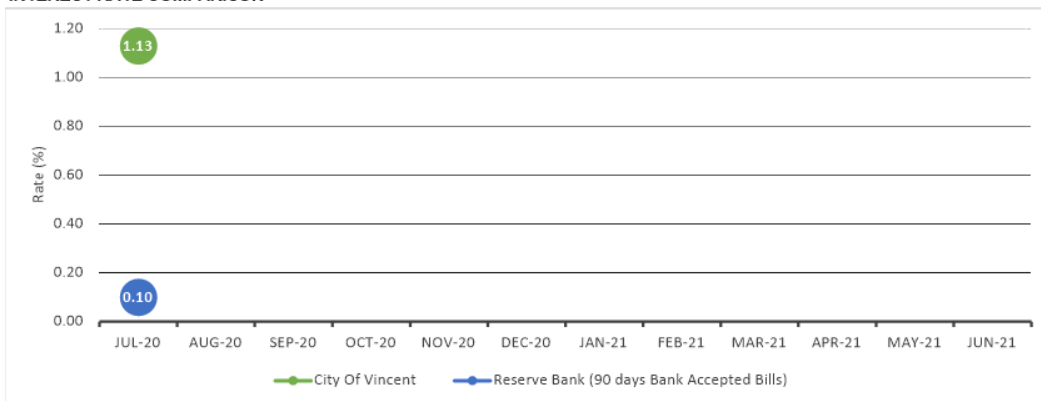
FUNDS INVESTED OVER 3 YEARS



INTEREST EARNINGS

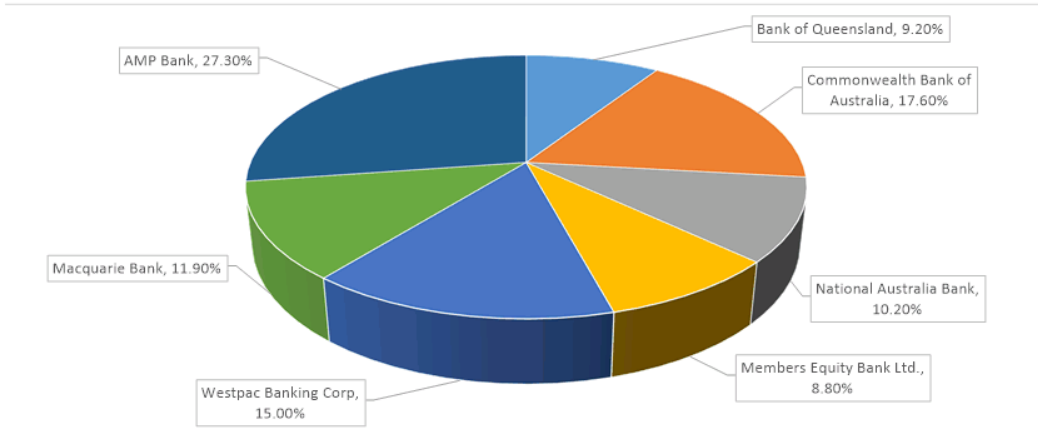


INTEREST RATE COMPARISON

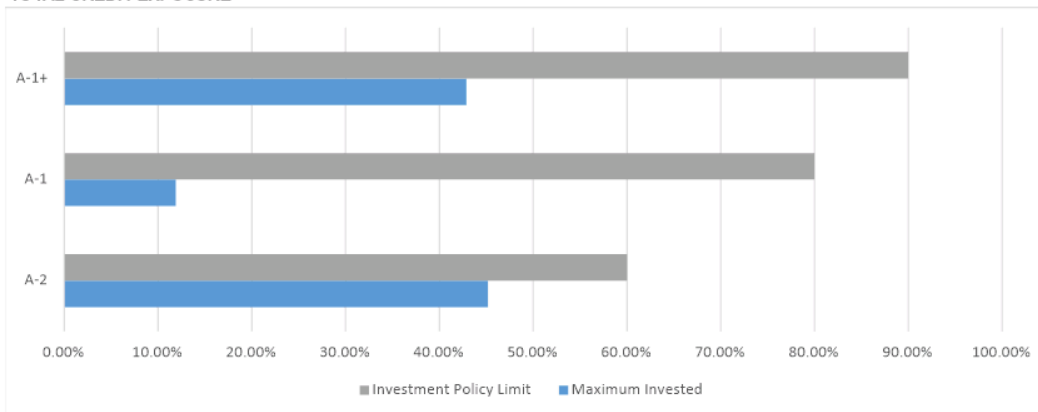


**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 JULY 2020**

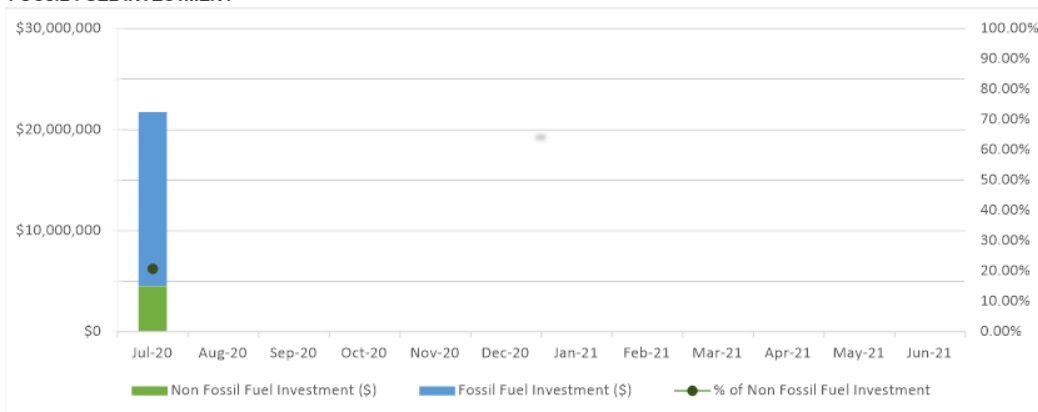
TOTAL PORTFOLIO EXPOSURE



TOTAL CREDIT EXPOSURE



FOSSIL FUEL INVESTMENT



* Selection of non fossil fuel investments is based on information provided by www.marketforces.org.au.

**CITY OF VINCENT
INVESTMENT INTEREST EARNINGS
AS AT 31 JULY 2020**

	YTD 31/07/2020 \$	YTD 31/07/2019 \$	FY 2020/21 \$	FY 2019/20 \$
MUNICIPAL FUNDS				
Budget	19,167	35,000	230,000	250,000
Interest Earnings	6,225	16,001	6,225	297,684
% Income to Budget	32.48%	45.72%	2.71%	119.07%
RESERVE FUNDS				
Budget	15,017	23,224	180,205	200,000
Interest Earnings	10,345	24,529	10,345	223,720
% Income to Budget	68.89%	105.62%	5.74%	111.86%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	6,168	10,414	6,168	(494,190)
% Income to Budget	0.00%	0.00%	0.00%	0.00%
TOTAL				
Budget	34,184	58,224	410,205	450,000
Interest Earnings	22,738	50,944	22,738	27,214
% Income to Budget	66.52%	87.50%	5.54%	6.05%
Variance	(11,446)	(7,280)	(387,467)	(422,786)
% Variance to Budget	-33.48%	-12.50%	-94.46%	-93.95%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	34,184	58,224	410,205	450,000
Interest Earnings	16,570	40,530	16,570	521,404
% Income to Budget	48.47%	69.61%	4.04%	115.87%
Variance	(17,614)	(17,694)	(393,635)	71,404
% Variance to Budget	-51.53%	-30.39%	-95.96%	15.87%

7.5 FINANCIAL STATEMENTS AS AT 31 JULY 2020

Attachments: 1. Financial Statements as at 31 July 2020 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 31 July 2020 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 July 2020.

BACKGROUND:

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, as compared to the budget.

The 2019/2020 financials are in the process of being finalised and audited, therefore the balances provided in this report are provisional and subject to change.

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending 31 July 2020:

Note	Description	Page
1.	Statement of Financial Activity by Program Report and Graph	1-3
2.	Statement of Comprehensive Income by Nature or Type Report	4
3.	Net Current Funding Position	5
4.	Summary of Income and Expenditure by Service Areas	6-46
5.	Capital Expenditure and Funding and Capital Works Schedule	47-51
6.	Cash Backed Reserves	52
7.	Rating Information and Graph	53-54
8.	Debtors Report	55
9.	Beatty Park Leisure Centre Financial Position	56

Comments on the Statement of Financial Activity (as at Attachment 1)

Operating revenue is reported separately by 'Program' and 'Nature or Type' respectively. The significant difference between the two reports is that operating revenue by 'Program' includes 'Profit on sale of assets' and the report for 'Nature or Type' includes 'Rates revenue'.

Revenue by Program is tracking favourable compared to the YTD budget by an amount by \$663,691 (70.5%). The following items materially contributed to this position:-

- A favourable variance of \$314,561 as a result of recognising income relating to rubbish services for exempt properties and properties requiring additions bins. This budget phasing will be adjusted to incorporate this inflow (**Community Amenities**);
- A favourable variance of \$115,121 due to an increase in revenue generated from Beatty Park (**Recreation and Culture**); and
- A favourable variance of \$223,359 due to an increase in revenue generated from parking activities (**Transport**).

Revenue by Nature or Type is tracking favourable compared to the YTD budget by \$631,280 (1.7%). The following items materially contributed to this position: -

- A favourable variance of \$699,983 for revenue generated from Fees and charges primarily because the July budget was set conservatively whereas operations at most City facilities have resumed (**Fees and charges**).

Expenditure by Program reflects an under spend of \$346,652 (15.4%) compared to the year to date budget. The following items materially contributed to this position: -

- An under-spend of \$457,228 mainly contributed by the timing variance relating to the annual renewal payment for parking permit licenses. This payment is scheduled for September 2020 (**Transport**); and
- An overspend of \$160,053 mainly contributed by salary payments relating to Beatty Park. This is as a result of a payment timing variance i.e. the first payment scheduled for August was incorrectly posted to July. However this timing variance will normalise in the month of August (**Recreation and Culture**).

Expenditure by Nature or Type reflects an under-spend of \$341,958 (15.4%) compared to the year to date budget. The following items materially contributed to this position: -

- **Employee costs** reflects an overspend of \$551,060. This is as a result of an early August pay run being included in the July statements, a payment timing variance that has cumulatively impacted most service areas. This variance will normalise in the month of August.
 - 1.
- **Materials and contracts** reflects an under-spend of \$708,198. This variance is mainly contributed by the following areas: -
 - Waste services - \$148,736; and
 - Renewal of parking permit licenses - \$415,000.

Surplus Position – 2020/21

The provisional surplus position brought forward to 2020/21 is \$2,963,903 compared to the adopted budget amount of \$1,615,763. The actual opening surplus figure will be adjusted once the end of year audit has been finalised.

Content of Statement of Financial Activity

An explanation of each report in the Statement of Financial Activity (**Attachment 1**), along with some commentary, is below:

1. Statement of Financial Activity by Program Report (Note 1 Page 1)

This statement of financial activity shows operating revenue and expenditure classified by Program.

2. Statement of Comprehensive Income by Nature or Type Report (Note 2 Page 4)

This statement of Comprehensive Income shows operating revenue and expenditure classified by Nature or Type.

3. Net Current Funding Position (Note 3 Page 5)

'Net current assets' is the difference between the current assets and current liabilities; less committed assets and restricted assets.

4. Summary of Income and Expenditure by Service Areas (Note 4 Page 6 – 46)

This statement shows a summary of operating revenue and expenditure by service unit including variance commentary.

5. Capital Expenditure and Funding Summary (Note 5 Page 47 - 51)

Below is a summary of the year to date expenditure of each asset category and the funding source associated to the delivery of capital works.

	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Land and Buildings	4,886,398	0	9,550	99.8%
Infrastructure Assets	4,199,844	0	4,047	99.9%
Plant and Equipment	346,810	145,000	138,586	60.0%
Furniture and Equipment	1,037,100	0	7,543	99.3%
Total	10,470,152	145,000	159,726	98.5%
FUNDING	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Own Source Funding - Municipal	5,237,019	45,000	69,556	98.7%
Cash Backed Reserves	3,365,850	100,000	0	100.0%
Capital Grant and Contribution	1,777,283	0	90,170	94.9%
Other (Disposals/Trade In)	90,000	0	0	100.0%
Total	10,470,152	145,000	159,726	98.5%

The full capital works program is listed in detail in Note 5 in **Attachment 1**.

6. Cash Backed Reserves (Note 6 Page 52)

The cash backed reserves schedule provides a detailed summary of the movements in the reserves portfolio, including transfers to and from the reserve. The balance as at 31 July 2020 is \$11,147,477.

7. Rating Information (Note 7 Page 53 - 54)

The notices for rates and charges levied for 2019/20 were issued on 7 August 2020. *The Local Government Act 1995* provides for ratepayers to pay rates by four instalments. The due dates for each instalment are:

	Due Date
First Instalment	18 September 2020
Second Instalment	13 November 2020
Third Instalment	8 January 2021
Fourth Instalment	12 March 2021

Rates debtors for 2020/21 was raised on 29 July 2020 after the adoption of the budget. The outstanding rates debtors balance as at 31 July 2020 was \$43,456,671, excludes deferred rates (\$242,326) and includes ESL debtors and pensioner rebates. Outstanding debtors as at end of July was 97%, this is higher than the same period last year (87%) as a result of the budget being adopted in July 2020 instead of June.

8. Receivables (Note 8 Page 55)

Total trade and other receivables as at 31 July 2020 is \$1,918,457.

Below is a summary of the significant items that have been outstanding for over 90 days:

- \$1,727,787 (91%) relates to unpaid infringements (plus costs) over 90 days. Infringements that remain unpaid for more than two months are sent to the Fines Enforcement Registry (FER), which then collects the outstanding balance on behalf of the City for a fee.

\$971,183 of this amount has been transferred to long-term infringement debtors (non-current portion).

Due to the aged nature of some of the unpaid infringements, a provisional amount of \$186,666 has been calculated as doubtful debts for the current portion (within 12 months) and a provisional amount of \$196,072 has been calculated as doubtful debts for the non-current

portion (greater than 12 months). This treatment is in accordance to the new requirements of the changes in the Accounting standards (AASB 9).

- \$158,616 (9.5%) relates to cash-in-lieu of car parking debtors. In accordance with the *City's Policy 7.7.1 Non-residential parking*, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay their debt over a fixed term of five years.

On 8 April 2020, the Minister of Planning WA issued a provision that exempts proponents from making cash in lieu related payments for existing or new non-residential development to the City. This exemption is effective up to the earlier date of either: -

- 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked; or
- midnight, 1 May 2023.

9. Beatty Park Leisure Centre – Financial Position report (Note 9 Page 56)

As at 31 July 2020, the Centre's operating surplus position is \$154,860 (excluding depreciation) compared to the year to date budgeted surplus amount of \$208,923. This position is primarily due to a budgeting variance relating to the purchase of retail shop stock that will be rectified in August.

10. Explanation of Material Variances

The materiality thresholds used for reporting variances are 10% and \$20,000 respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year to date budget and where that variance exceeds \$20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2020/21 and is used in the preparation of the statements of financial activity when highlighting material variance in accordance with *Financial Management Regulation 34(1) (d)*.

In accordance to the above, all material variances as at 31 July 2020 have been detailed in the variance comments report in **Attachment 1**.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Section 6.4 of the Local Government Act 1995 requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates. *Section 6.8 of the Local Government Act 1995*, specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

RISK MANAGEMENT IMPLICATIONS:

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

STRATEGIC IMPLICATIONS:

Reporting on the City's financial position is aligned with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

Our community is aware of what we are doing and how we are meeting our goals.

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

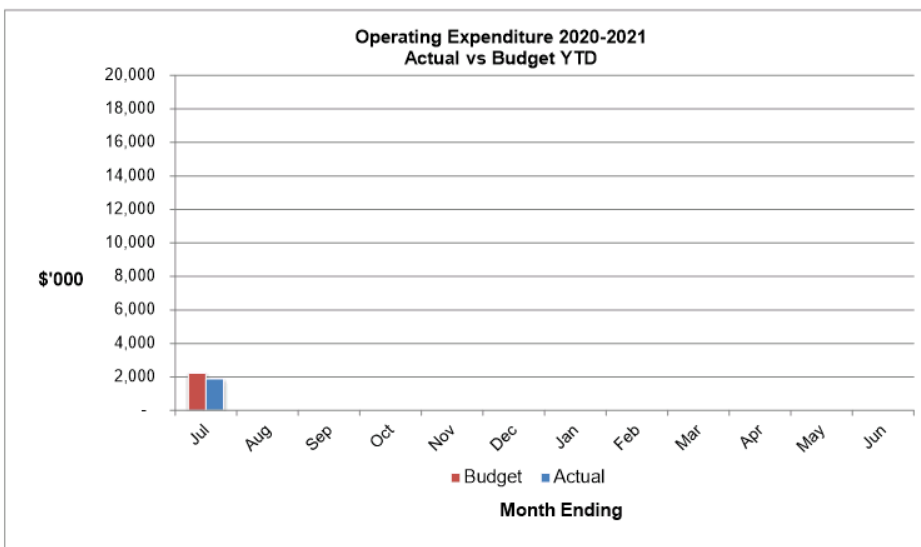
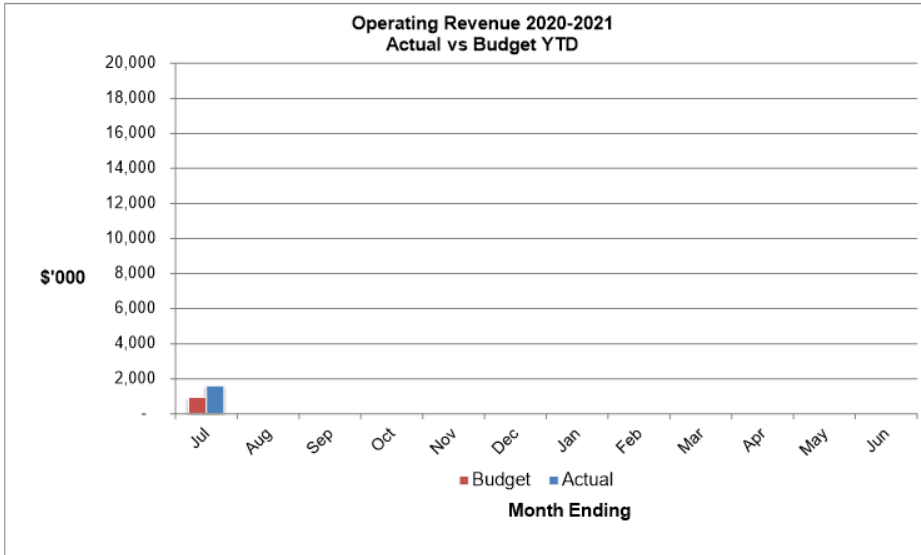
Not applicable.

CITY OF VINCENT
 NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
 BY PROGRAM
 FOR THE PERIOD ENDED 31 JULY 2020

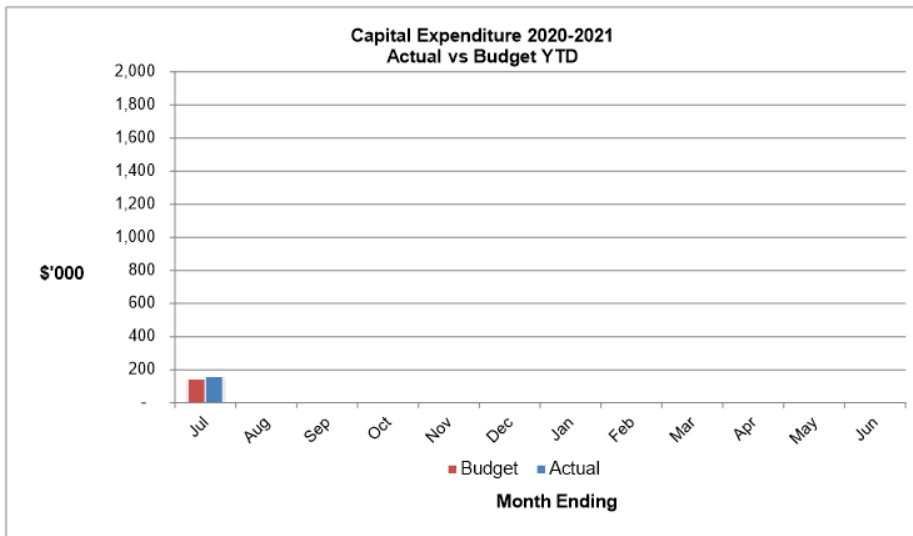
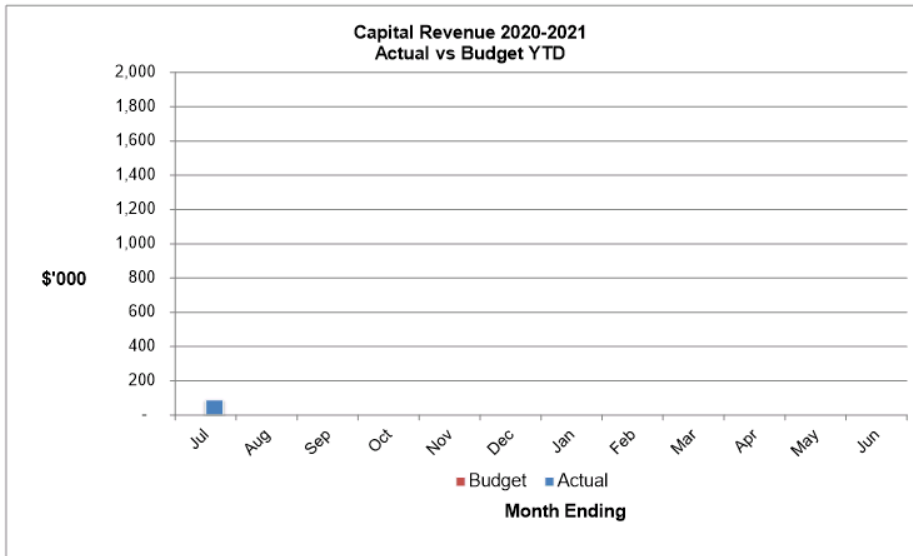


	Adopted Budget 2020/21	YTD Budget 31/07/2020	YTD Actual 31/07/2020	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	1,615,763	1,615,763	2,963,903	1,348,140	83.4%
Revenue from operating activities					
Governance	43,000	2,917	7,695	4,778	163.8%
General Purpose Funding	1,566,205	103,561	23,762	(79,799)	-77.1%
Law, Order and Public Safety	300,000	9,561	12,376	2,815	29.4%
Health	261,517	3,388	19,812	16,424	484.8%
Education and Welfare	98,647	622	18,890	18,268	2937.0%
Community Amenities	777,134	56,190	370,751	314,561	559.8%
Recreation and Culture	4,911,558	373,971	489,092	115,121	30.8%
Transport	4,109,953	363,574	586,933	223,359	61.4%
Economic Services	199,960	16,336	32,370	16,034	98.2%
Other Property and Services	508,388	11,394	43,524	32,130	282.0%
	12,776,362	941,514	1,605,205	663,691	70.5%
Expenditure from operating activities					
Governance	(3,338,549)	(137,298)	(137,161)	137	-0.1%
General Purpose Funding	(817,358)	(12,757)	(17,778)	(5,021)	39.4%
Law, Order and Public Safety	(1,590,766)	(67,571)	(59,390)	8,181	-12.1%
Health	(1,715,207)	(43,627)	(68,301)	(24,674)	56.6%
Education and Welfare	(354,944)	(5,594)	(17,988)	(12,394)	221.6%
Community Amenities	(12,202,555)	(538,711)	(465,828)	72,883	-13.5%
Recreation and Culture	(19,879,577)	(518,497)	(678,550)	(160,053)	30.9%
Transport	(12,978,459)	(872,894)	(415,666)	457,228	-52.4%
Economic Services	(544,015)	(13,085)	(24,538)	(11,453)	87.5%
Other Property and Services	(2,365,855)	(12,475)	5,343	17,818	-142.8%
	(55,787,285)	(2,222,509)	(1,879,857)	342,652	-15.4%
Add Deferred Rates Adjustment	0	0	6,540	6,540	0.0%
Add Back Depreciation	11,875,779	0	0	0	0.0%
Adjust (Profit)/Loss on Asset Disposal	(243,199)	0	0	0	0.0%
	11,632,580	0	6,540	6,540	0.0%
Amount attributable to operating activities	(31,378,343)	(1,280,995)	(268,112)	1,012,883	-79.1%
Investing Activities					
Non-operating Grants, Subsidies and Contributions	1,777,283	0	90,170	90,170	0.0%
Purchase Land and Buildings	(4,886,398)	0	(9,550)	(9,550)	0.0%
Purchase Infrastructure Assets	(4,199,844)	0	(3,935)	(3,935)	0.0%
Purchase Plant and Equipment	(346,810)	(145,000)	(138,586)	6,414	-4.4%
Purchase Furniture and Equipment	(1,037,100)	0	(7,542)	(7,542)	0.0%
Proceeds from Joint Venture Operations	250,000	0	0	0	0.0%
Proceeds from Disposal of Assets	90,000	0	0	0	0.0%
Amount attributable to investing activities	(8,352,869)	(145,000)	(69,443)	75,557	-52.1%
Financing Activities					
Principal elements of finance lease payments	(91,377)	(22,844)	(22,844)	0	0.0%
Repayment of Debentures	(887,431)	(64,546)	(64,543)	3	0.0%
Proceeds from New Debentures	0	0	0	0	0.0%
Transfer to Reserves	(809,450)	(46,156)	(170,951)	(124,795)	270.4%
Transfer from Reserves	4,057,183	295,097	0	(295,097)	-100.0%
Amount attributable to financing activities	2,268,925	161,551	(258,338)	(419,889)	-259.9%
Surplus/(Deficit) before general rates	(35,846,524)	351,319	2,368,010	2,016,691	574.0%
Total amount raised from general rates	35,664,317	35,491,537	35,458,430	(33,107)	-0.1%
Closing Funding Surplus/(Deficit)	(182,207)	35,842,856	37,826,440	1,983,584	5.5%

CITY OF VINCENT
 NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
 BY PROGRAM - GRAPH
 AS AT 31 JULY 2020



CITY OF VINCENT
 NOTE 1 - CAPITAL REVENUE / EXPENDITURE PROGRAM
 AS AT 31 JULY 2020



CITY OF VINCENT
 NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME
 BY NATURE OR TYPE
 FOR THE PERIOD ENDED 31 JULY 2020



	Adopted Budget 2020/21	YTD Budget 31/07/2020	YTD Actual 31/07/2020	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Revenue					
Rates	35,664,317	35,491,537	35,458,430	(33,107)	0%
Operating Grants, Subsidies and Contributions	794,656	5,757	6,109	352	6.1%
Fees and Charges	10,094,536	833,152	1,533,135	699,983	84.0%
Interest Earnings	663,205	63,183	15,055	(48,128)	-76.2%
Other Revenue	967,463	39,422	51,602	12,180	30.9%
	48,184,177	36,433,051	37,064,331	631,280	1.7%
Expenses					
Employee Costs	(22,859,760)	(563,664)	(1,114,724)	(551,060)	97.8%
Materials and Contracts	(15,922,056)	(1,442,891)	(734,693)	708,198	-49.1%
Utility Charges	(1,501,040)	(119,258)	(21,989)	97,269	-81.6%
Depreciation on Non-Current Assets	(11,875,779)	0	0	0	0.0%
Interest Expenses	(491,960)	(37,055)	(818)	36,237	-97.8%
Insurance Expenses	(510,179)	(42,515)	(41,536)	979	-2.3%
Other Expenditure	(2,613,208)	(17,126)	33,209	50,335	-293.9%
	(55,773,982)	(2,222,509)	(1,880,551)	341,958	-15.4%
	(7,589,805)	34,210,542	35,183,780	973,238	2.8%
Non-operating Grants, Subsidies and Contributions	1,777,283	0	90,170	90,170	0.0%
Profit on Disposal of Assets	6,502	0	0	0	0.0%
Loss on Disposal of Assets	(13,303)	0	0	0	0.0%
Profit on Assets Held for Sale (TPRC Joint Venture)	250,000	0	0	0	0.0%
	2,020,482	0	90,170	90,170	0.0%
Net result	(5,569,323)	34,210,542	35,273,950	1,063,408	3.1%
Other comprehensive income					
<i>Items that will not be reclassified subsequently to profit or loss</i>					
Total other comprehensive income	0	0	0	0	0.0%
Total comprehensive income	(5,569,323)	34,210,542	35,273,950	1,063,408	3.1%

CITY OF VINCENT
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 NOTE 3 - NET CURRENT FUNDING POSITION
 FOR THE PERIOD ENDED 31 JULY 2020



	Note	YTD Actual 31/07/2020 \$	FY Actual 30/06/2020 \$
Current Assets			
Cash Unrestricted		4,896,544	9,108,463
Cash Restricted		11,147,477	10,976,525
Investments		11,000	11,000
Receivables - Rates	7	43,456,671	1,066,726
Receivables - Other	8	1,918,457	2,123,159
Inventories		197,968	185,473
		<u>61,628,117</u>	<u>23,471,346</u>
Less: Current Liabilities			
Payables		(9,658,206)	(6,456,900)
Provisions - employee		(4,247,019)	(4,321,632)
		<u>(13,905,225)</u>	<u>(10,778,532)</u>
Unadjusted Net Current Assets		47,722,892	12,692,814
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(11,147,476)	(10,976,525)
Less: Restricted- Sundry Debtors(Non-Operating Grant)		(600,000)	(600,000)
Less: Shares transferred from non current asset		(11,000)	(11,000)
Add: Current portion of long term borrowings		890,841	887,431
Add: Infringement Debtors transferred to non current asset		971,183	971,183
		<u>(9,896,452)</u>	<u>(9,728,911)</u>
Adjusted Net Current Assets		37,826,440	2,963,903

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Chief Executive Officer						
Chief Executive Officer Expenditure						
Employee Costs	478,873	7,528	21,766	14,238	160%	
Other Employee Costs	25,966	1,365	2,210	855	63%	
Other Expenses	120,700	441	72	(369)	-84%	
Chief Executive Officer Expenditure Total	625,139	9,324	24,048	14,724	158%	
Chief Executive Officer Indirect Costs						
Allocations	(625,139)	(9,324)	(24,048)	(14,724)	158%	
Chief Executive Officer Indirect Costs Total	(625,139)	(9,324)	(24,048)	(14,724)	158%	
Chief Executive Officer Total	0	0	0	0		
Members of Council						
Members Of Council Expenditure						
Employee Costs	88,845	1,374	4,369	2,995	218%	
Other Employee Costs	20,000	1,667	0	(1,667)	-100%	
Other Expenses	352,800	26,507	24,811	(1,686)	-6%	
Members Of Council Expenditure Total	459,245	29,548	29,180	(368)	-1%	
Members Of Council Indirect Costs						
Allocations	44,760	1,479	1,495	16	1%	
Members Of Council Indirect Costs Total	44,760	1,479	1,495	16	1%	
Members of Council Total	504,005	31,027	30,675	(352)	-1%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Corporate Strategy and Governance Expenditure						
Corporate Strategy and Governance Expenditure	713,547	11,301	30,428	19,127	166%	
Employee Costs	12,000	1,000	0	(1,000)	-100%	
Other Employee Costs	154,950	12,914	3,880	(9,034)	-70%	
Operating Projects	52,000	1,500	0	(1,500)	-100%	
Corporate Strategy and Governance Indirect Costs						
Corporate Strategy and Governance Indirect Costs	383,758	14,476	14,844	368	3%	
Allocations	383,758	14,476	14,844	368	3%	
Corporate Strategy and Governance Indirect Costs Total	383,758	14,476	14,844	368	3%	
Corporate Strategy and Governance Indirect Costs Total	383,758	14,476	14,844	368	3%	
Human Resources						
Human Resources Revenue						
Revenue	(35,000)	(2,917)	(7,539)	(4,622)	158%	
Human Resources Revenue Total	(35,000)	(2,917)	(7,539)	(4,622)	158%	
Human Resources Expenditure						
Employee Costs	783,726	17,809	50,228	32,419	182%	Budget phasing variance.
Other Employee Costs	152,100	12,355	233	(12,122)	-98%	
Other Expenses	95,829	6,769	7,480	711	11%	
Human Resources Expenditure Total	1,011,655	36,933	57,941	21,008	57%	
Human Resources Indirect Costs						
Allocations	(976,655)	(34,016)	(50,402)	(16,386)	48%	
Human Resources Indirect Costs Total	(976,655)	(34,016)	(50,402)	(16,386)	48%	
Human Resources Total	0	0	0	(0)	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Information Technology						
Information Technology Expenditure						
Employee Costs	477,253	7,598	21,701	14,105	188%	
Other Employee Costs	6,000	0	0	0		
Other Expenses	1,389,900	107,075	39,028	(88,047)	-84%	Timing variance relating to software maintenance costs.
Operating Projects	80,000	0	0	0		
Information Technology Expenditure Total	1,933,153	114,671	60,728	(53,943)	-47%	
Information Technology Indirect Costs						
Allocations	(1,933,153)	(114,671)	(60,728)	53,943	-47%	
Information Technology Indirect Costs Total	(1,933,153)	(114,671)	(60,728)	53,943	-47%	
Information Technology Total	0	0	0	0	100%	
Records Management						
Records Management Revenue						
Revenue	0	0	(156)	(156)	100%	
Records Management Revenue Total	0	0	(156)	(156)	100%	
Records Management Expenditure						
Employee Costs	288,907	4,571	12,088	7,487	164%	
Other Employee Costs	4,000	107	0	(107)	-100%	
Other Expenses	38,850	1,970	379	(1,591)	-81%	
Operating Projects	40,000	0	0	0		
Records Management Expenditure Total	369,557	6,648	12,447	5,799	87%	
Records Management Indirect Costs						
Allocations	(369,557)	(6,648)	(12,291)	(5,643)	85%	
Records Management Indirect Costs Total	(369,557)	(6,648)	(12,291)	(5,643)	85%	
Records Management Total	0	0	(0)	(0)	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Sustainability and Environment						
Sustainability and Environment						
Employee Costs	0	0	900	900	100%	
Operating Projects	0	0	(2,430)	(2,430)	100%	
Sustainability and Environment Total	0	0	(1,530)	(1,530)	100%	
Sustainability and Environment Total	0	0	(1,530)	(1,530)	100%	
Director Community and Business Services						
Director Community and Business Services						
Employee Costs	336,224	5,289	16,950	11,661	220%	
Other Employee Costs	3,871	308	589	283	92%	
Other Expenses	4,250	363	(7)	(360)	-102%	
Director Community and Business Services Total	344,145	5,948	17,532	11,584	195%	
Director Community and Business Services Total	344,145	5,948	17,532	11,584	195%	
Director Community and Business Ser Indirect Costs						
Director Community and Business Ser Indirect Costs						
Allocations	(344,145)	(5,948)	(17,532)	(11,584)	195%	
Director Community and Business Ser Indirect Costs Total	(344,145)	(5,948)	(17,532)	(11,584)	195%	
Director Community and Business Ser Indirect Costs Total	(344,145)	(5,948)	(17,532)	(11,584)	195%	
Finance Services						
Finance Services Revenue						
Revenue	(800)	(67)	(231)	(164)	245%	
Finance Services Revenue Total	(800)	(67)	(231)	(164)	245%	
Finance Services Expenditure						
Employee Costs	810,530	12,913	41,375	28,462	220%	Budget phasing variance.
Other Employee Costs	9,100	8	0	(8)	-100%	
Other Expenses	238,100	10,558	1,048	(9,510)	-90%	
Finance Services Expenditure Total	1,057,730	23,479	42,422	18,943	81%	
Finance Services Indirect Costs						
Allocations	(1,056,930)	(23,412)	(42,191)	(18,779)	80%	
Finance Services Indirect Costs Total	(1,056,930)	(23,412)	(42,191)	(18,779)	80%	
Finance Services Total	0	0	0	0	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Insurance Premium						
Insurance Premium Expenditure	510,179	42,515	41,536	(979)	-2%	
Other Expenses						
Insurance Premium Expenditure Total	510,179	42,515	41,536	(979)	-2%	
Insurance Premium Recovery						
Allocations	(510,179)	(42,515)	(41,974)	541	-1%	
Insurance Premium Recovery Total	(510,179)	(42,515)	(41,974)	541	-1%	
Insurance Premium Total	0	0	(438)	(438)	100%	
Insurance Claim						
Insurance Claim Recoup						
Revenue	(65,000)	0	(32,131)	(32,131)	100%	Recoups received earlier than anticipated.
Insurance Claim Recoup Total	(65,000)	0	(32,131)	(32,131)	100%	
Insurance Claim Expenditure						
Other Expenses	5,000	526	0	(526)	-100%	
Insurance Claim Expenditure Total	5,000	526	0	(526)	-100%	
Insurance Claim Total	(60,000)	526	(32,131)	(32,657)	-6209%	
Mindarie Regional Council						
Mindarie Regional Council Revenue						
Revenue	(122,629)	(7,719)	(6,662)	1,058	-14%	
Mindarie Regional Council Revenue Total	(122,629)	(7,719)	(6,662)	1,058	-14%	
Mindarie Regional Council Expenditure						
Other Expenses	32,000	0	0	0		
Mindarie Regional Council Expenditure Total	32,000	0	0	0		
Mindarie Regional Council Total	(90,629)	(7,719)	(6,662)	1,058	-14%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
General Purpose Revenue						
General Purpose Revenue						
Revenue	(1,023,205)	(34,184)	(16,570)	17,614	-52%	
General Purpose Revenue Total	(1,023,205)	(34,184)	(16,570)	17,614	-52%	
General Purpose Revenue Total						
	(1,023,205)	(34,184)	(16,570)	17,614	-52%	
Rates Services						
Rates Services Revenue						
Revenue	(36,207,317)	(35,960,914)	(35,465,622)	95,292	0%	
Rates Services Revenue Total	(36,207,317)	(35,960,914)	(35,465,622)	95,292	0%	
Rates Services Expenditure						
Employee Costs	259,233	4,128	12,500	8,374	203%	
Other Expenses	158,950	3,700	294	(3,406)	-62%	
Operating Projects	250,000	0	0	0		
Rates Services Expenditure Total	668,183	7,826	12,794	4,968	63%	
Rates Services Indirect Costs						
Allocations	149,175	4,931	4,984	53	1%	
Rates Services Indirect Costs Total	149,175	4,931	4,984	53	1%	
Rates Services Total	(35,389,959)	(35,548,157)	(35,447,844)	100,313	0%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Marketing and Communications						
Marketing and Communications Revenue						
Revenue	(8,000)	0	0	0		
Marketing and Communications Revenue Total	(8,000)	0	0	0		
Marketing and Communications Expenditure						
Marketing and Communications Expenditure						
Employee Costs	706,751	11,200	37,095	25,835	220%	Budget phasing variance.
Other Employee Costs	1,000	250	0	(250)	-100%	
Other Expenses	347,843	30,782	224	(30,558)	-99%	Timing variance relating to Events and Art maintenance works.
Operating Projects	50,000	7,500	0	(7,500)	-100%	
Marketing and Communications Expenditure Total	1,108,394	49,792	37,318	(12,474)	-25%	
Marketing and Communications Indirect Costs						
Marketing and Communications Indirect Costs						
Allocations	367,981	12,159	12,478	317	3%	
Marketing and Communications Indirect Costs Total	367,981	12,159	12,476	317	3%	
Marketing and Communications Total	1,468,375	61,951	49,795	(12,156)	-20%	
Art and Culture						
Art and Culture						
Other Expenses	46,000	1,250	(192)	(1,442)	-115%	
Art and Culture Total	46,000	1,250	(192)	(1,442)	-115%	
Art and Culture Total	46,000	1,250	(192)	(1,442)	-115%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Beatty Park Leisure Centre Administration						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(1,321,350)	(150,210)	(214,970)	(84,760)	43%	Revenue higher than anticipated.
Beatty Park Leisure Centre Admin Revenue Total	(1,321,350)	(150,210)	(214,970)	(84,760)	43%	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	1,321,350	150,210	214,970	64,760	43%	
Beatty Park Leisure Centre Admin Indirect Revenue Total	1,321,350	150,210	214,970	64,760	43%	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	740,868	11,713	28,822	16,909	144%	
Other Employee Costs	19,128	1,660	1,084	(578)	-35%	
Other Expenses	122,100	1,708	12,850	11,142	852%	
Beatty Park Leisure Centre Admin Expenditure Total	881,896	15,081	42,557	27,476	182%	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(881,896)	(15,081)	(42,557)	(27,476)	182%	
Beatty Park Leisure Centre Admin Indirect Costs Total	(881,896)	(15,081)	(42,557)	(27,476)	182%	
Beatty Park Leisure Centre Administration Total	0	0	(0)	(0)	100%	
Beatty Park Leisure Centre Building						
Beatty Park Leisure Centre Building Revenue						
Revenue	(166,966)	(1,315)	(6,223)	(4,908)	373%	
Beatty Park Leisure Centre Building Revenue Total	(166,966)	(1,315)	(6,223)	(4,908)	373%	
Beatty Park Leisure Centre Occupancy Costs						
Building Maintenance	399,850	20,459	14,499	(5,960)	-26%	
Ground Maintenance	41,800	3,601	332	(3,269)	-91%	
Other Expenses	2,026,257	53,315	11,081	(42,234)	-79%	Budget phasing variance.
Beatty Park Leisure Centre Occupancy Costs Total	2,469,907	77,375	25,882	(51,493)	-67%	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(2,302,941)	(76,060)	(19,913)	56,147	-74%	
Beatty Park Leisure Centre Indirect Costs Total	(2,302,941)	(76,060)	(19,913)	56,147	-74%	
Beatty Park Leisure Centre Building Total	0	0	(254)	(254)	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Swimming Pool Areas						
Swimming Pool Areas Revenue						
Revenue	(1,071,800)	(77,261)	(65,188)	12,073	-16%	
Swimming Pool Areas Revenue Total	(1,071,800)	(77,261)	(65,188)	12,073	-16%	
Swimming Pool Areas Indirect Revenue						
Allocations	(213,134)	(24,230)	(34,696)	(10,466)	43%	
Swimming Pool Areas Indirect Revenue Total	(213,134)	(24,230)	(34,696)	(10,466)	43%	
Swimming Pool Areas Expenditure						
Employee Costs	621,038	9,764	45,133	35,369	362%	Budget phasing variance.
Other Employee Costs	16,500	3,132	0	(3,132)	-100%	
Other Expenses	133,170	8,858	5,097	(3,761)	-42%	
Swimming Pool Areas Expenditure Total	770,708	21,754	50,230	28,476	131%	
Swimming Pool Areas Indirect Costs						
Allocations	2,487,977	77,118	52,168	(24,950)	-32%	
Swimming Pool Areas Indirect Costs Total	2,487,977	77,118	52,168	(24,950)	-32%	
Swimming Pool Areas Total	1,973,951	(2,619)	2,514	5,133	-196%	
Swim School						
Swim School Revenue						
Revenue	(176,500)	(28,573)	(73,121)	(44,548)	156%	Revenue higher than anticipated.
Swim School Revenue Total	(176,500)	(28,573)	(73,121)	(44,548)	156%	
Swim School Indirect Revenue						
Allocations	(2,511)	(285)	(387)	(102)	36%	
Swim School Indirect Revenue Total	(2,511)	(285)	(387)	(102)	36%	
Swim School Expenditure						
Other Employee Costs	6,000	0	330	330	100%	
Other Expenses	14,250	4	1,122	1,118	27962%	
Swim School Expenditure Total	293,042	4,423	43,917	39,494	893%	
Swim School Indirect Costs						
Allocations	176,166	4,065	5,806	1,741	43%	
Swim School Indirect Costs Total	176,166	4,065	5,806	1,741	43%	
Swim School Total	290,197	(20,370)	(23,786)	(3,416)	17%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Café						
Cafe Revenue						
Revenue	0	0	(1,011)	(1,011)	100%	
Cafe Revenue Total	0	0	(1,011)	(1,011)	100%	
Cafe Expenditure						
Employee Costs	0	0	2,073	2,073	100%	
Other Expenses	0	0	1,205	1,205	100%	
Cafe Expenditure Total	0	0	3,278	3,278	100%	
Café Total	0	0	2,268	2,268	100%	
Retail						
Retail Revenue						
Revenue	(260,000)	(7,500)	(32,455)	(24,955)	333%	
Retail Revenue Total	(260,000)	(7,500)	(32,455)	(24,955)	333%	
Retail Indirect Revenue						
Allocations	(529)	(60)	(86)	(26)	43%	
Retail Indirect Revenue Total	(529)	(60)	(86)	(26)	43%	
Retail Expenditure						
Employee Costs	41,087	670	3,811	3,132	461%	
Other Employee Costs	250	0	0	0		
Other Expenses	123,700	(84,259)	8,698	92,957	-110%	Budget phasing variance relating to stock purchases. This will be rectified in August.
Retail Expenditure Total	165,037	(83,580)	12,509	96,089	-115%	
Retail Indirect Costs						
Allocations	72,922	2,190	2,233	43	2%	
Retail Indirect Costs Total	72,922	2,190	2,233	43	2%	
Retail Total	(22,570)	(88,950)	(17,798)	71,152	-80%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Health and Fitness						
Health and Fitness Revenue						
Revenue	(45,800)	(4,747)	(10,855)	(6,108)	129%	
Health and Fitness Revenue Total	(45,800)	(4,747)	(10,855)	(6,108)	129%	
Health and Fitness Indirect Revenue						
Allocations	(731,235)	(83,126)	(118,964)	(35,838)	43%	
Health and Fitness Indirect Revenue Total	(731,235)	(83,126)	(118,964)	(35,838)	43%	
Health and Fitness Expenditure						
Employee Costs	399,825	6,288	26,272	19,984	318%	
Other Employee Costs	8,700	0	0	0		
Other Expenses	66,500	225	2,849	2,424	1077%	
Health and Fitness Expenditure Total	474,825	6,513	28,921	22,408	344%	
Health and Fitness Indirect Costs						
Allocations	510,434	16,965	13,392	(3,573)	-21%	
Health and Fitness Indirect Costs Total	510,434	16,965	13,392	(3,573)	-21%	
Health and Fitness Total	206,424	(64,395)	(87,505)	(23,110)	36%	
Group Fitness						
Group Fitness Revenue						
Revenue	(30,000)	(3,887)	(6,049)	(2,162)	56%	
Group Fitness Revenue Total	(30,000)	(3,887)	(6,049)	(2,162)	56%	
Group Fitness Indirect Revenue						
Allocations	(248,281)	(28,224)	(40,393)	(12,169)	43%	
Group Fitness Indirect Revenue Total	(248,281)	(28,224)	(40,393)	(12,169)	43%	
Group Fitness Expenditure						
Employee Costs	165,694	2,622	12,638	10,016	382%	
Other Employee Costs	3,500	0	0	0		
Other Expenses	62,745	1,291	8,995	7,704	697%	
Group Fitness Expenditure Total	231,939	3,913	21,633	17,720	453%	
Group Fitness Indirect Costs						
Allocations	180,034	4,312	3,913	(399)	-9%	
Group Fitness Indirect Costs Total	180,034	4,312	3,913	(399)	-9%	
Group Fitness Total	133,692	(23,886)	(20,895)	2,991	-13%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Aqua Fitness						
Aqua Fitness Revenue						
Revenue	(12,000)	(761)	(1,572)	(811)	107%	
Aqua Fitness Revenue Total	(12,000)	(761)	(1,572)	(811)	107%	
Aqua Fitness Indirect Revenue						
Allocations	(105,180)	(11,957)	(17,112)	(5,155)	43%	
Aqua Fitness Indirect Revenue Total	(105,180)	(11,957)	(17,112)	(5,155)	43%	
Aqua Fitness Expenditure						
Employee Costs	18,295	290	718	428	148%	
Other Employee Costs	450	0	0	0		
Other Expenses	14,800	8	0	(8)	-100%	
Aqua Fitness Expenditure Total	33,545	298	718	420	141%	
Aqua Fitness Indirect Costs						
Allocations	100,317	1,797	3,111	1,314	73%	
Aqua Fitness Indirect Costs Total	100,317	1,797	3,111	1,314	73%	
Aqua Fitness Total	16,682	(10,623)	(14,854)	(4,231)	40%	
Crèche						
Crèche Revenue						
Revenue	(5,000)	(525)	(1,067)	(542)	103%	
Crèche Revenue Total	(5,000)	(525)	(1,067)	(542)	103%	
Crèche Indirect Revenue						
Allocations	(20,480)	(2,328)	(3,332)	(1,004)	43%	
Crèche Indirect Revenue Total	(20,480)	(2,328)	(3,332)	(1,004)	43%	
Crèche Expenditure						
Employee Costs	145,515	2,303	7,555	5,252	228%	
Other Employee Costs	750	0	0	0		
Other Expenses	2,110	125	0	(125)	-100%	
Crèche Expenditure Total	148,375	2,428	7,555	5,127	211%	
Crèche Indirect Costs						
Allocations	89,604	2,345	2,296	(49)	-2%	
Crèche Indirect Costs Total	89,604	2,345	2,296	(49)	-2%	
Crèche Total	212,499	1,920	5,452	3,532	184%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Community Partnership Mgmt Administration						
Community Partnerships Management Administration	0	0	107	107	100%	
Other Expenses	0	0	107	107	100%	
Community Partnerships Management Administration Total	0	0	107	107	100%	
Community Partnerships Mgmt Admin Indirect Costs	0	0	0	0		
Community Partnerships Mgmt Admin Recove	0	0	0	0		
Community Partnerships Mgmt Admin Indirect Costs Total	0	0	0	0		
Community Partnership Mgmt Administration Total	0	0	107	107	100%	
Community Connections Revenue						
Community Connections Revenue						
Revenue	(50,000)	0	0	0		
Community Connections Revenue Total	(50,000)	0	0	0		
Community Connections Revenue Total	(50,000)	0	0	0		
Customer Service Centre						
Customer Services Centre Expenditure						
Employee Costs	550,434	8,883	24,855	15,782	178%	
Other Employee Costs	6,050	504	0	(504)	-100%	
Other Expenses	24,950	2,246	276	(1,970)	-8%	
Customer Services Centre Expenditure Total	581,434	11,633	24,941	13,308	114%	
Customer Services Centre Indirect Costs						
Allocations	(574,520)	(11,421)	(24,941)	(13,520)	118%	
Customer Services Centre Indirect Costs Total	(574,520)	(11,421)	(24,941)	(13,520)	118%	
Customer Service Centre Total	6,914	212	0	(212)	-100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Library Services						
Library Services Revenue						
Revenue	(12,500)	(1,040)	(6,048)	(5,008)	482%	
Library Services Revenue Total	(12,500)	(1,040)	(6,048)	(5,008)	482%	
Library Services Expenditure						
Employee Costs	975,403	15,498	40,590	25,002	162%	Budget phasing variance.
Other Employee Costs	7,100	591	0	(591)	-100%	
Other Expenses	101,000	8,420	7,614	(806)	-10%	
Library Services Expenditure Total	1,083,503	24,509	48,204	23,695	97%	
Library Services Indirect Costs						
Allocations	419,499	14,278	17,182	2,904	20%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Library Occupancy Costs Allocations	12,791	393	492	99	25%	
Library Services Indirect Costs Total	432,290	14,671	17,674	3,003	20%	
Library Services Total	1,503,293	38,140	59,830	21,690	57%	
Library Building						
Library Occupancy Costs						
Building Maintenance	94,700	5,166	1,142	(4,024)	-76%	
Ground Maintenance	5,000	0	0	0		
Other Expenses	154,564	2,333	880	(1,473)	-83%	
Library Occupancy Costs Total	254,264	7,499	2,002	(5,497)	-73%	
Library Indirect Costs						
Allocations	5,753	479	515	36	8%	
Library Occupancy Costs Recovery	(52,003)	(1,596)	(2,002)	(406)	25%	
Library Indirect Costs Total	(46,250)	(1,117)	(1,487)	(370)	33%	
Library Building Total	208,014	6,382	515	(5,867)	-92%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Loftus Community Centre Revenue						
Loftus Community Centre Revenue						
Revenue	(51,000)	(4,250)	(3,856)	394	-9%	
Loftus Community Centre Revenue Total	(51,000)	(4,250)	(3,856)	394	-9%	
Loftus Community Centre Expenditure						
Loftus Community Centre Expenditure						
Employee Costs	89,629	1,430	7,229	5,799	406%	
Other Employee Costs	1,500	125	0	(125)	-100%	
Building Maintenance	16,272	1,356	0	(1,356)	-100%	
Other Expenses	42,360	2,598	735	(1,683)	-72%	
Loftus Community Centre Expenditure Total	149,758	5,509	7,964	2,455	45%	
Loftus Community Centre Indirect Costs						
Loftus Community Centre Indirect Costs						
Allocations	43,924	1,494	1,782	288	19%	
Loftus Community Centre Indirect Costs Total	43,924	1,494	1,782	288	19%	
Loftus Community Centre Indirect Costs Total	43,924	1,494	1,782	288	19%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Director Strategy and Development Services						
Director Strategy and Development Services	316,843	4,983	18,999	14,033	283%	
Employee Costs	1,100	92	240	148	161%	
Other Employee Costs	1,800	150	20	(130)	-87%	
Other Expenses						
Director Strategy and Development Services Total	319,543	5,205	19,256	14,051	270%	
Director Strategy and Development Services Total						
319,543	5,205	19,256	14,051	270%		
Director Strategy and Development Ser Indirect Co						
Director Strategy and Development Ser Indirect Co						
Allocations	(319,543)	(5,205)	(19,256)	(14,051)	270%	
Director Strategy and Development Ser Indirect Co Total	(319,543)	(5,205)	(19,256)	(14,051)	270%	
Director Strategy and Development Ser Indirect Co Total						
(319,543)	(5,205)	(19,256)	(14,051)	270%		
Health Administration and Inspection						
Health Administration and Inspection Revenue						
Revenue	(232,020)	(3,388)	(5,327)	(1,939)	57%	
Health Administration and Inspection Revenue Total	(232,020)	(3,388)	(5,327)	(1,939)	57%	
Health Administration and Inspection Expenditure						
Health Administration and Inspection Expenditure						
Employee Costs	997,926	15,798	44,097	28,301	179%	Budget phasing variance.
Other Employee Costs	22,815	1,902	1,790	(112)	-8%	
Other Expenses	62,750	4,398	792	(3,604)	-82%	
Health Administration and Inspection Expenditure Total	1,073,491	22,094	46,678	24,584	111%	
Health Administration and Inspection Indirect Cost						
Health Administration and Inspection Indirect Cost						
Allocations	547,292	19,102	20,960	1,858	10%	
Health Administration and Inspection Indirect Cost Total	547,292	19,102	20,960	1,858	10%	
Health Administration and Inspection Total						
1,388,763	37,808	62,311	24,503	65%		

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Food Control						
Food Control Revenue						
Revenue	(500)	0	0	0		
Food Control Revenue Total	(500)	0	0	0		
Food Control Expenditure						
Other Expenses	12,500	958	0	(958)	-100%	
Food Control Expenditure Total	12,500	958	0	(958)	-100%	
Food Control Total	12,000	958	0	(958)	-100%	
Health Clinics						
Health Clinics Revenue						
Revenue	(28,997)	0	(14,485)	(14,485)	100%	
Health Clinics Revenue Total	(28,997)	0	(14,485)	(14,485)	100%	
Health Clinics Expenditure						
Building Maintenance	16,800	792	0	(792)	-100%	
Ground Maintenance	0	0	88	88	100%	
Other Expenses	81,507	529	433	(96)	-18%	
Health Clinics Expenditure Total	80,107	1,321	499	(822)	-62%	
Health Clinics Indirect Costs						
Allocations	1,817	152	164	12	8%	
Health Clinics Indirect Costs Total	1,817	152	164	12	8%	
Health Clinics Total	52,927	1,473	(13,822)	(15,295)	-1038%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Statutory Planning Services						
Statutory Planning Services Revenue						
Revenue	(290,987)	(21,915)	(15,584)	6,331	-29%	
Statutory Planning Services Revenue Total	(290,987)	(21,915)	(15,584)	6,331	-29%	
Statutory Planning Services Expenditure						
Employee Costs	1,098,870	17,411	50,141	32,730	188%	Budget phasing variance.
Other Employee Costs	11,074	923	1,234	311	34%	
Other Expenses	183,960	17,162	(842)	(18,004)	-105%	
Statutory Planning Services Expenditure Total	1,293,704	35,496	50,534	15,038	42%	
Statutory Planning Services Indirect Costs						
Allocations	551,481	18,451	20,228	1,777	10%	
Statutory Planning Services Indirect Costs Total	551,481	18,451	20,228	1,777	10%	
Statutory Planning Services Total	1,554,198	32,032	55,178	23,146	72%	
Compliance Services						
Compliance Services Revenue						
Revenue	(24,500)	(2,042)	(25,910)	(23,868)	1189%	Revenue higher than anticipated.
Compliance Services Revenue Total	(24,500)	(2,042)	(25,910)	(23,868)	1169%	
Compliance Services Expenditure						
Employee Costs	444,579	7,070	21,532	14,462	205%	
Other Employee Costs	8,221	885	888	3	0%	
Other Expenses	87,100	5,591	32	(5,559)	-99%	
Compliance Services Expenditure Total	519,900	13,346	22,251	8,905	67%	
Compliance Services Indirect Costs						
Allocations	255,662	8,802	10,190	1,388	16%	
Compliance Services Indirect Costs Total	255,662	8,802	10,190	1,388	16%	
Compliance Services Total	751,062	20,106	6,531	(13,575)	-68%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Policy and Place Services						
Policy and Place Services Revenue						
Revenue	(1,800)	(150)	(103)	47	-31%	
Policy and Place Services Revenue Total	(1,800)	(150)	(103)	47	-31%	
Policy and Place Serv Expenditure						
Employee Costs	1,231,520	10,565	53,940	34,375	176%	Budget phasing variance.
Other Employee Costs	13,800	1,133	1,252	119	11%	
Other Expenses	586,721	10,697	(62)	(10,759)	-101%	
Operating Projects	0	0	0	0		
Policy and Place Serv Expenditure Total	1,831,841	31,395	55,131	23,736	76%	
Policy and Place Services Indirect Cost						
Allocations	672,250	22,515	24,267	1,752	8%	
Policy and Place Services Indirect Cost Total	672,250	22,515	24,267	1,752	8%	
Policy and Place Services Total	2,502,291	53,760	79,295	25,535	47%	
Building Control						
Building Control Revenue						
Revenue	(196,050)	(16,336)	(32,370)	(16,034)	98%	
Building Control Revenue Total	(196,050)	(16,336)	(32,370)	(16,034)	98%	
Building Control Expenditure						
Employee Costs	317,825	5,053	15,961	10,808	214%	
Other Employee Costs	9,262	774	1,120	346	45%	
Other Expenses	10,850	905	54	(851)	-94%	
Building Control Expenditure Total	337,757	6,732	17,035	10,303	153%	
Building Control Indirect Costs						
Allocations	184,258	6,353	7,503	1,150	18%	
Building Control Indirect Costs Total	184,258	6,353	7,503	1,150	18%	
Building Control Total	325,965	(3,251)	(7,833)	(4,582)	141%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Director Infrastructure and Environment Expe						
Director Infrastructure and Environment Expe						
Employee Costs	394,560	6,208	20,864	14,478	233%	
Other Employee Costs	7,518	626	1,106	480	77%	
Other Expenses	48,450	(76)	4	80	-105%	
Director Infrastructure and Environment Expe Total	450,528	6,758	21,794	15,036	222%	
Director Infrastructure and Environment Expe Total						
450,528	6,758	21,794	15,036	222%		
Director Infrastructure and Environment Indirect						
Director Infrastructure and Environment Indirect						
Allocations	(450,528)	(6,758)	(21,794)	(15,036)	222%	
Director Infrastructure and Environment Indirect Total	(450,528)	(6,758)	(21,794)	(15,036)	222%	
Director Infrastructure and Environment Indirect Total						
(450,528)	(6,758)	(21,794)	(15,036)	222%		
Ranger Services Administration						
Ranger Services Administration Revenue						
Revenue	(3,000)	(277)	(145)	132	-48%	
Ranger Services Administration Revenue Total	(3,000)	(277)	(145)	132	-48%	
Ranger Services Administration Expenditure						
Ranger Services Administration Expenditure						
Employee Costs	2,080,438	33,223	108,488	73,293	221%	Budget phasing variance.
Other Employee Costs	51,034	4,501	4,888	87	2%	
Other Expenses	156,000	8,288	1,122	(7,164)	-88%	
Lease Expenses	3,283	816	816	(9)	0%	
Ranger Services Administration Expenditure Total	2,290,735	46,826	113,013	66,187	141%	
Ranger Services Administration Indirect Costs						
Ranger Services Administration Indirect Costs						
Allocations	(2,287,735)	(45,733)	(112,868)	(67,135)	147%	
Ranger Services Administration Indirect Costs Total	(2,287,735)	(45,733)	(112,868)	(67,135)	147%	
Ranger Services Administration Total						
0	816	0	(816)	-100%		

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Fire Prevention						
Fire Prevention Revenue						
Revenue	(1,500)	0	0	0		
Fire Prevention Revenue Total	(1,500)	0	0	0		
Fire Prevention Expenditure						
Other Expenses	100	0	0	0		
Fire Prevention Expenditure Total	100	0	0	0		
Fire Prevention Indirect Costs						
Allocations	32,593	834	1,588	754	90%	
Fire Prevention Indirect Costs Total	32,593	834	1,588	754	90%	
Fire Prevention Total	31,193	834	1,588	754	90%	
Animal Control						
Animal Control Revenue						
Revenue	(92,150)	(1,804)	(7,650)	(5,846)	324%	
Animal Control Revenue Total	(92,150)	(1,804)	(7,650)	(5,846)	324%	
Animal Control Expenditure						
Other Expenses	14,500	(1,102)	0	1,102	-100%	
Animal Control Expenditure Total	14,500	(1,102)	0	1,102	-100%	
Animal Control Indirect Costs						
Allocations	260,845	6,679	12,711	6,032	90%	
Animal Control Indirect Costs Total	260,845	6,679	12,711	6,032	90%	
Animal Control Total	183,195	3,773	5,061	1,288	34%	
Local Laws (Law and Order)						
Local Laws (Law and Order) Revenue						
Revenue	(153,350)	(7,480)	(4,581)	2,869	-39%	
Local Laws (Law and Order) Revenue Total	(153,350)	(7,480)	(4,581)	2,899	-39%	
Local Laws (Law and Order) Indirect Costs						
Allocations	417,350	10,686	20,337	9,651	90%	
Local Laws (Law and Order) Indirect Costs Total	417,350	10,686	20,337	9,651	90%	
Local Laws (Law and Order) Total	264,000	3,206	15,756	12,550	391%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Abandoned Vehicles						
Abandoned Vehicles Revenue						
Revenue	(9,500)	0	0	0		
Abandoned Vehicles Revenue Total	(9,500)	0	0	0		
Abandoned Vehicles Expenditure						
Other Expenses	6,000	0	0	0		
Abandoned Vehicles Expenditure Total	6,000	0	0	0		
Abandoned Vehicles Indirect Costs						
Allocations	365,181	9,350	17,795	8,445	90%	
Abandoned Vehicles Indirect Costs Total	365,181	9,350	17,795	8,445	90%	
Abandoned Vehicles Total	361,681	9,350	17,795	8,445	90%	
Inspectorial Control						
Inspectorial Control Revenue						
Revenue	(1,278,250)	(110,346)	(153,820)	(43,474)	39%	Revenue higher than anticipated.
Inspectorial Control Revenue Total	(1,278,250)	(110,346)	(153,820)	(43,474)	39%	
Inspectorial Control Expenditure						
Other Expenses	843,423	425,177	12,589	(412,588)	-97%	Timing variance relating to the payment of car park licenses which is scheduled to be paid in September 2020.
Inspectorial Control Expenditure Total	843,423	425,177	12,589	(412,588)	-97%	
Inspectorial Control Indirect Costs						
Allocations	2,347,588	60,107	114,397	54,290	90%	
Inspectorial Control Indirect Costs Total	2,347,588	60,107	114,397	54,290	90%	
Inspectorial Control Total	1,912,761	374,938	(26,835)	(401,773)	-107%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Car Park Control						
Car Park Control Revenue						
Revenue	(1,430,816)	(132,215)	(243,278)	(111,063)	84%	Car park revenue higher than anticipated.
Car Park Control Revenue Total	(1,430,816)	(132,215)	(243,278)	(111,063)	84%	
Car Park Control Expenditure						
Ground Maintenance	149,000	10,790	11,115	325	3%	
Other Expenses	616,770	10,682	20,903	10,221	96%	
Car Park Control Expenditure Total	765,770	21,472	32,018	10,546	49%	
Car Park Control Total	(665,046)	(110,743)	(211,260)	(100,517)	91%	
Kerbside Parking Control						
Kerbside Parking Control Revenue						
Revenue	(1,262,978)	(111,804)	(188,808)	(77,205)	69%	Revenue higher than anticipated.
Kerbside Parking Control Revenue Total	(1,262,978)	(111,804)	(188,808)	(77,205)	69%	
Kerbside Parking Control Expenditure						
Other Expenses	474,829	(6,243)	1	6,244	-100%	
Kerbside Parking Control Expenditure Total	474,829	(6,243)	1	6,244	-100%	
Kerbside Parking Control Total	(788,149)	(117,847)	(188,808)	(70,961)	60%	
Dog Pound Expenditure						
Dog Pound Expenditure						
Building Maintenance	1,500	0	0	0		
Dog Pound Expenditure Total	1,500	0	0	0		
Dog Pound Expenditure Total	1,500	0	0	0		

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Community Connections						
Community Connections Expenditure						
Employee Costs	50,558	808	719	(87)	-11%	
Other Expenses	98,880	34	1	(33)	-98%	
Operalling Projects	50,000	0	170	170	100%	
Community Connections Expenditure Total	199,438	840	890	50	6%	
Community Connections Indirect Costs						
Allocations	23,820	804	1,393	559	70%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Library Occupancy Costs Allocations	718	22	28	8	28%	
Community Connections Indirect Costs Total	24,338	826	1,391	565	68%	
Community Connections Total	223,776	1,666	2,280	614	37%	
Engineering Design Services						
Engineering Design Services Revenue						
Revenue	(7,000)	(125)	(85)	40	-32%	
Engineering Design Services Revenue Total	(7,000)	(125)	(85)	40	-32%	
Engineering Design Services Expenditure						
Employee Costs	557,507	8,853	23,709	14,856	168%	
Other Employee Costs	32,713	2,434	2,395	(39)	-2%	
Other Expenses	115,950	8,397	11,850	3,253	39%	
Engineering Design Services Expenditure Total	706,170	19,684	37,753	18,069	92%	
Engineering Design Services Indirect Costs						
Allocations	294,996	9,982	12,590	2,578	26%	
Engineering Design Services Indirect Costs Total	294,996	9,982	12,560	2,578	26%	
Engineering Design Services Total	994,166	29,541	50,228	20,687	70%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Bike Station Expenditure						
Bike Station Expenditure	20,000	0	0	0		
Other Expenses	20,000	0	0	0		
Bike Station Expenditure Total	20,000	0	0	0		
Bike Station Expenditure Total						
20,000	0	0	0	0		
Street Lighting						
Street Lighting Revenue						
Revenue	(24,500)	0	0	0		
Street Lighting Revenue Total	(24,500)	0	0	0		
Street Lighting Expenditure						
Street Lighting Expenditure	756,000	60,833	(10,797)	(71,630)	-118%	Timing variance.
Other Expenses	756,000	60,833	(10,797)	(71,630)	-118%	
Street Lighting Expenditure Total	756,000	60,833	(10,797)	(71,630)	-118%	
Street Lighting Total						
731,500	60,833	(10,797)	(71,630)	-118%		
Bus Shelter						
Bus Shelter Revenue						
Revenue	(64,000)	0	0	0		
Bus Shelter Revenue Total	(64,000)	0	0	0		
Bus Shelter Expenditure						
Bus Shelter Expenditure	97,005	1,050	3,324	2,274	217%	
Other Expenses	97,005	1,050	3,324	2,274	217%	
Bus Shelter Expenditure Total	97,005	1,050	3,324	2,274	217%	
Bus Shelter Total						
33,005	1,050	3,324	2,274	217%		
Parking and Street Name Signs Expenditure						
Parking and Street Name Signs Expenditure	90,000	7,500	508	(6,992)	-93%	
Other Expenses	90,000	7,500	508	(6,992)	-93%	
Parking and Street Name Signs Expenditure Total	90,000	7,500	508	(6,992)	-93%	
Parking and Street Name Signs Expenditure Total						
90,000	7,500	508	(6,992)	-93%		

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Crossovers						
Crossovers Revenue						
Revenue	(500)	0	0	0		
Crossovers Revenue Total	(500)	0	0	0		
Crossovers Expenditure						
Other Expenses	15,000	1,250	2,283	1,033	83%	
Crossovers Expenditure Total	15,000	1,250	2,283	1,033	83%	
Crossovers Total	14,500	1,250	2,283	1,033	83%	
Roads Linemarking Expenditure						
Roads Linemarking Expenditure						
Other Expenses	68,000	5,667	2,165	(3,502)	-62%	
Roads Linemarking Expenditure Total	68,000	5,667	2,165	(3,502)	-62%	
Roads Linemarking Expenditure Total	68,000	5,667	2,165	(3,502)	-62%	
Tree Lighting Leederville Expenditure						
Tree Lighting Leederville Expenditure						
Other Expenses	70,000	0	0	0		
Tree Lighting Leederville Expenditure Total	70,000	0	0	0		
Tree Lighting Leederville Expenditure Total	70,000	0	0	0		
Parklets Expenditure						
Parklets Expenditure						
Other Expenses	3,500	0	0	0		
Parklets Expenditure Total	3,500	0	0	0		
Parklets Expenditure Total	3,500	0	0	0		

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Environmental Services						
Environmental Services Revenue						
Revenue	(7,000)	(583)	0	583	-100%	
Environmental Services Revenue Total	(7,000)	(583)	0	583	-100%	
Environmental Services Expenditure						
Employee Costs	90,320	1,438	173	(1,263)	-88%	
Other Expenses	87,290	4,524	332	(4,192)	-93%	
Environmental Services Expenditure Total	177,610	5,960	505	(5,455)	-92%	
Environmental Services Indirect Costs						
Allocations	44,738	1,429	1,901	472	33%	
Environmental Services Indirect Costs Total	44,738	1,429	1,901	472	33%	
Environmental Services Total	215,348	6,806	2,406	(4,400)	-65%	
Property Management Administration						
Property Management Administration Revenue						
Revenue	(2,000)	(167)	(97)	70	-42%	
Property Management Administration Revenue Total	(2,000)	(167)	(97)	70	-42%	
Property Management Administration Expenditure						
Employee Costs	308,390	4,851	15,461	10,810	219%	
Other Employee Costs	5,100	425	759	334	70%	
Other Expenses	0	0	(5)	(5)	100%	
Property Management Administration Expenditure Total	311,490	5,276	16,215	10,939	207%	
Property Management Administration Indirect Costs						
Allocations	149,068	5,526	7,600	2,074	38%	
Property Management Administration Indirect Costs Total	149,068	5,526	7,600	2,074	38%	
Property Management Administration Total	458,558	10,635	23,719	13,084	123%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Civic Centre Building						
Civic Centre Building Expenditure						
Building Maintenance	115,000	17,825	2,451	(15,174)	-86%	
Ground Maintenance	52,050	3,920	100	(3,820)	-97%	
Other Expenses	895,891	9,000	3,225	(5,775)	-84%	
Civic Centre Building Expenditure Total	1,062,941	30,545	5,777	(24,768)	-81%	
Civic Centre Building Indirect Costs						
Allocations	(1,062,941)	(30,545)	(5,777)	24,768	-81%	
Civic Centre Building Indirect Costs Total	(1,062,941)	(30,545)	(5,777)	24,768	-81%	
Civic Centre Building Total	0	0	0	0	100%	
Child Care Centres and Play Groups						
Child Care Centres and Play Groups Revenue						
Revenue	(9,474)	(41)	(219)	(178)	433%	
Child Care Centres and Play Groups Revenue Total	(9,474)	(41)	(219)	(178)	433%	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	7,150	0	5,275	5,275	100%	
Ground Maintenance	500	42	0	(42)	-100%	
Other Expenses	47,350	317	285	(52)	-16%	
Child Care Centres and Play Groups Expenditure Total	55,009	359	5,540	5,181	1443%	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,253	188	204	16	9%	
Child Care Centres and Play Groups Indirect Costs Total	2,253	188	204	16	9%	
Child Care Centres and Play Groups Total	47,788	506	5,526	5,020	952%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Pre Schools and Kindergartens						
Pre Schools and Kindergartens Revenue						
Revenue	(42,528)	(474)	(16,790)	(16,316)	3442%	
Pre Schools and Kindergartens Revenue Total	(42,528)	(474)	(16,790)	(16,316)	3442%	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	2,725	0	0	0		
Other Expenses	50,577	542	470	(72)	-13%	
Pre Schools and Kindergartens Expenditure Total	53,302	542	470	(72)	-13%	
Pre Schools and Kindergartens Indirect Costs						
Allocations	1,815	135	146	11	8%	
Pre Schools and Kindergartens Indirect Costs Total	1,815	135	146	11	8%	
Pre Schools and Kindergartens Total	12,389	203	(16,174)	(16,377)	-8068%	
Community and Welfare Centres						
Community and Welfare Centres Revenue						
Revenue	(31,145)	(107)	(1,882)	(1,775)	1850%	
Community and Welfare Centres Revenue Total	(31,145)	(107)	(1,882)	(1,775)	1659%	
Community and Welfare Centres Expenditure						
Building Maintenance	31,050	1,000	291	(709)	-71%	
Ground Maintenance	8,350	608	32	(864)	-95%	
Other Expenses	178,277	833	1,185	352	42%	
Community and Welfare Centres Expenditure Total	215,677	2,529	1,507	(1,022)	-40%	
Community and Welfare Centres Indirect Costs						
Allocations	7,088	591	640	49	8%	
Community and Welfare Centres Indirect Costs Total	7,088	591	640	49	8%	
Community and Welfare Centres Total	191,620	3,013	265	(2,748)	-91%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Department of Sports and Recreation Building						
Dept of Sports and Recreation Building Revenue						
Revenue	(965,500)	(80,458)	0	80,458	-100%	Timing variance with the payment as the lease is now being managed by a Property Manager.
Dept of Sports and Recreation Building Revenue Total	(965,500)	(80,458)	0	80,458	-100%	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	97,000	1,067	4,993	3,326	200%	
Ground Maintenance	8,250	687	0	(887)	-100%	
Other Expenses	883,005	46,528	18	(46,511)	-100%	Timing variance relating to the lease incentive payment as lease agreement has not been signed off as yet.
Dept of Sports and Recreation Building Expenditure Total	968,255	48,882	5,011	(43,871)	-90%	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	11,857	988	1,088	80	8%	
Dept of Sports and Recreation Building Indirect Costs Total	11,857	988	1,068	80	8%	
Department of Sports and Recreation Building Total	14,612	(30,588)	6,079	36,667	-120%	
nib Stadium						
nib Stadium Revenue						
Revenue	(27,847)	0	(27,847)	(27,847)	100%	Revenue received earlier than anticipated.
nib Stadium Revenue Total	(27,847)	0	(27,847)	(27,847)	100%	
nib Stadium Expenditure						
Other Expenses	17,786	0	0	0		
nib Stadium Expenditure Total	17,786	0	0	0		
nib Stadium Total	(10,061)	0	(27,847)	(27,847)	100%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Leederville Oval						
Leederville Oval Revenue						
Revenue	(149,342)	(10,992)	0	10,992	-100%	
Leederville Oval Revenue Total	(149,342)	(10,992)	0	10,992	-100%	
Leederville Oval Expenditure						
Building Maintenance	19,700	0	1,847	1,847	100%	
Ground Maintenance	100,000	8,333	2,918	(5,415)	-65%	
Other Expenses	453,697	6,416	4,030	(2,389)	-37%	
Leederville Oval Expenditure Total	573,397	14,749	8,795	(5,954)	-40%	
Leederville Oval Indirect Costs						
Allocations	12,340	1,028	1,114	86	8%	
Leederville Oval Indirect Costs Total	12,340	1,028	1,114	86	8%	
Leederville Oval Total	436,395	4,785	9,909	5,124	107%	
Loftus Centre						
Loftus Centre Revenue						
Revenue	(553,288)	(4,399)	(10,350)	(5,951)	135%	
Loftus Centre Revenue Total	(553,288)	(4,399)	(10,350)	(5,951)	135%	
Loftus Centre Expenditure						
Building Maintenance	234,500	8,333	4,211	(4,122)	-40%	
Ground Maintenance	41,450	6,620	97	(8,523)	-99%	
Other Expenses	787,850	11,299	1,953	(9,346)	-83%	
Loftus Centre Expenditure Total	1,063,800	26,252	6,260	(19,992)	-76%	
Loftus Centre Indirect Costs						
Allocations	22,550	1,880	2,036	156	8%	
Loftus Centre Indirect Costs Total	22,550	1,880	2,036	156	8%	
Loftus Centre Total	533,062	23,733	(2,053)	(25,786)	-109%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Public Halls						
Public Halls Revenue						
Revenue	(12,859)	(84)	(12,798)	(12,714)	15138%	
Public Halls Revenue Total	(12,859)	(84)	(12,798)	(12,714)	15138%	
Public Halls Expenditure						
Building Maintenance	190,500	6,265	2,611	(3,655)	-58%	
Ground Maintenance	18,000	0	0	0		
Other Expenses	286,352	2,761	1,597	(1,194)	-43%	
Public Halls Expenditure Total	476,852	9,026	4,178	(4,848)	-54%	
Public Halls Indirect Costs						
Allocations	6,039	503	536	33	7%	
Public Halls Indirect Costs Total	6,039	503	536	33	7%	
Public Halls Total	470,232	9,445	(8,084)	(17,529)	-186%	
Reserves Pavilions and Facilities						
Reserves Pavilions and Facilities Revenue						
Revenue	(5,915)	0	(1,077)	(1,077)	100%	
Reserves Pavilions and Facilities Revenue Total	(5,915)	0	(1,077)	(1,077)	100%	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	371,901	17,533	5,588	(11,045)	-68%	
Ground Maintenance	8,500	0	0	0		
Other Expenses	296,711	4,663	2,750	(1,913)	-41%	
Reserves Pavilions and Facilities Expenditure Total	677,112	22,196	8,338	(13,858)	-62%	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	6,001	501	541	40	8%	
Reserves Pavilions and Facilities Indirect Costs Total	6,001	501	541	40	8%	
Reserves Pavilions and Facilities Total	677,198	22,697	7,801	(14,896)	-66%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Sporting Clubs Buildings						
Sporting Clubs Buildings Revenue						
Revenue	(128,493)	(5,335)	(4,693)	642	-12%	
Sporting Clubs Buildings Revenue Total	(128,493)	(5,335)	(4,693)	642	-12%	
Sporting Clubs Buildings Expenditure						
Building Maintenance	180,200	829	8,642	7,813	942%	
Ground Maintenance	2,000	0	0	0		
Other Expenses	739,965	7,239	4,318	(2,921)	-40%	
Sporting Clubs Buildings Expenditure Total	922,165	8,068	12,961	4,893	61%	
Sporting Clubs Buildings Indirect Costs						
Allocations	28,755	2,397	2,595	198	8%	
Sporting Clubs Buildings Indirect Costs Total	28,755	2,397	2,595	198	8%	
Sporting Clubs Buildings Total	822,427	5,130	10,863	5,733	112%	
Parks and Reserves Administration						
Parks and Reserves Administration Revenue						
Revenue	(3,200)	(267)	(133)	134	-50%	
Parks and Reserves Administration Revenue Total	(3,200)	(267)	(133)	134	-50%	
Parks and Reserves Administration Expenditure						
Employee Costs	1,046,823	17,408	42,660	25,272	145%	Budget phasing variance.
Other Employee Costs	72,825	6,070	4,902	(1,168)	-16%	
Other Expenses	151,758	7,499	530	(8,969)	-63%	
Parks and Reserves Administration Expenditure Total	1,273,206	30,977	48,111	17,134	55%	
Parks and Reserves Administration Indirect Costs						
Allocations	1,457,289	49,600	70,280	20,680	42%	
On Costs Recovery	(1,497,018)	(124,751)	(85,754)	38,997	-31%	
Parks and Reserves Administration Indirect Costs Total	(39,729)	(75,151)	(15,474)	59,677	-79%	
Parks and Reserves Administration Total	1,230,277	(44,441)	32,504	76,945	-173%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Parks and Reserves						
Parks and Reserves Revenue						
Revenue	0	0	(1,127)	(1,127)	100%	
Parks and Reserves Revenue Total	0	0	(1,127)	(1,127)	100%	
Parks and Reserves Expenditure						
Ground Maintenance	2,106,850	174,391	120,085	(44,726)	-20%	Timing variance of works.
Other Expenses	545,581	0	250	250	100%	
Parks and Reserves Expenditure Total	2,742,431	174,391	129,915	(44,476)	-26%	
Parks and Reserves Indirect Costs						
Allocations	336	28	30	2	7%	
Parks and Reserves Indirect Costs Total	336	28	30	2	7%	
Parks and Reserves Total	2,742,767	174,419	128,818	(45,601)	-26%	
Sporting Grounds						
Sporting Grounds Revenue						
Revenue	(1,134)	0	(8,556)	(8,556)	100%	
Sporting Grounds Revenue Total	(1,134)	0	(8,556)	(8,556)	100%	
Sporting Grounds Expenditure						
Ground Maintenance	1,224,350	98,783	82,238	(10,547)	-17%	
Other Expenses	594,444	0	492	492	100%	
Sporting Grounds Expenditure Total	1,788,794	98,783	82,729	(16,054)	-16%	
Sporting Grounds Total	1,787,660	98,783	74,172	(24,611)	-25%	
Road Reserves Expenditure						
Road Reserves Expenditure						
Ground Maintenance	328,005	26,971	10,354	(16,617)	-62%	
Other Expenses	0	0	(381)	(381)	100%	
Road Reserves Expenditure Total	328,005	26,971	9,973	(16,998)	-63%	
Road Reserves Expenditure Total	328,005	26,971	9,973	(16,998)	-63%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Parks Other						
Parks Other Revenue						
Revenue	(2,000)	0	0	0		
Parks Other Revenue Total	(2,000)	0	0	0		
Parks Other Expenditure						
Other Expenses	1,456,300	150,110	141,598	(8,512)	-6%	
Money/Monger Street Trees Surgery	22,000	0	0	0		
Parks Other Expenditure Total	1,478,300	150,110	141,598	(8,512)	-6%	
Parks Other Total	1,476,300	150,110	141,598	(8,512)	-6%	
Processable Waste Collection						
Processable Waste Collection Revenue						
Revenue	(374,954)	(31,245)	(329,198)	(207,953)	954%	Budget phasing variance. This will be rectified in the October review.
Processable Waste Collection Revenue Total	(374,954)	(31,245)	(329,198)	(207,953)	954%	
Processable Waste Collection Expenditure						
Employee Costs	992,995	16,209	49,758	33,549	207%	Budget phasing variance.
Other Employee Costs	57,428	4,785	4,917	131	3%	
Other Expenses	3,864,811	318,754	225,694	(93,050)	-29%	Timing variance relating to tipping costs.
Operating Projects	80,000	0	0	0		
Processable Waste Collection Expenditure Total	4,995,234	339,749	280,369	(59,380)	-17%	
Processable Waste Collection Indirect Costs						
Allocations	861,971	27,630	37,314	9,684	35%	
On Costs Recovery	(878,250)	(73,021)	(56,137)	16,884	-23%	
Processable Waste Collection Indirect Costs Total	(14,279)	(45,391)	(18,822)	26,569	-59%	
Processable Waste Collection Total	4,606,001	263,113	(67,652)	(330,765)	-126%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Other Waste Services						
Other Waste Services Revenue						
Revenue	(10,065)	(838)	(653)	185	-22%	
Other Waste Services Revenue Total	(10,065)	(838)	(653)	185	-22%	
Other Waste Services Expenditure						
Other Expenses	570,892	40,588	915	(39,673)	-98%	Timing variance relating to Bulk verge collection scheduled for July/August.
Household Hazardous Waste Collection Day	2,200	2,200	0	(2,200)	-100%	
Other Waste Services Expenditure Total	572,892	42,788	915	(41,873)	-98%	
Other Waste Services Total	562,827	41,950	262	(41,688)	-99%	
Recycling Expenditure						
Recycling Expenditure	1,051,725	61,160	0	(61,160)	-100%	Timing variance of works.
Recycling Expenditure Total	1,051,725	61,160	0	(61,160)	-100%	
Public Works Overhead						
Public Works Overhead Revenue						
Revenue	(61,700)	(3,378)	(4,367)	(969)	29%	
Public Works Overhead Revenue Total	(61,700)	(3,378)	(4,367)	(969)	29%	
Public Works Overhead Expenditure						
Employee Costs	436,504	7,302	17,312	10,010	137%	
Other Employee Costs	45,050	3,755	1,407	(2,348)	-83%	
Other Expenses	56,850	237	484	247	104%	
Public Works Overhead Expenditure Total	542,413	11,294	19,203	7,909	70%	
Public Works Overhead Indirect Costs						
Allocations	631,197	21,397	28,418	7,021	33%	
On Costs Recovery	(191,782)	(15,982)	(29,140)	(13,158)	82%	
Public Works Overhead Indirect Costs Total	439,415	5,415	(722)	(6,137)	-113%	
Public Works Overhead Total	920,128	13,331	14,114	783	6%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Plant Operating						
Plant Operating Expenditure						
Other Expenses	1,491,587	60,916	50,737	(10,179)	-17%	
Plant Operating Expenditure Total	1,491,587	60,916	50,737	(10,179)	-17%	
Plant Operating Indirect Costs						
Allocations	(1,117,785)	(93,847)	(124,344)	(30,497)	32%	
Plant Operating Indirect Costs Total	(1,117,785)	(93,847)	(124,344)	(30,497)	32%	
Plant Operating Total	373,802	(32,931)	(73,606)	(40,675)	124%	
Recoverable Works						
Recoverable Works Revenue						
Revenue	(12,309)	(1,026)	(1,026)	0	0%	
Recoverable Works Revenue Total	(12,309)	(1,026)	(1,026)	0	0%	
Recoverable Works Expenditure						
Other Expenses	12,309	1,026	3,561	2,535	247%	
Recoverable Works Expenditure Total	12,309	1,026	3,561	2,535	247%	
Recoverable Works Total	0	0	2,535	2,535	100%	
Drainage Expenditure						
Drainage Expenditure						
Other Expenses	374,547	5,666	2,306	(3,360)	-50%	
Drainage Expenditure Total	374,547	5,666	2,306	(3,360)	-59%	
Drainage Expenditure Total	374,547	5,666	2,306	(3,360)	-59%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Footpaths/Cycleways Expenditure						
Footpaths/Cycleways Expenditure	1,041,319	26,751	36,749	9,998	37%	
Other Expenses						
Footpaths/Cycleways Expenditure Total	1,041,319	26,751	36,749	9,998	37%	
Footpaths/Cycleways Expenditure Total						
	1,041,319	26,751	36,749	9,998	37%	
Rights of Way Expenditure						
Rights of Way Expenditure						
Other Expenses	281,467	6,334	7,804	1,470	23%	
Rights of Way Expenditure Total	281,467	6,334	7,804	1,470	23%	
Rights of Way Expenditure Total						
	281,467	6,334	7,804	1,470	23%	
Roads Expenditure						
Roads Expenditure						
Other Expenses	3,091,204	12,964	12,406	(558)	-4%	
Roads Expenditure Total	3,091,204	12,964	12,406	(558)	-4%	
Roads Expenditure Total						
	3,091,204	12,964	12,406	(558)	-4%	
Street Cleaning Expenditure						
Street Cleaning Expenditure						
Other Expenses	1,345,615	112,135	65,404	(46,731)	-42%	Timing variance of works.
Street Cleaning Expenditure Total	1,345,615	112,135	65,404	(46,731)	-42%	
Street Cleaning Expenditure Total						
	1,345,615	112,135	65,404	(46,731)	-42%	
Traffic Control for Roadworks Expenditure						
Traffic Control for Roadworks Expenditure						
Other Expenses	85,000	1,345	5,335	3,990	297%	
Traffic Control for Roadworks Expenditure Total	85,000	1,345	5,335	3,990	297%	
Traffic Control for Roadworks Expenditure Total						
	85,000	1,345	5,335	3,990	297%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Roadwork Signs and Barricades Expenditure						
Roadwork Signs and Barricades Expenditure						
Other Expenses	2,000	0	0	0		
Roadwork Signs and Barricades Expenditure Total	2,000	0	0	0		
Roadwork Signs and Barricades Expenditure Total	2,000	0	0	0		
Sump Expenditure						
Sump Expenditure						
Other Expenses	500	3	3	(0)	-9%	
Sump Expenditure Total	500	3	3	(0)	-9%	
Sump Expenditure Total	500	3	3	(0)	-9%	
Works Depot Revenue						
Works Depot Revenue						
Revenue	(1,259)	(105)	(48)	57	-54%	
Works Depot Revenue Total	(1,259)	(105)	(48)	57	-54%	
Works Depot Revenue Total	(1,259)	(105)	(48)	57	-54%	
Works Depot						
Works Depot Expenditure						
Employee Costs	184,063	2,924	8,388	5,462	187%	
Other Employee Costs	2,500	208	14	(104)	-93%	
Other Expenses	6,750	813	(4)	(817)	-100%	
Works Depot Expenditure Total	196,313	3,945	8,396	4,451	113%	
Works Depot Indirect Costs						
Allocations	(195,054)	(3,840)	(8,348)	(4,508)	117%	
Works Depot Indirect Costs Total	(195,054)	(3,840)	(8,348)	(4,508)	117%	
Works Depot Total	1,259	105	48	(57)	-54%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Depot Building						
Depot Occupancy Costs						
Building Maintenance	90,000	3,375	17,353	13,978	414%	
Ground Maintenance	0	0	171	171	100%	
Other Expenses	251,052	1,833	1,384	(449)	-24%	
Depot Occupancy Costs Total	341,052	5,208	18,908	13,700	263%	
Depot Indirect Costs						
Allocations	(341,052)	(5,208)	(18,908)	(13,700)	263%	
Depot Indirect Costs Total	(341,052)	(5,208)	(18,908)	(13,700)	263%	
Depot Building Total	0	0	0	0		
Community Partnerships Revenue						
Community Partnerships Revenue						
Revenue	0	0	0	0		
Community Partnerships Revenue Total	0	0	0	0		
Community Partnerships Revenue Total	0	0	0	0		
Community Partnership Expenditure						
Community Partnership Expenditure						
Employee Costs	420,153	6,677	11,855	4,978	75%	
Other Employee Costs	9,430	369	885	316	86%	
Other Expenses	222,000	167	(14)	(161)	-106%	
Community Partnership Expenditure Total	651,583	7,213	12,326	5,113	71%	
Community Partnership Expenditure Total	651,583	7,213	12,326	5,113	71%	
Community Partnerships Indirect Costs						
Community Partnerships Indirect Costs						
Allocations	231,602	7,798	8,588	790	10%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Community Partnerships Indirect Costs Total	231,602	7,798	8,588	790	10%	
Community Partnerships Indirect Costs Total	231,602	7,798	8,588	790	10%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget 31/07/2020 \$	YTD Actual 31/07/2020 \$	YTD Variance \$	Variance %	Variance Commentary
Senior and Disability Services Expenditure						
Senior and Disability Services Expenditure	0	0	7,295	7,295	100%	
Employee Costs	20,000	1,250	2,000	750	60%	
Other Expenses	0	0	0	0		
Operational Projects	0	0	0	0		
Senior and Disability Services Expenditure Total	20,000	1,250	9,295	8,045	644%	
Senior and Disability Services Revenue Total	(15,500)	0	0	0		
Senior and Disability Services Revenue Total	(15,500)	0	0	0		
Senior and Disability Services Indirect Costs						
Senior and Disability Services Indirect Costs						
Allocations	0	0	187	187	100%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Senior and Disability Services Indirect Costs Total	0	0	187	187	100%	
Senior and Disability Services Indirect Costs Total	0	0	187	187	100%	
Net Operating	7,589,805	(34,210,542)	(35,183,781)	(973,239)	3%	

**CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 JULY 2020**

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
LAND & BUILDING ASSETS							
ADMIN CENTRE							
Air Conditioning & HVAC Renewal - Admin Building HVAC	300,000	-	-	0	0%	-	
BEATTY PARK LEISURE CENTRE							
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	2,930,000	-	-	0	0%	80,407	
Beatty Park - Replacement of gym carpet	-	-	9,000	9,000	100%	8,965	Carried forward from 19/20. Budget to be adjusted at the next review.
LIBRARY							
Upgrade Library counter to enhance customer service delivery	50,000	-	-	0	0%	-	
LOFTUS CENTRE							
Loftus Community Centre – ceiling fabric and lighting renewal	170,000	-	-	0	0%	55,281	
Loftus Centre - Stormwater Retention tank	120,000	-	-	0	0%	-	
DEPARTMENT OF SPORTS AND RECREATION							
DLGSC renewal/upgrade-Lease obligation	196,000	-	-	0	0%	3,636	
MISCELLANEOUS							
Solar Photovoltaic Panel System Installation - Mt Hawthorn Community Centre	8,900	-	-	0	0%	-	
Solar Photovoltaic Panel System Installation - North Perth Town Hall	8,900	-	-	0	0%	-	
Solar Photovoltaic Panel System Installation - Vincent Community Centre	20,150	-	-	0	0%	-	
Solar Photovoltaic Panel System Installation - Britannia Reserve Pavilion	8,900	-	-	0	0%	-	
Solar Photovoltaic Panel System Installation - Perth Soccer Club							
LED floodlight upgrade - Leederville Tennis Club	21,548	-	-	0	0%	-	
Royal Park Hall - Kitchen and amenities renewal	190,000	-	-	0	0%	-	
Roofing Renewal-Loton Park Tennis Club Room	180,000	-	-	0	0%	-	
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	50,000	-	-	0	0%	-	
Leederville Oval Stadium - Electrical renewal - 3 boards	300,000	-	-	0	0%	-	
Public Toilet - Hyde park east - renewal	151,000	-	550	550	100%	69,234	Works in progress.
Loftus Recreation Centre - Change room upgrade	181,000	-	-	0	0%	-	
FOR LAND & BUILDING ASSETS	4,886,398	-	9,550	9,550	100%	61,126	

**CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 JULY 2020**

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
INFRASTRUCTURE ASSETS							
LOCAL ROADS PROGRAM							
Eton St - Gill St to Hobart St	76,500	-	-	0	0%	66,223	
Coronation St - Chamberlain St to Scarborough Beach Rd	111,500	-	-	0	0%	-	
Edinboro St-Hobart St to Scarborough Beach Rd	42,000	-	-	0	0%	-	
Edinboro St-Hobart St to Edinboro St Reserve	108,000	-	-	0	0%	18,280	
Seabrook St-Anzac Rd to Brentham St	30,000	-	-	0	0%	31,084	
Lake St-Glendower St to Bulwer St	69,500	-	-	0	0%	545	
Lake St-Stuart St to Brisbane St	94,500	-	-	0	0%	545	
Cantle St-Lord St to West Parade	74,500	-	-	0	0%	12,928	
Chapman St-Lord St to West Parade	89,000	-	-	0	0%	545	
Thorley St-Brewer St to Edward St	52,000	-	-	0	0%	2,145	
Blackford St-Egina St to Cul-dee-sac	29,000	-	-	0	0%	25,104	
The Boulevard-Scarborough Beach Rd to Berryman St	52,000	-	-	0	0%	-	
Kalgoorlie St-Berryman St to Scarborough Beach Rd	68,000	-	307	307	100%	64,260	Works in progress.
Ellesmere St-Matlock St to Flinders St	69,000	-	-	0	0%	545	
Laneway Rear of Leederville Hotel-Oxford Street to rear of 226 Carr Place	23,500	-	-	0	0%	-	
Norfolk St-Burt St to Forrest St	88,000	-	-	0	0%	545	
Kadina St-Pennant St to Bourke St	5,000	-	-	0	0%	-	
Howlett St-Pennant St to Hardy St	2,500	-	-	0	0%	-	
Chamberlain St-Coronation St to Pennant St	1,250	-	-	0	0%	-	
Eton St-Hobart St to Haynes St	2,500	-	-	0	0%	-	
Emmerson St-Morrison St to Loftus St	1,800	-	-	0	0%	-	
Cleaver St-Newcastle St to Old Aberdeen Place	88,950	-	618	618	100%	1,995	Works in progress.
ROAD TO RECOVERY							
Sasse Avenue-Purslowe St to Anzac Rd	212,190	-	-	0	0%	32,005	
The Avenue-Vincent Street to Car Park	31,500	-	1,995	1,995	100%	-	Works in progress.

**CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 JULY 2020**

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
TRAFFIC MANAGEMENT							
Alma/Claverton Local Area Traffic Management	50,000	-	-	0	0%	-	
Harold and Lord St Intersection	26,000	-	-	0	0%	-	
BLACK SPOT PROGRAM							
Vincent - Fitzgerald St to Chelmsford Rd	72,800	-	-	0	0%	-	
Intersection of Brady and Milton St, Mt Hawthorn	30,000	-	-	0	0%	-	
Intersection of Bulwer and Stirling St, Perth	100,000	-	-	0	0%	-	
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna	30,000	-	-	0	0%	-	
Intersection of Beaufort and Harold Streets, Highgate	100,000	-	-	0	0%	-	
Intersection of Loftus and Vincent Streets, West Perth/Leederville	250,000	-	-	0	0%	-	
Intersection of Fitzgerald Street & Raglan Road, North Perth	80,000	-	-	0	0%	-	
Minor Traffic Management Improvement Program	80,000	-	-	0	0%	5,366	
STREETSCAPE IMPROVEMENTS							
Minor streetscape improvements	30,000	-	-	0	0%	5,575	
Streetscape Improvements-Cleaver St	50,000	-	-	0	0%	-	
Streetscape Improvements-Angove St and Fitzgerald St	13,000	-	-	0	0%	-	
ROADWORKS - REHABILITATION (MRRG PROGRAM)							
Bulwer St - Beaufort St to Williams St	68,154	-	145	145	100%	27,642	Works in progress.
Loftus St - Bourke St to Scarborough Beach Rd	50,000	-	-	0	0%	-	
Newcastle St-Beaufort St to Lord St - Eastbound	143,800	-	-	0	0%	1,995	
Smith St-Bulwer to Lincoln St	127,500	-	325	325	100%	-	Works in progress.
Brisbane St-Bulwer St to Stirling St	130,900	-	545	545	100%	-	Works in progress.
RIGHTS OF WAY							
Annual review based upon the most recent condition assessment survey	75,000	-	-	0	0%	-	
SLAB FOOTPATH PROGRAMME							
Golding St-Newcastle St to Old Aberdeen St	38,180	-	-	0	0%	-	
Brisbane Trc (North)-Lake St to Brisbane Plc	27,920	-	-	0	0%	-	
Brisbane Trc (South)-Lake St to Brisbane Plc	26,761	-	-	0	0%	-	
Lake St-Brisbane Trc to Robinson Avenue	5,603	-	-	0	0%	-	
Lake St-Newcastle St to Forbes Rd	2,310	-	-	0	0%	-	
Leeder St-Jugan St to Cul-de-sac	3,353	-	-	0	0%	-	
Caversham St-Claisebrook Rd to Cul-de-sac	12,669	-	-	0	0%	-	
Mary St (North)-William St to Mereny Lane	8,800	-	-	0	0%	-	
Mary St (South)-William St to Mereny Lane	8,800	-	-	0	0%	-	
Broome St-Smith St to Brigatti Gardens	5,500	-	-	0	0%	-	
London St-Intersection of Scarborough Beach Road	60,104	-	-	0	0%	-	

**CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 JULY 2020**

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
BICYCLE NETWORK							
Florence/Strathcona/Golding Safe Active Street	300,000	-	-	0	0%	-	
Design for Norfolk St N/S Route	50,000	-	-	0	0%	-	
Design for Glendalough to Brady	15,000	-	-	0	0%	-	
DRAINAGE							
Britannia Reserve Main Drain Renewal stage 1&2	80,000	-	-	0	0%	-	
Minor drainage improvement program	50,000	-	-	0	0%	-	
Gully Soak-well program	60,000	-	-	0	0%	-	
CAR PARK DEVELOPMENT							
Car Parking Upgrade-Melrose St angled parking	55,000	-	-	0	0%	-	
Car Parking Upgrade-Strathcona St angled parking	20,000	-	-	0	0%	-	
Car Parking Upgrade-Albert St angled parking Stage 3	55,000	-	-	0	0%	-	
Depot - Car park lighting Renewal	60,000	-	-	0	0%	29,397	
PARKS AND RESERVES							
Banks Reserve Master Plan Implementation - Stage 1	130,000	-	-	0	0%	5,333	
Greening Plan-Pansy Street carpark	25,000	-	-	0	0%	-	
Greening Plan-Pansy Street	5,000	-	-	0	0%	-	
Greening Plan-West End Arts Precinct	30,000	-	-	0	0%	-	
Greening Plan-Norham Street	15,000	-	-	0	0%	-	
Greening Plan-Highlands Road	10,000	-	-	0	0%	-	
Greening Plan-Hawthorn Street	10,000	-	-	0	0%	-	
Greening Plan-Little Walcott Street	5,000	-	-	0	0%	-	
RETICULATION							
Britannia Reserve - renew groundwater bore (south) No,40	45,000	-	-	0	0%	-	
Kyllia Park - replace irrigation cubicle	15,000	-	-	0	0%	-	
STREET FURNITURE							
Bus Shelter Replacement	20,000	-	-	0	0%	-	
Bus Shelter-William St	15,000	-	-	0	0%	-	
FOR INFRASTRUCTURE ASSETS	4,199,844	-	3,935	3,935	6	276,772	

**CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 JULY 2020**

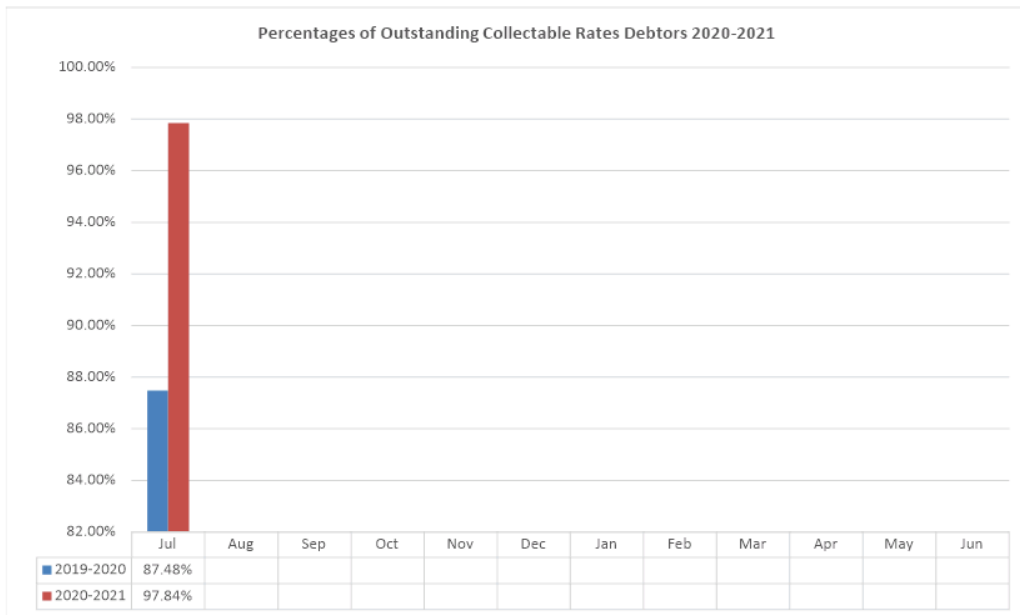
Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
<u>PLANT & EQUIPMENT ASSETS</u>							
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME							
Light Fleet - Annual Changeover	190,000	-	-	0	0%	56,400	
MAJOR PLANT REPLACEMENT PROGRAMME							
Single Axle Tipper Truck	145,000	145,000	138,586	-	6,414		Truck delivered in July.
MISCELLANEOUS							
Parking Sensors Pilot Project	11,810	-	-	0			
TOTAL EXPENDITURE FOR PLANT & EQUIPMENT ASSETS							
	346,810	145,000	138,586	(6,414)	-4%	56,400	
<u>FURNITURE & EQUIPMENT ASSETS</u>							
INFORMATION TECHNOLOGY							
Enterprise Applications upgrade	290,000	-	7,543	7,543	100%	-	Implementation & training of Contracts management module.
Building Management System software-Admin	120,000	-	-	0	0%	-	
MARKETING & COMMUNICATIONS							
COVID-19 Artwork relief project	525,600	-	-	0	0%	89,598	
DEPARTMENT OF SPORTS AND RECREATION							
Beatty Park Leisure Centre - Non Fixed Assets Renewal	71,500	-	-	0	0%	-	
MISCELLANEOUS							
Miscellaneous Assets Renewal	30,000	-	-	0	0%	28,883	
TOTAL EXPENDITURE FOR FURNITURE & EQUIPMENT ASSETS							
	1,037,100	-	7,543	7,543	100%	118,481	
TOTAL CAPITAL EXPENDITURE							
	10,470,152	145,000	159,613	14,613	10%	512,779	

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 31 JULY 2020



Reserve Particulars	Budget Opening Balance 01/07/2020 \$	Actual Opening Balance 01/07/2020 \$	Budget Transfers to Reserve 30/06/2021 \$	YTD Actual Transfers to Reserve 31/07/2020 \$	Budget Interest Earned 30/06/2021 \$	YTD Actual Interest Earned 31/07/2020 \$	Budget Transfers from Reserve 30/06/2021 \$	YTD Actual Transfers from Reserve 31/07/2020 \$	Budget Closing Balance 30/06/2021 \$	Actual Closing Balance 31/07/2020 \$
Asset Sustainability Reserve	5,295,417	5,293,197	160,000	0	85,341	4,900	(2,819,583)	0	2,721,175	5,298,097
Beatty Park Leisure Centre Reserve	101,281	101,218	(0)	0	1,632	94	0	0	102,913	101,312
Cash in Lieu Parking Reserve	1,926,742	1,926,192	0	443	31,052	1,783	(516,000)	0	1,441,794	1,928,418
Hyde Park Lake Reserve	159,367	159,269	(0)	0	2,568	147	0	0	161,935	159,416
Land and Building Acquisition Reserve	297,653	297,471	(0)	0	4,797	275	0	0	302,450	297,746
Leederville Oval Reserve	94,178	94,069	0	0	1,518	87	0	0	95,696	94,156
Loftus Community Centre Reserve	36,922	36,901	(0)	0	595	34	0	0	37,517	36,935
Loftus Recreation Centre Reserve	172,850	171,525	51,664	2,263	2,786	160	0	0	227,300	173,948
Office Building Reserve - 246 Vincent Street	401,432	401,156	0	0	6,470	371	(196,000)	0	211,902	401,527
Parking Facility Reserve	105,672	105,607	(0)	0	1,703	98	0	0	107,375	105,705
Percentage For Public Art Reserve	529,109	488,867	(0)	0	8,527	490	(525,600)	0	12,036	489,357
Plant and Equipment Reserve	22,601	22,483	(0)	0	364	21	0	0	22,965	22,504
State Gymnastics Centre Reserve	109,897	110,197	9,682	0	1,771	102	0	0	121,350	110,299
Strategic Waste Management Reserve	997,361	997,471	0	0	16,074	923	0	0	1,013,435	998,394
Tamala Park Land Sales Reserve	345,244	340,902	250,000	0	5,564	319	0	0	600,808	341,221
Underground Power Reserve	210,180	210,051	(0)	0	3,387	194	0	0	213,567	210,245
Waste Management Plant and Equipment Reserve	220,084	219,949	0	0	3,547	204	0	0	223,631	220,153
POS reserve - Haynes Street	0	0	157,899	157,899	2,509	144	0	0	160,408	158,043
	11,025,989	10,976,526	629,245	160,605	180,205	10,346	(4,057,183)	0	7,778,256	11,147,477

CITY OF VINCENT
 NOTE 7 - RATING INFORMATION
 AS AT 31 JULY 2020



CITY OF VINCENT
 NOTE 7 - RATING INFORMATION
 FOR THE MONTH ENDED 31 JULY 2020



	Rateable Value	Rate in Dollar	Budget	Actual	Rates Levied to Budget
	\$	Cents	\$	\$	%
Rate Revenue					
General Rate					
10680 Residential	239,707,499	0.0779	18,663,900	18,744,512	100.4%
166 Vacant Residential	4,361,060	0.0725	316,177	297,975	94.2%
1621 Other	124,078,059	0.0672	8,335,564	8,249,742	99.0%
203 Vacant Commercial	2,242,570	0.1282	287,430	301,888	105.0%
Minimum Rate					
6355 Residential @ \$1,211.9	86,934,020		7,701,624	7,684,658	99.8%
156 Other @ \$1,197.7	1,763,734		186,841	179,655	96.2%
Interim Rates	0		300,000	0	0.0%
Rates Waiver	0		(127,220)	0	0.0%
Total Amount Made up from Rates	459,086,942		35,664,316	35,458,430	
Non Payment Penalties					
Instalment Interest @ 5.5%			160,000	21	0.0%
Penalty Interest @ 8%			93,000	0	0.0%
Administration Charge - \$8 per instalment			220,000	24	0.0%
			36,137,316	35,458,475	
Other Revenue					
Exempt Bins - Non Rated Properties			185,420	169,811	91.6%
Commercial / Residential Additional Bins			174,534	158,034	90.5%
Swimming Pools Inspection Fees			18,800	14,362	76.4%
			36,516,070	35,800,682	
Opening Balance				983,329	
Total Collectable			36,516,070	36,784,010	100.73%
Less					
Cash Received				0	
Rebates Allowed				1,056,166	
Rates write off				0	
Rates Balance To Be Collected			36,516,070	35,727,845	97.84%
Add					
ESL Debtors				6,658,146	
Pensioner Rebates Not Yet Claimed				1,056,140	
ESL Rebates Not Yet Claimed				256,866	
Less					
Deferred Rates Debtors				(242,326)	
Current Rates Debtors Balance				43,456,671	



CITY OF VINCENT
NOTE 8 - DEBTOR REPORT
FOR THE MONTH ENDED 31 JULY 2020

DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	168	1,370	389	96,733	98,660
DEBTOR CONTROL - RUBBISH CHARGES	0	0	0	0	0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING *	0	0	0	158,816	158,816
DEBTOR CONTROL - PROPERTY INCOME	0	64,001	76,486	2,745	143,233
DEBTOR CONTROL - RECOVERABLE WORKS	(21,375)	0	0	0	(21,375)
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	0	0	0	0	0
DEBTOR CONTROL - OTHER	167,142	(128,209)	33,596	38,120	110,649
DEBTOR CONTROL - PLANNING SERVICES FEES	350	100	0	650	1,100
DEBTOR CONTROL - INFRINGEMENT *	105,550	47,755	28,314	1,727,787	1,909,406
PROVISION FOR DOUBTFUL DEBT	0	(186,666)	0	(196,072)	(382,738)
IMPAIRMENT OF RECEIVABLES	0	0	0	(155,806)	(155,806)
TOTAL DEBTORS OUT STANDING AS AT 31/7/2020	251,835	(201,649)	138,785	1,672,774	1,861,745
ACCRUED INCOME					34,879
ACCRUED INTEREST					68,592
PREPAYMENTS					(44,759)
TOTAL TRADE AND OTHER RECEIVABLES					1,918,457




DATE	DEBTOR OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	5,728.05	Building Insurance 2018/19 & 2019/20	Payment extension provided upto August 2020.
25/02/2015	Subiaco Football Club	16,202.10	Turf maintenance & top dressing	In the process of finalising.
13/02/2020	Belgravia Health & Leisure Group	51,427.54	Vos 2018/19 & March charges	Due to Covid-19 lockdown payment follow up put on hold
21/02/2019	Lotus Community Centre	5,275.41	Building ins. Lease, Utility & maintenance	Payment to be finalised in July 2020.
01/03/2020	Perth Soccer Club	1,397.00	Monthly Lease	Due to Covid-19 lockdown payment follow up put on hold
04/11/2016	C Cafarelli	28,600.00	Breaches of Planning Development Act	Finance is following up with the tenant.
22/08/2018	C D Hunter	14,655.25	Cost for court case	Have been handed over to FER. 26/3/20 FER advised payment \$180 per fortnight from 14.4.20
21/01/2019	Matthew Slinger	21,800.30	Cost for court fine	Final notice issued August, mail returned September. To go Legal
09/07/2019	R Cox	1,170.00	Breach of condition of hall hire	Final notice issued August, mail returned September. To go Legal
22/08/2019	Primed Projects Pty Ltd	2,976.94	Outstanding court costs awarded to COV	On fortnightly payment plan
22/08/2019	Liam Howard	769.18	Outstanding court costs awarded to COV	On fortnightly payment plan
28/11/2019	A Kindu	2,339.25	Damage/vandalism to hired venue	Mail returned unable to locate. To go Legal
BALANCE OF 90 DAY DEBTORS OVER \$500.00		152,341.02		

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 31 JULY 2020



	Adopted Budget 2020/21 \$	YTD Budget Jul-20 \$	YTD Actuals Jul-20 \$	YTD Actuals Jul-19 \$	Month Actuals Jul-20 \$	Month Actuals Jul-19 \$
ADMINISTRATION						
Revenue	0	0	0	(2,295)	0	(2,295)
Expenditure	0	0	254	(3,094)	254	(3,094)
Surplus/(Deficit)	0	0	254	(5,389)	254	(5,389)
SWIMMING POOLS AREA						
Revenue	1,284,734	101,491	99,884	152,267	99,884	152,267
Expenditure	(3,258,685)	(98,872)	(102,398)	(201,350)	(102,398)	(201,350)
Surplus/(Deficit)	(1,973,951)	2,619	(2,514)	(49,083)	(2,514)	(49,083)
SWIM SCHOOL						
Revenue	179,011	28,858	73,508	182,870	73,508	182,870
Expenditure	(469,208)	(8,488)	(49,723)	(85,825)	(49,723)	(85,825)
Surplus/(Deficit)	(290,197)	20,370	23,786	97,044	23,786	97,044
CAFÉ						
Revenue	0	0	1,011	49,026	1,011	49,026
Expenditure	0	0	(3,278)	(40,725)	(3,278)	(40,725)
Surplus/(Deficit)	0	0	(2,268)	8,302	(2,268)	8,302
RETAIL SHOP						
Revenue	260,529	7,560	32,541	33,656	32,541	33,656
Expenditure	(237,959)	81,390	(14,742)	29,487	(14,742)	29,487
Surplus/(Deficit)	22,570	88,950	17,798	63,144	17,798	63,144
HEALTH & FITNESS						
Revenue	776,835	87,873	129,819	138,585	129,819	138,585
Expenditure	(985,259)	(23,478)	(42,313)	(90,955)	(42,313)	(90,955)
Surplus/(Deficit)	(208,424)	64,395	87,505	47,630	87,505	47,630
GROUP FITNESS						
Revenue	278,281	32,111	46,442	53,864	46,442	53,864
Expenditure	(411,973)	(8,225)	(25,546)	(31,826)	(25,546)	(31,826)
Surplus/(Deficit)	(133,692)	23,886	20,895	22,038	20,895	22,038
AQUAROBICS						
Revenue	117,180	12,718	18,683	19,410	18,683	19,410
Expenditure	(133,862)	(2,095)	(3,829)	(12,342)	(3,829)	(12,342)
Surplus/(Deficit)	(16,682)	10,623	14,854	7,068	14,854	7,068
CRECHE						
Revenue	25,480	2,853	4,399	5,711	4,399	5,711
Expenditure	(237,979)	(4,773)	(9,851)	(20,862)	(9,851)	(20,862)
Surplus/(Deficit)	(212,499)	(1,920)	(5,452)	(15,151)	(5,452)	(15,151)
Net Surplus/(Deficit)	(2,812,875)	208,923	154,860	175,603	154,860	175,603
Less: Depreciation	(1,373,247)	0	0	(114,147)	0	(114,147)
Cash Surplus/(Deficit)	(1,439,628)	208,923	154,860	289,750	154,860	289,750

7.6 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 JULY 2020 TO 31 JULY 2020

- Attachments:
1. Payments by EFT and Payroll July 20 [↓](#) 
 2. Payments by Cheque July 20 [↓](#) 
 3. Payments by Direct Debit July 20 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 July 2020 to 31 July 2020 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$5,337,563.29
Cheques	\$36,006.30
Direct debits, including credit cards	\$182,936.03
Total payments for July 2020	\$5,556,505.62

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 July 2020 to 31 July 2020.

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 2.2.18) the power to make payments from the City's Municipal and Trust funds. In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

DETAILS:

The Schedule of Accounts paid for the period 1 July 2020 to 31 July 2020, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	2559 – 2561 and 2563 - 2569	\$4,171,873.06
Payroll by Direct Credit	July 2020	\$1,165,690.23
Sub Total		\$5,337,563.29
Cheques		
Cheques	82601 - 82607	\$36,006.30
Sub Total		\$36,006.30

Direct Debits (including Credit Cards)

Lease Fees	\$29,064.30
Loan Repayments	\$132,199.59
Bank Charges – CBA	\$16,999.32
Credit Cards	\$4,672.82
Sub Total	\$182,936.03

Total Payments **\$5,556,505.62**

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Regulation 12(1) and (2) of the *Local Government (Financial Management) Regulations 1996* refers, i.e.-

“12. *Payments from municipal fund or trust fund, restrictions on making*

- (1) *A payment may only be made from the municipal fund or the trust fund —*
- *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - *otherwise, if the payment is authorised in advance by a resolution of Council.*
- (2) *Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to Council.”*

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996* refers, i.e.-

“13. *Lists of Accounts*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
- *the payee’s name;*
 - *the amount of the payment;*
 - *the date of the payment; and*
 - *sufficient information to identify the transaction.*
- (2) *A list prepared under sub regulation (1) is to be —*
- *presented to Council at the next ordinary meeting of Council after the list is prepared; and*
 - *recorded in the minutes of that meeting.”*

RISK MANAGEMENT IMPLICATIONS:

Low: Management systems are in place that establish satisfactory controls, supported by the internal and external audit functions. Financial reporting to Council increases transparency and accountability.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

Our community is aware of what we are doing and how we are meeting our goals.

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

All municipal fund expenditure included in the list of payments is in accordance with Council's annual budget.

Creditors Report - Payments by EFT and Payroll			
01/07/20 to 31/07/20			
Date	Payee	Description	Amount
23/07/2020	A Bradshaw	Expense reimbursement - fuel for Council vehicle, paid from own funds	\$ 68.93
10/07/2020	A Duckworth-Smith	Design advisory fees	\$ 400.00
10/07/2020	A Jacob	Part refund of dog registration	\$ 30.00
10/07/2020	A Johnstone	Refund of hall bond	\$ 250.00
10/07/2020	A Makking	Refund of hall bond	\$ 1,000.00
10/07/2020	A Ravine	Expense reimbursement - raincoat	\$ 110.00
23/07/2020	A Team Printing	Printing services - BPLC	\$ 1,789.70
23/07/2020	ABA Automatic Gates WA	Repair automatic gate - DSR	\$ 336.83
23/07/2020	Abacus Calculators (WA) Pty Ltd	Plotter rental and three year onsite warranty	\$ 3,861.00
10/07/2020	Academy Services WA Pty Ltd	Cleaning services and cleaning materials - various locations	\$ 47,897.52
23/07/2020	Academy Services WA Pty Ltd	Cleaning services and cleaning materials - various locations	\$ 48,126.06
10/07/2020	Access Metals	Installation of poles and signs - Leederville Square	\$ 1,265.00
23/07/2020	Actimed Australia	Gym supplies - foam rollers	\$ 292.60
10/07/2020	Action Asbestos & Demo	Disposal of illegally dumped asbestos	\$ 2,310.00
10/07/2020	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$ 1,419.00
23/07/2020	Afgri Equipment Australia Pty Ltd	Plant repairs and maintenance	\$ 674.99
23/07/2020	Alerton Australia	Service fee - geothermal pump	\$ 1,853.50
23/07/2020	Aline Brick Paving	Brick paving services - Angove Street	\$ 6,215.00
10/07/2020	Alinta Energy	Gas charges - various locations	\$ 122.45
23/07/2020	Alinta Energy	Gas charges - various locations	\$ 78.75
27/07/2020	Alinta Energy	Gas charges - various locations	\$ 111.65
10/07/2020	All4cycling Pty Ltd	Service community bike pumps - various areas	\$ 600.60
23/07/2020	Allerding & Associates	Professional fees - SAT appeal 120 and 122 Richmond Street	\$ 1,274.63
10/07/2020	Allflow Industrial	Service oil/water separator	\$ 335.45
10/07/2020	Alsco Pty Ltd	Air freshener supplies	\$ 58.51
27/07/2020	Anglican Parish of North Perth	Reimbursement from heritage assistance fund	\$ 5,000.00
10/07/2020	Anna Cappelletta	Fitness instructor fees	\$ 301.08
23/07/2020	Anna Cappelletta	Fitness instructor fees	\$ 241.08
10/07/2020	Antep Mangal	Refund of infrastructure bond	\$ 500.00
10/07/2020	APARC	Central management system, software licensing, meter and sensor maintenance	\$ 17,045.95
23/07/2020	APARC	Central management system, software licensing, meter maintenance, parking meter test transactions, Ticketor enforcement and installation of Ticketor electronic permit system	\$ 77,197.92
10/07/2020	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$ 1,578.25

Date	Payee	Description	Amount
23/07/2020	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	\$ 1,251.10
10/07/2020	ASeTTS	Refund of hall bond	\$ 300.00
23/07/2020	Aspect Studios Pty Ltd	Design advisory fees	\$ 880.00
10/07/2020	Asphalttech Pty Ltd	Asphalt supplies	\$ 87,567.32
23/07/2020	Asphalttech Pty Ltd	Asphalt supplies	\$ 2,298.46
10/07/2020	Assured Certification Services	Certification services - Royal Park Hall	\$ 550.00
23/07/2020	ATF Services Pty Ltd	Security fence - Cheriton Street	\$ 144.21
10/07/2020	Austin Computers Australia Osborne Park	Supply of computer accessories	\$ 80.30
23/07/2020	Australia Post	Postage charges	\$ 7,986.53
10/07/2020	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 8,729.72
06/07/2020	Australian Services Union	Payroll deduction	\$ 284.90
15/07/2020	Australian Services Union	Payroll deduction	\$ 259.00
23/07/2020	Australian Swim Schools Association	Annual membership 20/21	\$ 539.00
06/07/2020	Australian Taxation Office	Payroll deduction	\$ 175,743.00
15/07/2020	Australian Taxation Office	Payroll deduction	\$ 173,422.00
10/07/2020	Award Contracting	Locating services - various locations	\$ 1,358.50
23/07/2020	Award Contracting	Locating services - Loftus Street	\$ 940.50
10/07/2020	AWB Co	Plumbing services - Mt Hawthorn Child Health Centre	\$ 166.38
23/07/2020	AWB Co	Plumbing services - various locations	\$ 997.29
23/07/2020	B Javid	Refund of parking permit	\$ 180.00
23/07/2020	B Perkins	Refund of planning application fee	\$ 590.00
10/07/2020	Battery World Osborne Park	Supply of automotive battery	\$ 218.00
23/07/2020	BCITF Building & Construction Industry Training	Levy collection	\$ 8,126.97
10/07/2020	Beaufort Street Network Inc.	Town Team grant - defibrillator for Mary Street Piazza; Town Team grant - Community quiz night; Festival funding - Community events	\$ 7,559.00
23/07/2020	Benara Nurseries	Plant supplies	\$ 2,948.74
23/07/2020	Bent Logic	Membership wristbands - BPLC	\$ 1,567.50
23/07/2020	BikeWise	Balance bike sessions at bike swap meet	\$ 550.00
23/07/2020	Blackwoods	Hardware supplies - Depot	\$ 794.20
23/07/2020	Blue Tang (WA) Pty Ltd ATF The Reef Unit Trust	Consultancy services - Bank Reserve active zone	\$ 2,431.00
23/07/2020	BOC Limited	Medical oxygen supplies and CO2 for beverage - BPLC	\$ 623.05
23/07/2020	Boral Construction Materials Group Limited	Concrete supplies	\$ 1,875.67
23/07/2020	Boya Equipment	Purchase of pressure regulator and spray nozzles	\$ 1,004.52
10/07/2020	Boyan Electrical Services	Electrical services - various locations	\$ 23,499.72
23/07/2020	Boyan Electrical Services	Electrical services - various locations	\$ 3,630.12
10/07/2020	Bridgestone Australia Ltd	Tyre services	\$ 806.96
23/07/2020	Bridgestone Australia Ltd	Tyre services	\$ 52.25
10/07/2020	Briskleen Supplies	Toiletry and cleaning products - BPLC	\$ 4,113.90
23/07/2020	Briskleen Supplies	Toiletry and cleaning products - BPLC; sanipod service	\$ 3,758.87

Date	Payee	Description	Amount
10/07/2020	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 1,804.06
23/07/2020	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 610.83
10/07/2020	Bunnings Trade	Hardware supplies - Depot	\$ 237.82
23/07/2020	Bunnings Trade	Hardware supplies - various locations	\$ 1,077.52
23/07/2020	Business Law WA Pty Ltd	Consultancy fees - Enterprise agreement variation	\$ 7,282.00
10/07/2020	C Scaffidi	Refund of hall bond	\$ 250.00
10/07/2020	C Webb	Refund of parking permits	\$ 360.00
23/07/2020	Caltex Australia Petroleum Pty Ltd	Fuel and oils	\$ 22,236.69
10/07/2020	Canningvale Flooring Xtra	Supply and install carpet - Admin	\$ 87,994.69
10/07/2020	Cat Haven	Cat impound fees	\$ 150.00
10/07/2020	Catalyse Pty Ltd	Community review of bulk waste options	\$ 8,140.00
06/07/2020	Child Support Agency	Payroll deduction	\$ 887.14
15/07/2020	Child Support Agency	Payroll deduction	\$ 887.14
10/07/2020	Chindarsi Architects	Design advisory fees	\$ 880.00
23/07/2020	Chindarsi Architects	Design advisory fees	\$ 1,320.00
23/07/2020	Chittering Valley Worm Farm	Worms and castings	\$ 220.00
23/07/2020	Christou Nominees Pty Ltd	Design advisory fees	\$ 2,288.00
27/07/2020	City Of Armadale	Long service leave liability	\$ 86.83
27/07/2020	City Of Bayswater	Long service leave liability	\$ 5,461.65
23/07/2020	City Of Perth	BA archive retrievals	\$ 126.41
23/07/2020	City of South Perth	Cat and dog impound fees	\$ 4,348.19
23/07/2020	City of Stirling	Green waste tipping fees; Meals on Wheels	\$ 23,907.26
06/07/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 1,411.25
15/07/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 1,416.58
06/07/2020	City of Vincent Staff Social Club	Payroll deduction	\$ 496.00
15/07/2020	City of Vincent Staff Social Club	Payroll deduction	\$ 496.00
10/07/2020	City Toyota	Purchase of vehicle, as per fleet management programme	\$ 24,972.24
10/07/2020	Civica Pty Limited	Authority and CRM licence; online applications, Excel integration and BIS annual maintenance; CRM and BIS training; implementation and training of online applications; Authority upgrade; consultancy fees for waste register, project management and payroll health check	\$ 213,480.88
23/07/2020	Civica Pty Limited	Authority contract management register configuration and training	\$ 8,296.75
10/07/2020	Classical Guitar Society	Refund of hall bond	\$ 300.00
10/07/2020	Cleanaway	Recycling contract	\$ 84,796.58
23/07/2020	Cleanaway	Recycling contract	\$ 58,974.35
23/07/2020	Cleansweep WA	Hire of road sweepers - various locations	\$ 1,615.63
10/07/2020	Cleantex Pty Ltd	Washroom consumables - Admin	\$ 257.73
23/07/2020	Coates Hire Operations Pty Ltd	Plant hire - Depot	\$ 434.62

Date	Payee	Description	Amount
23/07/2020	Cobblestone Concrete Pty Ltd	Concrete path repairs - Venn Street	\$ 1,405.80
10/07/2020	Colleagues Nagels	Integrated transferable parking permits	\$ 170.50
23/07/2020	Colleagues Nagels	Integrated transferable parking permits	\$ 3,034.99
10/07/2020	Compu-Stor	Records digitisation and off-site storage	\$ 2,019.75
23/07/2020	Connect Call Centre Services	After hours calls service	\$ 975.15
23/07/2020	Corsign WA Pty Ltd	Sign supplies - various	\$ 2,178.44
23/07/2020	Cottage & Engineering Surveys	Refund of planning application fee	\$ 147.00
15/07/2020	Cr A Castle	Council meeting fee	\$ 1,935.83
15/07/2020	Cr Ashley Wallace	Council meeting fee	\$ 1,935.83
15/07/2020	Cr D Loden	Council meeting fee	\$ 1,935.83
15/07/2020	Cr J Fotakis	Council meeting fee	\$ 1,935.83
15/07/2020	Cr J Hallett	Council meeting fee	\$ 1,935.83
15/07/2020	Cr J Topelberg	Council meeting fee	\$ 1,935.83
15/07/2020	Cr S Gontaszewski	Council meeting fee	\$ 3,255.70
15/07/2020	Cr Sally Smith	Council meeting fee	\$ 1,935.83
23/07/2020	CSE Crosscom Pty Ltd	Software and network access for hand held radios; install two way radio in vehicle	\$ 7,341.61
23/07/2020	CSP Group Pty Ltd	Plant repairs and maintenance	\$ 920.15
10/07/2020	Cundall	Design advisory fees	\$ 880.00
10/07/2020	CVP Electrical Co	Pool pump repairs - BPLC	\$ 628.45
23/07/2020	CVP Electrical Co	Pool pump repairs - BPLC	\$ 1,592.34
10/07/2020	D Gerrard	Expense reimbursement - printing costs	\$ 93.50
10/07/2020	D Morrissy	Expense reimbursement - purchases for Beatty Park gym	\$ 605.96
23/07/2020	D Norrie	Part refund of Beatty Park Leisure Centre fees	\$ 388.54
10/07/2020	D Riches	Music performance fee - National reconciliation week 2020	\$ 825.00
10/07/2020	D Straker	Background artwork - Lightbox Laneway, Beaufort Street	\$ 3,850.00
10/07/2020	D Thomas	Part refund of dog registration	\$ 150.00
10/07/2020	Daniel Bullen	Fitness instructor fees	\$ 130.00
10/07/2020	Daniels Printing Craftsmen	Printing services - various departments	\$ 2,698.30
23/07/2020	Daniels Printing Craftsmen	Printing services - various departments	\$ 352.00
23/07/2020	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 36,436.61
23/07/2020	Department of Transport	Vehicle ownership searches	\$ 537.20
06/07/2020	Depot Social Club	Payroll deduction	\$ 60.00
15/07/2020	Depot Social Club	Payroll deduction	\$ 60.00
10/07/2020	Design Out Crime and CPTED Centre	Staff training - Online crime prevention through environmental design	\$ 495.00
10/07/2020	Design Right Pty Ltd	Design services - various projects	\$ 7,150.00
23/07/2020	Design Right Pty Ltd	Design services - BPLC indoor pool deck	\$ 11,220.00
10/07/2020	Devco Builders	Maintenance and repairs - various locations	\$ 8,513.78
23/07/2020	Devco Builders	Maintenance and repairs - various locations	\$ 369,910.31

Date	Payee	Description	Amount
27/07/2020	Devco Builders	Maintenance and repairs - various locations	\$ 15,771.36
10/07/2020	Dominic Snellgrove	Design advisory fees	\$ 400.00
10/07/2020	Donegan Enterprises Pty Ltd	Playground repairs, maintenance and safety inspections - various locations	\$ 2,398.00
23/07/2020	Donegan Enterprises Pty Ltd	Playground repairs, maintenance and safety inspections - various locations	\$ 15,246.00
10/07/2020	Down Syndrome Association of WA	Refund of hall bond	\$ 250.00
23/07/2020	E Avent	Refund of parking permit	\$ 180.00
10/07/2020	E Cardona	Part refund of Beatty Park Leisure Centre fees	\$ 259.65
10/07/2020	East Perth Football Club (Inc)	Refund of hall bond	\$ 450.00
23/07/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	\$ 1,570.26
10/07/2020	Elyse Amy Johnstone	Fitness instructor fees	\$ 113.68
10/07/2020	Enviroblast Cannington	Pressure cleaning services	\$ 1,574.10
23/07/2020	Environmental Health Australia (WA) Inc	Foodsafe online annual subscription	\$ 550.00
10/07/2020	EnvisionWare Pty Ltd	Internet software annual maintenance	\$ 1,250.23
23/07/2020	Enzed Malaga	Plant repairs and maintenance	\$ 363.99
23/07/2020	F Hashir	Refund of parking permit	\$ 180.00
10/07/2020	Fairway Building Pty Ltd	Refund of infrastructure bond	\$ 1,000.00
10/07/2020	Fencing & Gate Co	Refund of infrastructure bond	\$ 500.00
23/07/2020	Flex Fitness Equipment	Supply of fitness equipment - BPLC	\$ 2,188.88
10/07/2020	Flexi Staff Pty Ltd	Temporary staff - Waste	\$ 18,775.44
23/07/2020	Flexi Staff Pty Ltd	Temporary staff - Waste	\$ 22,120.57
10/07/2020	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 6,798.17
23/07/2020	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 2,661.90
10/07/2020	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support; reinstate public WiFi; software and WiFi cabling upgrade	\$ 26,347.67
23/07/2020	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 2,311.10
27/07/2020	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 3,928.38
23/07/2020	G Burgess	Distribution services - waste calendars	\$ 4,620.00
23/07/2020	G K Haynes	Part refund of Beatty Park Leisure Centre fees	\$ 882.00
23/07/2020	Geared Construction Pty Ltd	Hyde Park East toilets refurbishment - second claim	\$ 86,540.71
10/07/2020	Giant Autos (1997) Pty Ltd	Vehicle service and repairs	\$ 2,368.50
10/07/2020	Graffiti Force Pty Ltd	Graffiti removal services - various locations	\$ 792.00
23/07/2020	Gymcare	Gym equipment repairs and maintenance	\$ 9,577.04
10/07/2020	H C Nguyen	Crossover subsidy	\$ 629.00
23/07/2020	H Wenzhen	Part refund of Beatty Park Leisure Centre fees	\$ 512.82
23/07/2020	Hart Sport	Supply of whistles and lanyards - BPLC	\$ 247.00
06/07/2020	Health Insurance Fund of WA	Payroll deduction	\$ 244.00
15/07/2020	Health Insurance Fund of WA	Payroll deduction	\$ 244.00
10/07/2020	Heavy Automatics Pty Ltd - WA	Plant repairs and maintenance	\$ 654.50
10/07/2020	Hershey Pty Ltd	Refund of infrastructure bond	\$ 1,000.00

Date	Payee	Description	Amount
10/07/2020	Indigenous Tours WA	Welcome to Country - National reconciliation week 2020	\$ 1,100.00
10/07/2020	Indigo Montessori Child Care and Kindy North Perth	Environmental grant 2020 - sustainability and waste management initiatives	\$ 2,000.00
10/07/2020	Infocouncil Pty Ltd	Licence, helpdesk and web hosting	\$ 19,508.50
10/07/2020	Initial Hygiene	Sharps disposal services - ten months, due to disputed invoices	\$ 8,125.40
10/07/2020	Inner City Newsagency	Newspaper delivery	\$ 12.36
23/07/2020	Insight Enterprises Australia Pty Ltd	Annual subscription - Trend Micro IT security suite	\$ 16,949.15
10/07/2020	Institute of Public Administration Australia WA	Annual membership subscription 2020/21	\$ 1,760.00
10/07/2020	InterStream Pty Ltd	Webcast and hosting service	\$ 1,386.00
23/07/2020	InterStream Pty Ltd	Webcast and hosting service	\$ 1,386.00
10/07/2020	IRP Pty Ltd	Temporary staff - Engineering	\$ 2,109.80
10/07/2020	J & K Hopkins	Office furniture supplies - Admin	\$ 987.00
10/07/2020	J Campbell	Part refund of Beatty Park Leisure Centre fees	\$ 30.97
23/07/2020	J Cerie	Rates refund - due to overpayment	\$ 2,448.74
10/07/2020	J King	Refund of hall bond	\$ 250.00
23/07/2020	J L Jeffery	Refund of planning application fee	\$ 960.00
10/07/2020	J Mortley	Reimbursement from heritage assistance fund	\$ 1,678.00
10/07/2020	J Ross	Refund of hall bond	\$ 300.00
23/07/2020	J Woodward	Part refund of Beatty Park Leisure Centre fees	\$ 444.42
10/07/2020	Jae Criddle	Graffiti removal - bus stop mural	\$ 105.00
10/07/2020	JHSM Pty Ltd	Purchase of cat traps	\$ 772.20
23/07/2020	Joe Crisafio Kia	Vehicle service and repairs	\$ 1,112.00
10/07/2020	K Grant	Fitness instructor fees and hygiene training course	\$ 240.87
10/07/2020	K Harcus	Fitness instructor fees	\$ 120.00
23/07/2020	K Harcus	Fitness instructor fees	\$ 420.00
23/07/2020	K Reynolds	Expense reimbursement - parking for external meeting	\$ 46.45
10/07/2020	K Roach	Fitness instructor fees	\$ 56.84
23/07/2020	Karri Real Estate	Parking revenue distribution	\$ 15,027.69
10/07/2020	Kerbing West	Kerbing services - Martyl Street	\$ 1,522.40
23/07/2020	Kerbing West	Kerbing services - various locations	\$ 1,921.70
23/07/2020	Kestral Computing Pty Ltd	Phoenix annual licence and support fee 2020/21	\$ 26,270.11
23/07/2020	Komatsu Australia Pty Ltd	Plant repairs and maintenance	\$ 308.35
10/07/2020	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various locations	\$ 768.93
23/07/2020	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various locations	\$ 868.12
10/07/2020	Kott Gunning	Professional fees - SAT appeal 120 and 122 Richmond Street	\$ 555.06
23/07/2020	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 381.15
10/07/2020	KS Black Pty Ltd	Standing water level readings of the City's bores for annual report	\$ 3,646.50
23/07/2020	KS Black Pty Ltd	Bore, pump and reticulation maintenance - various locations	\$ 53,349.45
10/07/2020	L Kang	Refund of parking permits	\$ 360.00
06/07/2020	L.G.R.C.E.U.	Payroll deduction	\$ 20.50

Date	Payee	Description	Amount
15/07/2020	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
10/07/2020	Landgate	GRV general revaluation 2019/20; gross rental valuations for interims and land enquiries	\$ 189,986.97
23/07/2020	Landgate	Land enquiries and extraction of aerial imagery	\$ 762.71
10/07/2020	Leederville Cameras	Rechargeable camera battery - Local History Centre	\$ 119.00
23/07/2020	Leederville Liquor Store	Beverage supplies - Infrastructure and Environment end of financial year lunch	\$ 184.00
10/07/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 11,154.00
23/07/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 21,651.00
10/07/2020	Les Mills Asia Pacific	Licence fees for fitness classes	\$ 147.42
23/07/2020	Les Mills Asia Pacific	Licence fees for fitness classes	\$ 1,214.05
10/07/2020	Liam Dee Illustration and Design	Mural concept - Hawaiian Mezz	\$ 250.00
23/07/2020	Lighting Options Australia Pty Ltd	Sign programming - Beaufort Street	\$ 220.00
23/07/2020	Lindsay Miles	Workshop - Living a plastic free life	\$ 600.00
10/07/2020	Line Marking Specialists	Line marking services - various locations	\$ 17,668.86
23/07/2020	Line Marking Specialists	Line marking services - various locations	\$ 313.50
10/07/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - various departments	\$ 296.70
23/07/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - various departments	\$ 115.12
10/07/2020	LO-GO Appointments	Temporary staff - Engineering	\$ 3,748.80
23/07/2020	LO-GO Appointments	Temporary staff - Engineering	\$ 2,061.84
10/07/2020	M Blanch	Refund of parking permit	\$ 180.00
23/07/2020	M Dillon & S Gauntlett	Rates refund - due to overpayment	\$ 627.34
23/07/2020	M F Silva	Part refund of dog registration	\$ 150.00
10/07/2020	M L Humich	Fitness instructor fees	\$ 170.52
10/07/2020	M T Bonnal	Reimbursement from heritage assistance fund	\$ 3,265.00
10/07/2020	M.A. Lalli & Associates	Structural inspections - Hyde Park toilets East and BPLC plant room	\$ 6,270.00
23/07/2020	M.A. Lalli & Associates	Structural inspection - Royal Park Hall	\$ 825.00
23/07/2020	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices	\$ 290.95
10/07/2020	Mackay Urban Design	Design advisory fees	\$ 440.00
10/07/2020	Maia Financial Pty Ltd	Purchase of end of lease equipment - BPLC	\$ 23,875.50
10/07/2020	Main Roads WA	Reinstate traffic loops - various locations	\$ 2,845.91
23/07/2020	Major Motors Pty Ltd	Truck repairs	\$ 879.18
23/07/2020	Manheim Pty Ltd	Towing services	\$ 594.00
23/07/2020	Margaret River Agencies	Soft beverage supplies for Council meetings	\$ 316.80
23/07/2020	Marketforce Pty Ltd	Advertising services - various departments	\$ 3,415.50
23/07/2020	Massey's Herd	Milk supplies - Depot	\$ 420.75
23/07/2020	Max Wax Auto Detailing	Vehicle detailing services	\$ 65.00
15/07/2020	Mayor E Cole	Council meeting fee and Mayoral allowance	\$ 7,875.25
10/07/2020	McIntosh & Son WA	Plant repairs and maintenance	\$ 753.10
23/07/2020	McLeods Barristers & Solicitors	Legal services - compliance matters and lease precedents	\$ 5,407.03

Date	Payee	Description	Amount
10/07/2020	McSkips	Skip bin hire - BPLC	\$ 565.00
23/07/2020	Megara Constructions	Refund of JDAP mail out fee	\$ 180.00
24/07/2020	Mercer Spectrum	Superannuation	\$ 5,944.68
23/07/2020	MessageMedia	SMS integrating for Phoenix	\$ 33.00
10/07/2020	Messages on Hold	'On hold' equipment and programming	\$ 434.34
10/07/2020	Metal Artwork Creations	Supply of staff name badges - Customer services	\$ 25.30
10/07/2020	Mindarie Regional Council	Processable and non processable waste	\$ 208,109.59
23/07/2020	Mindarie Regional Council	Processable and non processable waste	\$ 48,387.84
10/07/2020	Mount Hawthorn Hub Inc	Town team grants - rebranding and website design; heritage trail artwork	\$ 5,610.00
10/07/2020	My Best Friend Veterinary Centre	Vet services	\$ 2,144.00
23/07/2020	My Best Friend Veterinary Centre	Vet services	\$ 1,716.00
10/07/2020	My Ride Perth Central	Supply of locks and lights for cycle promotion	\$ 719.50
23/07/2020	My Ride Perth Central	Supply of repair kits and inner tubes	\$ 80.00
23/07/2020	N Pegg	Part refund of Beatty Park Leisure Centre fees	\$ 39.07
10/07/2020	Natural Area Holdings Pty Ltd	Weed control - various locations	\$ 7,114.29
10/07/2020	New Dimension Mechanical Services	Cool room, freezer room and air conditioning maintenance - BPLC	\$ 1,917.50
23/07/2020	Nintex Pty Ltd	Process mapping software licence	\$ 3,814.46
23/07/2020	Node1 Internet	Fixed wireless internet charges	\$ 199.00
10/07/2020	Noma Pty Ltd	Design advisory fees	\$ 880.00
10/07/2020	North Perth Business & Community Association Inc.	Town team grant - Associated liability insurance	\$ 1,500.00
10/07/2020	Northbridge Common Incorporated	Town team grant - Tram Post	\$ 2,500.00
23/07/2020	Northbridge Common Incorporated	Town team grant- Action plan and meet up	\$ 6,721.42
23/07/2020	Northsands Resources	Construction waste disposal services	\$ 1,711.60
23/07/2020	Northside Nissan	Supply of vehicle accessories - Leaf charging cords	\$ 990.00
10/07/2020	NovoFit WA Pty Ltd	Gym equipment repairs - BPLC	\$ 1,194.78
10/07/2020	Nyoongar Patrol Systems Inc.	Nyoongar patrol services - two quarters	\$ 27,500.00
23/07/2020	Objective Corporation Limited	Software licence and maintenance - Trapeze	\$ 7,983.12
10/07/2020	Obscure View	Arts sponsorship - Pole project	\$ 28,380.00
23/07/2020	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	\$ 12,788.08
10/07/2020	Orig-equip Auto Tops	Supply and fit vehicle tonneau cover	\$ 275.00
10/07/2020	Outdoor Blinds Perth	Refund of infrastructure bond	\$ 500.00
02/07/2020	OverDrive Inc	Digital eBooks, audio books, music and videos - Library	\$ 9,000.00
10/07/2020	P Adams	Refund of hall bond	\$ 600.00
10/07/2020	P Cicanese	Expense reimbursement - court parking	\$ 55.30
10/07/2020	P G Cartwright	Part refund of Beatty Park Leisure Centre fees	\$ 735.56
23/07/2020	P Grant	Part refund of Beatty Park Leisure Centre fees	\$ 56.08
10/07/2020	Pavigym Australia Pty Ltd	Supply and install gym floor - BPLC	\$ 55,413.01
23/07/2020	PeopleSense by Altius	Counselling services	\$ 437.80
10/07/2020	Perth Art Glass (The Dixon Trust)	Lead lighting supplies - Community Centre workshops	\$ 360.05

Date	Payee	Description	Amount
10/07/2020	Perth Paddlers	Refund of hall bond	\$ 300.00
10/07/2020	Perth Soccer Club Juniors	Refund of hall bond	\$ 450.00
10/07/2020	Phase3 Landscape Construction Pty Ltd	Construction of Banks Reserve active zone - progress claim	\$ 161,735.08
23/07/2020	Phase3 Landscape Construction Pty Ltd	Construction of Banks Reserve active zone - progress claim	\$ 222,277.81
10/07/2020	Philip Caldwell & Marion McFadden	Rates refund - due to overpayment	\$ 1,588.36
10/07/2020	Powerlux WA	Upgrade Chinese lanterns and repair lights - William Street	\$ 12,674.11
23/07/2020	Primavera Quality Meats	Catering supplies - Infrastructure and Environment end of financial year lunch	\$ 333.00
10/07/2020	Print and Sign Co	Printing services - various departments	\$ 1,641.75
23/07/2020	Print and Sign Co	Printing services - various departments	\$ 540.38
10/07/2020	Pro Turf Services	Plant repairs and maintenance	\$ 580.03
23/07/2020	Pro Turf Services	Plant repairs and maintenance	\$ 4,899.07
10/07/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 8,134.50
23/07/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 5,307.50
10/07/2020	Proficiency Group Pty Ltd	Content Manager annual software maintenance support	\$ 2,091.76
10/07/2020	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	\$ 9,572.39
23/07/2020	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	\$ 1,210.44
10/07/2020	Public Speaking Dynamics	Staff training - Thinking and speaking of the cuff, how to have difficult conversations	\$ 660.00
23/07/2020	Quality Press	Printing services - waste brochures	\$ 1,631.66
10/07/2020	R Atwal	Part refund of dog registration	\$ 150.00
10/07/2020	R Campbell	Part refund of Beatty Park Leisure Centre fees	\$ 67.00
23/07/2020	R Gallagher	Part refund of Beatty Park Leisure Centre fees	\$ 62.32
23/07/2020	R Kaura	Refund of parking permit	\$ 180.00
23/07/2020	R Roberts	Part refund of Beatty Park Leisure Centre fees	\$ 45.36
23/07/2020	RAMM Software Pty Ltd	Software support and maintenance 2020/21	\$ 10,653.81
10/07/2020	Reconciliation Western Australia Inc	Annual membership renewal 2020/21	\$ 1,650.00
10/07/2020	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$ 12,280.80
23/07/2020	Repco	Auto part supplies - sockets	\$ 4.50
10/07/2020	Richard Harrison	Bee removal services - various locations	\$ 300.00
10/07/2020	Ringie	Onsite support - Cisco telephony service	\$ 5,445.00
23/07/2020	Ringie	Onsite support - Cisco telephony service	\$ 1,980.00
23/07/2020	Rosemount Hotel	Parking revenue distribution	\$ 4,671.53
10/07/2020	RPG Auto Electrics	Plant repairs and maintenance	\$ 471.35
23/07/2020	RPG Auto Electrics	Plant repairs and maintenance	\$ 1,997.38
27/07/2020	RPG Auto Electrics	Plant repairs and maintenance	\$ 93.50
23/07/2020	RTRfm 92.1	Local radio advertising - Arts advisory group call out	\$ 550.00
23/07/2020	Rubek Automatic Doors	Bi-annual service of automatic doors - various locations	\$ 3,025.00
10/07/2020	Ryan Barnett & Vivien Barnett	Refund of infrastructure bond	\$ 750.00
27/07/2020	S Jamieson	Expense reimbursement - TravelSmart catering and prizes	\$ 208.03

Date	Payee	Description	Amount
23/07/2020	S L Smart	Part refund of Beatty Park Leisure Centre fees	\$ 210.07
10/07/2020	S M Armstrong	Supply and commission geothermal filter control system	\$ 8,480.95
10/07/2020	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 5,181.00
23/07/2020	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	\$ 2,662.00
23/07/2020	SAS Locksmiths	Key cutting and lock maintenance service - various locations	\$ 2,457.18
27/07/2020	Schindler Lifts Australia Pty Ltd	Lift maintenance and alarm line monitoring - DSR	\$ 4,396.53
10/07/2020	Securus	Security services - Admin	\$ 157.50
23/07/2020	Securus	Security services - various locations	\$ 196.98
27/07/2020	Senetic Pty Ltd	10tb hard drive for back up storage - IT	\$ 541.85
23/07/2020	Sia Sasha Ivanovich Architects	Design advisory fees	\$ 1,137.00
23/07/2020	Sifting Sands	Sand cleaning services - Britannia Road Reserve	\$ 297.00
23/07/2020	Sigma Chemicals	Pool chemicals - BPLC	\$ 3,428.30
23/07/2020	Sirsidynix Pty Ltd	Annual subscription for library management system	\$ 847.00
23/07/2020	SJR Civil Consulting Pty Ltd	Consultancy services - Black spot submissions	\$ 3,300.00
06/07/2020	Smartsalary Pty Limited	Payroll deduction	\$ 1,390.13
15/07/2020	Smartsalary Pty Limited	Payroll deduction	\$ 1,382.25
10/07/2020	Soils Aint Soils Pty Ltd	Supply of washed sand	\$ 194.40
23/07/2020	Solo Resource Recovery	Pressure cleaning services - various locations	\$ 36,615.70
10/07/2020	Source Foods	Catering services - Council meeting	\$ 430.20
27/07/2020	Source Foods	Catering services - Council workshop	\$ 164.00
23/07/2020	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	\$ 660.00
23/07/2020	Spider Waste Collection Services Pty Ltd	Mattress collection services	\$ 2,402.40
10/07/2020	Sports Turf Technology Pty Ltd	Annual groundwater monitoring report	\$ 2,904.00
10/07/2020	St John Ambulance Western Australia Ltd	Staff training - CPR refresher	\$ 5,527.00
23/07/2020	State Law Publisher	Government gazette advertising	\$ 1,472.88
10/07/2020	Stephen Carrick Architects Pty Ltd	Design advisory fees	\$ 440.00
10/07/2020	Stott Hoare	Supply of computer monitors and accessories	\$ 8,320.40
23/07/2020	Sublime Ultimate Club	Refund of key deposit	\$ 250.00
23/07/2020	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	\$ 288.75
23/07/2020	SuperChoice Services Pty Ltd	Superannuation	\$ 205,387.40
10/07/2020	Synergy	Electricity and gas charges - various locations	\$ 44,668.74
23/07/2020	Synergy	Electricity and gas charges - various locations	\$ 63,045.25
27/07/2020	Synergy	Electricity and gas charges - various locations	\$ 25,747.75
10/07/2020	T Chiranakorn	Refund of parking permit	\$ 180.00
23/07/2020	T J Bilyk	Expense reimbursement - catering supplies for Infrastructure and Environment	\$ 71.99
23/07/2020	T Warburg	Part refund of Beatty Park Leisure Centre fees	\$ 686.88
10/07/2020	Talis Consultants Pty Ltd - ATF Talis Unit Trust	Consultancy - Road and footpath assessments	\$ 33,819.50
23/07/2020	Talis Consultants Pty Ltd - ATF Talis Unit Trust	Consultancy - Road and footpath assessments	\$ 2,097.70
23/07/2020	Tamala Park Regional Council	GST for sale of land	\$ 2,291.70



Date	Payee	Description	Amount
10/07/2020	Technology One Ltd	GIS consulting services and IntraMaps annual subscription	\$ 24,428.32
10/07/2020	Teena Smith	Fitness instructor fees	\$ 140.00
23/07/2020	Teena Smith	Fitness instructor fees	\$ 70.00
10/07/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 933.47
23/07/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 339.49
27/07/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	\$ 498.38
23/07/2020	The BBQ Man	Bin, BBQ, outdoor artwork and pressure cleaning services - various locations	\$ 6,275.50
27/07/2020	The BBQ Man	Bin and pressure cleaning services - various locations	\$ 1,364.00
23/07/2020	The de Mol Group of Companies Pty Ltd ATFT DGC Trust t/as TD	Electricity reimbursement for Beaufort Street CCTV equipment	\$ 33.00
23/07/2020	The History Council of WA	Annual membership renewal	\$ 200.00
23/07/2020	The Pickle District Inc	Town team grant - Marketing initiative	\$ 4,342.80
23/07/2020	The Trustee for Fergco Family Super Fund	Superannuation	\$ 1,920.74
23/07/2020	The Trustee for Guild Retirement Fund	Superannuation	\$ 464.16
23/07/2020	TJ Depiazzi & Sons	Supply of mulch	\$ 3,042.05
10/07/2020	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 15,530.90
23/07/2020	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 1,762.20
23/07/2020	Total Eden Pty Ltd	Supply and fit pool geothermal circulation pump - BPLC	\$ 4,351.60
23/07/2020	Totally Workwear	Uniform supplies - various departments	\$ 1,355.41
10/07/2020	Town of Cambridge	COV contribution - management of Lake Monger	\$ 14,630.00
23/07/2020	Traffic Systems West (Ennis Traffic Safety Solutions Pty Ltd)	Supply and install traffic control products - various locations	\$ 1,883.20
10/07/2020	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 3,179.51
23/07/2020	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 39,264.31
23/07/2020	Trek Store Leederville	Bike maintenance - Ride to work breakfast	\$ 400.00
10/07/2020	Trisley's Hydraulic Services Pty Ltd	Water treatment - BPLC	\$ 594.00
10/07/2020	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 856.16
23/07/2020	Turfmaster Facility Management	Turf maintenance - Leederville Oval (2 months)	\$ 9,042.00
10/07/2020	Universal Diggers	Plant hire - Depot	\$ 1,254.00
23/07/2020	Universal Diggers	Plant hire - Depot	\$ 5,786.00
27/07/2020	Universal Diggers	Plant hire - Depot	\$ 1,254.00
23/07/2020	Uthando Project Inc	Doll making kits - Library craft workshop	\$ 250.00
23/07/2020	V Patel	Refund of parking permit	\$ 180.00
10/07/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	\$ 8,023.43
23/07/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	\$ 24,148.50
10/07/2020	Vision Surveys Consulting	Feature and contour survey - 590-596 Beaufort Street	\$ 2,145.00
23/07/2020	Vision Surveys Consulting	Survey and re-peg - 150 Charles St	\$ 1,650.00
10/07/2020	Volleyball WA	Refund of hall bond	\$ 300.00
23/07/2020	WA Profiling & Stabilisation Pty Ltd	Profiling services - various locations	\$ 2,147.75
10/07/2020	WALGA	COV website - customisation to COVID landing page; Council Connect - Facebook live chat and Council meetings; refund of hall bond	\$ 8,489.00

Creditors Report - Payments by Cheque				
01/07/20 to 31/07/20				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
00082601	01/07/2020	Petty Cash - Beatty Park Leisure Centre	Petty cash recoup	\$ 199.80
00082602	01/07/2020	Petty Cash - Finance	Petty cash recoup	\$ 367.40
00082603	01/07/2020	Petty Cash - Library	Petty cash recoup	\$ 164.45
00082604	08/07/2020	Petty Cash - CEO	Petty cash recoup	\$ 74.50
00082605	15/07/2020	Petty Cash - Library	Petty cash recoup	\$ 187.85
00082606	15/07/2020	Department of Transport	Fleet vehicle licences	\$ 34,987.30
00082607	22/07/2020	AMP Bank	Bank audit certificate fee	\$ 25.00
Total Nett Cheque Payments				\$ 36,006.30

Creditors Report - Payments by Direct Debit				
01/07/20 to 31/07/20				
Credit Card Transactions for the Period 6 June 2020 - 6 July 2020				
Card Holder	Date	Payee	Description	Amount
CEO	03/07/2020	Harvard Business Review	Boxed set of books	\$ 222.74
	03/07/2020	International transaction fee	Boxed set of books	\$ 5.57
				\$ 228.31
Director Strategy and Development	30/06/2020	ASIC	Company search	\$ 9.00
	01/07/2020	ASIC	Company search	\$ 9.00
	01/07/2020	ASIC	Company search	\$ 9.00
				\$ 27.00
Manager Marketing and Communications	06/06/2020	Planoly	Instagram management tool	\$ 12.99
	06/06/2020	International transaction fee	Instagram management tool	\$ 0.32
	08/06/2020	WA News	Newspaper subscription	\$ 250.80
	10/06/2020	Mailchimp	Email campaign	\$ 254.23
	13/06/2020	Uber	Unknown payment, currently under dispute	\$ 11.91
	13/06/2020	Uber	Unknown payment, currently under dispute	\$ 11.74
	17/06/2020	Wufoo.com	Software for creation of online forms	\$ 27.73
	17/06/2020	International transaction fee	Software for creation of online forms	\$ 0.69
	19/06/2020	Creately	Diagram templates for Marketing	\$ 7.31
	19/06/2020	International transaction fee	Diagram templates for Marketing	\$ 0.18
	20/06/2020	Uber	Unknown payment, currently under dispute	\$ 15.57
	22/06/2020	Asana.com	Subscription - Project management tool	\$ 352.34
	22/06/2020	International transaction fee	Subscription - Project management tool	\$ 8.81
	24/06/2020	Shutterstock	Image download subscription	\$ 99.00
	25/06/2020	Apple	Music subscription	\$ 11.99
	30/06/2020	Facebook	Advertising	\$ 10.01
	01/07/2020	Createsend.com	Email campaign	\$ 29.92
				\$ 1,105.54
Manager ICT	06/06/2020	Sendgrid	Application programming interface software	\$ 129.80
	06/06/2020	International transaction fee	Application programming interface software	\$ 3.25
	12/06/2020	Officeworks	IT accessories	\$ 215.36
	16/06/2020	Jaycar Pty Ltd	IT accessories	\$ 74.95
	19/06/2020	Zoom	Video conferencing	\$ 492.67

Card Holder	Date	Payee	Description	Amount
	26/06/2020	Officeworks	IT accessories	\$ 278.00
	29/06/2020	Officeworks	IT accessories	\$ 190.40
	02/07/2020	Assetsonar.com	IT asset management software	\$ 246.26
	02/07/2020	International transaction fee	IT asset management software	\$ 6.16
				\$ 1,636.85
Manager Community Partnerships	16/06/2020	Safety Quip	Height indicator tape - Library	\$ 20.65
	24/06/2020	Bunnings	Supplies - Lead lighting workshop	\$ 98.17
				\$ 118.82
Procurement and Contracts Officer	12/06/2020	Perth Magistrates Court	Lodgement of 8 prosecutions - parking matters	\$ 989.80
	12/06/2020	BLS Artist	Annual subscription for royalty free music - Marketing	\$ 292.65
	12/06/2020	International transaction fee	Annual subscription for royalty free music - Marketing	\$ 7.32
	17/06/2020	Coles	Purchase of anti-bacterial wipes	\$ 140.45
	01/07/2020	Woolworths	Catering supplies - TravelSmart breakfast	\$ 76.08
	03/07/2020	Miller and Baker	Gift cards for Fit 24 competition prizes	\$ 50.00
				\$ 1,556.30
Total Corporate Credit Cards				\$ 4,672.82
Direct Debits				
Lease Fees	01/07/2020	All Leasing 279258	Beatty Park Leisure Centre cleaning equipment	\$ 2,642.54
	02/07/2020	All Leasing 279259	Upgrade kit for parking meters	\$ 26,025.92
			Total All Leasing	\$ 28,668.46
	21/07/2020	Pitney Bowes Leasing	Postal scales	\$ 395.84
			Total Lease Fees	\$ 29,064.30
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	\$ 132,199.59
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$ 16,999.32
Total Direct Debits including Credit Cards				\$ 182,936.03

8 CHIEF EXECUTIVE OFFICER**8.1 ADOPTION OF CORPORATE BUSINESS PLAN 2020/21 - 2023/24 & CAPITAL WORKS PROGRAM 2020/21 - 2023/24**

- Attachments:**
1. **Corporate Business Plan 2020/2021 - 2023/2024 - To be provided by Friday 4 September 2020** [↓](#)
 2. **Capital Works Program 2020/21 - 2023/24 (Part B to CBP)** [↓](#) 
 3. **Strategic Project Listing (2019/20 version with changes marked-up)** [↓](#) 

RECOMMENDATION:**That Council:**

1. **ADOPTS BY ABSOLUTE MAJORITY the City of Vincent Corporate Business Plan 2020/21 - 2023/24 at Attachment 1 including Part B Capital Works Program 2020/21 -2023/24 at Attachment 2; and**
2. **NOTES that final editorial, design and formatting of the documents will be determined by the Chief Executive Officer prior to publication.**

PURPOSE OF REPORT:

In accordance with section 5.56 of the *Local Government Act 1995* and regulation 19DA of the *Local Government (Administration) Regulations 1996* the City is required to plan for the future and have a four-year Corporate Business Plan (CBP).

BACKGROUND:

Council adopted the CBP 2018/19 – 2021/22 at its meeting on 26 June 2018 and subsequently adopted the Strategic Community Plan 2018 – 2028 on 16 October 2018 (SCP), which embedded six priorities areas: *Enhanced Environment, Accessible City, Connected Community, Thriving Places, Sensitive Design and Innovative & Accountable*.

Administration has undertaken a comprehensive process to align all City projects, programs and services to the six SCP priorities as part of the development of the update to the Corporate Business Plan.

DETAILS:Corporate Business Plan 2020/21 – 2023/24 (CBP)

The new draft proposed CBP for the period 2020/21 – 2023-24 (at **Attachment 1**) captures the strategic projects to meet SCP priorities, a new four year Capital Works Program and operational area deliverables, projects and programs.

The CBP 2020/21 – 2023-24 is aligned with the City's Long-Term Financial Plan (LTFP), which was adopted at the 18 August Council Meeting, and the City's annual budget 2020/21. The CBP includes a Part B – a new 4-year Capital Works Program at **Attachment 2**.

The City's 25 strategic projects are aligned to the most relevant SCP priority. These projects have greatest City wide impact and importance. The implementation of the strategic projects will be reported to Council quarterly.

The CBP previously included the strategic projects as a listing at Annexure A. The changes to this listing is shown in the marked-up version at **Attachment 3**. A large number of these projects did not meet the criteria for City wide impact or significance and are instead captured in the operational area projects in the CBP.

The CBP takes into account the impact of the COVID-19 pandemic on the City's resources, which in turn impacts service, project and program delivery.

The key additions to the new CBP are as follows:

- (a) summary of the impact of COVID-19 on the City and the City's recovery approach, as set out in the Vincent Rebound Plan (which is the subject of a separate report to Council);
- (b) updated list of the City's strategic focus areas for 2020/21;
- (c) SCP alignment is demonstrated via:
 - SCP implementation through CBP table – this outlines the key actions for the next four years for each SCP outcome;
 - Strategic Projects—list the City's priority projects in terms of City wide impact and importance in alignment with the SCP priority areas,
- (d) CEO Key Performance Indicators for 2020/21 (TBC);
- (e) the City's operational area sections specify:
 - key operational deliverables (tasks and actions) for each year of the CBP period, with any additional budgeted costs and measurable KPIs ;
 - projects and programs for each year of the CBP period, with any additional budgeted costs and measurable KPIs.

These changes to the CBP provide a comprehensive overview of City's commitments, resourcing and operations including all projects, programs and services over the next four years and how they contribute to achieving the SCP priorities.

Capital Works Program 2020/21 – 2023/24

The City has developed a four-year Capital Works Program (CWP) at **Attachment 2** as a Part B to the CBP. The purpose of the CWP is to ensure the City's existing infrastructure is sufficiently maintained and renewed to support existing programs and services and anticipates emerging needs within the community.

The CWP aligns with the LTFP.

Projects listed in the first year of the program have been approved by Council through the adoption of the annual budget 2020/21. Programs scheduled for subsequent years (years two to four) have been prioritised but are not confirmed until the financial year in which they are scheduled to commence.

The draft CWP has been developed by reference to the following principles:

- (a) renew assets before acquiring new assets where possible, if considered more cost effective over the life of the asset;
- (b) rationalising assets that are no longer used or do not provide the necessary level of service required to sustainably deliver the intended service for which the asset was originally acquired;
- (c) all future works are aligned to the objectives of the SCP, considered in the LTFP and are delivering on the priorities within the CBP, Place Plans and Asset Management Plans;
- (d) all capital projects will be evaluated in accordance with a "whole of life" cost assessment and take into account capital cost, ongoing cost of operating and maintenance, replacement/refurbishment costs and/or disposal costs;
- (e) consideration of risk management and legislative requirements; and
- (f) consideration of disability access improvements.

CONSULTATION/ADVERTISING:

There is no requirement for the adoption of a CBP or modifications to a CBP to be advertised, however, the CBP and CWP will be promoted through the City's website and other online applications.

LEGAL/POLICY:

Local governments must plan for the future in accordance with section 5.56 of the *Local Government Act 1995*.

The development of a CBP covering a minimum 4 financial years is a requirement of regulation 19DA(1) and 19DA(2) of the *Local Government (Administration) Regulations 1996*.

Regulation 19DA(3) also requires a CBP to:

- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district;*
- (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

RISK MANAGEMENT IMPLICATIONS:

Low: There is low risk in Council adopting the CBP and CWP as it aligns with the legislative requirements and will achieve the SCP priorities.

STRATEGIC IMPLICATIONS:

While the CBP addresses all SCP priorities, the adoption of the CBP and CWP is primarily aligned with the following priority:

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

Our community is aware of what we are doing and how we are meeting our goals.

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

FINANCIAL/BUDGET IMPLICATIONS:

The CBP commitments are reflected in the Annual Budget for 2020/21.

Placeholder for Attachment A

Adoption of Corporate Business Plan 2020/21 -
2023/24 & Capital Works Program 2020/21 - 2023/24

Corporate Business Plan 2020/2021 - 2023/2024 - To
be provided by Friday 4 September 2020



CITY OF VINCENT

Four Year Capital Works Program

2020/21 – 2023/24

CLEVER | CREATIVE | COURAGEOUS

CONTENTS

- 2** Acknowledgment of Country
- 4** Executive Directors Message
- 5** Priority Areas
- 6** Asset Class
- 7** Overview
- 9** Land and Building Assets
- 12** Infrastructure Assets
- 20** Plant and Equipment
- 22** Furniture and Equipment

ASSET CLASS

LAND & BUILDING ASSETS

- Customer Service Community Hub
- Beatty Park Leisure Centre
- Library and Loftus Recreation Centre
- Community Halls Renewal & Rationalisation

INFRASTRUCTURE ASSETS

- Traffic Management and Road Safety
- Roads Renewal
- Black Spot Program
- Footpath Renewal and Upgrade
- Bicycle Network
- Public Parking Facilities Program
- Stormwater Drainage
- Parks and Reserves
- Parks Furniture
- Playground Equipment
- Reticulation
- Street Furniture

PLANT & EQUIPMENT ASSETS

- Major Plant and Light Fleet Replacement Programme

FURNITURE & EQUIPMENT ASSETS

- Administration & Civic Centre
- Information Technology
- Marketing & Communications

OVERVIEW

CITY OF VINCENT FOUR YEAR CAPITAL WORKS PROGRAM 2020/21 – 2023/24

Reference	Title of works	Expenditure Type	Funding Arrangement			Total 2020/21	Total 2021/22	Total 2022/23	Total 2023/24	Indicative 4 years Project Expenditure	
			Municipal	Grant / Reserve	Total Amount						
CBP1.3 (19/20)	Solar Photovoltaic Panel System Installation	Upgrade / Renewal	419,440	-	419,440	46,850	218,990	153,600	-	419,440	
CBP1.4 (19/20)	Water and Energy Efficiency Initiatives	Renewal	281,048	-	281,048	21,548	59,500	100,000	100,000	281,048	
CBP1.6 (19/20)	Three Bin Food Organics Garden Organics Collection System	New	-	977,000	977,000	-	977,000	-	-	977,000	
CBP2.6 (19/20)	Bicycle Network	Upgrade / Renewal	620,000	300,000	920,000	365,000	375,000	180,000	-	920,000	
CBP2.7 (19/20)	Road Maintenance Programs	Renewal	602,214	1,222,676	1,824,890	1,824,890	2,854,863	2,988,016	3,208,218	10,875,987	
CBP2.8 (19/20)	Traffic Management Improvements	Renewal	910,850	910,150	1,821,000	746,000	330,000	100,000	350,000	1,526,000	
CBP2.9 (19/20)	Car Parking Upgrade/Renewal Program	Renewal	1,801,120	55,000	1,856,120	130,000	788,000	458,020	480,100	1,856,120	
CBP3.9 (19/20)	Laneway Lighting Program	New	180,000	-	180,000	-	60,000	60,000	60,000	180,000	
CBP4.5 (19/20)	Public Open Space Strategy Implementation Plan	New	130,000	-	130,000	-	130,000	-	-	130,000	
CBP4.9 (c) (19/20)	Parks Irrigation Renewal Program	Renewal	960,000	-	960,000	60,000	225,000	380,000	295,000	960,000	
CBP4.9 (a) (19/20)	Parks Infrastructure Upgrade & Renewal Program	Renewal	166,500	-	166,500	-	48,500	85,000	33,000	166,500	
CBP4.9 (b) (19/20)	Parks Fencing Renewal Program	Renewal	128,000	-	128,000	-	20,000	-	128,000	148,000	
CBP4.9 (d) (19/20)	Parks Lighting Renewal Program	Renewal	90,000	-	90,000	-	90,000	-	-	90,000	
CBP4.9 (e) (19/20)	Parks Pathways Renewal Program	Renewal	160,000	-	160,000	-	100,000	-	60,000	160,000	
CBP4.9 (f) (19/20)	Parks Playground / Exercise Equipment Upgrade & Renewal Program	Renewal	810,000	-	810,000	-	138,000	375,000	297,000	810,000	
CBP4.10 (a) (19/20)	Streetscape Improvements Program	Renewal	130,000	63,000	193,000	93,000	35,000	35,000	30,000	193,000	
CBP4.10 (b) (19/20)	Parks Greening Plan Program	New / Upgrade	25,000	-	25,000	100,000	300,000	300,000	300,000	1,000,000	

Reference	Title of works	Expenditure Type	Funding Arrangement			Total 2020/21	Total 2021/22	Total 2022/23	Total 2023/24	Indicative 4 years Project Expenditure
			Municipal	Grant / Reserve	Total Amount					
CBP4.14 (19/20)	Haynes Street Reserve Development Plan Implementation	New	180,000	-	180,000	-	180,000	-	-	180,000
CBP6.16 (19/20)	Land and Building Asset Renewal Projects	Renewal	2,195,000	-	2,195,000	220,000	160,000	1,080,000	735,000	2,195,000
CBP6.10 (19/20)	ICT Renewal Program	Renewal	1,116,800	-	1,116,800	-	252,200	619,800	244,800	1,116,800
CBP6.11 (19/20)	Enterprise Applications Upgrades	Renewal	565,000	-	565,000	290,000	275,000	-	-	565,000
P01 (20/21)	Loftus Recreation Centre	Renewal	120,000	-	120,000	120,000	-	-	-	120,000
P02 (20/21)	Works Depot - Renewals	Renewal	410,000	-	410,000	60,000	70,000	75,000	205,000	410,000
P03 (20/21)	Royal Park Hall - Building Renewal	Renewal	190,000	-	190,000	190,000	-	60,000	-	250,000
P13 (19/20)	Leederville Oval Stadium	Renewal	182,750	117,250	300,000	300,000	-	150,000	-	450,000
PG01 (19/20)	Air Conditioning & HVAC Renewal	Renewal	1,939,000	-	1,939,000	470,000	814,000	335,000	320,000	1,939,000
PG04 (19/20)	Bus Shelter Replacement and Renewal Program	Renewal	184,500	15,000	199,500	35,000	50,000	50,000	64,500	199,500
PG06 (19/20)	Fleet Management Program	Renewal	3,678,000	90,000	3,768,000	190,000	985,000	1,426,500	1,166,500	3,768,000
PG07 (19/20)	Footpath Upgrade and Renewal Program	Renewal	1,826,084	-	1,826,084	200,000	444,144	707,467	474,473	1,826,084
PG08 (19/20)	Gully Soak-well and Minor Drainage Improvement Program	Renewal	630,000	-	630,000	190,000	190,000	120,000	130,000	630,000

Reference	Title of works	Expenditure Type	Funding Arrangement			Total 2020/21	Total 2021/22	Total 2022/23	Total 2023/24	Indicative 4 years Project Expenditure
			Municipal	Grant / Reserve	Total Amount					
PG10 (20/21)	Dept. Local Gov., Sport and Cultural Industries - Lease Obligation - Renewal Commitments	Renewal	510,000	196,000	706,000	196,000	225,000	125,000	160,000	706,000
PG12 (20/21)	Beatty Park Leisure Centre - Facilities Infrastructure Renewal	Renewal	4,292,000	1,268,000	5,560,000	2,930,000	250,000	796,000	316,000	4,292,000
PG13-a (20/21)	Beatty Park Leisure Centre - Non Fixed Assets Renewal	Renewal / Upgrade	308,250	-	308,250	71,500	102,000	74,750	60,000	308,250
PG13-b (20/21)	Beatty Park Leisure Centre - Gym Equipment Renewal Program	Renewal / Upgrade	958,600	-	958,600	-	525,000	433,600	-	958,600
PG14 (19/20)	Miscellaneous Assets Renewal	Renewal	1,815,000	-	1,815,000	30,000	650,000	50,000	1,085,000	1,815,000
PG19 (20/21)	Parks Eco-Zoning Program	Renewal	110,000	-	110,000	-	60,000	20,000	30,000	110,000
PG26 (19/20)	Public Toilet Renewal Program	Renewal / Upgrade	680,000	-	680,000	-	-	380,000	300,000	680,000
PG27 (19/20)	Rights of Way Rehabilitation Program	Renewal	320,000	-	320,000	75,000	80,000	80,000	85,000	320,000
PG28 (19/20)	Roofing Renewal Program	Renewal	180,000	-	180,000	180,000	-	-	60,000	240,000
PG29 (19/20)	Street Lighting Upgrade Program	Renewal / Upgrade	175,000	-	175,000	-	55,000	60,000	60,000	175,000
CAPITAL BUDGET						9,134,788	12,117,197	11,857,753	10,837,591	43,947,329

Land and Building Assets

<div style="background-color: #004a7c; color: white; padding: 5px;"> <h2 style="margin: 0;">Land and Building Assets</h2> <h3 style="margin: 0;">CITY OF VINCENT FOUR YEAR CAPITAL WORKS PROGRAM 2020/21 – 2023/24</h3> </div>												
Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
P03 (20/21)	Royal Park Hall - Building Renewal	Kitchen renewal. Renewal at this location will align the level of service and amenity with North Perth Town Hall, Mt Hawthorn Community Centre and proposed at Banks Reserve Pavilion.	West Perth	Infrastructure & Environment	Thriving Places	01/07/2020	31/12/2020	190,000	-	60,000	-	250,000
P13 (19/20)	Leederville Oval Stadium	Leederville Oval Stadium - Electrical Renewal	Leederville	Infrastructure & Environment	Thriving Places	01/11/2020	31/01/2021	300,000	-	150,000	-	450,000
PG01 (19/20)	Air Conditioning & HVAC Renewal	Admin Building HVAC and BMS (building management system software)	Council	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	300,000	-	-	-	
		Building Management System software-Admin	Council	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	120,000	-	-	-	
		Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	Council	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	50,000	-	-	-	
		Dept. Local Gov., Sport and Cultural Industries	Leederville	Infrastructure & Environment	Thriving Places	01/07/2021	30/06/2022	-	250,000	-	-	
		Administration and Civic Centre	Leederville	Infrastructure & Environment	Thriving Places	01/07/2021	30/06/2022	-	344,000	-	-	
		Loftus Community Centre	Leederville	Infrastructure & Environment	Thriving Places	01/07/2021	30/06/2022	-	170,000	-	-	
		Miscellaneous Renewals	Various	Infrastructure & Environment	Thriving Places	01/07/2021	30/06/2022	-	50,000	-	-	
PG01 (19/20)	Air Conditioning & HVAC Renewal	Dept. Local Gov., Sport and Cultural Industries	Leederville	Infrastructure & Environment	Thriving Places	01/07/2022	30/06/2023	-	-	150,000	-	
		Library and Local History Centre	Leederville	Infrastructure & Environment	Thriving Places	01/07/2022	30/06/2023	-	-	120,000	-	
		Gymnastics WA	Leederville	Infrastructure & Environment	Thriving Places	01/07/2022	30/06/2023	-	-	15,000	-	
		Miscellaneous Renewals	All	Infrastructure & Environment	Thriving Places	01/07/2022	30/06/2023	-	-	50,000	-	
		Mount Hawthorn Community Centre	Mt Hawthorn	Infrastructure & Environment	Thriving Places	01/07/2023	30/06/2024	-	-	-	100,000	
		Miscellaneous Renewals	Leederville	Infrastructure & Environment	Thriving Places	01/07/2023	30/06/2024	-	-	-	220,000	1,939,000

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
PG10 (20/21)	Dept. Local Gov., Sport and Cultural Industries - Lease Obligation / Renewal Commitments	Replacement of exterior step tiles, southern façade. Replacement of shade finials to east and west elevations. Upgrade of ground floor staff mess, tea prep area. End of trip lockers and bike racks in basement. Modernisation of five bathroom facilities as noted in Council report.	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	196,000	-	-	-	
		LED lighting upgrade/renewal. Modernisation of elevator façade fit-out.	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	225,000	-	-	
		Installation of solar panels.	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	125,000		
		Schedule to be advised	All	Infrastructure & Environment	Enhanced Environment	01/07/2023	30/06/2024	-	-	-	160,000	706,000
PG12 (20/21)	Beatty Park Leisure Centre - Facilities Infrastructure Renewal	Pool Tiling Changing Room Renewal Pool Filtration Risk Renewals Grandstand Electrical	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	2,930,000	-	-	-	
		Schedule to be advised	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	250,000	-	-	
		Schedule to be advised	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	796,000	-	
		Schedule to be advised	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2023	30/06/2024	-	-	-	316,000	4,292,000
P02 (20/21)	Works Depot - Renewals	Car Park Lighting Renewal	Council	Infrastructure & Environment	Enhanced Environment	01/08/2020	31/03/2021	60,000	-	-	-	
		Non fixed assets renewals	Council	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	70,000	-	-	
		Vynil and Carpet Renewal	Council	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	75,000	-	
		Non fixed assets renewals	Council	Infrastructure & Environment	Enhanced Environment	01/07/2023	30/06/2024	-	-	-	205,000	410,000
PG14 (19/20)	Miscellaneous Assets Renewal	This funding is required as a result of ongoing Asset Data Collection that identifies immediate renewal to building components that are nearing end of life and may become a risk.	All	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	30,000	-	-	-	

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
PG14 (19/20)	Miscellaneous Assets Renewal	This funding is required as a result of ongoing Asset Data Collection that identifies immediate renewal to building components that are nearing end of life and may become a risk.	All	Infrastructure & Environment	Thriving Places	01/07/2021	30/06/2022	-	650,000	-	-	
		This funding is required as a result of ongoing Asset Data Collection that identifies immediate renewal to building components that are nearing end of life and may become a risk.	All	Infrastructure & Environment	Thriving Places	01/07/2022	30/06/2023	-	-	50,000	-	
		This funding is required as a result of ongoing Asset Data Collection that identifies immediate renewal to building components that are nearing end of life and may become a risk.	All	Infrastructure & Environment	Thriving Places	01/07/2023	30/06/2024	-	-	-	1,085,000	1,815,000
PG28 (19/20)	Roofing Renewal Program	Loton Park Tennis Club	Perth	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	180,000	-	-	-	
		Schedule of works pending ongoing Asset Data collection.	All	Infrastructure & Environment	Thriving Places	01/07/2023	30/06/2024	-	-	-	60,000	240,000
P01 (20/21)	Loftus Recreation Centre	Loftus Centre - Stormwater Retention	Leederville	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	120,000	-	-	-	120,000
CBP1.3	Solar Photovoltaic Panel System Installation	Mt Hawthorn Community Centre (main hall)	Mt Hawthorn	Chief Executive Officer	Enhanced Environment	01/07/2020	30/06/2021	8,900	-	-	-	
		North Perth Town Hall	North Perth	Chief Executive Officer	Enhanced Environment	01/07/2020	30/06/2021	8,900	-	-	-	
		Vincent Community Centre (Bethanie)	Leederville	Chief Executive Officer	Enhanced Environment	01/07/2020	30/06/2021	20,150	-	-	-	
		Leederville Cricket Club (Britannia Reserve Pavilion)	Leederville	Chief Executive Officer	Enhanced Environment	01/07/2020	30/06/2021	8,900	-	-	-	
		Loftus Recreation Centre	Leederville	Chief Executive Officer	Enhanced Environment	01/07/2021	30/06/2022	-	109,400	-	-	

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
CBP1.3	Solar Photovoltaic Panel System Installation	YMCA	Leederville	Chief Executive Officer	Enhanced Environment	01/07/2021	30/06/2022	-	29,900	-	-	
		Leederville Childcare Centre	Leederville	Chief Executive Officer	Enhanced Environment	01/07/2021	30/06/2022	-	20,150	-	-	
		Forrest Park Croquet	Mt Lawley	Chief Executive Officer	Enhanced Environment	01/07/2021	30/06/2022	-	8,840	-	-	
		ASSeTTS	Mt Lawley	Chief Executive Officer	Enhanced Environment	01/07/2021	30/06/2022	-	20,800	-	-	
		Robertson Park Tennis Centre	Perth	Chief Executive Officer	Enhanced Environment	01/07/2021	30/06/2022	-	29,900	-	-	
		DLGSC Building	Leederville	Chief Executive Officer	Enhanced Environment	01/07/2022	30/06/2023	-	-	153,600	-	419,440
CBP6.16	Land and Building Asset Renewal Projects	Loftus Community Centre - Customer Service Centre in Library and Male and Female Toilets renewal	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2020	30/06/2021	50,000	-	-	-	
		Loftus Community Centre ceiling fabric and lighting renewal	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2020	30/06/2021	170,000	-	-	-	
		Administration Centre Renewals	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2021	30/06/2022	-	50,000	-	-	
		Lease Property Non Scheduled Renewal	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2021	30/06/2022	-	50,000	-	-	
		Leederville Oval Shelter	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2021	30/06/2022	-	10,000	-	-	
		Litis Soccer Stadium Turnstiles Building	Mt Hawthorn	Infrastructure & Environment	Innovative and Accountable	01/07/2021	30/06/2022	-	25,000	-	-	

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
CBP6.16	Land and Building Asset Renewal Projects	North Perth Lesser Town Hall	North Perth	Infrastructure & Environment	Innovative and Accountable	01/07/2021	30/06/2022	-	25,000	25,000	-	
		Administration Centre Renewals	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2024	-	-	200,000	150,000	
		Anzac Cottage	Mt Hawthorn	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2024	-	-	15,000	-	
		Assets Lease Renewals	Mt Lawley	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2024	-	-	40,000	-	
		Hyde Park Gazebo (1)	Mt Lawley	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2024	-	-	50,000	-	
		Litis Soccer Stadium Toilets (West)	Mt Hawthorn	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2024	-	-	30,000	-	
		North Perth Lesser Town hall	North Perth	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2024	-	-	25,000	-	
		North Perth Town Hall	North Perth	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2024	-	-	60,000	-	
		Loftus Community Centre	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2023	-	-	300,000	-	
		Belgravia toilet and facilities upgrade	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2024	-	-	150,000	100,000	
		Mount Hawthorn Community Centre - Main and Lesser Halls	Mt Hawthorn	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2023	-	-	-	150,000	
		Library and Local History Centre carpet then bathroom	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2024	-	-	85,000	135,000	
		YMCA	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2023	30/06/2024	-	-	-	200,000	
		HQ Skate Park	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2022	30/06/2023	-	-	100,000	-	2,195,000

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
CBP1.4	Water and Energy Efficiency Initiatives	LED floodlight upgrade - Leederville Tennis Club	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	21,548	-	-	-	
		Schedule to be advised	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	59,500	-	-	
		Schedule to be advised	All	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	100,000	-	
		Schedule to be advised	all	Infrastructure & Environment	Enhanced Environment	01/07/2023	30/06/2024	-	-	-	100,000	281,048
PG26	Public Toilet Renewal Program	Ongoing renewal, upgrade or rationalisation of the City's public toilet facilities.	All	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	-	-	-	-	
		Ongoing renewal, upgrade or rationalisation of the City's public toilet facilities.	All	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	-	-	-	-	
		The Avenue Car Park	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2021	30/06/2022	-	-	-	-	
		Hyde Park West	Leederville	Infrastructure & Environment	Innovative and Accountable	01/07/2021	30/06/2022	-	-	-	-	
		Ongoing renewal, upgrade or rationalisation of the City's public toilet facilities.	All	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	-	-	380,000	-	
		Ongoing renewal, upgrade or rationalisation of the City's public toilet facilities.	All	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	-	-	-	300,000	680,000
PG29	Street Lighting Upgrade Program	The Street Lighting Upgrade Program is intended to progressively replace/upgrade the existing lights to current standards. Budget is to be used for Beaufort and Walcott Streets, Mt Lawley lighting program.	All	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	-	-	-	-	
		The Street Lighting Upgrade Program is intended to progressively replace/upgrade the existing lights to current standards. Budget is to be used for Beaufort and Walcott Streets, Mt Lawley lighting program.	All	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	-	55,000	-	-	
		The Street Lighting Upgrade Program is intended to progressively replace/upgrade the existing lights to current standards. Budget is to be used for Beaufort and Walcott Streets, Mt Lawley lighting program.	All	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	-	-	60,000	-	
		The Street Lighting Upgrade Program is intended to progressively replace/upgrade the existing lights to current standards. Budget is to be used for Beaufort and Walcott Streets, Mt Lawley lighting program.	All	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2021	-	-	-	60,000	175,000

Infrastructure Assets

Infrastructure Assets												
CITY OF VINCENT FOUR YEAR CAPITAL WORKS PROGRAM 2020/21 – 2023/24												
Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
PG04 (19/20)	Bus Shelter Replacement and Renewal Program	The City has a network of 94 Bus Shelters of which 50 are advertising shelters from which the City derives income. The remaining 44 are maintained by the City and this program is intended to renew the shelters to an appropriate standard. William Street (1 specific project)	All	Infrastructure & Environment	Connected Community	01/07/2020	30/06/2024	35,000	-	-	-	
		The City has a network of 94 Bus Shelters of which 50 are advertising shelters from which the City derives income. The remaining 44 are maintained by the City and this program is intended to renew the shelters to an appropriate standard.	All	Infrastructure & Environment	Connected Community	01/07/2020	30/06/2024	-	50,000	-	-	
		The City has a network of 94 Bus Shelters of which 50 are advertising shelters from which the City derives income. The remaining 44 are maintained by the City and this program is intended to renew the shelters to an appropriate standard.	All	Infrastructure & Environment	Connected Community	01/07/2020	30/06/2024	-	-	50,000	-	
		The City has a network of 94 Bus Shelters of which 50 are advertising shelters from which the City derives income. The remaining 44 are maintained by the City and this program is intended to renew the shelters to an appropriate standard.	All	Infrastructure & Environment	Connected Community	01/07/2020	30/06/2024	-	-	-	64,500	199,500
PG07 (19/20)	Footpath Upgrade and Renewal Program	Golding Street - Newcastle Street to Old Aberdeen Street	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	38,180	-	-	-	
		Brisbane Terrace - Lake Street to Brisbane Place	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	54,033	-	-	-	
		Lake Street - Brisbane Terrace to Robinson Avenue	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	5,603	-	-	-	
		Lake Street - Newcastle Street to Forbes Road	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	2,310	-	-	-	
		Leeder Street - Jugan Street to Cul-de-sac	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	3,353	-	-	-	

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
PG06 (19/20)	Footpath Upgrade and Renewal Program	Caversham Street - Claisebrook Road to Cul-de-sac	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	12,669	-	-	-	
		Mary Street - William Street to Mereny Lane	Highgate	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	17,600	-	-	-	
		Broome Street - Smith Street to Brigatti Gardens	Highgate	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	5,500	-	-	-	
		London Street - Intersection of Scarborough Beach Road	North Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	60,752	-	-	-	
		Replacement schedule of the Footpath Upgrade and Renewal Program will continue to be assessed annually and dependant upon future budget allocations.	All	Infrastructure & Environment	Accessible City	01/07/2021	30/06/2022	-	444,144	-	-	
		Replacement schedule of the Footpath Upgrade and Renewal Program will continue to be assessed annually and dependant upon future budget allocations.	All	Infrastructure & Environment	Accessible City	01/07/2022	30/06/2023	-	-	707,467	-	
		Replacement schedule of the Footpath Upgrade and Renewal Program will continue to be assessed annually and dependant upon future budget allocations.	All	Infrastructure & Environment	Accessible City	01/07/2023	30/06/2024	-	-	-	474,473	1,826,084
PG08 (19/20)	Gully Soak-well and Minor Drainage Improvement Program	Minor Drainage Improvement Program (annual)	All	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	50,000	-	-	-	
		Gully Soak-well Program – Developed in conjunction with the Road Resurfacing Programs	All	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	60,000	-	-	-	
		Britannia Reserve Main Drain Renewal, Stages 1 & 2.	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	80,000	-	-	-	
		Minor Drainage Improvement Program (annual)	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	50,000	-	-	
		Gully Soak-well Program – Developed in conjunction with the Road Resurfacing Programs	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	60,000	-	-	
		Britannia Reserve Main Drain Renewal, Stages 1 & 2.	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	80,000	-	-	

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
PG08 (19/20)	Gully Soak-well and Minor Drainage Improvement Program	Minor Drainage Improvement Program (annual)	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	-	60,000	-	
		Gully Soak-well Program – Developed in conjunction with the Road Resurfacing Programs	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	-	60,000	-	
		Minor Drainage Improvement Program (annual)	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	-	-	70,000	
		Gully Soak-well Program – Developed in conjunction with the Road Resurfacing Programs	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	-	-	60,000	630,000
PG27 (19/20)	Rights of Way Rehabilitation Program	Annual review based upon the most recent condition assessment survey	All	Infrastructure & Environment	Connected Community	01/07/2020	30/06/2021	75,000	-	-	-	
		Annual review based upon the most recent condition assessment survey	All	Infrastructure & Environment	Connected Community	01/07/2021	30/06/2022	-	80,000	-	-	
		Annual review based upon the most recent condition assessment survey	All	Infrastructure & Environment	Connected Community	01/07/2022	30/06/2023	-	-	80,000	-	
		Annual review based upon the most recent condition assessment survey	All	Infrastructure & Environment	Connected Community	01/07/2023	30/06/2024	-	-	-	85,000	320,000
CBP1.5	Three Bin Food Organics Garden Organics Collection System	Delivery of a three bin FOGO collection service to approximately 16,500 households	All	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	-	-	-	-	
			All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	977,000	-	-	977,000
CBP2.6	Bicycle Network	Bicycle Network-Florence/Strathcona/Golding Safe Active Street	North Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	300,000	-	-	-	
		Design Norfolk St N/S Route	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	50,000	-	-	-	
		Design Glendalough to Eucla	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	15,000	-	-	-	
		Bike Parking	All	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	-	-	-	-	
		Construct Norfolk St N/S Route Stage 1 Design Glendalough to Eucla Commence development of new Plan	North Perth Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2021	30/06/2022	-	375,000	-	-	
		Bike Network Plan - Construct Glendalough to Eucla	North Perth Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2022	30/06/2023	-	-	180,000	-	920,000

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
CBP2.7	Road Maintenance Programs	MRRG										
		Newcastle Street, Perth - Beaufort Street to Lord Street - Eastbound	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	143,800	-	-	-	
		Smith Street, Perth - Bulwer Street to Lincoln Street	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	127,500	-	-	-	
		Brisbane Street, Perth - Bulwer Street to Stirling Street	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	130,900	-	-	-	
		Local Road Program Resurfacing										
		Eton Street, North Perth - Gill Street to Hobart Street	North Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	76,500	-	-	-	
		Coronation Street, North Perth - Chamberlain Street to Scarborough Beach Road	North Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	111,500	-	-	-	
		Edinboro Street, Mt Hawthorn - Hobart Street to Scarborough Beach Road	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	42,000	-	-	-	
		Edinboro Street, Mt Hawthorn - Hobart Street to Edinboro Street Reserve	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	108,000	-	-	-	
		Seabrook Street, Mt Hawthorn - Anzac Road to Brentham Street	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	30,000	-	-	-	
		Lake Street, Perth - Glendower Street to Bulwer Street	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	69,500	-	-	-	
		Lakes Street, Perth - Stuart Street to Brisbane Street	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	94,500	-	-	-	
		Cantle Street, Perth - Lord Street to West Parade	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	74,500	-	-	-	
		Chapman Street, Perth - Lord Street to West Parade	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	89,000	-	-	-	
		Thorley Street, Perth - Brewer Street to Edward Street	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	52,000	-	-	-	
		Blackford Street, Mt Hawthorn - Egina Street to Cul-de-sac	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	29,000	-	-	-	
		The Boulevard, Mt Hawthorn - Scarborough Beach Road to Berryman Street	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	52,000	-	-	-	
		Kalgoorlie Street, Mt Hawthorn - Berryman Street to Scarborough Beach Road	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	68,000	-	-	-	
Ellesmere Street, North Perth - Mallock Street to Flinders Street	North Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	69,000	-	-	-			

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget	
								20/21	21/22	22/23	23/24		
CBP2.7	Road Maintenance Programs	Laneway Rear of Leederville Hotel - Oxford Street to rear of 226 Carr Place	Leederville	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	23,500	-	-	-		
		Norfolk Street, Mt Lawley - Burt Street to Forrest Street	Mt Lawley	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	88,000	-	-	-		
		Cleaver Street, Newcastle Street to Old Aberdeen Place, West Perth	West Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	88,950	-	-	-		
		Local Road Program Crack Seal											
		Kadina Street, North Perth - Pennant Street to Bourke Street	North Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	5,000	-	-	-		
		Howlett Street, Perth - Pennant Street to Hardy Street	Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	2,500	-	-	-		
		Chamberlain Street, North Perth - Coronation Street to Pennant Street	North Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	1,250	-	-	-		
		Eton Street, North Perth - Hobart Street to Haynes Street	North Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	2,500	-	-	-		
		Emmerson Street, North Perth - Morrison Street to Loftus Street	North Perth	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	1,800	-	-	-		
		Roads to Recovery											
		Sasse Avenue, Mt Hawthorn - Purslove Street to Anzac Road	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	212,190	-	-	-		
		The Avenue, Leederville - Vincent Street to the Car Park	Leederville	Infrastructure & Environment	Accessible City	01/07/2020	30/06/2021	31,500	-	-	-		
		MRRG											
		Oxford Street - Leederville Parade to Vincent Street	Leederville	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	118,376	-	-		
		Loftus Street - North bound lanes Vincent Street to Bourke Street	Leederville	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	157,528	-	-		
		Loftus Street - South bound lanes Vincent Street to Bourke Street	Leederville	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	149,145	-	-		
		Bourke Street - Charles Street to Loftus Street	North Perth	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	173,745	-	-		
		Carr Street - Fitzgerald Street to Charles Street	West Perth	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	110,518	-	-		
Fitzgerald Street - Central lanes Burt Street to Walcott Street	North Perth	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	211,842	-	-				
Walcott Street - North-west bound lanes William Street to Beaufort Street	Perth	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	162,281	-	-				
Newcastle Street - Eastbound lane Money Street to Beaufort Street	Perth	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	77,271	-	-				

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
CBP2.7	Road Maintenance Programs	Local Road Program Resurfacing										
		Lake Street - Bulwer Street to Brisbane Street	Perth	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	110,307	-	-	
		Lake Street - Stuart Street to Newcastle Street	Perth	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	116,615	-	-	
		Ellesmere Street - Flinders Street to Shakespeare Street	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	148,839	-	-	
		Berryman Street - The Boulevard to Kalgoorlie Street	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	56,181	-	-	
		The Boulevard - Berryman Street to Larne Street	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	53,090	-	-	
		Glyde Street - Coogee Street to Matlock Street	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	45,562	-	-	
		Richmond Street - Scott Street to Oxford Street	Leederville	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	62,141	-	-	
		Eton Street - Gill Street to Ellesmere Street	North Perth	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	132,596	-	-	
		Grosvenor Road - Ethel Street to Fitzgerald Street	North Perth	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	73,279	-	-	
		Lawley Street - Fitzgerald Street to R.O.W	West Perth	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	21,734	-	-	
		Richmond Street - Leicester Street to cul-de-sac	Leederville	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	37,429	-	-	
		Britannia Road - Federation Street to Kalgoorlie Street	Leederville	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	96,305	-	-	
		Bouverie Place - Federation Street to Kalgoorlie Street	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	86,953	-	-	
		Ashby Street - Egina Street to East Street	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	100,341	-	-	
		Ashby Street - Kalgoorlie Street to Egina Street	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	105,907	-	-	
Ashby Street - Kalgoorlie Street to Egina Street	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	53,984	-	-			
Ashby Street - Flinders Street to Coogee Street	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/09/2022	31/05/2023	-	53,984	-	-			

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
CBP2.8	Traffic Management Improvements	Minor Traffic Management Improvements Program	All	Infrastructure & Environment	Accessible City	01/11/2021	31/05/2022	-	80,000	-	-	
		Brady & Purslowe Streets	Mt Hawthorn	Infrastructure & Environment	Accessible City	01/11/2021	31/05/2022	-	250,000	-	-	
		State Black & National Spots Program										
		Minor Traffic Management Improvements Program	All	Infrastructure & Environment	Accessible City	01/11/2022	31/05/2023	-	-	100,000	-	
		State Black & National Spots Program										
		Minor Traffic Management Improvements Program	All	Infrastructure & Environment	Accessible City	01/11/2023	31/05/2024	-	-	-	100,000	
		William & Lincoln Streets	Perth	Infrastructure & Environment	Accessible City	01/11/2023	31/05/2024	-	-	-	250,000	1,526,000
		Melrose St angled parking	Leederville	Infrastructure & Environment	Accessible City	01/11/2020	31/05/2021	55,000	-	-	-	
		Strathcona St angled parking	West Perth	Infrastructure & Environment	Accessible City	01/11/2020	31/05/2021	20,000	-	-	-	
		Albert St angled parking Stage 3	North Perth	Infrastructure & Environment	Accessible City	01/11/2020	31/05/2021	55,000	-	-	-	
		Schedule to be advised	All	Infrastructure & Environment	Accessible City	01/09/2021	30/11/2022	-	788,000	-	-	
		Schedule to be advised	All	Infrastructure & Environment	Accessible City	01/09/2022	30/11/2023	-	-	458,020	-	
		Schedule to be advised	All	Infrastructure & Environment	Accessible City	01/09/2023	30/11/2024	-	-	-	480,100	1,856,120
CBP4.10 (a)	Streetscape Improvements Program	Streetscape improvements at various locations	Mt Lawley	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2023	30,000	-	-	-	
		Cleaver Street	West Perth	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2023	50,000	-	-	-	
		Angove Street and Fitzgerald Street	North Perth	Infrastructure & Environment	Thriving Places	01/07/2020	30/06/2023	13,000	-	-	-	
		Schedule to be advised	All	Infrastructure & Environment	Thriving Places	01/07/2021	30/06/2022	-	35,000	-	-	
		Schedule to be advised	All	Infrastructure & Environment	Thriving Places	01/07/2022	30/06/2023	-	-	35,000	-	
		Schedule to be advised	All	Infrastructure & Environment	Thriving Places	01/07/2023	30/06/2024	-	-	-	30,000	193,000

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
CBP4.10 (b)	Parks Greening Plan Program	Pansy Street carpark	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	25,000	-	-	-	
		Pansy Street	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	5,000	-	-	-	
		West End Arts Precinct	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	30,000	-	-	-	
		Norham Street	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	15,000	-	-	-	
		Highlands Road	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	10,000	-	-	-	
		Hawthorn Street	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	10,000	-	-	-	
		Little Walcott Street	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	5,000	-	-	-	
		Leederville Parade	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	200,000	-	-	
		Drummond Place	West Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	10,000	-	-	
		Old Aberdeen Place	West Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	10,000	-	-	
		Stirling Street	Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	30,000	-	-	
		Edward Street	Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	20,000	-	-	
		Dunedin Street Car Park	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	15,000	-	-	
		Flinders Street Car Park	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	15,000	-	-	
		Coogee Street Carpark	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	35,000	-	
		The Avenue Car Park	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	55,000	-	
		Howlett Street	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	10,000	-	
		Little Russell Street	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	5,000	-	
		Russell Avenue	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	5,000	-	
		Beaufort Street Median	Mt Lawley	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	40,000	-	
		Vincent Street Median	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	30,000	-	
Oxford Street Median Planting	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	20,000	-			
Auckland Street	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	40,000	-			

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
CBP4.10 (b)	Parks Greening Plan Program	Scott Street	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	20,000	-	
		Locations to be determined based on re-assessment of Street Tree masterplan	All	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	40,000	-	
		Locations to be determined based on re-assessment of Street Tree masterplan	All	Infrastructure & Environment	Enhanced Environment	01/07/2023	30/06/2024	-	-	-	300,000	1,000,000
CBP4.5	Public Open Space Strategy Implementation Plan	Implement key outcomes upon completion of the Public Open Space Strategy, funding for out years to be confirmed subject to scope and prioritisation.	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	130,000	-	-	130,000
CBP3.9	Laneway Lighting Program	The City will endeavour to assist residents with problematic laneways that are subjected to anti-social/graffiti activity, by installation of lighting to deter such activity	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	60,000	60,000	60,000	180,000
CBP4.14	Haynes Street Reserve Development Plan Implementation	Haynes Street Reserve Development Plan Implementation	North Perth	Strategy & Development	Thriving Places	01/07/2021	30/06/2024	-	180,000	-	-	180,000
PG19	Parks Eco-Zoning Program	Beatty Park Reserve	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	-	30,000	-	-	
		Monmouth Street Reserve	Mt Lawley	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	-	10,000	-	-	
		Edinboro Street Reserve	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	-	20,000	-	-	
		Road Reserves	All	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	-	-	-	-	
		Charles Veryard Reserve	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	-	20,000	-	
		Blackford Street Reserve	Mt Lawley	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	-	7,000	
		Jack Marks Reserve	Perth	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	-	8,000	
		Scarborough/Bondi/Main Street Road Reserve	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	-	15,000	110,000
CBP4.9 (c)	Parks Irrigation Renewal Program	Britannia Reserve - renew groundwater bore (south) No.40	Leederville	Infrastructure & Environment	Enhanced Environment	01/11/2020	31/05/2021	45,000	-	-	-	
		Kylla Park -replace irrigation cubicle.	North Perth	Infrastructure & Environment	Enhanced Environment	01/11/2020	31/05/2021	15,000	-	-	-	
		Menzies Park - Replace Irrigation System	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	180,000	-	-	
		Ellesmere Street Reserve - Renew Groundwater Bore	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	45,000	-	-	

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
CBP4.9 (c)	Parks Irrigation Renewal Program	Les Lilleyman Reserve - Replace Irrigation System	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	200,000	-	
		Birdwood Square - Renew Groundwater Bore	Perth	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	45,000	-	
		Hyde Park - Renew Groundwater Bores No. 29 & 36	Mt Lawley	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	90,000	-	
		Road Reserves Miscellaneous Pumps & Irrigation	All	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	45,000	-	
		Charles Veryard - Replace Irrigation System	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2023	30/06/2024	-	-	-	250,000	
		Forrest Park - Renew Groundwater Bore	Mt Lawley	Infrastructure & Environment	Enhanced Environment	01/07/2023	30/06/2024	-	-	-	45,000	960,000
CBP4.9 (a)	Parks Infrastructure Upgrade & Renewal Program	Synthetic Cricket Wicket surfaces replacement	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	25,000	-	18,000	
		Hyde Park – replace electric BBQ (double)	Mt Lawley	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	15,000	-	
		Axford Park – replace flag poles	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	8,000	-	-	
		Norwood Park - replace electric BBQ (double)	Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	8,000	-	-	
		Beatty Park – replace goalposts	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	15,000	-	
		Woodville Reserve - replace electric BBQ (single)	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	7,500	-	-	
		Hyde Street Reserve – replace gazebo	Mt Lawley	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	15,000	-	
		Weld Square – replace basketball, back boards	Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	10,000	15,000	
		Road Reserves - furniture renewal	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	30,000	-	166,500
CBP4.9 (b)	Parks Fencing Renewal Program	Multicultural Garden & Children’s Playground – replacement perimeter fencing (deferred)	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	20,000	-	-	
		Auckland/Hobart Street Reserve – replacement perimeter fencing	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	-	
		Braithwaite Park - replacement of perimeter fencing (part only)	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	32,000	
		Edinboro Street Reserve - Replace perimeter fencing	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	20,000	

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
CBP4.9 (b)	Parks Fencing Renewal Program	Ellesmere Street Reserve - Replace perimeter fencing	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	24,000	
		Royal Park - replace volleyball court fencing	West Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	30,000	
		Shakespeare Street Reserve - Replace perimeter fencing	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	22,000	148,000
CBP4.9 (d)	Parks Lighting Renewal Program	Brentham Street Reserve - Install lighting adjacent to pathway	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	-	90,000	-	-	90,000
CBP4.9 (e)	Parks Pathways Renewal Program	Hyde Park re-asphalt Pathways	Mt Lawley	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	-	100,000	-	-	
		Stuart Street re-asphalt Pathways	Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	20,000	
		Venables Park re-asphalt Pathways	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	-	
		Smiths Lake re-asphalt Pathways	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	35,000	
		Road Reserves - furniture renewal	All	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	5,000	160,000
CBP4.9 (f)	Parks Playground / Exercise Equipment Upgrade & Renewal Program	Kyilla Park – replace playground shade sails	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	-	
		Menzies Park – replace playground shade sails	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	-	
		Ellesmere Street Reserve – replace playground shade sails	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	18,000	-	-	
		Hyde Park – replace water playground shade sails	Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	25,000	-	-	
		Menzies Park – replace exercise equipment	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	60,000	
		Stuart Street Reserve - Removal of playground & reinstatement of reserve	Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	-	
		Jack Marks Reserve – Removal of playground & installation of Dog agility equipment	Highgate	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	35,000	-	-	
		Keith Frame Reserve - Removal of playground & installation of naturescape area	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	-	
		Forrest Park - replace exercise equipment (deferred from 2019/20)	Mt Lawley	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	60,000	-	-	
		Les Lilleyman – replace exercise equipment	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	60,000	-	
		Braithwaite Park – replace various wooden nature play elements	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	50,000	-	

Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
CBP4.9 (f)	Parks Playground / Exercise Equipment Upgrade & Renewal Program	Ellesmere Street Reserve – replace playground soft fall	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	-	
		Ellesmere/Matlock Street Reserve - replace playground soft fall	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	10,000	-	
		Ivy Park - upgrade & replace playground equipment	West Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	80,000	-	
		Tolcon Place Reserve - replace playground soft fall	Mt Lawley	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	20,000	-	
		Gladstone Street Reserve - upgrade & replace playground equipment	Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	105,000	-	
		Britannia Reserve - replace exercise equipment	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	60,000	
		Britannia Reserve - replace playground soft fall (north)	Leederville	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	40,000	
		Menzies Park- replace playground soft fall	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	50,000	-	
		Birdwood Square - replacement of playground soft fall	Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	42,000	
		Banks Reserve - replace picnic table	Mt Lawley	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	15,000	
		Lynton Street Reserve - upgrade & replace playground equipment	Mt Hawthorn	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2024	-	-	-	80,000	810,000

Plant and Equipment Assets

- Major Plant and Light Fleet Replacement Programme

These programs seek to maximise the value of the City's operational fleet by optimising vehicle numbers, safety, usage and reducing CO2 emissions by progressively changing to hybrid and electric cars and trucks.

Plant and Equipment Assets												
CITY OF VINCENT FOUR YEAR CAPITAL WORKS PROGRAM 2020/21 – 2023/24												
Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
PG06 (19/20)	Fleet Management Program	Replacement of five (5) petrol sedans with hybrid and electric vehicles. No major plant replacement	Council	Infrastructure & Environment	Innovative & Accountable	01/07/2020	30/06/2021	190,000	-	-	-	
		Fleet renewal	Council	Infrastructure & Environment	Innovative & Accountable	01/07/2021	30/06/2022	-	985,000	-	-	
		Fleet renewal	Council	Infrastructure & Environment	Innovative & Accountable	01/07/2022	30/06/2023	-	-	1,426,500	-	
		Fleet renewal	Council	Infrastructure & Environment	Innovative & Accountable	01/07/2023	30/06/2024	-	-	-	1,166,500	3,768,000

Furniture & Equipment Assets

Furniture and Equipment Assets												
CITY OF VINCENT FOUR YEAR CAPITAL WORKS PROGRAM 2020/21 – 2023/24												
Ref	Title of works	Description of works	Suburb	Responsible Area	Focus Area	Start Date	Finish Date	Budget Period				Total Budget
								20/21	21/22	22/23	23/24	
PG13 (20/21)a	Beatty Park Leisure Centre - Non Fixed Assets Renewal	Lifeguard Tower renewal, Shade Sails, Umbrellas, Turnstiles (Gym), Floor Scrubber and for other minor non fixed assets	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2021	30/06/2022	-	102,000	-	-	
		Minor non fixed assets renewal	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2022	30/06/2023	-	-	74,750	-	
		Minor non fixed assets renewal	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2023	30/06/2024	-	-	-	60,000	236,750
PG13 (20/21)b	Beatty Park Leisure Centre - Gym Equipment Renewal Program	Various gym equipment renewal	North Perth	Infrastructure & Environment	Enhanced Environment	01/07/2020	30/06/2021	-	525,000	433,600	-	958,600
CBP6.11	Enterprise Applications Upgrades	Authority Server Upgrades Authority System Upgrades Chart of Account overhaul exercise	Council	CEO	Innovative and Accountable	01/07/2020	30/06/2021	290,000	-	-	-	
		Authority Server Upgrades Authority System Upgrades Chart of Account overhaul exercise	Council	CEO	Innovative and Accountable	01/07/2020	30/06/2021	-	275,000	-	-	565,000
CBP6.10	ICT Renewal Program	Various IT equipment replacement and upgrades, including installation of corporate Wi-Fi system.	Council	CEO	Innovative and Accountable	01/07/2021	30/06/2024	-	-	-	-	
		Various IT equipment replacement and upgrades, including installation of corporate Wi-Fi system.	Council	CEO	Innovative and Accountable	01/07/2021	30/06/2024	-	252,200	-	-	
		Various IT equipment replacement and upgrades, including installation of corporate Wi-Fi system.	Council	CEO	Innovative and Accountable	01/07/2021	30/06/2024	-	-	619,800	-	
		Various IT equipment replacement and upgrades, including installation of corporate Wi-Fi system.	Council	CEO	Innovative and Accountable	01/07/2021	30/06/2024	-	-	-	244,800	1,116,800



APPENDIX A CORPORATE STRATEGIC PROJECTS LISTING – 2020 Review

CITY OF VINCENT CORPORATE BUSINESS PLAN (CBP) 2020/21 – 2023/24 ANNUAL CBP REVIEW										
1. Enhanced Environment										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				Comments
						20/21	21/22	22/23	23/24	
1.1 Implementation of the Sustainable Environment Strategy	Review and implement the Sustainable Environment Strategy in liaison with Council's Environmental Advisory Group Implementation of tasks that are identified as actions in the City's Sustainable Environment Strategy and accompanying Implementation Plan.	Former CBP Item 8.2 Council resolution 23 July 2019	CEO's Office	O	Additional Cost Upgrade/Renewal	50,900 34,000	46,000	46,000	✓	SES due for Adoption in July. The Implementation Plan will then be programmed Manage sustainability-related subscriptions, data collection, monitoring and cross-organisational collaboration - \$28,000. Climate Clever Schools program (funding for four local schools to participate) - \$6,000. CBP Strategic Priority listing.
1.2 Minimise Single Use Plastics	Implement the recommendations of the single use plastics investigation completed in 2017/18 relating to advertising banners; bottled water; balloons; event waste; and disposable plastics used within the City's hired and leased facilities.	Council Resolution 22 August 2017	CEO's Office	O	Existing Operational	✓	✓			Commenced in 2018/19 two small projects budgeted in 2019/20. Budgets for 2020/21 and 2021/22 to be determined by investigations Prioritised business as usual. Moved to Corporate Strategy & Governance CBP service deliverables.
1.3 Solar Photovoltaic Panel System Installation Solar Photovoltaic System Installation	Installation of large-scale solar photovoltaic panels at various sites Installation of rooftop solar photovoltaic systems at various sites. This includes design, supply and installation.	Capital Works Program	CEO's Office in partnership with Infrastructure & Environment	C	Additional Cost New	351,000 46,850	305,000 ✓	33,000 ✓		\$248,000 Carried Forwards \$70,000 additional \$33,000 operating for assessment of next phase Scheduling of works will provide estimated cost savings per annum in some cases to the City and others to the tenant as per below : 2020/21 Mt Hawthorn Main Hall Community Centre \$1,300 North Perth Town Hall \$1,230 Leederville Cricket Club (Britannia Pavilion) \$1,360 Bethanie \$2750 2021/22 Loftus Recreation Centre (Belgravia Health and Leisure Group) \$22,000 YMCA \$5,166 Leederville Childcare Centre \$2,800 Forrest Park Croquet \$1300 ASSeTTS \$3420 Robertson Park Tennis Centre \$4588 2022/23 DLGSC building – 246 Vincent Street Leederville \$46,055 CBP Strategic Priority Listing and Contained within Capital Works Program
1.4 Water and Energy Efficiency Initiatives	Implementation of various water and energy efficiency measures across City buildings Cross directorate program managed by sustainability and assets. Continual review when upgrading and renewing assets assessing each component and reducing electricity and water consumption and costs where possible. Program may include sub metering of water use, real time monitoring of water use, LED lighting retro fit, voltage optimisation, building management system software and A/C inert gas exchange.	Capital Works Program	Office of CEO in partnership with Infrastructure & Environment	C	Additional Cost Renewal	100,000 \$21,548	100,000 -	50,000	100,000	Program extended into 2022/23 2020/21 Grant funding for Tennis Club floodlight upgrade Prioritised business as usual. Moved to Engineering CBP service deliverables Contained within Capital Works Program

Colour shading legend:

- Green Strategic Listing (may also be included in Capital Works Program if applicable)
- Yellow Moved to CBP Service Area Deliverables
- Blue list on the Capital Works Program & move Service Area Deliverables
- Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN (CBP) 2020/21 – 2023/24						ANNUAL CBP REVIEW				
1. Enhanced Environment										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				Comments
						20/21	21/22	22/23	23/24	
1.5 Three Bin Food Organics Garden Organics Collection System	Delivery of a three bin FOGO collection service to approximately 16,500 households	Council resolution 5 March 2019	Infrastructure & Environment	O/C	Additional Cost New	80,000	1,253,566 1,400,000 \$977,000	-	-	New project— Business Case approved at OMC 5/3/19. \$500,000 transferred to Strategic Waste Reserve in 2019/20 2020/21 \$80,000 for communications campaign and aligning materials. CBP Strategic Priority listing

Colour shading legend:

- Green Strategic Listing (may also be included in Capital Works Program if applicable)
- Yellow Moved to CBP Service Area Deliverables
- Blue list on the Capital Works Program & move Service Area Deliverables
- Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 – 2021/22 ANNUAL CBP REVIEW										
2. Accessible City										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				Comments
						20/21	21/22	22/23	23/24	
2.1 Prepare an urban design concept for View Street Car Park and surrounds.	Prepare an urban design concept and business case for improvements to the View Street Car Park and adjoining View Street road reserve, in order to enhance the amenity and attractiveness of the area and pedestrian connectivity between View Street and Angove Street. As reported to Council in July 2017	Former CBP Item 6.5	Strategy & Development	O	Existing Operational	\$90,000	90,000			Moved from 19/20 to 2020/21 Project carried forward from 2019/20 to 2021/22. Moved to Policy & Place CBP Service deliverables.
2.2 Car Parking Strategy and Accessible City Strategy	Prepare an Integrated Transport Plan. Prepare an Accessible City Strategy to guide future movement within the City.	Former CBP Item 7.1	Strategy & Development	O	Existing Operational	20,000 \$40,000				\$100,000 carried forward for completion of project Project and funds carried forward into 2020/21. CBP Strategic Priority listing.
2.3 Implement 40km/h Speed Zone Trial Monitor and report on the 40kph speed zone trial	Undertake community consultation to determine the level of community support for implementing a 40km/h speed zone trial in the south of Vincent. Subject to community support and Council approval implement the trial in 2018/19	Former CBP Item 7.5	Infrastructure & Environment	C	Additional Cost No capital budget Existing Operational	✓	✓			Funds carried forward into 2020/21 for completion of trial. Any future expenditure will be funded from the existing Traffic Survey's operating budget CBP Strategic Priority listing.
2.4 Prepare a Right of Way Hierarchy Study/Strategy	Prepare a Right of Way Hierarchy Study/Strategy in response to 2017/18 Community Budget Submission 8.7 Understand the status of laneways within the City, and develop a strategy to name, dedicate, close or acquire as public rights of way as appropriate, in a prioritised manner. Objective is for all private ROWs where public use is appropriate to be transferred to the Crown and vested or dedicated so use by public is formalized, and for the ROW to be named and upgraded / maintained in a prioritised manner.	2017/18 Community Budget Submission 8.7	Strategy & Development Office of CEO	O	Existing operational	\$150,000	150,000	-	-	Rescoped and rescheduled to commence 2021/22. Desktop investigation of already named areas and identification of lanes to be named Desktop investigation of land tenure of right of ways (including title searches) Development of plan for dedication, acquisition or closure of Rights of Way – with priority areas, and implementation of plan) Prioritised business as usual. Moved to Corporate Strategy & Governance CBP Service deliverables.
2.5 New Signalised Pedestrian Crossings Program	Install new signalised pedestrian crossings	Former CBP Item 7.6 and Capital Works Program	Infrastructure & Environment	C	Grant Funding	\$250,000	\$250,000			\$200,000 for Charles St in operating (may need to be refunded to MRWA). Lord Street – grant availability to be confirmed. Program extended to 21/22 – subject to grant application Not progressing as grant funding not available. Close out.
2.6 Bicycle Network Improvements	Design and implementation of the Bicycle Network Plan – includes pathways and bike lanes	Former CBP Item 7.13 and Capital Works Program	Infrastructure & Environment	C	Upgrade/ Renewal grant Funding	\$620,000 \$365,000	\$570,000 \$375,000	\$180,000	-	\$308,000 carried forward for Loftus Street. \$450,000 for Florence/ Carr Street Revised scope resulting in a reduced budget. 2020/21 and forward years to 2022/23 projects are 50% funded by DoT through WABN Grant programme CBP Strategic Priority listing. Contained within Capital Works Program.

Colour shading legend:

- Green Strategic Listing (may also be included in Capital Works Program if applicable) Yellow Moved to CBP Service Area Deliverables Blue list on the Capital Works Program & move Service Area Deliverables
- Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 – 2021/22 ANNUAL CBP REVIEW

2. Accessible City

Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				Comments
						20/21	21/22	22/23	23/24	
2.7 Road Maintenance Programs	Road maintenance and upgrade, including State Blackspot, Local Roads, Metropolitan Regional Roads and Roads to Recovery programs To maintain the City's road network to an optimal level of service.	Capital Works Program	Infrastructure & Environment	C	Additional Cost Renewal/ Grant Funding	\$1,900,000 1,824,890	\$1,920,000 2,854,863	2,988,016	3,208,218	Annual Black Spot and renewal program. Grant funding is received for each of these programs • MRRG Program (State) - \$402,200 • Roads to Recovery (Federal) subject to Council approval - \$243,690 • Local Roads Resurfacing Program (Local Government) \$1,179,000 • Local Road Direct Grant (State) - \$88,950 Prioritised business as usual. Moved to Engineering CBP service deliverables
2.8 Traffic Management Improvements	Various traffic management improvements	Capital Works Program	Infrastructure & Environment	C	Renewal/ Grant funding	\$238,000 670,000	\$300,000 305,000	175,000	175,000	Contained within Capital Works Program. Main Roads Black Spot Program grant funding \$393,334 Blackspot \$590,00 Minor Traffic \$80,000 Prioritised business as usual. Moved to Engineering CBP service deliverables
2.9 Car Parking Upgrade/Renewal Program	Various carpark improvements	Capital Works Program	Infrastructure & Environment	C	Additional Cost	\$530,000 130,000	\$300,000 788,000	458,020	480,100	2019/20 program reduced -\$180,000 deferred to 2020/21 Scope reduced for 2020/21 Adjusted amount to outer years. Prioritised business as usual. Moved to Engineering CBP service deliverables
2.10 Charging point at Banks Reserve	Request to have a power point installed along the Banks Reserve river foreshore for recharging electric wheelchairs and other personal mobility devices	Community Budget Submission 3.1	Strategy & Development	C	Additional Cost	10,000				Contained within Capital Works Program. To be incorporated into future stages of Banks Reserve Active Zone Moved into capital works program
2.11 Parking permit technology	Implement electronically readable parking permits (barcoded, QR coded etc) and subsequently e-permit technology to further simplify and streamline the customer experience associated with Council's revised Parking Permits Policy	Former CBP Item 5.7	Community & Business Services Infrastructure & Environment	O	Existing Operational	10,000				Commissioning fee \$30,000 plus annual licensing costs of \$10,000 Project carried forward into 2020/21 with budget against Software Licenses CBP Strategic Priority listing. Included as a project within Rangers CBP service deliverables.
2.12 Review and Upgrade the City's Parking Management Systems and Infrastructure	Identify and implement contemporary systems and infrastructure to improve the City's parking management capabilities Identify and implement contemporary systems and infrastructure to improve the City's parking management capabilities. Budget to be used for parking machine asset replacement program	Former CBP Item 5.8	Community & Business Services Infrastructure & Environment	C	Upgrade/Renewal	60,000	0 100,000			No replacement planned for Parking Machine Assets The Brisbane St Car Park - Ticketless parking trial being progressed for implementation in 2019/20. Deferred to 2021/22 Carry forward \$11,810 Parking machine asset replacement program -\$40,000 Parking sensors implementation - \$60,000. Prioritised business as usual. Moved to Rangers CBP service deliverables. Included in Capital Works Program.

Colour shading legend:

- Green Strategic Listing (may also be included in Capital Works Program if applicable) Yellow Moved to CBP Service Area Deliverables Blue list on the Capital Works Program & move Service Area Deliverables
- Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 – 2021/22 ANNUAL CBP REVIEW										
2. Accessible City										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				
						20/21	21/22	22/23	23/24	Comments
2.7 Wayfinding Strategy	Develop a Wayfinding Strategy for the City of Vincent that will improve the way people move around the City of Vincent by foot, bike and public transport connections in order to easily access each Town Centre.	7 July 2020 COVID-19 Committee Car Park Cash-in-Lieu Expenditure Report	Strategy & Development	O	New	\$120,000	✓			Cash-in-lieu of car parking contributions.

Colour shading legend:

Green Strategic Listing (may also be included in Capital Works Program if applicable)
 Yellow Moved to CBP Service Area Deliverables
 Blue list on the Capital Works Program & move Service Area Deliverables
Red Project/Program not continuing - Closed Out
 *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 – 2021/22 ANNUAL CBP REVIEW										
3. Connected Community										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				
						20/21	21/22	22/23	23/24	Comments
3.1 Prepare a Community Partnerships Strategy	Prepare a Community Partnerships Strategy (formerly Community Development Strategy) based upon key findings within the Strategic Community Plan that will provide the basis for service delivery by the City's Community Partnerships Team	Former CBP Item 2.1	Community & Business Services	○	Additional Cost		X			On hold pending the outcome of the organisational restructure. Remove as this will be incorporated into Place Plans Recommend by Administration to close due to restructure of business unit. Commit effort and resourcing to execution of existing plans and completion of the Youth Action Plan.
3.2 Prepare an 'Innovate' Reconciliation Action Plan (RAP) Implement an 'Innovate' Reconciliation Action Plan (RAP)	Prepare and implement an 'Innovate' Reconciliation Action Plan as part of the City's ongoing commitment to reconciliation and cultural development The Reconciliation portfolio is responsible for establishing, building and maintaining relationships with key Aboriginal stakeholders. The City's reconciliation vision is one where Aboriginal and non-Aboriginal people walk alongside each other in a respectful and meaningful partnership. This portfolio provides opportunities for Aboriginal people to share their culture, history and tradition and to celebrate Noongar culture throughout our community via workshops, events, forums and sporting activities that highlight art, language, storytelling, dance and music.	Council decision – April 2017 Council endorsed 23 April 2019	Community & Business Services	○	Existing Operational	\$20,000	✓			Project launched in July 2019 and preparation of plan delivered 19/20. RAP expired in Jun 20/21 Moved to business as usual
3.3 Prepare Town Centre Branding and Marketing Plans	Develop key brand identities, social media and website strategies, and other marketing initiatives to support Town Centre activation and economic development	Former CBP Item 6.9 Item 3.3	Community & Business Services	○	Additional Cost	✓ TBC				Deferred – focus on activation Revised to Town Centre Destination Plans Existing operational program funding Prioritised business as usual. Moved to Marketing & Partnerships CBP service deliverables.
3.4 Prepare a Community Engagement Charter for implementation through Policy Community Engagement Framework	Prepare a Community Engagement Charter as part of a new Community Engagement Policy that will establish the framework and tools to guide how we speak with and listen to our community	Former CBP Item 3.2	Strategy & Development	○	Existing Operational	✓	-	-	-	Project carried forward into 2020/21. Existing operational funding. CBP Strategic Priority listing.

Colour shading legend:

Green Strategic Listing (may also be included in Capital Works Program if applicable) Yellow Moved to CBP Service Area Deliverables Blue list on the Capital Works Program & move Service Area Deliverables

Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 – 2021/22 ANNUAL CBP REVIEW											
3. Connected Community											
Title of works	Description of works	Source/ Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review					
						20/21	21/22	22/23	23/24	Comments	
3.5 Prepare and Implement an Arts Strategy Arts Development Action Plan	Prepare an Arts Strategy to guide creative communities, activities and spaces, as identified in the City's Arts Priorities endorsed by Council in May 2017. Delivery of a five year art and culture plan. Develop a two-year plan that fosters creative arts in the City, including delivery of public art, art in built form, opportunities for local artists and creative spaces.	Council decision – May 2017	Community & Business Services	O	Existing Operational	100,000 60,000 TBC No budget in 2020/21 Opex ✓	100,000 ✓				Arts Development Action Plan SCP Action Develop a clear vision for creative arts in the City and continue to deliver public art, inclusion of art in built form, opportunities for local artists and creative spaces. TBC confirm 2020/21 & 2021/22 budget *Provide commentary* Prioritised business as usual. (\$60,000 TBC) Moved to Marketing & Partnerships CBP service deliverables.
3.6 Prepare and Implement a new Community Safety and Crime Prevention Plan	Prepare a new Community Safety and Crime Prevention Plan in collaboration with the community and key stakeholders	New Initiative Council resolution 20 August 2019	Community & Business Services Infrastructure & Environment	O	Existing Operational	✓	✓				The Plan includes a range of deliverables that will have a budget impact, with Grant opportunities Council adopted the Safer Vincent Plan 2019-2022 on 20 August 2019. Prioritised business as usual. Moved to Rangers CBP service deliverables.
3.7 Deliver a new, high quality and iconic public artwork	Procure and install a new public artwork within Vincent	Council decision – May 2017	Community & Business Services	C	Additional Cost						Project has ceased. Close out for 2019/20.
3.7 Arts relief project	Artistic Theme – "Individual and Community experiences of Covid-19" The COVID-19 Arts Relief Grants aim to support Vincent's local arts industry at a critical time and provide relief and stimulation to the wider community experiencing isolation.		Community & Business Services	C	New Existing Operational	\$525,600					Percent for Art policy cash-in-lieu contributions funds. Grants of up to \$7,000 each to artists and creatives to support the development of their artwork. CBP Strategic Priority listing
3.8 Review and Upgrade the City's CCTV Network	Upgrade the City's existing CCTV network to better meet community needs and align with the State CCTV Strategy	Former CBP Item 7.3	Infrastructure & Environment	C	Additional Cost Upgrade/ Renewal Grant Funding	✓	✓				Funds carried forward for Beaufort Street. The CCTV Strategy and Policy are under review, which will inform a funding model for future network improvements Not progressing as grant funding not available. Close out.
3.9 Laneway Lighting Program	Installation of solar laneway lighting within priority locations in Mt Hawthorn and Mt Lawley/Highgate The City will endeavour to assist residents with problematic laneways that are subjected to anti-social/graffiti activity, by installation of lighting to deter such activity	New Initiative	Community & Business Services Infrastructure & Environment		Additional Cost	✓	60,000	60,000	60,000		Program to be developed 2020/21 allowance deleted due to financial restrictions as a result of COVID-19 Prioritised business as usual. Moved to Rangers CBP service deliverables.
3.10 Youth & Youth Facilities Plan Youth Action Plan (YAP)	Development of an approach to youth for the City. The plan will strengthen the City's understanding of the demographics, needs and priorities of young people identify key focus areas, current gaps and actions to address these.	Council Budget Submission, Council resolution June 2019	Community & Business Services	C O	Existing Operational	✓ 20,000 TBC	✓ 80,000 TBC ✓				Councillor Budget Submission. Internal Resource 12 month Contract Role This will involve any projects, programs, events, facilities and services being delivered for (and by) young people. Existing operational funding CBP Strategic Priority listing

Colour shading legend:

- Green Strategic Listing (may also be included in Capital Works Program if applicable)
- Yellow Moved to CBP Service Area Deliverables
- Blue list on the Capital Works Program & move Service Area Deliverables
- Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 – 2021/22 ANNUAL CBP REVIEW										
4. Thriving Places										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				Comments
						20/21	21/22	22/23	23/24	
4.1 Review, Prepare and Implement Woodville Reserve Master Plan	Review the 2012 Woodville Reserve Master Plan and prepare a revised Plan that effectively responds to current/future community needs, maximises land use and asset sustainability, and aligns with Council's focus on creating more inviting green and open spaces	Former CBP Item 1.4	Strategy & Development	O	N/A	✓	✓ 40,000	\$130,000	\$50,000	Delayed until late 20/21 after completion of the Sport & recreation Facilities Plan. Implementation subject to funding.
4.2 Review, Prepare and Implement the Britannia Reserve Master Plan Review Britannia Reserve Master Plan and prepare for Britannia North West Reserve Development Plan	Review the 2013 Britannia Reserve Master Plan and prepare a revised Plan that effectively responds to current/future community demands, maximises land use and asset sustainability, and aligns with Council's focus on more inviting green and open spaces Review, prepare and implement Britannia Reserve Master Plan • Prepare a Britannia North West Reserve Development Plan to create a better connection between Litis Stadium and Britannia Reserve. Focus on the deteriorating assets and the opening up of the Litis Stadium area to the community. Prioritising projects where funding is available and reducing non-essential assets. • Identify opportunities to upgrade existing infrastructure that are consistent with the site vision; • Rationalise any non-essential assets that are not consistent with the vision; • Demonstrate the overall design direction and determine priority projects that can then progress to detailed design. • Undertake a financially responsible approach through the retention or rationalisation of infrastructure, landscaping and topography. • Secure a Federal Government \$3 million grant through the Community Development Grants Program; • Effectively respond to current / future community demands, maximises land use and asset sustainability, and aligning Council's focus on more inviting green and open spaces. 2020/21 budget to be used for Draft implementation – Perimeter fence removed and initial safety works.	Former CBP Item 1.5	Strategy & Development	O	Additional Cost/ Grant	\$50,000 15,000	-	\$1.5m	\$1.5m	Implementation subject to \$3 million Federal Government grant funding.

Colour shading legend:

Green Strategic Listing (may also be included in Capital Works Program if applicable) Yellow Moved to CBP Service Area Deliverables Blue list on the Capital Works Program & move Service Area Deliverables

Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 – 2021/22 ANNUAL CBP REVIEW										
4. Thriving Places										
Title of works	Description of works	Source/ Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				Comments
						20/21	21/22	22/23	23/24	
4.3 Review the Economic Development Strategy 2013–2016. Vincent Rebound Plan	Review and renew the City's Economic Development Strategy in liaison with Council's Business Advisory Group and in accordance with Council's endorsement of the Business Advisory Group's Key Priorities from 26 June 2018 This program covers the implementation of the actions of the City's Economic Development Strategy 2020-2024, including the collection of data to better inform actions and outcomes within the Town Centers. Develop and Implement the Vincent Rebound Plan	Former CBP Item 6.6	Strategy & Development	O	Existing Operational	✓	✓			This project will support the economic rebound of local businesses affected by COVID-19. Prioritised business as usual. Moved to Policy & Place CBP service deliverables.
4.4 Prepare and Implement the Leederville Oval Master Plan	Prepare a detailed Master Plan to guide the future development and management of Leederville Oval as multi-use venue within Leederville Town Centre To plan the short, medium and long-term development options from the Leederville Oval Master Plan. Prepare and Implement the plan to guide the short, medium and long-term development options for the oval.	Former CBP Item 1.10	Strategy & Development	O	Additional Cost Funding Contribution	✓ 35,000	\$350,000	\$400,000	\$3m	Business case with possible funding model to be developed as an outcome of the Master Plan A Business case will be completed to test development scenarios on the site and inform the Master Plan. Implementation subject to funding.
4.5 Implement Public Open Space Strategy Outcomes implementation Public Open Space Strategy implementation	Implement key outcomes upon completion of the Public Open Space Strategy, adoption by Council and finalisation of a capital funding model To implement all the POS Strategy's short (1-3 years) and short – medium (1-7 years) Key Actions. There are 11 x short-term actions; and 7 x short-medium actions. Implementation of the Strategy's short (1-3 years) and short – medium (1-7 years) Key Actions.	POS Strategy	Strategy & Development	C	Additional Cost	\$530,000 -	\$310,000 \$50,000	\$300,000	\$780,000	Development of Sydney/Haynes St new POS and other POS projects. Funding of out years to be confirmed subject to scope and prioritisation. CBP Strategic Priority listing Contained within Policy & Place CBP service deliverables. 11 x short-term actions; and 7 x short-medium actions.
4.6 Implement Banks Reserve Master Plan	Implement key outcomes upon completion of the Master Plan, adoption by Council and finalisation of a capital funding model Implement key outcomes of the Banks Reserve Master Plan. 2020/21 budget to be used for building demolition.	Banks Reserve Master Plan	Infrastructure & Environment	O	Additional Cost Existing operational	\$770,000 ✓	\$450,000	\$1,365,000	\$450,000	2019/20 \$230k carried forward + \$457k 2020/21 funding in operating budget. Project deferred subject to the redevelopment of the East Perth Power Station Precinct. Remaining program subject to funding.

Colour shading legend:

Green Strategic Listing (may also be included in Capital Works Program if applicable) Yellow Moved to CBP Service Area Deliverables Blue list on the Capital Works Program & move Service Area Deliverables

Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 – 2021/22 ANNUAL CBP REVIEW										
4. Thriving Places										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				Comments
						20/21	21/22	22/23	23/24	
4.7 Jack Marks Reserve Playground Upgrade	Upgrade of playground equipment and softfall	Former CBP Item 1.8	Infrastructure & Environment	C	Additional Cost	\$130,000	\$35,000			Project has been moved to be included within the annual Playground Upgrade/ Renewal Program Prioritised business as usual. Moved to Parks CBP service deliverables Contained within Capital Works Program.
4.8 Deliver-North Perth-Common North Perth Common	Implementation of former CBP Item 9-7 and report to Council on the same in July 2017. Review North Perth Common Stage 1 to inform future public space design and activation	Former CBP Item 6.4	Strategy & Development	C	Additional Cost Grant-Funding Existing Operational	✓				Project completed 2019/20 FY and closure report provided at Ordinary Meeting of Council on 10 September 2019. Capital works completed 2019/20 FY. CBP Strategic Priority listing
4.9 Parks Upgrade/ Renewal Program	Routine parks upgrade/ renewal works	Capital Works Program	Infrastructure & Environment	C	Renewal	\$60,000	766,000	950,000	858,000	Includes parks lightning, pathways, fencing, irrigation, playgrounds and parks infrastructure All capital renewal projects completed for 2019/20 except those deferred as a result of the Covid-19 pandemic and budget cutbacks 2020/21 \$63,000 Essential Irrigation projects Prioritised routine business as usual. Moved to Parks CBP service deliverables Contained within Capital Works Program.
4.10 (a) Streetscape Improvements Program	Streetscape improvements at various locations	Capital Works Program	Infrastructure & Environment	C	New/Upgrade	\$93,000	35,000	35,000	30,000	Includes Greening Plan (excluding Car Park greening) All capital renewal projects completed for 2019/20 As part of the Greening Plan review, a traffic light assessment was completed of every street within the City to determine canopy cover and potential for further tree planting. This assessment then informed a new action plan, which outlines the streets (and carparks) within the City, where additional trees can be planted to provide potential tree canopy cover to achieve the goals and objectives outlined within the overall Greening Plan. Moved to Engineering CBP service deliverables Contained within Capital Works Program.
4.10 (b) Parks Greening Plan Program		Capital Works Program	Infrastructure & Environment	C	New/Upgrade	100,000	300,000	300,000	300,000	Capital: Greening Plan – Project – 105 trees (and shrubs) Moved to Parks CBP service deliverables Contained within Capital Works Program.

Colour shading legend:

Green Strategic Listing (may also be included in Capital Works Program if applicable) Yellow Moved to CBP Service Area Deliverables Blue list on the Capital Works Program & move Service Area Deliverables

Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2018/19 – 2021/22 ANNUAL CBP REVIEW										
4. Thriving Places										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				
						20/21	21/22	22/23	23/24	Comments
4.11 Mount Hawthorn Community Centre Upgrade	Mount Hawthorn Community Centre redevelopment to enhance its use and functionality; better cater for current and future community needs; improve its fitness for purpose and asset condition; and better integrate with Braithwaite Park	Former CBP Item 7.4 Asset Renewal	Infrastructure & Environment	C	Additional Cost	✓	\$175,000			Project completed.
4.12 North Perth Town Hall Upgrades	Installation of air-conditioning and boundary fence renewal	Capital Works Program	Infrastructure & Environment	C	Additional Cost	✓				Project completed.
4.13 Prepare a Robertson Park Development Plan	Prepare a detailed Development Plan to guide future use, management and development of the site	Council Resolution 6 March 2019.	Strategy & Development	O	Nil	✓	\$400,000	\$400,000	\$294,000	Project continuing and to now be completed in-house. Implementation subject to funding.
4.14 Prepare a Development Plan for Sydney/Haynes Street, North Perth	Prepare a Development Plan for 25 and 31 Sydney Street and 15 Haynes Street, North Perth identifying the type and size of public open space suitable for the site and level of amenities required	Council Resolution 28 May 2019.	Strategy & Development	O/C	Existing operational Renewal Upgrade	✓	178,000	-	-	\$220,000 of future works is planned for 2025/26 Project is part of the Public Open Space Strategy. Required to be developed as a park in accordance with the Deed of Trust and the Attorney General's approval of the Transition Plan.
4.15 Sport and Recreation Facilities Plan	Club Reallocation Plan to cater for club's future growth and needs. Facility Rationalisation Plan to identify what facilities need rationalising and when. Facility Upgrade Program including a Facilities Funding process for renewals, upgrades and maintenance .		Strategy & Development	O	Existing Operational	\$20,000	✓			CBP Strategic Priority listing.
4.16 Axford Park Upgrade	Design of the first phase of Axford Park Upgrade, including stages A, B and C and delivery of Stage B in 2021/22, and delivery of stage A and C in 2023/24.	2018/19 CBP Item 1.3	Strategy & Development	O/C	Renewal		260,000	✓	\$736,4255 00	CBP Strategic Priority listing. Includes stages A, B and C, and delivery of Stage B only in 2021/22 and delivery of stage A and C in 2023/24.

Colour shading legend:

Green Strategic Listing (may also be included in Capital Works Program if applicable) Yellow Moved to CBP Service Area Deliverables Blue list on the Capital Works Program & move Service Area Deliverables

Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2020/21 – 2023/24 REVIEW										
5 Sensitive Design										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	20/21	21/22		Review Comments	
5.1 Prepare Leederville Activity Centre Plan.	State Planning Policy 4.2 – Activity Centre's Prepare the Leederville Activity Centre Plan in accordance with the State Planning Policy 4.2 – Activity Centre's.	Former CBP Item 6.1	Strategy & Development	O	Existing Operational	\$114,336	✓	-	-	City has engaged a consultant to the project. Project is anticipated to stimulate economic rebound and development activity in the town center and will provide future direction for the City's two land parcels. Project and funds carried forward into 2020/21. CBP Strategic Priority listing.
5.2 Investigate a Planning Framework for each of the City's Town Centres and Claisebrook.	Local Planning Strategy, Action 1.4.2 - Economy and Employment. Appropriately zone and/or prepare structure plans or area specific plans for planned growth areas to facilitate a mix of compatible residential and commercial development opportunities.	Former CBP Item 6.7	Strategy & Development	O	Existing Operational	50,000 ✓	50,000			The project will inform decisions on future projects for the City's centres. Project will continue into 2020/21 financial year. Prioritised business as usual program. - Moved to Policy & Place CBP service deliverables.
5.3 Heritage Strategic Plan	Review and renew the City's Heritage Strategic Plan 2013 – 2017	Former CBP Item 6.11	Strategy & Development	O	Nil Existing Operational	\$45,000	\$15,000			Defer to 2021/22. Not urgent as part of recovery from COVID-19.
5.4 Develop a Water Sensitive Urban Design (WSUD) Plan	Develop a Water Sensitive Urban Design Plan in response to 2017/18 Community Budget Submission 8.6	2017/18 Community Budget Submission 8.6	Infrastructure & Environment	O	Existing Operational	\$80,000				The Plan forms Part of the Sustainable Environment Strategy The Assets, Sustainability teams reviewing, and researching options in order to develop a plan for 2020/21. The scope of works will be determined by the budget allocation. Moved to Engineering CBP service deliverables
5.5 Character Retention and Precinct Planning	Implement a proactive approach to character retention within Vincent. Identifying high value/ high risk areas, engaging/assisting residents and, based on lessons learnt to date, improving the policy/ process to further streamline the approach (e.g. develop a baseline set of guidelines covering height, setbacks, visibility of additions from the primary street etc.)	Council endorsement on 6 January 2018 of response to 2018 AGM questions	Strategy & Development	O	Existing Operational	✓				This project will create a Character Retention Area in Mount Hawthorn and provide guidance on future development on the affected streets. It has progressed to public advertising in 2019/20. Project to carry over into 2020/21. CBP Strategic Priority listing.

Colour shading legend:

Green Strategic Listing (may also be included in Capital Works Program if applicable) Yellow Moved to CBP Service Area Deliverables Blue list on the Capital Works Program & move Service Area Deliverables

Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2020/21 – 2023/24 REVIEW										
6. Innovative and Accountable										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				
						20/21	21/22	22/23	23/24	Comments
6.1 Prepare a City of Vincent Marketing Plan Communication Plan	Develop a detailed three year marketing plan based on key outcomes within the Strategic Community Plan that reflects Council's objectives and community aspirations, along with a structured annual planner of all key events and activities	Former CBP Item 3.3	Community & Business Services	O	Additional Cost Existing Operational	✓ TBC				Operational funding Scope revised to remove Events calendar, as is part of the events review. Prioritised business as usual program. - Moved to Marketing & Partnerships CBP service deliverables.
6.2 Finalise and Implement Community Buildings Lease and License Framework	Finalise and implement a new lease and license framework for the City's community buildings, balancing community and social impacts, asset management and lifecycle cost implications; and statutory and legal considerations	New Initiative	Community & Business Services	O	Existing Operational	✓	✓			The City Property Management Framework was presented to Council on 7 April 2020, with final endorsement anticipated in June 2020. Project for FY 19/20 closed out. Prioritised business as usual program. - Moved to Marketing & Partnerships CBP service deliverables.
6.3 Review and upgrade the City's Website, Councillor Portal and Intranet	Phased implementation of further improvements to the City's website including online payments, self-service tools and further enhanced mobile functionality for customers, as well as a dedicated Councillor portal and improved Administration intranet	New Initiative	Community & Business Services	O	Existing Operational	✓				Project complete for Fy19/20 Closed out.
6.4 Information Technology Upgrade/Renewal	Various IT equipment replacement and upgrades, including installation of corporate Wi-Fi system.	Capital Works Program	Information & Communications Technology	C	Additional Cost	✓				Wi-Fi complete for Admin, Library, Depot and Beatty Park Internet link (bandwidth) upgrade complete Telephony system upgrade complete for FY 19/20 Business continuity enablement in progress and Network equipment expansion/upgrades under review for 20/21 Prioritised as business as usual. Moved to Information, Communication & Technology CBP service deliverables Contained within Capital Works Program.

Colour shading legend:

- Green Strategic Listing (may also be included in Capital Works Program if applicable)
- Yellow Moved to CBP Service Area Deliverables
- Blue list on the Capital Works Program & move Service Area Deliverables
- Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2020/21 – 2023/24 REVIEW										
6. Innovative and Accountable										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				
						20/21	21/22	22/23	23/24	Comments
6.5 Beatty Park Leisure Centre – Options Project Beatty Park 2062	Development of options to resolve known and any yet to be identified issues related to Beatty Park Leisure Centre, inclusive of heritage, structural and business model solution development Development of a long-term approach to preserve and protect the history and heritage of the 1962 grandstand and other major elements of the site.	Former CBP 6.5 19/20	CEO's Office	O	Additional Cost	✓				The project is required to ensure an agreed approach to maintaining the Beatty Park grandstand. CBP Strategic Priority listing. See related project of BPLC upgrade.
6.6 Beatty Park Leisure Centre Structural and Condition Upgrade Beatty Park Leisure Centre Upgrade	Prepare and implement Beatty Park Leisure Centre structural and condition upgrades through consideration of heritage, asset management, commercial development options, business performance and community values Major renewal primarily to 1994 passive pool and supporting infrastructure, additional renewal to gym and associated facilities. Planning, development and implementation of a project schedule to conduct overdue renewal to the facility passive pool shell, supporting water filtration and associated infrastructure, found to be failing moderately and nearing the potential point of critical failure (i.e. tiles delaminating from pool shell and allowing water ingress into concrete structure forcing shutdown).	Capital Works Program	Community & Business Services In partnership with Infrastructure & Environment	C	Renewal/Part Grant	2,930,000	250,000	796,000	316,000	Revised proposal being prepared due to COVID-19 The City applied for grant funding \$270,557 and pending outcome would result in a reduced capital expenditure. \$266,000 HVAC and Pool renewal Pool Tiling, Changing Room Renewal, Pool Filtration, Risk Renewals, Grandstand Electrical The project must exist in totality as interrelated project components rely on the milestones of others and all exist on the complete removal of water from the pool shell. The pool remains as constructed in 1994 with the exception of a surface retiling in 2011. Supporting leisure infrastructure, playtime slides etc. are worn and outdated. Water filtration remains as designed and constructed in 1994 and now fails to meet current day legislation for turnover capacity. The absence of family changing rooms and reliance on toilets constructed in 1962 places an impost on service levels and customer satisfaction. 2022/23 focuses renewal on gym and fitness room change facilities by that stage will be 10+ years old and will require modernisation to sustain market leadership and customer satisfaction in an extremely competitive environment. The pool remains as constructed in 1994 with the exception of a surface retiling in 2011. Supporting leisure infrastructure, playtime slides etc. are worn and outdated. Water filtration remains as designed and constructed in 1994 and now fails to meet current day legislation for turnover capacity. CBP Strategic Priority listing
6.8 Vincent Leisure and Recreation Facilities Management Model	Determine the most effective management model for leisure/recreation facility management based upon the Beatty Park Leisure Centre Review and in preparation for the Loftus Recreation Centre Deed of Contract and Lease expiry	Former CBP Item 4.4	Community & Business Services	O	Additional Cost	\$50,000 20,000				RFQ to be prepared in June 2020 for appointment early 2020/21. Loftus Recreation Centre lease expires 31/12/2021 Prioritised business as usual program Moved to Beatty Park Leisure Centre CBP service deliverables.
6.9 Implement Improvement Plan for Risk Management, Internal Controls and Legislative Compliance	Continued implementation of the Improvement Plan adopted by the Audit Committee in July 2016 (subsequently endorsed by Council) and revised by the Committee in March 2017	Former CBP Item 4.6	CEO's Office	O	Additional Cost	✓	✓			Project for FY 19/20 closed out. Prioritised business as usual program Moved to Corporate Strategy & Governance CBP service deliverables.

Colour shading legend:

- Green Strategic Listing (may also be included in Capital Works Program if applicable)
- Yellow Moved to CBP Service Area Deliverables
- Blue list on the Capital Works Program & move Service Area Deliverables
- Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2020/21 – 2023/24 REVIEW										
6. Innovative and Accountable										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				
						20/21	21/22	22/23	23/24	Comments
6.10 Ward Review	Carry out a Ward Review as required by the Local Government Act 1996 (Schedule 2.2, Clause 6).	Legislative Requirement	CEO's Office	Governance						Project closed out, closure report provided.
6.11 Upgrade/ Replacement of the City's Enterprise Applications and Financial Management System	Upgrade/Replace the City's Corporate Operating System including addition of systems such as Asset Management (including Mobility), Human Resource Modules, electronic invoice approvals etc.	Former CBP Item 4.8	Information & Communications Technology	C	Additional Cost	\$1,100,000 290,000	\$600,000 275,000			<ul style="list-style-type: none"> Authority Server Upgrades (Windows and SQL) - \$75,000 Authority system upgrades - \$85,000 Chart of Accounts overhaul exercise - \$130,000 Prioritised business as usual. Moved to ITC CBP service deliverables.
6.12 Strategic Community Plan Review	Carry out a desktop review in 2019/20 and a full review in 2021/22 Carry out a full review in 2022/23	Legislative Requirement	CEO's Office Policy & Place	O	-			\$100,000		Desktop review currently being prepared. Full review scheduled for 2022.
6.13 Triennial GRV Review	Implement the triennial Gross Rental Value review into the rating system. Valuations provided by Valuer General's Office	Statutory Requirement	Community & Business Services	O	-	✓				Valuations received in 2019/20 for implementation in 2020/21 Prioritised business as usual. Moved to Financial services deliverables.
6.14 Business Continuity Plan	Develop and Implement business continuity plans for the City including recovery of IT systems	New Initiative	CEO's Office	O	Additional Cost Operational Cost	✓				Business continuity plan developed inhouse providing the city with cost savings for FY 19/20. Project closed out. Moved to Corporate Strategy & Governance CBP service deliverables.
6.15 Asset Management Strategy and Rationalisation Plan Asset Management and Sustainability Strategy	Develop and implement a plan for rationalisation of City building assets in accordance with Council's decision of 29 May 2018 Develop a financially sustainable strategic approach to City Assets	New Initiative	Community & Business Services Infrastructure and Environment	O	Additional Cost Operational Cost Existing operational	\$60,000 ✓	\$60,000 65,000 -	-	-	Project carried over to 2020/21 Development of a strategic approach to our assets CBP Strategic Priority listing
6.16 Administration and Civic Centre Upgrade/Renewals Land and Building Asset Renewal Projects	To renew the community center building and fully integrate facility and services with Library & Customer Service Centre as a single City of Vincent Community Hub. Renewal of the community centre building and the Library counter to enhance the delivery of customer services from that location.	Capital Works Program	Infrastructure & Environment	C	Upgrade/renewal	420,000 \$220,000	\$450,000 -	-	-	\$170K of essential ceiling and lighting works at the community centre \$50K update to the Library counter to enhance customer service delivery
6.17 Digitised Aged Hardcopy Records	Digitisation of hardcopy files due to become State Archive records in 2019 CBP Item 6.17 - Digitised Aged Hardcopy Records - requires that hardcopy records are digitised before they reach the age of	New Initiative	Information & Communications Technology	O	Additional Cost	\$60,000 40,000	\$60,000 \$40,000	40,000	40,000	Ongoing program inclusive of Beatty Park digitisation project during COVID-19 Prioritised business as usual. Moved to ITC CBP service deliverables.

Colour shading legend:

- Green Strategic Listing (may also be included in Capital Works Program if applicable)
- Yellow Moved to CBP Service Area Deliverables
- Blue list on the Capital Works Program & move Service Area Deliverables
- Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

CITY OF VINCENT CORPORATE BUSINESS PLAN 2020/21 – 2023/24 REVIEW										
6. Innovative and Accountable										
Title of works	Description of works	Source/Mandate	Responsible Area	Operating /Capital	Cost (Year 1)	Review				
						20/21	21/22	22/23	23/24	Comments
	twenty-five years and become State Archives. State Archives must be retained indefinitely under stringent conditions leading to high ongoing storage costs. Another project being considered will involve digitising all hard copy records regardless of age and whether onsite, at the Depot or being held by an off-site storage provider									
PG14 (20/21) Implementation of the City's Public Health Plan	To deliver for the Vincent community, a suite of initiatives designed to provide health protection, empower people to live healthy lives and improve aboriginal health and wellbeing.	Former CBP Item 8.7	Strategy & Development	○	Existing Operational	7,000	7,000	7,000	7,000	The implementation of the City's Public Health Plan will see a range of programs, services and/or initiatives being provided to our Vincent community. Collectively, these will work to improving the general health and wellbeing of those that live, work and play in the City of Vincent. CBP Strategic Priority listing
PG (20/21) Ideas Program	Deliver an Idea Program for council and community.	New Initiative	CEO's Office	○	Existing operational	- TBC	100,000	100,000	-	Pathway for ideas, opportunities and solutions identified, and to be captured, evaluated and implemented in a transparent and accountable way. This program is to replace the previous community budget submission. Prioritised business as usual. Moved to Corporate Strategy & Governance CBP service deliverables.

Colour shading legend:

Green Strategic Listing (may also be included in Capital Works Program if applicable) Yellow Moved to CBP Service Area Deliverables Blue list on the Capital Works Program & move Service Area Deliverables
 Red Project/Program not continuing - Closed Out *For further details please see notations contained within comments

DRAFT

8.2 REPEAL OF THE CITY OF VINCENT PARKING AND PARKING FACILITIES AMENDMENT LOCAL LAW 2020

Attachments: Nil

RECOMMENDATION:

That Council:

- 1. NOTES the Joint Standing Committee on Delegated Legislation's decision dated 13 August 2020 to give a Notice of Motion in the Legislative Council to disallow the City of Vincent Parking and Parking Facilities Amendment Local Law 2020;**
- 2. APPROVES the repeal of the City of Vincent Parking and Parking Facilities Amendment Local Law 2020, which will occur by 31 December 2020;**
- 3. RESOLVES that the City of Vincent Parking and Parking Facilities Amendment Local Law 2020 will not be enforced prior to its repeal;**
- 4. GIVES statewide and local public notice, in accordance with section 3.12 of the *Local Government Act 1995*, that the City of Vincent Parking and Parking Facilities Amendment Local Law 2020 is to be repealed;**
- 5. NOTES that any submissions received as a result of the public notice provided as set out in Recommendation 4. above will be presented to Council for consideration; and**
- 6. ADVISES the Joint Standing Committee on Delegated Legislation of Council's decision; and**
- 7. NOTES that a new Parking Local Law will be drafted for Council's review by 31 March 2021.**

PURPOSE OF REPORT:

To repeal the Parking and Parking Facilities Amendment Local Law 2020 approved at the Council Meeting of 10 December 2019.

BACKGROUND:

At its meeting of 25 June 2019, Council approved providing local public notice of the proposed amendments to the Parking and Parking Facilities Local Law 2007 (2007 Local Law). Local public notice of the proposed Parking and Parking Facilities Amendment Local Law 2019 (Amendment Local Law) was provided between the period 10 August 2019 and 27 September 2019. During this period, the Department of Local Government, Sport and Cultural Industries (DLGSC) was provided with a copy of the Amendment Local Law and public notice.

The DLGSC reviewed the Amendment Local Law, providing recommended amendments, and the City incorporated DLGSC's recommendations into the Amendment Local Law.

At its meeting of 10 December 2019, Council approved the making of the Amendment Local Law subject to it being published in the Government Gazette. Local public notice was given that the Amendment Local Law had been Gazetted and a copy of the Amendment Local Law and its explanatory memorandum was provided to the Western Australia Parliamentary Joint Standing Committee on Delegated Legislation (Joint Standing Committee).

DETAILS:

On 13 August 2020 the Joint Standing Committee notified the City that it would give a Notice of Motion in the Legislative Council to disallow the Amendment Local Law. The reasons for the decision was a number of technical drafting errors in the Amendment Local Law which were not previously identified in the DLGSC's review. These issues included inconsistent terminology, ambiguous phrasing and typographical errors.

The Joint Standing Committee recommended that the City repeal the Amendment Local Law and revert to the Parking and Parking Facilities Local Law 2007 as amended in January 2018.

The Legislative Council is scheduled to disallow the Amendment Local Law at its meeting on 9 September 2020.

It was recommended by DLGSC as part of their review that due to the number of prior amendments, the next time the City sought to amend the 2007 Local Law, it should repeal the 2007 Local Law in full and replace it with a new version of the Local Law that would incorporate all amendments that had been made to date.

Due to the large number of issues identified by the Joint Standing Committee and DLGSC's advice to repeal and replace the 2007 Local Law in its entirety, it is proposed that Administration prepare a new Parking and Parking Facilities Local Law. The new Parking and Parking Facilities Local Law will rectify all issues identified by the Joint Standing Committee, incorporate all amendments made to the 2007 Local Law, convert the form of the local law to an up to date format and ensure that the new local law reflects the current parking and parking facility arrangements currently used and anticipated to come into effect in the City in the near future.

It is proposed that the new local law be presented to Council by the end of March 2021 for advertising.

Administration notes that the errors in the Amendment Local Law identified by the Joint Standing Committee are highly technical and relate to the specialised drafting style and format of local laws. Administration has not previously sought external legal review of its new and amendment local laws, relying on DLGSC's comments as assurance that the local law met the legislative requirements for the drafting of local laws. The risk of non-compliance with drafting requirements for local laws has been added to the City's corporate risk register. Administration will manage this risk by seeking further clarity from DLGSC and the Joint Standing Committee on the drafting requirements prior to finalising future local law amendments/ new local laws.

The practical impact of the repeal of the Amendment Local Law is that the transition to ticketless car parks and ticket machine zones is delayed, as under the current local law there is no offence for failure to pay an appropriate fee.

CONSULTATION/ADVERTISING:

Section 3.12 of the *Local Government Act 1995* sets out the consultation requirements for making/ repealing a local law. Statewide and local public notice will be provided for at least 6 weeks, with copies provided at the City's Library and Local History Centre and Administration and Civic Centre. A copy of the local law and public notice will also be provided to the Minister for Local Government.

The public notice will include the purpose and effect of repealing the local law, which is to comply with the Joint Standing Committee's direction.

The City's Policy 4.1.5 – Community Consultation also requires that notice of the proposed local law is provided on the City's website and to local businesses and community groups.

LEGAL/POLICY:

Section 3.12 of the *Local Government Act 1995* sets out the requirements for making a local law:

"3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) The local government is to —*
 - (a) give Statewide public notice stating that —*

- (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
 - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
 - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3A) *A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*
- * Absolute majority required.*
- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice*
- (a) *stating the title of the local law; and*
 - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
 - (c) *advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section — making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law."*

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for the City to repeal the Amendment Local Law in accordance with the Joint Standing Committee's recommendation.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Accessible City

We have embraced emerging transport technologies.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

SUSTAINABILITY IMPLICATIONS:

Nil

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

8.3 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS - EXECUTION OF DOCUMENTS POLICY

- Attachments:**
1. **Submission** [↓](#) 
 2. **Execution of Documents Policy - marked up** [↓](#) 
 3. **Execution of Documents Policy - amended clean version for adoption** [↓](#) 

RECOMMENDATION:**That Council:**

1. **NOTES** the submission received in relation to the Execution of Documents policy, at Attachment 1; and
- 2 **ADOPTS** the Execution of Documents Policy at Attachment 2.

PURPOSE OF REPORT:

To present the submissions received as a result of the public consultation and seek approval of the proposed amendments to the Execution of Documents Policy.

BACKGROUND:

In April 2020 Administration undertook a review of the City's delegations. As a result of this review Administration identified the need to vary Delegation 2.2.29 – Execution of Documents, to include the execution of notifications, covenants, easements and caveats under the *Transfer of Land Act 1893*.

As part of the annual delegations review, Administration also undertook a review of the [Execution of Documents Policy](#). At its 16 June 2020 meeting, Council approved inviting public comment on the proposed amendments to the Execution of Documents Policy.

DETAILS:

In accordance with the City's Policy 4.1.1 – *Adoption and Review of Policies*, public notice was provided from 26 June 2020 to 27 July 2020, which is in excess of the 21 days required, in the following ways:

- Perth Voice – 4 July 2020;
- Eastern Reporter (Vincent and Stirling) –2 July 2020;
- on the City's website and social media; and
- on the notice board at the City's Administration and Library and Local History Centre.

Due to technical errors with the public notice on the City's website, the public notice period was extended to 31 August 2020, and readvertised in the following ways:

- Perth Voice – 8 August 2020;
- Eastern Reporter (Vincent and Stirling) –6 August 2020;
- on the City's website and social media; and
- on the notice board at the City's Administration and Library and Local History Centre.

Administration received one submission, as at **Attachment 1**.

The following further amendments to the Policy are proposed in response to this submission:

- Part of the "Purpose" section is reclassified as "Background" – this section sets out the legislative requirements relating to the execution of documents.
- The wording of the requirement for a decision to be made prior to a document being executed has been slightly amended to make it clearer – "A Council resolution or a decision under delegated authority to approve a particular course of action is required prior to the execution of any document/s relating to that course of action."

- The wording relating to the precedence of the policy has been updated to increase clarity.
- The titles of the categories 1(A), 1(B), 2 and 3 have been updated to include a brief description.
- The reference to a building permit has been updated to a building permit application under Category 2.

These further amendments are shown in blue in the marked up version at **Attachment 2**. A clean version of the policy is at **Attachment 3**.

CONSULTATION/ADVERTISING:

No further consultation is required.

LEGAL/POLICY:

City's Policy 4.1.1 – *Adoption and Review of Policies* sets out the process for repealing and adopting policies.

City Policy 4.1.5 – *Community Consultation* – specifies the community consultation required.

RISK MANAGEMENT IMPLICATIONS:

Low: Adopting the proposed amendments to this policy is low risk as it aligns with the *Local Government Act 1995* and the objectives of the policy.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our community is aware of what we are doing and how we are meeting our goals.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

Recommended

1. Most of the 'Purpose' section belongs in the 'Policy' section. The true purpose is clearly expressed in the first sentence. The rest does not relate to the purpose, and is more like background which is more closely related to the actual 'Policy' section.
2. Rather than giving the four categories meaningless labels, (e.g. "Category 1(A)" does not provide any guidance) it would be better if the four categories had meaningful labels -they could still have numbers which could be 1A, 1B, 2 and 3' or simply '1,2,3 and 4'. Suggested labels are:
 1. Documents Requiring Common Seal – Specific Council Authorisation Required
 2. Documents Requiring Common Seal – Specific Council Authorisation Not Required
 3. No Common Seal – Officers Authorised by Council
 4. No Common Seal – Officers Defined in Policy or Procedure

There may be better labels – these are just a start.

3. Initially I read the first grouping in Category 2 to mean that the Executive Manger Corporate Strategy and Governance (EMCSG) was able to sign all development applications and building permits. On reflection I'm pretty sure it means they are restricted to the applications where the City owns land, as it clearly says. The use of the term 'development application' rather than 'development approval' also makes this clear. I would therefore suggest that the wording be changed slightly from 'building permit' to 'building permit application' to remove any doubt.
4. I still think the 'information block' at the beginning should be moved to the end of the policy. This information is really meta data that does not relate to the policy contents as such, and is of very little interest to anybody other than those managing the policy. Most people reading the policy want to know the reason for having the policy (the purpose), what is intended to be achieved (the objective), and how it will be done (the policy body). Who is responsible for the policy is of no real interest.

Personal preferences:

- 4.1. In the current 'Purpose' section the sentences that say: *A Council resolution or a decision under delegated authority is required to approve a particular course of action. The resolution or decision must occur prior to the execution of any document(s) relating to the agreed course of action.*

Reads better as:

A Council resolution or a decision under delegated authority is required before a document may be executed.

Reason: 'a particular course of action doesn't add anything – the important things are that there must be an explicit decision and it must be done before executing the document.

EXECUTION OF DOCUMENTS POLICY

DUDLEY MAIER

4.2. The knock-on effect of removing ‘the course of action’ is that the next bit becomes:

The following take precedence over this policy:

- 1. legislation;*
- 2. the formal requirements of a Commonwealth or State department, authority or agency (as described in a City policy or procedure); or*
- 3. a Council decision expressly specifying a particular way in which a document is to be executed.*

4.3. The first sentence of Category 1(B) can be dropped. The second sentence of that section is a much better introduction to the category and the fact that there may be time constraints is immaterial – it is pretty much covered by the list of documents provided.

EXECUTION OF DOCUMENTS POLICY



Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager Corporate Strategy and Governance.
Affected teams	All Staff
Legislation / local law requirements	Section 9.49A of the <i>Local Government Act 1995</i> – Execution of documents
Relevant delegations	Delegation 2.2.29 – Execution of Documents
Related policy procedures and documents	

PURPOSE

This ~~The purpose of this~~ Policy ~~is to~~ ensures that the City's common seal is ~~utilised~~ ~~used~~ and documents ~~are~~ executed in accordance with the provisions of the *Local Government Act 1995* (~~the~~ Act).

BACKGROUND

~~According to the Pursuant to section 9.49A of the~~ Act, ~~s9.49A~~, a document is duly executed by a local government if:

- (a) ~~the common seal is affixed to it in the presence of:~~
- (i) ~~the Mayor or President; and~~
 - (ii) ~~the Chief Executive Officer (CEO) or a senior employee authorised by the CEO,~~
~~each of whom must sign the document to attest the common seal was affixed; or~~
- (b) ~~it is signed by an Officer authorised to do so.~~

~~Executing documents through the use of the common seal or by signing a document does not constitute the decision to undertake a particular course of action. A Council resolution or a decision under delegated authority to approve a particular course of action is required prior to the execution of any document/s. The resolution or decision must occur prior to the execution of any document(s) relating to that the agreed course of action. Prior to executing documents pertaining thereto. For example, until the Council makes a resolution approving the City to enter into a lease on particular terms and conditions with another party, the Mayor and CEO are not authorised to execute the subject lease on behalf of the City.~~

EXECUTION OF DOCUMENTS POLICY



The following take precedence over this Policy, in the order listed below: ~~In the case of:~~

1. ~~L~~egislation;
2. ~~T~~he formal requirements of a Commonwealth or State department, authority or agency (as described in a ~~C~~ity Policy or procedure); ~~or~~
3. ~~A~~ Council decision expressly specifying a particular way in which a document is to be executed,

~~that course of action is to take precedence over this policy.~~

OBJECTIVE

For the City to execute documents in a consistent and transparent manner, **in accordance with the Act.**

POLICY

1. Category 1(A): Documents requiring the common seal & specific Council resolution

Category 1(A) documents require a specific resolution of Council to sell, lease or enter into an agreement ~~as well as~~ along with an authority to affix the common seal.

These documents ~~will be~~ are executed by having the common seal affixed, under the authorisation of Council, ~~with the affixing of the seal~~ in the presence of and being attested to by the Mayor and CEO or ~~(pursuant to s9.49A(3)(b) of the Act),~~ the Mayor and a senior employee authorised by the CEO to do so.

The following is a list of ~~documents of~~ Category 1(A) documents:

1. ~~D~~eeds ~~of Agreement or contracts and Release~~ in respect to sale, purchase or other commercial dealing relating to City assets including equitable interests;
2. Local Planning Schemes and ~~A~~amendments to the same;
3. ~~L~~ease documents. This category includes, but is not limited to:
 - Variation of Lease;
 - Assignment of Lease; and
 - Surrender of Lease,
 except where granted under delegated authority; ~~and~~
4. Local Laws; ~~and~~
5. ~~L~~icence documents, ~~except those licence documents specified in Category 2.~~

2. Category 1(B): Documents requiring the common seal, without a specific Council resolution

Category 1(B) documents are those of a general form or category and which may be subject to time constraints for execution. These documents are to be sealed as part of a “class of documents” authorised by Council to be executed under the common seal without a specific Council resolution to affix the seal. Please note that ~~the a~~ Category 1(B) document may not require a specific Council resolution in order to be executed under seal (being a Category 1(B) document) however the decision to undertake a particular course of action may still require Council approval.

EXECUTION OF DOCUMENTS POLICY



The following ~~is a~~ list of ~~documents are~~ Category 1(B) documents:

1. ~~A~~greements relating to grant funding, when the funder requires that the agreement be signed under seal;
2. ~~D~~ebenture documents for loans which Council has resolved to raise;
3. ~~G~~eneral ~~L~~egal and ~~S~~ervice ~~A~~greements not already listed in this ~~p~~Policy; ~~and~~
4. Extension of Lease ~~Deed, where the extension is occurring pursuant to an option term granted in accordance with under a provision of the~~ original lease ~~clause or provision;~~
5. ~~S~~ub ~~L~~ease ~~of for~~ a portion of the premises by the ~~L~~essee; ~~to a third party, where the City's consent (as landlord under the head lease) is required for the sub-lease; and~~
6. ~~Minor~~ Variation of Lease ~~Deeds relating to minor variations that provided it does do~~ not alter the substantive terms of the ~~L~~ease ~~as previously~~ approved by Council (for example ~~, changes a process within the lease; where the lessee changes its name~~).

3. Category 2: No Common Seal - Documents - Officers authorised by Council

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

~~Under section In accordance with s9.49(A) (4) of the Act, the~~ Council authorises the Officers listed in the ~~T~~table below to sign documents on behalf of the City ~~of Vincent. Directors only have authority where the documents are related to their area of responsibility.~~

The following is a list of Category 2 documents:

Description	Authority to Execute
Documents required in the management of land as a landowner, including a development application, building permit application, easement or agreement in respect to City owned or managed land.	CEO; Director Corporate Services, Executive Manager Corporate Strategy and Governance; and the responsible Executive Director
Documents required to enact a decision of Council, a Council Committee or the Development Assessment Panel (i.e. contractual documents resulting from a tender process, transfer of land forms, notification on title as required by a condition of approval, memorandum of understanding etc.).	CEO; T he R esponsible Executive Director and responsible Manager.
Documents required to enact a decision made under delegated authority or as a condition of approval given under delegated authority (i.e. caveats, restrictive covenants and s 70A Notifications).	CEO; T he R esponsible Executive Director; and T he C ity Officer exercising the delegated authority.
Where a condition of approval given under delegated authority has subsequently been met, documents that are required to remove, withdraw or extinguish the earlier document or registration (e.g. withdrawal of caveat or a document that removes a restrictive covenant)	CEO; the responsible Executive Director; and the Officer exercising the delegated authority.

4. Category 3: No Common Seal – Officers defined in Policy Documents

Category 3 documents are created in the normal course of business and are consistent with the City's policies and procedures. Category 3 documents are to be executed by a Director or Manager, or an ~~an~~ ~~City o~~fficer where the authority has been extended ~~to that Officer~~ through a ~~City~~ policy or procedure.

EXECUTION OF DOCUMENTS POLICY



These documents include but are not limited to the following:

1. **A**greements in the normal course of business for the purchase of goods or services identified within the service unit's budget (other than for tenders) and conforming to the requirements of the City's Purchasing Policy and other relevant policies;
2. **G**eneral correspondence required to discharge the duties of your position;
3. **C**ontracts for grant funding conducted in accordance with the City's **P**olicies; and
4. **R**egular **H**ire **A**rrangements.

SCOPE

This Policy applies to all City of Vincent **O**fficers who have been authorised through the provisions of this policy to execute documents on behalf of Council.

OFFICE USE ONLY	
Initial Council adoption	DATE: 04/11/2003, REF# <TRIM REF>
Reviewed / Amended	DATE: 07/03/2017, REF#: <TRIM REF>, DATE: 22/04/2008, REF#: <TRIM REF> DATE: 26/02/2013, REF#: <TRIM REF>, DATE: 04/04/2018, REF#: <TRIM REF> DATE: 22/04/2018, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>

EXECUTION OF DOCUMENTS POLICY



Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager Corporate Strategy and Governance.
Affected teams	All Staff.
Legislation / local law requirements	Section 9.49A of the <i>Local Government Act 1995</i> – Execution of documents.
Relevant delegations	Delegation 2.2.29 – Execution of Documents.
Related policy procedures and documents	Nil.

PURPOSE

The purpose of this Policy is to ensure that the City's common seal is used and documents are executed in accordance with the provisions of the *Local Government Act 1995 (Act)*.

BACKGROUND

Pursuant to section 9.49A of the Act, a document is duly executed by a local government if:

- (a) the common seal is affixed to it in the presence of:
 - (i) the Mayor or President; and
 - (ii) the Chief Executive Officer (**CEO**) or a senior employee authorised by the CEO, each of whom must sign the document to attest the common seal was affixed; or
- (b) it is signed by an Officer authorised to do so.

A Council resolution or a decision under delegated authority is required to approve a particular course of action is required prior to the execution of any document/s relating to that course of action. For example, until the Council makes a resolution approving the City to enter into a lease on particular terms and conditions with another party, the Mayor and CEO are not authorised to execute the subject lease on behalf of the City.

EXECUTION OF DOCUMENTS POLICY



The following take precedent over this Policy, in the order listed below:

1. legislation;
2. the formal requirements of a Commonwealth or State department, authority or agency (as described in a City policy or procedure);
3. a Council decision; expressly specifying a particular way in which a document is to be executed.

OBJECTIVE

For the City to execute documents in a consistent and transparent manner, in accordance with the Act.

POLICY

1. Category 1(A): Documents requiring the common seal & a specific Council resolution

Category 1(A) documents require a specific resolution of Council to sell, lease or enter into an agreement along with an authority to affix the common seal.

These documents are executed by having the common seal affixed, under the authorisation of Council, in the presence of and being attested to by the Mayor and CEO or (pursuant to s9.49A(3)(b) of the Act) the Mayor and a senior employee authorised by the CEO to do so.

The following is a list of Category 1(A) documents:

1. deeds or contracts in respect to sale, purchase or other commercial dealing relating to City assets including equitable interests;
2. Local Planning Schemes and amendments to the same;
3. lease documents. This category includes, but is not limited to:
 - Variation of Lease;
 - Assignment of Lease; and
 - Surrender of Lease,except where granted under delegated authority;
4. Local Laws; and
5. licence documents, except those licence documents specified in Category 2.

2. Category 1(B): Documents requiring the common seal without a specific Council resolution

Category 1(B) documents are those of a general form or category and which may be subject to time constraints for execution. These documents are to be sealed as part of a "class of documents" authorised by Council to be executed under the common seal without a specific Council resolution to affix the seal. Please note that a Category 1(B) document may not require a specific Council resolution in order to be executed under seal however the decision to undertake a particular course of action may still require Council approval.

EXECUTION OF DOCUMENTS POLICY



The following is a list of Category 1(B) documents:

1. agreements relating to grant funding, when the funder requires that the agreement be signed under seal;
2. debenture documents for loans which Council has resolved to raise;
3. general legal and service agreements not already listed in this Policy;
4. Extension of Lease Deed, where the extension is occurring pursuant to an option term granted in accordance with a provision of the original lease;
5. sub lease for a portion of the premises by the lessee; to a third party, where the City's consent (as landlord under the head lease) is required for the sub-lease; and
6. Variation of Lease Deeds relating to minor variations that do not alter the substantive terms of the lease as previously approved by Council (for example: where the lessee changes its name).

3. Category 2 No common seal – Officers authorised by Council

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

In accordance with s9.49(A) (4) of the Act, the Council authorises the Officers listed in the table below to sign documents on behalf of the City.

The following is a list of Category 2 documents:

Description	Authority to Execute
Documents required in the management of land as a landowner, including a development application, building permit application, easement or agreement in respect to City owned or managed land.	CEO; Executive Manager Corporate Strategy and Governance; and the responsible Executive Director
Documents required to enact a decision of Council, a Council Committee or the Development Assessment Panel (i.e. contractual documents resulting from a tender process, transfer of land forms, notification on title as required by a condition of approval, memorandum of understanding etc.).	CEO; responsible Executive Director; and responsible Manager.
Documents required to enact a decision made under delegated authority or as a condition of approval given under delegated authority (i.e. caveats, restrictive covenants and s 70A Notifications).	CEO; the responsible Executive Director; and the Officer exercising the delegated authority.
Where a condition of approval given under delegated authority has subsequently been met, documents that are required to remove, withdraw or extinguish the earlier document or registration (e.g. withdrawal of caveat or a document that removes a restrictive covenant)	CEO; the responsible Executive Director; and the Officer exercising the delegated authority.

EXECUTION OF DOCUMENTS POLICY



4. Category 3: No common seal – Officers defined in Policy

Category 3 documents are created in the normal course of business and are consistent with the City’s policies and procedures. Category 3 documents are to be executed by a Director or Manager, or an Officer where the authority has been extended to that Officer through a City policy or procedure.

These documents include but are not limited to the following:




1. agreements in the normal course of business for the purchase of goods or services identified within the service unit’s budget (other than for tenders) and conforming to the requirements of the City’s Purchasing Policy and other relevant policies;
2. general correspondence required to discharge the duties of your position;
3. contracts for grant funding conducted in accordance with the City’s policies; and
4. regular hire arrangements.

SCOPE

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

OFFICE USE ONLY	
Initial Council adoption	DATE: 04/11/2003, REF# <TRIM REF>
Reviewed / Amended	DATE: 07/03/2017, REF#: <TRIM REF>, DATE: 22/04/2008, REF#: <TRIM REF> DATE: 26/02/2013, REF#: <TRIM REF>, DATE: 04/04/2018, REF#: <TRIM REF> DATE: 22/04/2018, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

8.4 OUTCOME OF ADVERTISING AND ADOPTION OF MEETING PROCEDURES POLICY

- Attachments:**
1. **Meeting Procedures Policy** [↓](#) 
 2. **Policy 4.2.3 - Council Briefings, Meetings and Forums - Format, Procedures and Maximum Duration** [↓](#) 
 3. **Council Briefing Guidelines** [↓](#) 

RECOMMENDATION:**That Council:**

1. **NOTES** that at the conclusion of the local public notice period, no public submissions were received in relation to the Meeting Procedures Policy, at Attachment 1;
2. **ADOPTS** the Meeting Procedures Policy at Attachment 1; and
3. **REPEALS** Policy 4.2.3 - 'Council Briefings, Meetings and Forums - Format, Procedure and Maximum Duration' at Attachment 2.

PURPOSE OF REPORT:

To present the outcome of public consultation and seek approval of the proposed Meeting Procedures Policy and repeal of Policy 4.2.3 - 'Council Briefings, Meetings and Forums - Format, Procedure and Maximum Duration'.

BACKGROUND:

On 25 March 2020 Parliament approved amendments to the *Local Government (Administration) Regulations 1996* (Regulations) which allow Council and Committee meetings to be held electronically during a public health emergency or state of emergency.

Electronic meetings are not contemplated in the City's [Meeting Procedures Local Law 2008](#) or Policy 4.2.3.

At its 7 April 2020 Council Meeting, Council approved [Guidelines for Electronic Council Proceedings](#) and requested that Administration review Policy 4.2.3.

Administration undertook this review and proposed that Council repeal Policy 4.2.3 and replace it with the proposed Meeting Procedures Policy.

The substantive differences in the proposed new policy are as follows:

- Council Forums have been removed from the policy. The City has replaced Council Forums with Council Workshops. Council Workshops provide an opportunity for Elected Members and Administration to exchange information and ideas which assists in the development of the objective, scope and deliverables for projects, strategies, plans and policies. Council Workshops are not decisions making forums and are not governed by the *Local Government Act 1995* (LGA) or the City's *Meeting Procedures Local Law 2008*. It is also not necessary for Council to adopt a policy position in respect to Council Workshops. The purpose and process for Council Workshops is instead documented in the Governance Framework which has been adopted by Council;
- Pre-Council Meeting protocols and procedures have been removed from the policy. These protocols and procedures were very prescriptive and went beyond the requirements of the LGA. Council Briefings provide Elected Members with the opportunity to ask questions and clarify issues relevant to the agenda items due to be presented to the Ordinary Council Meeting, and the new policy provides high level guidance on the Council Briefing process. The procedure for dealing with amendments which significantly alter an officer recommendation is prescribed in clause 5.18 of the City's *Meeting Procedures Local Law 2008* and does not need to be further clarified in the policy.

- Maximum duration for Council Briefings and Meetings has been removed from the policy. Permissible procedural motions for the adjournment or closing of a Council or Committee meeting is prescribed in the City's *Meeting Procedures Local Law 2008*;
- Consideration of Electronic Council Proceedings has been included in the policy; and
- Clarification of agenda content and direction in relation to the publication of late reports has been included in the policy. Late reports are discouraged strongly. If a report is not able to be included in the agenda then a reason will be provided.

At its 28 July 2020 Council Meeting, Council approved inviting public comment on the proposed Meeting Procedures Policy.

DETAILS:

In accordance with the City's Policy 4.1.1 – Adoption and Review of Policies, public notice was provided for the period 6 August 2020 to 31 August 2020, which is in excess of the 21 days required, in the following ways:

- Perth Voice – 6 August 2020;
- Eastern Reporter (Vincent and Stirling) – 8 August 2020;
- on the City's website and social media; and
- on the notice board at the City's Administration and Library and Local History Centre.

No public submissions were received.

CONSULTATION/ADVERTISING:

No further consultation is required.

LEGAL/POLICY:

City's Policy 4.1.1 – *Adoption and Review of Policies* sets out the process for repealing and adopting policies.

City Policy 4.1.5 – *Community Consultation* – specifies the community consultation required.

RISK MANAGEMENT IMPLICATIONS:

Low: Adopting the proposed new policy is low risk as it aligns with the *Local Government Act 1995* and the City's objectives.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our community is aware of what we are doing and how we are meeting our goals.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

MEETING PROCEDURES POLICY



Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager, Corporate Strategy and Governance.
Affected teams	Elected Members and Administration
Legislation / local law requirements	Section 5.25 of the <i>Local Government Act 1995</i> Regulation 14 of the <i>Local Government (Administration) Regulations 1996</i> . <i>Meeting Procedures Local Law 2008</i>
Relevant delegations	Nil
Related policy procedures and supporting documentation	Council Briefing Guidelines D20/91040 Electronic Council Proceedings Guidelines D20/58142

PURPOSE

To guide staff, Elected Members and the community on the format and procedure of the City's Council Proceedings, which includes Ordinary and Special Council Meetings, Council Briefings, Committee Meetings and the Annual General Meeting of Electors, where the *Local Government Act 1995*, the associated Regulations and/or the City of Vincent [Meeting Procedures Local Law 2008](#) do not provide direction.

OBJECTIVE

To facilitate transparent and accountable Council decision making.

SCOPE

This policy applies to Elected Members and employees of the City of Vincent.

POLICY

1. Electronic Council Proceedings

All electronic meetings are to be conducted in accordance with the City's Electronic Council Proceedings Guidelines.

2. Publication of Agendas

2.1 The Agenda of each Council Proceeding will comprise of:

- notification of the date, time and place of the meeting;
- a contents page setting out the order of business;
- recommendations that clearly define each action that Administration is proposing; and

MEETING PROCEDURES POLICY



- a comprehensive report for each recommendation, that provides sufficient and relevant information to support each recommendation.
 - 2.2 Council and Committee Meeting Agendas will be issued to Elected Members on or before the Friday of the week before the meeting and published on the City’s Website at the same time.
 - 2.3 Council Briefing Agendas will be issued to Elected Members on or before the Wednesday of the week before the Council Briefing and published on the City’s Website at the same time;
 - 2.4 Agendas for Special Council Meetings will be made available as soon as practicable after the meeting has been called;
 - 2.5 Late reports are discouraged but may supplement an Agenda in the following circumstances:
 - the urgency of the business is such that the business cannot await inclusion at a subsequent meeting; or
 - the delay in referring the business to a subsequent meeting could have adverse legal or financial implications for the City; and
 - 2.6 Late reports included in the Agenda in accordance with clause 2.5 above are to include justification for inclusion, which considers the impact that late publication may have on community engagement.
3. Council Briefings
- 3.1 Council Briefings will be held for the purpose of and in accordance with the City of Vincent [Meeting Procedures Local Law 2008](#) and Council Briefing Guidelines.
 - 3.2 Council Briefings shall be open to the public except for confidential items.
4. Approval of Guidelines
- Amendments to the guidelines supporting this Policy are to be approved by Council.

OFFICE USE ONLY	
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

POLICY NO: 4.2.3**COUNCIL BRIEFINGS, MEETINGS & FORUMS – FORMAT, PROCEDURES AND
MAXIMUM DURATION****OBJECTIVE**

To provide:

- a format and guidelines for Council Briefings, Council Meetings and Forums to ensure efficient and effective discussion, debate and decision making;
- protocols and procedures for the orderly and efficient processing of Council Member pre-Council Meeting enquires and requests; and
- a maximum duration in order that Council Briefings, Council Meetings and Forums do not continue longer than a reasonable time.

POLICY STATEMENT**1. COUNCIL BRIEFINGS AND COUNCIL MEETINGS**

Council Briefings will be held for the purpose of and in accordance with the guidelines provided in Attachment 1, as adopted by Council on 20 January 2015 (Item 9.5.2).

Council Meetings shall be conducted in accordance with the requirements of the Local Government Act 1995, its regulations and the City of Vincent Local Law relating to Standing Orders.

This policy is in addition to the legislative requirements.

1.1 Maximum Duration

The Council shall aim to conclude Council Briefings and Council Meetings by 10:00pm or in any case after a maximum duration of four (4) hours.

1.2 Issue of Agendas

- The Council Briefing Agenda will be issued to Council Members on Wednesday of the week before the Council Briefing and published on the City's Website at the same time; and
- The Council Meeting Agenda will be issued to Council Members on the Friday immediately following the Council Briefing and published on the City's website at the same time.

1.3 Pre-Council Meeting Protocols and Procedures

Pre-Council Meeting requests and enquiries shall be in accordance with the Guidelines and Procedures included as Attachment 2.

2. FORUMS

There is a need for the Council to meet and discuss matters relating to the operation 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. The Council may from time-to-time wish to conduct Forums which are not prescribed under the *Local Government Act 1995*.

This policy sets out the requirements which apply to Forums.

2.1 Maximum Duration

It is aimed to conclude Forums by 9:00pm or in any case after a maximum duration of three hours.

2.2 Forum Guidelines

- (a) The conduct of Forums is controlled by the City of Vincent Local Law relating to Standing Orders Clause 12.9 which states:

"The Council may prescribe guidelines and procedures for the management of Forums."

- (b) Forums shall be conducted in accordance with the *"Forum Guidelines"* adopted at the Ordinary Meeting of Council held on 10 August 2004 subsequently amended from time-to-time.

This Policy is to be read in conjunction with the following Guidelines and Procedures.

Date Adopted:	28 October 1996
Date Amended:	23 November 2010; 20 January 2015
Date Reviewed:	22 July 2003, 22 April 2008, 23 November 2010; 20 January 2015
Date of Next Review:	November 2017

***AS AMENDED BY CEO UNDER DELEGATED AUTHORITY OF COUNCIL ON 20 JANUARY 2015 (ITEM 9.5.2).**

POLICY NO. 4.2.3 – ATTACHMENT 1**COUNCIL BRIEFING GUIDELINES:**

1. Unless otherwise determined by Council, Council Briefings will be held in the Council Chamber on the Tuesday of the week prior to the Ordinary Council Meeting, to provide the opportunity for Elected Members and members of the public to ask questions and clarify issues relevant to the specific agenda items due to be presented to Council in the following week.
2. The Council Briefing is not a decision-making forum and the Council has no power to make decisions at the Briefing.
3. In order to ensure full transparency, Council Briefings will be open to the public to observe the process and to ask Public Questions, similar to the Council Meeting process.
4. Where matters are of a confidential nature, they will be deferred to the conclusion of the Briefing and at that point, the Briefing will be closed to the public.
5. The reports provided to Council Briefings are the reports that the Administration intends to submit to Council formally in the subsequent week. While it is acknowledged that Elected Members may raise issues that have not been considered in the formulation of the report or its recommendation, and these may be addressed in the subsequent report to Council, Council Briefings cannot be used as a forum for Elected Members to direct Officers to alter their opinions or recommendations. However, having regard to any questions or clarification sought by Elected Members, the Chief Executive Officer and Directors may choose to amend Administration reports, or withdraw and not present certain items listed on the Council Briefing Agenda to the subsequent Council Meeting in the following week.
6. Council Briefings will commence at 6.00 pm and will be chaired by the Mayor or in his/her absence the Deputy Mayor. In the absence of both, Councillors will elect a chairperson from amongst those present. In general, Standing Orders will apply, except that Members may speak more than once on any item. There is no moving or seconding items.
7. Members of the public present at Council Briefings may observe the process and will have an opportunity to ask Public Questions relating only to the business on the agenda.
8. Where an interest is declared in relation to an item on the Council Briefing Agenda, the same procedure which applies to Ordinary Council meetings will apply. All interests must be declared in accordance with the City's Code of Conduct. The Briefing will consider items on the agenda only and will proceed to deal with each item as it appears in the Agenda. The process will be for the Presiding Member to call each item number in sequence and invite questions or requests for clarification from Elected Members. Where there are no questions regarding the item, the Briefing will proceed to the next item.

COUNCIL MEETINGS AND FORUMS - FORMAT, PROCEDURES AND MAXIMUM DURATION

9. Notwithstanding 8. above, the Council Briefing process does not and is not intended to prevent an Elected Member from raising further questions or seeking further clarification after the Council Briefing and before or at the Council Meeting in the subsequent week.
10. While every endeavour is made to ensure that all items to be presented to Council at the Ordinary Council Meeting are included in the Council Briefing papers, there may be occasions when, due to necessity, items will not be ready in time for the Council Briefing and will instead be included on the Council Meeting Agenda to be presented directly to Council for determination.
11. There may also be occasions when items are tabled at the Council Briefing rather than the full report being provided in advance. In these instances, Administration will endeavour to include the item on the Council Briefing agenda as a late item, noting that a report will be tabled at the meeting.
12. Unless otherwise determined by the Presiding Member, deputations will generally not be heard at Council Briefings and will instead be reserved for the Ordinary Council meeting, consistent with the City's Standing Orders Local Law.
13. The record of the Council Briefing session will be limited to notes regarding any agreed action to be taken by Administration or Elected Members. The Council Briefing is not a decision-making forum and does not provide recommendations to Council as a Committee might and, as such, the action notes from Council Briefings will be retained for administrative purposes only and will not be publicly distributed unless authorised by the Chief Executive Officer.
14. Questions or statements made at a Council Briefing must relate only to matters listed on the Council Briefing Agenda. Public speaking time will be strictly limited to three (3) minutes per member of the public. Questions or statements made at an Ordinary Council meeting can relate to any matters that affect the City. Questions or statements made at a Special Meeting of the Council must only relate to the purpose for which the meeting has been called.

POLICY NO. 4.2.3 – ATTACHMENT 2**1. Pre-Council Meeting Protocols and Procedures**

Pre-Council Meeting requests and enquiries shall be in accordance with the attached Guidelines.

Objective:

To improve efficiency, reduce duplication, better co-ordination and use of resources and to minimise pressure on Employees and Council Members for pre-Council Meeting enquiries and requests.

(a) Closing Time for Council Member Requests and Enquiries

Council Member requests and enquiries should preferably be submitted to the City's Administration by **midday on the Friday and no later than 9.00am on the Monday** before the Ordinary Council Meeting on Tuesday.

(b) Enquiries received after Closing Time

Any enquiries received after the 9.00am closing time (on Monday prior to the meeting) are to be referred to the Chief Executive Officer for consideration.

(c) Enquiries to be copied to the Chief Executive Officer

Where Council Members send an email direct to a Director, a copy is also to be sent to the Chief Executive Officer. This will ensure that enquiries are not duplicated and the most appropriate officer researches the matter.

(d) Nature of Enquiry

The Local Government Act prescribes that Council Members are only entitled to be provided with sufficient information for them to *"make an informed decision and to perform their duties"*.

To comply with good governance requirements, it is requested that Council Members keep this in mind when submitting a request for information.

(e) Multiple or complex Enquiries about an Item/Matter

Where a Council Member has multiple (or complex) enquiries about an item/matter, it is preferable for them to send an email and to also request a meeting with the appropriate Director (or Chief Executive Officer if applicable). This will ensure that the matter can be more efficiently/better explained and will minimise the impact on resources.

(f) Requests for Amendments

The Administration will provide *"alternative recommendations"* and amendments of a substantial or complex nature. If the request is received by the Monday morning cut-off time, these will be prepared and emailed on the Monday evening (or prior to the meeting) – this will allow Council Members to check the amendment and to ensure that they are satisfied that it meets their request.

Straightforward and simple amendments should be moved at the Meeting.

COUNCIL BRIEFING GUIDELINES



Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager, Corporate Strategy and Governance.
Affected teams	Elected Members, Administration and public
Related policy / legislation / local law	Meeting Procedures Policy <i>Meeting Procedures Local Law 2008</i> <i>Local Government (Administration) Regulations 1996</i> Council Proceedings – Recording and Web Streaming Policy
Relevant delegations	Nil
Supporting documents / forms	Nil

PURPOSE

To set out the purpose, structure and relevant proceedings of the City's Council Briefings in accordance with clause 12.9 of the City's *Meeting Procedures Local Laws 2008*

OBJECTIVE

To ensure that Council Briefings are conducted in a consistent, efficient and transparent manner.

GUIDELINES

1. Council Briefings will be held on the Tuesday of the week prior to the Ordinary Council Meeting, to provide the opportunity for Elected Members and members of the public to ask questions and clarify issues relevant to the specific agenda items due to be presented to Council in the following week.
2. The Council Briefing is not a decision-making forum and the Council has no power to make decisions at the Briefing.
3. In order to ensure full transparency, Council Briefings will be open to the public to observe the process and to ask Public Questions, similar to the Council Meeting process.
4. Where matters are of a confidential nature, they will be deferred to the conclusion of the Briefing and at that point, the Briefing will be closed to the public.
5. The reports provided to Council Briefings are the reports that the Administration intends to submit to Council formally in the subsequent week. While it is acknowledged that Elected Members may raise issues that have not been considered in the formulation of the report or its recommendation, and these may be addressed in the subsequent report to Council, Council Briefings cannot be used as a forum for Elected Members to direct Officers to alter their opinions or recommendations.

COUNCIL BRIEFING GUIDELINES



However, having regard to any questions or clarification sought by Elected Members, the Chief Executive Officer and Executive Directors may choose to amend Administration reports, or withdraw and not present certain items listed on the Council Briefing Agenda to the subsequent Council Meeting in the following week.

6. Council Briefings will commence at 6.00 pm and will be chaired by the Mayor or in his/her absence the Deputy Mayor. In the absence of both, Elected Members will elect a chairperson from amongst those present. In general the provisions of the City's *Meeting Procedures Local Law* will apply, except that Members may speak more than once on any item. There is no moving or seconding items.
7. Members of the public present at Council Briefings may observe the process and will have an opportunity to ask questions relating only to the business on the agenda.
8. Where an interest is declared in relation to an item on the Council Briefing Agenda, the same procedure which applies to Ordinary Council meetings will apply. All interests must be declared in accordance with the City's Code of Conduct. The Briefing will consider items on the agenda only and will proceed to deal with each item as it appears in the Agenda. The process will be for the Presiding Member to call each item number in sequence and invite questions or requests for clarification from Elected Members. Where there are no questions regarding the item, the Briefing will proceed to the next item.
9. Notwithstanding 8. above, the Council Briefing process does not and is not intended to prevent an Elected Member from raising further questions or seeking further clarification after the Council Briefing and before or at the Council Meeting in the subsequent week.
10. While every endeavour is made to ensure that all items to be presented to Council at the Ordinary Council Meeting are included in the Council Briefing papers, there may be occasions when, due to necessity, items will not be ready in time for the Council Briefing and will instead be included on the Council Meeting Agenda to be presented directly to Council for determination.
11. There may also be occasions when items are tabled at the Council Briefing rather than the full report being provided in advance. In these instances, Administration will endeavour to include the item on the Council Briefing agenda as a late item, noting that a report will be tabled at the meeting.
12. Items that are presented in circumstances outlined in clause 10 or 11 above are to include justification of urgency and consideration of the impact that late publication may have on community engagement in accordance with clause 2.5 and 2.6 of the City's Meeting Procedures Policy.
13. Unless otherwise determined by the Presiding Member, deputations will generally not be heard at Council Briefings and will instead be reserved for the Ordinary Council meeting, consistent with the City's Meeting Procedures Local Law 2008.
14. Council Briefings are recorded and streamed live on the City's website in accordance with the City's *Council Proceedings – Recording and Web Streaming Policy*.

SCOPE

These guidelines apply to Elected Members, all staff and members of the public involved in the Council Briefing.

COUNCIL BRIEFING GUIDELINES



OFFICE USE ONLY	
Endorsed at EMC	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date <small>(Concurrent with the review of any policy, local law or legislation to which it supports)</small>	DATE: <REVIEW DATE>,

8.5 ADVERTISING OF NEW POLICY - POLICY DEVELOPMENT AND REVIEW POLICY

- Attachments:
1. DRAFT - Policy Development and Review Policy 
 2. Policy 4.1.1 - Policy Manual, Adoption and Review 

RECOMMENDATION:**That Council:**

1. **APPROVES** the proposed policy '*Policy Development and Review Policy*', at Attachment 1, for the purpose of public notice, which is proposed to replace the City's Policy 4.1.1 - '*Policy Manual – Adoption and Review*', at Attachment 2;
2. **AUTHORISES** the Chief Executive Officer to provide local public notice of the proposed new policy in Recommendation 1. above and invite public comments for a period of at least 21 days; and
3. **NOTES** that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.

PURPOSE OF REPORT:

To consider providing public notice of the '*Policy Development and Review Policy*', which is proposed to replace the City's Policy 4.1.01 - '*Policy Manual – Adoption and Review*'.

BACKGROUND:

In accordance with section 2.7 of the *Local Government Act 1995* one of the roles of Council is to determine the City's policies. Policies can be in the form of a strategy, policy or action plan as set out in the Local Government Decision Making Hierarchy, which is included in the [City's Governance Framework](#). Administration must make decisions and provide services in accordance with the City's policies.

The City currently has a "policy manual" which lists all the City's policies. All policies are available on the [City's website](#) and in the City's electronic document manager system. The City also has a policy which governs the adoption and review of the City's policies ([Policy No. 4.1.1](#)).

Administration has undertaken a review of Policy 4.1.1 and is proposing that Council repeal this policy and replace it with the proposed Policy and Development Review Policy at **Attachment 1**.

DETAILS:

In undertaking this review, and in consultation with Elected Members, Administration has developed a broadened policy that provides extensive guidance on the development, implementation, review and repeal of the City's Strategies, Policies and Action Plans.

The proposed policy identifies the legislative hierarchy of governing documents and proposes to align all documented City positions (strategies, policies and action plans) to the priorities of the City's [Strategic Community Plan](#) (SCP).

Alignment to the priorities of the SCP will assist Council, Administration and the community in clearly identifying the delivery and implementation of the community's long-term vision.

CONSULTATION/ADVERTISING:

In accordance with the City's Policy 4.1.1 – '*Adoption and Review of Policies*', public notice of the adoption of a new policy must be provided for a period exceeding 21 days in the following ways:

- notice on the City's website; and
- notice in the local newspapers.
- notice on the notice board at the City's Administration and Library and Local History Centre.

Public notice of this proposed new policy will be provided from late September.

LEGAL/POLICY:

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's Policy 4.1.1 – '*Adoption and Review of Policies*' sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to provide public notice of the proposed new policy.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our community is aware of what we are doing and how we are meeting our goals.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

POLICY DEVELOPMENT AND REVIEW

POLICY



Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager Corporate Strategy and Governance.
Affected teams	All Staff
Legislation / local law requirements	Section 2.7 of the <i>Local Government Act 1995</i> Policy 4.1.5 – Community Consultation - Appendix 2
Relevant delegations	Nil
Related policy procedures and documents	Local Government Decision Making Hierarchy – D20/148390 Policy Register and Review Plan – (to be updated) Policy Development and Review Procedure – D20/84189 Policy Development and Review Guidelines – D20/84086 Policy Template – D20/84083 Procedure Template – D20/84084

PURPOSE

To provide guidance on the development and review of the City's strategies, policies and action plans (**policy documents**) to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements.

OBJECTIVE

To:

- identify the hierarchy of governing documents that drive the delivery of the community's long-term vision as set out in the City's Strategic Community Plan (**SCP**);
- align the City's policy documents with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of policy documents.

SCOPE

This policy applies to Elected Members and Administration.

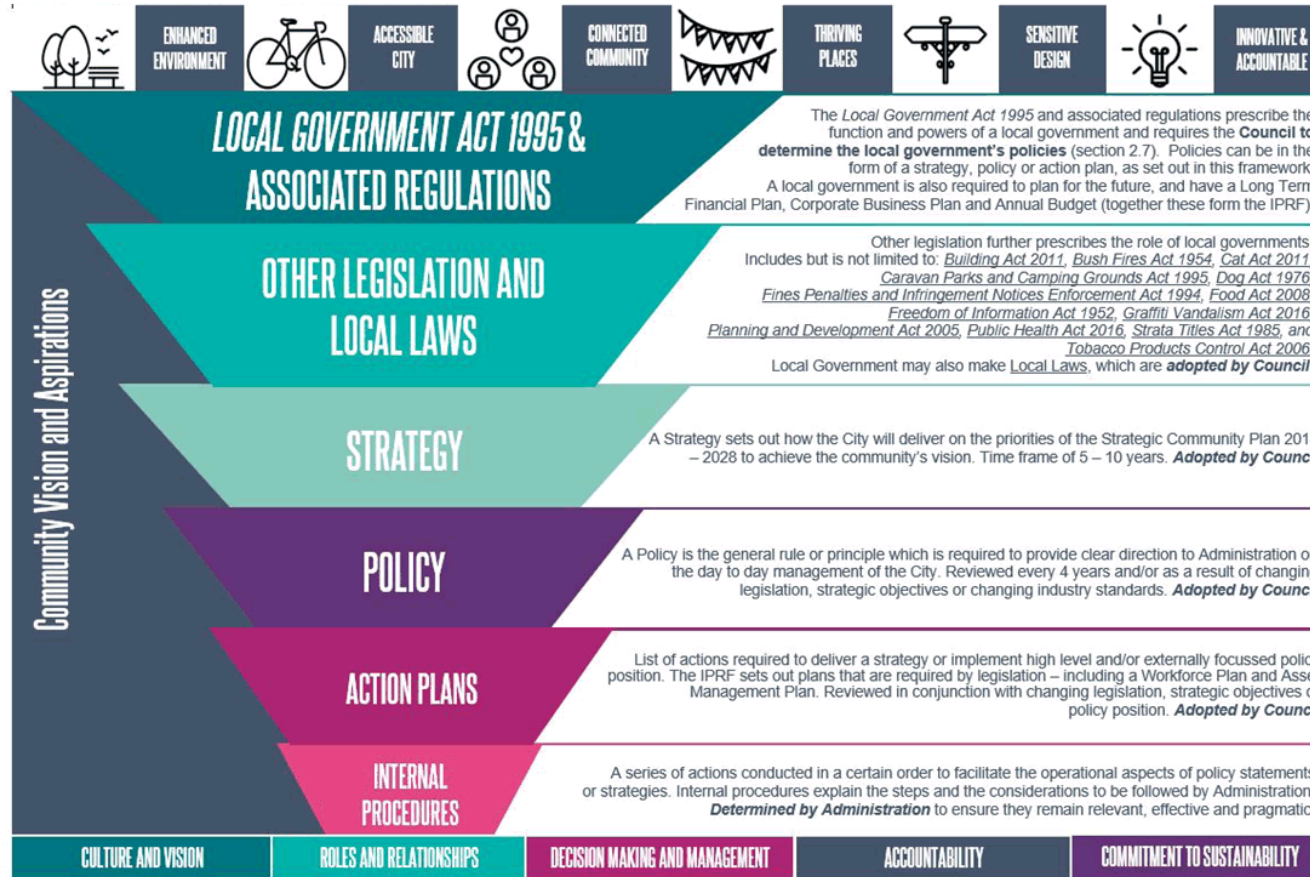
LOCAL GOVERNMENT FRAMEWORK

The below hierarchy of policy documents drives the delivery of the City's long-term vision, as set out in the SCP. It also establishes the process by which each policy document is developed and reviewed in consultation with the community.

POLICY DEVELOPMENT AND REVIEW POLICY



Local Government Decision Making Hierarchy



POLICY DEVELOPMENT AND REVIEW POLICY



POLICY

1. Objective and Agenda Setting

- 1.1 the development of a policy document is required to establish the City's objective or agenda on an issue or to provide further guidance in respect to a legislative requirement. The following may result in the requirement for the City to form and document an objective or agenda position through a policy document:
 - a legislative requirement;
 - new or changing industry standards;
 - to meet the City's strategic objectives;
 - community need or expectation; or
 - as a result of a Council resolution.
- 1.2 documenting the City's objective or agenda should result in:
 - clarity and consistency in decision making;
 - improved efficiency and effectiveness; or
 - improved customer / community outcomes.
- 1.3 objective and agenda setting is to occur in consultation with Elected Members. Elected Members will be provided with the following information:
 - detail the requirement for a documented City position (including evidence of a community need or legislative requirement);
 - alignment with the SCP;
 - examples of current / best practices;
 - a draft objective for the policy document;
 - proposed level of community engagement required;
 - evaluation of the effectiveness of any existing policy documents;
 - an assessment of where the proposed document sits within the local government decision making hierarchy; and
 - proposed review timeframe and expiry period, if applicable.

2. Policy Document Hierarchy

- 2.1 depending on the nature of the objective or agenda that requires documenting, a policy document, or more than one of these, may be appropriate.
- 2.2 the purpose of a strategy is to set out at a high level how the City will deliver on the long-term priorities of the SCP to achieve the community's vision.
- 2.3 the purpose of a policy is to provide a general rule or principle to guide Administration and the community on the operational aspects of the City.
- 2.4 the purpose of an action plan is to set the pathway or process to deliver a strategy or implement high level and/or externally focused policy positions.
- 2.5 policy documents must align with one or more objectives in the SCP.

POLICY DEVELOPMENT AND REVIEW

POLICY



3. Content of Policy Documents

Policy documents should be:

- 3.1 consistent with the City's strategic priorities, values and risk appetite and tolerance;
- 3.2 comply with relevant legislation and any state policies and schemes;
- 3.3 consistent with the City's Writing Style Guide; and
- 3.4 written in plain English and convey clear and concise direction.

4. Consultation

- 4.1 the formation of an objective or agenda position is to occur in consultation with Elected Members, as specified in clause 1.3.
- 4.2 following objective or agenda setting the development of a policy documents will incorporate consultation with relevant statutory and regulatory agencies and any other key stakeholders (including preliminary community engagement if required) that may be impacted by the proposed policy document;
- 4.3 draft policy documents will be presented to Council for approval and authorisation to commence community consultation, which is to be determined by Council;
- 4.4 any submissions received as a result of the public consultation period will be presented to Council, with a recommendation that the policy document is either adopted as originally presented, or adopted with amendments based on the submissions received;
- 4.5 if no submissions are received a report is prepared for Council advising this, and recommending that the policy document is adopted; and
- 4.6 once adopted all policy documents are to be included in the City's Local Government Hierarchy and recorded in the City's Policy Document Register and Review Plan.

5. Review

- 5.1 Policy documents are to be reviewed at least every four years, or more frequently as specified in the document (and also specified in the Policy Document Register and Review Plan).
- 5.2 the policy document review process includes a review of where the document sits in the local government hierarchy.
- 5.3 the City's Policy Document Register and Review Plan is to be reviewed annually by Administration, with a report presented to Council at the outcome of the annual review.
- 5.4 the outcome of each policy document review is to be presented to Elected Members for review and comment. This includes a review which results in no recommended change to the document content or position in the local government hierarchy.
- 5.5 the outcome of each review is to be noted in the policy document and recorded in the City's Policy Document Register and Review Plan.

POLICY DEVELOPMENT AND REVIEW POLICY



- 5.6 if minor amendments to a policy document are required these can be made administratively. Minor amendments are amendments that are not of a substantive nature, and include grammatical and formatting changes, changes to positions, titles or organisation structure and legislative references or requirements;
- 5.7 any substantive amendments, which are changes to the policy document content, require the approval of Council in the same manner as a new policy document would which includes community consultation in accordance with clauses 4.1 to 4.6; and
- 5.8 Council approval of the repeal of a policy document is required.

OFFICE USE ONLY	
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

POLICY NO: 4.1.1**POLICY MANUAL – ADOPTION AND REVIEW OF POLICIES****OBJECTIVES**

To:

- provide the Council with a formal written record of all policy decisions;
- provide Employees with precise guidelines in which to act in accordance with the Council's direction;
- enable Employees to act promptly in accordance with Council's requirements, but without continual reference to Council;
- enable the Council to maintain a continual review of Council Policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- enable ratepayers to obtain immediate advice on matters of Council Policy.

POLICY STATEMENT

Section 2.7 of the Local Government Act 1995 prescribes part of the role of a Council is to "determine the local government's policies".

The Act does not define the term "policy" and hence, for the purpose of the City it shall mean:

"A general rule or principles, adopted by the Council to provide clear direction to Employees for the day to day management of the local government, to be applied in the exercise of a function under which authorisation may, or is to, be given or authorised or give direction to the City to align with community values and aspirations.

Policies set a guiding direction for the management of the City and establish a fair and cohesive approach to solving issues. Policies help to ensure fair and equitable decisions are made and that strategies are established and understood by all.

Policies adopted by the City of Vincent will enable the more efficient and effective use of the City's resources and will enable Employees and the Council to make decisions based on the principles of equity, fairness, natural justice, transparency of decision making and good government as well as meeting statutory requirements."

1. Policy Development

Where a matter for consideration by the Council is identified as having longer term policy implications, the appropriate staff shall develop a policy for Council's consideration. Where feasible, this will be undertaken in conjunction with the matter under consideration with a report outlining principles and issues of the policy proposal being prepared, together with a draft policy for inclusion in an Ordinary Council Meeting Agenda for consideration by the Council.

If the Council requests the development of a new policy, a background report outlining principles and issues of the policy proposal shall be prepared by staff, together with a draft policy (if appropriate) for inclusion in an Ordinary Council Meeting Agenda for consideration by the Council.

New policies or amendments to existing policies shall be made only on:

- (a) An Agenda Report clearly setting out details of new or amended policies;
- (b) *“Motions of Which Previous Notice has been Given”* from Elected Members and approved by the Council.

2. Proposed New Policies and Major Amendment to Existing Policies

New policy development shall incorporate consultation with:

- Elected Members;
- appropriate senior Staff;
- relevant statutory and regulatory agencies; and
- any other stakeholders relevant to the policy proposal.

After approval in principle by the Council, all proposed new policies and major amendments to existing policies are to be advertised for community consultation for a minimum of twenty-one (21) days.

At the conclusion of the community consultation period, the Council is to consider all written submissions received via a report from the Chief Executive Officer.

If no public submissions are received, the amended/draft policy is to be included into the City's Policy Manual.

3. Minor Amendments to Existing Policies

Minor amendments to existing policies shall be carried out via the standard reporting process in the Agenda for Ordinary Council Meetings.

4. Review of Policies

All policies within the Policy Manual shall be reviewed every five (5) years and a report presented to Council detailing proposed changes, if any.

This does not, however, limit the review of individual policies during the year if identified as requiring review and/or amendment prior to the next review date.

5. Increase by Consumer Price Index for Financial Amounts

All financial amounts in the City's policies will be increased by the Consumer Price Index (Perth) on 1 July each year, without the need to formally report to the Council.

6. Use of Titles, Organisational Names and the like

The Chief Executive Officer is authorised to amend policies to reflect any change in titles, organisational names, legislation description or reference and the like, without the need to formally report to the Council.

Date Adopted:	23 January 2007
Date Amended:	-
Date Reviewed:	28 February 2012
Date of Next Review:	February 2017

8.6	NEW LEASE TO BETHANIE GROUP INC. - ROYAL PARK, 413 BULWER STREET, WEST PERTH
------------	---

Attachments: 1. Valuation Report - Confidential

RECOMMENDATION:

That Council

1. **APPROVES** a lease to Bethanie Group Incorporated in respect to the Living Well Centre located at 413 Bulwer Street (Royal Park), West Perth on the following key terms:

- | | | |
|-----|----------------------------|--|
| 1.1 | Initial term: | 5 years, commencing 1 September 2020. |
| 1.2 | Option: | 2 x 5 years, exercised at City's discretion. |
| 1.3 | Premises area: | approximately 562.60m ² . |
| 1.4 | Rent: | \$1,500 per annum plus GST, inclusive of \$500 per annum in contribution to reticulation and lawn and garden maintenance/costs and water consumption (lawn and garden) for the premises. |
| 1.5 | Rent Review: | annual CPI rent review to occur on 1 July each year of the Lease commencing from 1 July 2021. |
| 1.6 | Outgoings: | the tenant to pay ESL charges applicable to the premises, rubbish and recycling bin charges for the premises and minimum level of service statutory compliance testing (including RCD, DFES and pest inspection fees and charges), as invoiced by the City to the tenant. Tenant to ensure all utilities/services to the premises (including electricity and gas) are in the name of the tenant and are invoiced directly to the tenant. |
| 1.7 | Insurance: | tenant to hold and maintain a public liability insurance policy for not less than \$20million per one claim, in respect of the tenant's use and occupation of the Premises and car park. Tenant to reimburse the City for the building insurance premium payable in regard to all buildings, structures and improvements within the Premises area. If the tenant requests the City make a claim on the tenant's behalf (under the building insurance policy) the City may require the tenant to pay any excess payable in respect to that claim. |
| 1.8 | Repair/maintenance: | the tenant is responsible for: <ul style="list-style-type: none"> • general minor maintenance of premises which includes replacement of fittings and fixtures including light globes and taps; • re-painting of painted surfaces within the premises to ensure they remain in good repair; and • cleaning (including carpets annually). |
| 1.9 | Capital upgrades: | the tenant is responsible for capital upgrade and capital expansion of all assets within the leased or licenced area and the maintenance of the Premises fit-out. Any capital upgrades are subject to the written consent of the City. |

- 1.10 Inspections: the City will inspect the premises annually (or as required) and will give the tenant appropriate notice of the inspection, in accordance with the lease terms.
- 1.11 Responsibilities of the City: the City is responsible for:
- maintenance of roofing and main structure of the Premises (unless the damage is caused by the tenant); and
 - capital renewal and upgrade of existing assets at the City's discretion.
- 1.12 Car park licence:
- The City grants the Tenant a licence to use the car bays and car park area identified on the premises plan (Licensed Area), for the duration of the Term and at no extra cost to the Tenant (Licence).
 - The Tenant must at all times keep and maintain the Licensed Area free of litter and in particular oil spillage or leakage and in a reasonable state of cleanliness.
 - The Tenant indemnifies the City from and against all losses arising from damage to any property or the death of or injury to any person caused by:
 - the Tenant or the Tenant's employees and visitors in a vehicle while on the Licensed Area; or
 - the use of the Licensed Area by the Tenant or the tenant's employees and visitors,
 except to the extent that the loss or damage is caused or contributed to by the City or the City's employees, agents or contractors.
 - The Tenant must extend the public liability insurance policy to be affected by the Tenant under the lease to cover public liability resulting from the use by the Tenant and the Tenant's employees and visitors of the Licensed Area.
 - The Licence will come to an end upon the expiry or determination of this Lease.

2. Subject to final satisfactory negotiations being carried out by the Chief Executive Officer, **AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the lease in recommendation 1. above.

PURPOSE OF REPORT:

To consider entering into a new lease with Bethanie Group Incorporated (ABN 60 992 323 648) (Bethanie Group) in regard to the Living Well Centre (Centre) located at 413 Bulwer Street (Royal Park), West Perth (Premises).

BACKGROUND:

Bethanie Group (previously known as Churches of Christ Homes & Community Services Inc.) has leased the Premises since 1 August 1999. The lease was for a term of 10 years, commencing 1 July 1999 to 30 June 2009, with a further 10 year term which expired on 30 June 2019. Bethanie Group has been holding over on a monthly tenancy of the Premises since 1 July 2019.

Administration engaged a commercial property valuer to complete a market rent appraisal of the Premises in February 2020 at **Confidential Attachment 1**. Due to the disruptions caused by COVID-19, the negotiations of the new lease were put on hold. As the COVID-19 restrictions are continuing to ease, Administration has recommenced negotiations of new lease terms with Bethanie Group.

DETAILS:

As the Centre caters to older or elderly clients (65 years +), attendance numbers have been lower over the past two quarters due to concerns regarding COVID-19. However, the Centre is still catering for between 5-20 clients per day (averaging between 12 and 15).

The Centre offers a range of activities to support the interest and goals of the aged care clients who attend. Due to COVID-19, outings are not currently being offered from the Centre. However, prior to COVID-19 the Centre offered a variety of outings including visits to local cafes and restaurants and access to nearby parks and gardens.

There are three other Bethanie Group living well centres in the metropolitan area that offer similar services to those offered at the Centre. The other three centres are located in Port Kennedy, Kwinana and South Perth. The Centre is the only place offering services of this nature within the City boundaries and the north metropolitan region generally. As at March 2020, 32% of the clients attending the Centre resided within the City.

The majority of client attendance at the Centre is funded via federal government programs including the Commonwealth Home Support Program (CHSP) and the Home Care Package (HCP), however, some clients pay a private fee. Where there is a need, Bethanie Group waives the fee for service and the client is not charged for accessing the Centre.

The Centre provides an important service to clients (including the carers, spouses and loved ones of clients who may require assistance) within the area and the Bethanie Group manages and maintains the Premises in good condition. Administration supports the grant of a new lease on the key commercial terms as set out in Recommendation 1. above to Bethanie Group.

An initial 5 year lease term followed by two 5 year options (which may be exercised at the City's discretion) is proposed for the new lease. Rent of \$1,500 per annum plus GST is proposed based on the market rent valuation of the Premises and incorporates a flat amount of \$500 per annum in contribution to reticulation maintenance/costs, lawn and garden maintenance and water consumption (lawn and garden) for the land.

In accordance with the draft Property Management Framework, Bethanie Group will be responsible for paying ESL, rubbish and recycling bin charges, minimum level of service statutory compliance testing and building insurance premiums for the Premises. All utilities/services accounts for the Premises should (if not already) be in the name of Bethanie Group.

CONSULTATION/ADVERTISING:

As Bethanie Group is a registered charity, providing public notice of the proposed lease is not a statutory requirement.

Bethanie Group has confirmed that the proposed terms of the lease are acceptable to it.

LEGAL/POLICY:

The Local Government Act 1995 (Act) section 3.58, provides that a local government can only dispose of property (which includes to lease) in accordance with section 3.58(3) unless the disposition falls within the scope of section 3.58(5), which includes:

“(d) Any other disposition that is excluded by regulations from the application of this section.”

In accordance with a section 3.58(5), Regulation 30 of the Local Government (Functions and General) Regulations 1996 provides a range of dispositions that are exempt from the application of s 3.58 of the Act, including dispositions to:

“(b) the land is disposed of to a body, whether incorporated or not —
(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.”

RISK MANAGEMENT IMPLICATIONS:

Low risk: There is a low risk in leasing the Premises to Bethanie Group on the commercial terms as proposed.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Connected Community

Our community facilities and spaces are well known and well used.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.


SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The current rent for the Premises is \$956.36 per annum plus GST. The proposed new rent is \$1,500 per annum plus GST in line with the market rent review for the Premises. The rent is proposed to be increased by CPI annually during each year of the lease.

8.7 SALE OF 202 (LOT 43) VINCENT STREET, NORTH PERTH TO MAIN ROADS WA

- Attachments:**
1. Main Road's letter of offer dated 17 August 2020 [↓](#) 
 2. Plan of Lot 43 showing PCA 125 and Other Regional Road Reserve [↓](#) 
 3. Valuation Report - February 2020 - Confidential

RECOMMENDATION:**That Council:**

1. **RECEIVES** Main Roads Western Australia's (Main Roads) offer for the purchase of 202 (Lot 43) Vincent Street, North Perth (Lot 43) for \$475,000, as at Attachment 1;
2. **APPROVES** the transfer of Lot 43 to Main Roads for \$475,000;
3. **NOTES** that Lot 43 will remain as public open space and be maintained by the City until required by Main Roads for future road projects;
4. **APPROVES** the City entering into a permit with Main Roads to formalise the continued public use of Lot 43 as set out in Recommendation 2. above; on the following key terms:
 - 4.1 **Lot 43 will remain open to the public until such time as required by Main Roads. At least 3 months' notice will be provided to the City if Lot 43 is required;**
 - 4.2 **The City will maintain Lot 43 to a standard consistent with its current condition, at nil cost to Main Roads;**
 - 4.3 **The City will pay any utilities in respect to Lot 43 and will effect and maintain public liability insurance, at nil cost to Main Roads;**
 - 4.4 **The City indemnifies Main Roads from all matters, claims and costs that may arise in relation to the unregulated use of the two informal car bays on Lot 43; and**
5. **Subject to final satisfactory negotiations being carried out by the Chief Executive Officer, AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the Transfer of Land and Permit in recommendations 2. and 4. above.

PURPOSE OF REPORT:

To consider an offer from Main Roads Western Australia (Main Roads) to purchase 202 (Lot 43) Vincent Street, North Perth (Lot 43), for a sum of \$475,000.

BACKGROUND:

At Ordinary Meeting of Council 7 April 2020 (Item 12.3), Council approved the sale of Lot 43 subject to the COVID-19 Relief and Recovery Committee determining the appropriate timing, minimum price and method of sale and compliance with section 3.58 of the *Local Government Act 1995* (LGA).

At the COVID-19 Relief and Recovery Committee Meeting on 26 May 2020 (Item 7.4), the Committee resolved in part as follows:

5. *APPROVES the advertising of 150 Charles Street, West Perth for sale by a suitable qualified real-estate agent, with public notice to be provided in accordance with section 3.58 of the Local Government Act 1995, SUBJECT TO:*
 - 5.1 *Timing: Marketing commencing June 2020 and closing after a minimum of 21 days;*
 - 5.2 *Minimum Price: \$475,000; and*
 - 5.3 *Method of Sale: Set date sale followed by a private treaty if no satisfactory offers received.*

6. APPROVES the Chief Executive Officer providing public notice in accordance with section 3.58 of the Local Government Act 1995 of the best offer, subject to it meeting the relevant minimum price in recommendations 4. or 5. above.
7. NOTES that the offers and any submissions received will be presented to Council for consideration and approval.'

The City has engaged a local real-estate agent to manage the sale, but the set date sale process is yet to commence.

DETAILS:

Main Roads contacted the City in June 2020 in respect to the purchase of Lot 43 and provided a formal offer for \$475,000 on 17 August 2020, as at **Attachment 1**. Administration has put the set date sale process on hold pending Council's consideration of this offer, which aligns with the minimum price set by the Committee.

Lot 43 is impacted by an Other Regional Road Reserve under the Metropolitan Region Scheme (MRS) on the southern boundary (Vincent Street) and Planning Control Area no.125 (PCA) on the western boundary for the future widening of Charles Street. The extent of the PCA's impact on Lot 43 is shaded light blue in **Attachment 2** (site plan and zoning plan). Any development on Lot 43 is required to be located outside of the PCA area unless otherwise approved by Main Roads.

Main Roads are not close to finalising any designs for this intersection, but have confirmed that future planning for Charles Street will incorporate an integrated transport and land use approach working towards a balance in the transport function and urban amenity of Charles Street. Public transport, walking and cycling will be considered as will motorised travel. Whilst Charles Street can meet the growing demand of north-south traffic, the key challenge is the major intersections with east-west links, which includes Vincent Street. A variety of potential solutions will be considered to improve the operation of the Vincent Street intersection, all of which are likely to require additional land that impact Lot 43. As details of the ultimate design are progressed, Main Roads will liaise with stakeholders, including the community, as part of the planning review process. At this stage it is too early to advise when this may occur.

In accordance with Section 186 of the *Planning and Development Act 2005* compensation may be payable in respect of land that is located within a Planning Control Area. Main Roads would be required to negotiate with all affected landowners to acquire the portions of land currently located within the Planning Control Area, where the parties are unable to reach an agreement for compensation then the responsible authority (Main Roads) may use Section 187 of the *Planning and Development Act 2005* for compulsory acquisition. A number of lots that have been subdivided along Charles Street have ceded the PCA area as a condition of subdivision free of cost to the Crown.

The City's valuations and market appraisals take into account the impact of PCA 125 and the MRS Reserve on the value of Lot 43. A minimum sale price of \$475,000 has been set based on these valuations. The valuation report provided in February this year is at **Confidential Attachment 3**.

Main Roads' offer is conditional on:

- The City maintaining Lot 43 in its current condition at the City's cost; and
- The City indemnifying Main Roads all matters, claims and costs that may arise in relation to the unregulated use of the two informal car bays on Lot 43.

Lot 43 is landscaped with shrubs and young trees and includes an unsealed footpath and two public car parking bays accessed from the rear right of way. The annual maintenance costs are approximately \$2,000, which includes trees/shrubs maintenance, reticulation maintenance and rubbish collection. It is proposed that Main Roads would enter into a permit with the City to formalise the continued public use, indemnity and maintenance of Lot 43.

CONSULTATION/ADVERTISING:

Public notice of the transfer to Main Roads is not a statutory requirement. As the public use of Lot 43 will not change following the sale community consultation is not considered necessary.

LEGAL/POLICY:Local Government Act 1995

In accordance with Section 3.58 of the LGA a local government can dispose of land in the following ways:

- public auction;
- public tender; or
- directly to a third party conditional on a public notice period and consideration of any submissions received. The public notice must include the name of the purchaser and valuation details (not greater than 6 months old).

The above applies unless a disposition is excluded under a regulation.

Local Government (Functions and General) Regulations 1996

In accordance with Regulation 30 of the Regulations a disposition is exempt if it is to:

- the Crown;
- a department, agency or instrumentality of the Crown; or
- another local government.

Main Roads is a State government agency and therefore public notice is not a statutory requirement.

RISK MANAGEMENT IMPLICATIONS:

Low Risk: It is low risk for the City to sell Lot 43 to Main Roads as it aligns with future road projects.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Urban Greening and Biodiversity.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

Our community is aware of what we are doing and how we are meeting our goals.

FINANCIAL/BUDGET IMPLICATIONS:

Main Roads will be responsible for all costs associated with the transfer.

The transfer would result in an additional \$475,000 in revenue, which has not been included in the City's Long Term Financial Plan.



Enquiries: Martin Hadodo on 9323 5438

Our Ref: 20/5183

Your Ref:

17 August 2020

Meluka Bancroft
City of Vincent
PO Box 82
Leederville WA 6902

Dear Meluka

LOT 43 (202) VINCENT STREET, NORTH PERTH WA 6006

I refer to our recent discussions regarding the land requirement from the above property.

In light of independent valuation advice obtained, Main Roads is prepared to offer the City of Vincent, on a without prejudice basis, the sum of four hundred and seventy five thousand Dollars (\$475,000), plus GST if applicable, for the property, being part of the land contained in Certificate of Title Volume 1310 Folio 115, as shown on the attached copy of the Certificate of Title.

Main Roads will be responsible for all costs associated with the transfer of the land.

Main Roads will await Council approval (hopefully at the 15 September 2020 meeting) and instruct SSO to begin preparing transfer documents.

If you wish to discuss the offer further, please contact me on 9323 5438 or martin.hadodo@mainroads.wa.gov.au

Yours sincerely

Martin Hadodo
A/LAND ACQUISITION OFFICER

Enc

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

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

3

WESTERN



AUSTRALIA

REGISTER NUMBER 43/P3204	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **1310** FOLIO **115**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 43 ON PLAN 3204

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

TOWN OF VINCENT OF WESTRALIA SQUARE, 141 SAINT GEORGE'S TERRACE, PERTH
(T F852924) REGISTERED 11/4/1995

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

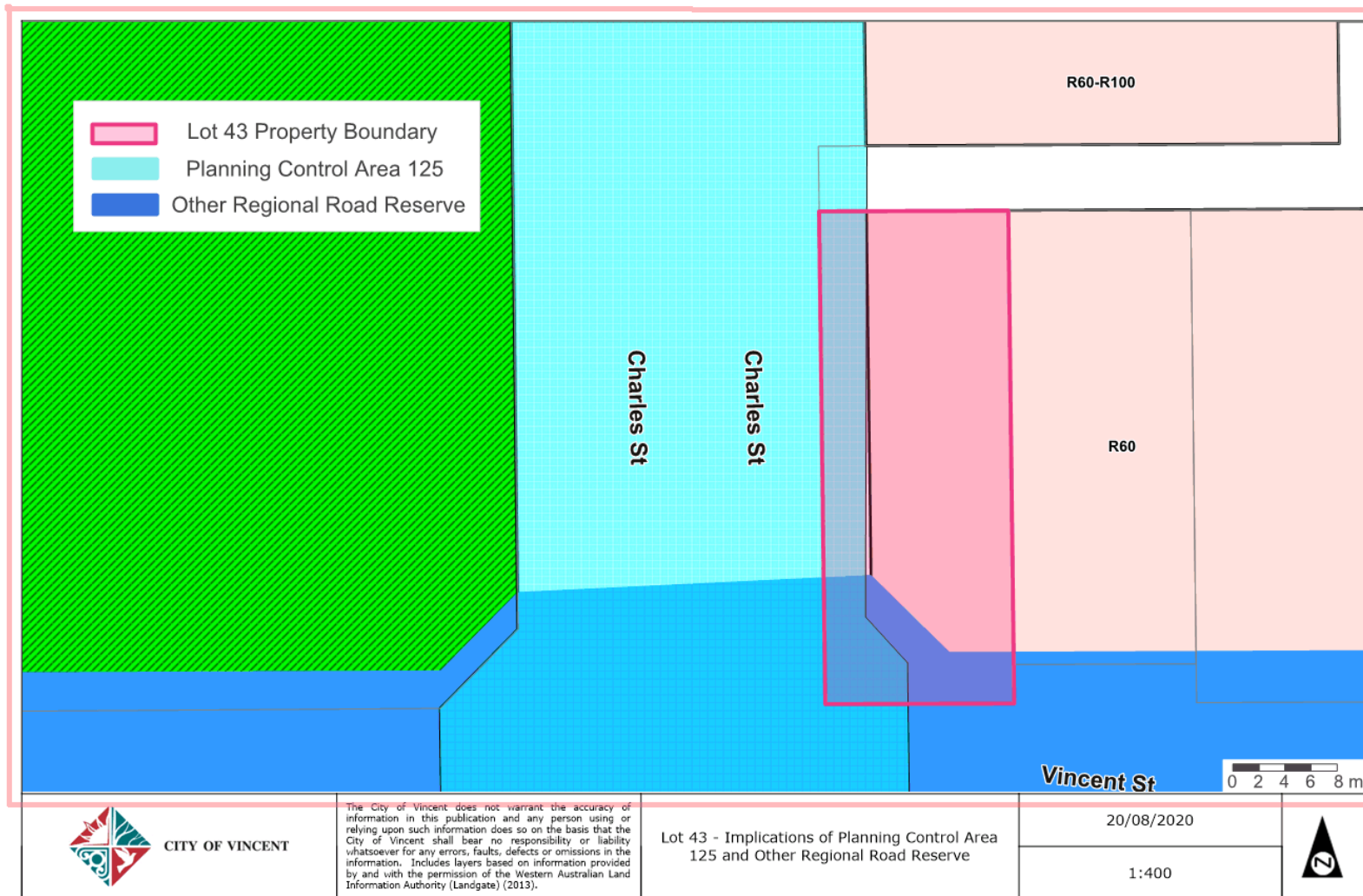
SKETCH OF LAND: 1310-115 (43/P3204)
PREVIOUS TITLE: 707-60
PROPERTY STREET ADDRESS: 202 VINCENT ST, NORTH PERTH.
LOCAL GOVERNMENT AUTHORITY: CITY OF VINCENT

NOTE 1: A000001A PENDING SURVEY - PLAN 7624.

LANDGATE COPY OF ORIGINAL NOT TO SCALE 13/07/2020 11:20 AM Request number: 60774592



www.landgate.wa.gov.au



8.8 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 1 SEPTEMBER 2020 AND AMENDMENT TO AUDIT COMMITTEE TERMS OF REFERENCE

- Attachments:
1. Audit Committee Meeting Minutes - 1 September 2020 [↓](#) 
 2. Audit Committee Forward Agenda 2020 [↓](#) 
 3. Audit Committee Terms of Reference - proposed updates in mark-up [↓](#) 

RECOMMENDATION:**That Council:**

1. **RECEIVES** this report from the Audit Committee meeting of 1 September 2020 and the minutes of that meeting at Attachment 1; and
2. **APPROVES** the recommendations of the Audit Committee as follows:
 - 2.1 **RECEIVES** the City's Asbestos Management Framework, subject to the minor amendments as discussed at the meeting, and **NOTES** that the Asbestos Management Framework satisfies the legislative requirements relating to the City's management of asbestos;
 - 2.2 **RECEIVES** the Western Australian Auditor General's Report '[Western Australian Public Sector Audit Committee – Better Practice Guide](#)';
 - 2.3 **NOTES** Administration's review of the Better Practice Guide and the recommendations for Audit Committees in the [Local Government Review Panel's final report](#);
 - 2.4 **COMMITTS** to ongoing improvements in accordance with the reports in Recommendation 2.3 above;
 - 2.5 **APPROVES** the Audit Committee forward agenda for 2020/21 at Attachment 2, noting that the agenda for each meeting will be finalised in consultation with the Audit Committee Chair;
 - 2.6 **APPROVES** the amended Audit Committee's Terms of Reference as at Attachment 3, and **APPROVES** an update to the City's Governance Framework to reflect the refined role of the Audit Committee as set out in the updated Terms of Reference;
 - 2.7 **NOTES** the update on the City's response to the risk of cybersecurity issues;
 - 2.8 **RECEIVES** and City's Corporate Risk Register as at 20 August 2020 and **APPROVES** the proposed risk management actions for the high and extreme risks; and
 - 2.9 **NOTES** the status of the City's Audit Log as at 25 August 2020.

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 1 September 2020 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008, and to amend the Audit Committee Terms of Reference.

BACKGROUND:

The City's Audit Committee is a statutory committee of Council, established in accordance with section 7.1A of the *Local Government Act 1995*. The role of the Audit Committee is to provide independent advice and assurance to Council over the City's risk management, internal controls, legislative compliance and financial management.

The Audit Committee meets approximately every two months and comprises of three external independent members (one of which is the Audit Committee Chair) and four Elected Members. Elizabeth Hunt, one of the

external independent members, provided notice prior to the 1 September 2020 meeting that she would need to resign from the Audit Committee due to work commitments.

DETAILS:

At its meeting on 1 September 2020, the Audit Committee considered five agenda items as follows:

- 5.1 Asbestos Management Framework
- 5.2 Review of the WA Public Sector Audit Committees – Better Practice Guide and proposed amendments to the Audit Committee Terms of Reference
- 5.3 Cyber Security Update
- 5.4 Corporate Risk Register
- 5.5 Review of the City's Audit Log

The Audit Committee also agreed to hold an additional meeting on 20 October 2020, and to postpone the final meeting to 24 November 2020, which will include the external audit exit meeting.

Details of each agenda item are set out below.

5.1 Asbestos Management Framework

The Audit Committee received the City's Asbestos Management Framework, which satisfies the City's legislative requirements relating to asbestos management. The Audit Committee noted that internal procedures will be developed to guide Administration in its implementation of the Framework, and that training will be scheduled for relevant staff. Several minor amendments to the Framework were requested, including defining the "responsible officer". Once these amendments are made the Framework will be circulated to Audit Committee members for their reference.

5.2 Review of the WA Public Sector Audit Committees – Better Practice Guide and proposed amendments to the Audit Committee Terms of Reference

This item detailed the City's response to the recommendations in the Western Australian Auditor General's Report ['Western Australian Public Sector Audit Committee – Better Practice Guide'](#) and also the [Local Government Review Panel's final report](#) on the Local Government Act review, in respect to Audit Committees. As a result of the review, the Audit Committee recommends that the Audit Committee Terms of Reference are updated as shown in mark up at **Attachment 3**. The key changes proposed to the Terms of Reference are:

- refinement of the objectives;
- creation of a Chief Audit Executive role;
- development of a Forward Agenda, as at **Attachment 2**, which will be set with the Chair prior to each meeting; and
- an induction checklist for new members.

The Terms of Reference have also been updated to reflect membership as up to 7 members, instead of 7 members. The composition, number and reimbursement of external members will be reviewed next year in June, with a recommendation subsequently presented to Council in respect to this.

The Audit Committee also recommended that Council approve updating the Governance Framework to align with the updated Terms of Reference. The following wording is proposed to be included:

The City's Audit Committee is a statutory committee of Council, established in accordance with section 7.1A of the Local Government Act 1995. The role of the Audit Committee is to provide independent advice and assurance to Council over the City's risk management, internal controls, legislative compliance and financial management.

5.3 Cyber Security Update

An update was provided on the City's response to the risk of cybersecurity. To mitigate against this risk, the City has developed an Information Security Management System, which guides the City's development, implementation, assessment, authorisation and monitoring of cybersecurity.

5.4 Corporate Risk Register

The Audit Committee considered the following updates to the register:

- Reducing the COVID-19 pandemic risk to high, was previously extreme
- Adding the safety risk of aging/unsafe assets as a medium risk
- Adding complex land management and maintenance requirements as a medium risk
- Adding state-wide cladding audit as a medium risk
- Removing the Disaster Recovery Plan and Business Continuity Management, including IT.

5.5 Review of the City's Audit Log

The Audit Committee noted the completion of four items, including the development of the Asbestos Management Framework. One item was added to the Audit Log - unauthorised works at Banks Reserve. Administration will develop internal procedures detailing the approvals required for works/maintenance within the Swan River Foreshore, Development Control Area and Aboriginal Heritage Sites, due to the number of different approvals required. Training will also be provided to relevant staff.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Clause 2.21 of the City's Meeting Procedures Local Law 2008 states that the report and minutes of a Committee meeting are to provided to Council.

The Audit Committee Terms of Reference governs the functions, powers and membership of the Audit Committee.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider the report and minutes of the Audit Committee meeting on 1 September 2020, and to update the Terms of Reference.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.



CITY OF VINCENT

MINUTES

Audit Committee

1 September 2020

Table of Contents

1 Introduction and Welcome3

2 Apologies / Members on Approved Leave of Absence3

3 Declarations of Interest3

4 Confirmation of Minutes4

5 Business Arising5

 5.1 Asbestos management framework5

 5.2 Review of the WA Public Sector Audit Committees - Better Practice Guide and
 proposed amendments to the Audit Committee Terms of Reference22

 5.3 Cyber Security Update29

 5.4 Corporate Risk Register30

 5.5 Review of the City's Audit Log35

6 General Business42

7 Next Meetings and Forward Agenda42

8 Closure42

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

**MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
HELD AS E-MEETING AND
ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 1 SEPTEMBER 2020 AT 1.00PM**

PRESENT:	Mr Conley Manifis Cr Joshua Topelberg Mr Robert Piper Cr Dan Loden Cr Ashley Wallace	Independent External Member (Chair) South Ward (Deputy Chair) Independent External Member North Ward South Ward
IN ATTENDANCE:	David MacLennan Virginia Miltrup Andrew Murphy Vanisha Govender Craig Wilson Meluka Bancroft Wendy Barnard	Chief Executive Officer Executive Director Community & Business Services Executive Director Infrastructure & Environment Executive Manager Financial Services Manager Engineering Executive Manager Corporate Strategy & Governance Council Liaison Officer

1 INTRODUCTION AND WELCOME

The Presiding Member, Conley Manifis, declared the meeting open at 1.33pm and read the following Acknowledgement of Country statement:

"The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and emerging".

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Susan Gontaszewski – apology

Ms Elizabeth Hunt – apology.

Ms Elizabeth Hunt also advised prior to the meeting that she would need to resign from the Audit Committee due to work commitment. She will tender her resignation to the CEO in writing.

3 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

4 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Cr Topelberg, **Seconded:** Mr Piper

That the minutes of the Audit Committee held on 30 June 2020 be confirmed.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace and Mr Piper

Against: Nil

(Ms Hunt was an apology for the Meeting.)

(Cr Gontaszewski was an apology for the Meeting.)

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

5 BUSINESS ARISING**5.1 ASBESTOS MANAGEMENT FRAMEWORK**Attachments: 1. Asbestos Management Framework  **RECOMMENDATION:**

That the Audit Committee recommends to Council that it:

1. RECEIVES the City's Asbestos Management Framework as at Attachment 1; and
2. NOTES that the Asbestos Management Framework satisfies the legislative requirements relating to the City's management of asbestos.

Moved: Cr Topelberg, **Seconded:** Mr Piper

That the recommendation be adopted.

AMENDMENT**Moved:** Cr Topelberg, **Seconded:** Mr Piper

That the recommendation be amended as follows:

That the Audit Committee recommends to Council that it:

1. RECEIVES the City's Asbestos Management Framework as at Attachment 1; **subject to the minor amendments as discussed at the meeting;** and

AMENDMENT CARRIED (5-0)**For:** Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace and Mr Piper**Against:** Nil**(Ms Hunt was an apology for the Meeting.)****(Cr Gontaszewski was an apology for the Meeting.)**

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

COMMITTEE DECISION ITEM 5.1

That the Audit Committee recommends to Council that it:

1. RECEIVES the City's Asbestos Management Framework as at Attachment 1; subject to the minor amendments as discussed at the meeting; and
2. NOTES that the Asbestos Management Framework satisfies the legislative requirements relating to the City's management of asbestos.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace and Mr Piper

Against: Nil

(Ms Hunt was an apology for the Meeting.)

(Cr Gontaszewski was an apology for the Meeting.)

City of Vincent - Asbestos Management Framework

Purpose

This framework is to assist City of Vincent (City) workers and contractors to effectively manage the risks associated with the presence and removal of asbestos and asbestos containing material (ACM) within City properties and out in the community in accordance with legislative requirements.

Scope

This procedure applies to all City workers, contractors and volunteers performing work tasks on behalf of the City.

Procedure

City requirements

For all asbestos related works or events, the following must be adhered to:

- No City worker, contractor or volunteer work on or with asbestos or ACM unless approval has been granted by the **Responsible Officer** and a demonstrated competency has been obtained.
- All hazards and risks to safety and health due to exposure to asbestos or ACM must be managed in accordance with the City Risk Management Policy and *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]*.
- All site works involving the repair, removal and/or replacement of asbestos or ACM shall be undertaken by a competent person as approved by the **Responsible Officer** and in accordance with *Code of Practice for the Safe Removal of Asbestos [NOHSC:2002 (2005)]* and *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]*.
- All asbestos removal within City properties or areas shall be completed out of hours or at times when any other persons are less likely to be negatively impacted.

Asbestos containing material (ACM)

Asbestos is a naturally occurring fibrous material that has resistant properties against fire, heat and chemicals. Asbestos was spun, shaped and moulded into thousands of different products that have been used within community and industries from the late 1940s. Although it is unlawful to import ACM into Australia and products containing asbestos were not banned in Australia until 31 December 2003, it has still been found within products manufactured post this date.

Types of asbestos

ACM fall into two broad categories, friable and non-friable (also known as bonded):

- 'Friable' asbestos refers to ACM that is in the form of a powder or can be crumbled, pulverised or reduced to powder by hand pressure when dry. Friable ACM is more likely to contain a high percentage of asbestos fibres which are more likely to be released into the atmosphere when disturbed, posing a greater risk to health. (ACM Example Appendix XX)
- 'Non-friable' or bonded asbestos refers to ACM which is firmly bonded in the matrix of the material such as cement. Although non-friable asbestos is unlikely to release measureable levels of asbestos fibres into the atmosphere if left undisturbed however, non-friable may become friable through ageing, degradation, and/or disturbance that could release fibres. Such inappropriate works can include drilling or sawing. When removing non-friable asbestos the attached Removal Checklist should be used. (ACM Example Appendix XX)

Conformation of asbestos content

When required, the **Responsible Officer** will organise for sampling by a competent person, such as an Environmental Health Officer (EHO), and testing by a National Association of Testing Authorities (NATA) accredited laboratory, to confirm the presents of asbestos and provide a report.

Asbestos register

To ensure ACM identification within all City properties and other sites, the City has developed an asbestos register to record the location of all presumed and confirmed ACM. The **Responsible Officer** will regularly maintain and provide access to the asbestos register for occupants, contractors and other approved persons where ACM has been identified.

On-site asbestos inspections are to occur in accordance with the identified risk. Records of asbestos inspections shall be maintained within the asbestos register and any updates provided to occupants, contractors and other authorised persons.

Labels will be affixed to ACM in prominent locations to provide notification to others of the potential hazard. The **Responsible Officer** shall be informed of any label deterioration and provide replacements.

Any ACM repairs, removal or maintenance activities identified in the asbestos inspection shall be actioned in accordance with the identified level of risk.

Asbestos risk control matrix

Asbestos Risk Control Matrix			
Risk Rating	Action	Priority	Timeframe
1 – 3	Consider safe removal of ACM and replace with non-ACM product	Based on practicability	Based on practicability
4 – 6	Consider enclosing the ACM through non-ACM disturbance measures	Moderate	Based on practicability
7 – 12	Consider sealing the ACM appropriately	Moderate	Within one month

13 – 15	Monitor and review the ACM's condition	Low	Annually
All	Consider safely sampling the ACM for verification	Low	Anytime
All	Signify ACM present (signage)	Immediate	Within one week of identification
Any	Other:	Based on practicability	Anytime

General building works

Building maintenance personnel or contractors performing general building maintenance and repairs, installations or with, or removing ACM in City properties must ensure that:

- The site asbestos register shall be reviewed before the commencement of any works.
- Where reasonably practicable, testing of ACM should occur to confirm the presence of ACM.
- All non-essential personnel shall be vacated from the work site before the commencement of any removal or other ACM works. Neighbouring properties/businesses that may be affected shall be advised.
- All asbestos removal works shall be undertaken in accordance with the *Code of practice for the safe removal of asbestos [NOHSC:2002 (2005)]*.
- Safe zones shall be established where asbestos removal or repair works are undertaken.
- All risks relating to the possible exposure of airborne asbestos fibres are identified, assessed and evaluated before any works are undertaken.
- Workers performing the work tasks shall wear appropriate personal protective equipment (PPE) and ensure all necessary safeguards to prevent possible exposure are implemented before work commences.
- Where required, air monitoring is undertaken by a competent person.

Other areas asbestos identification

City workers who come across materials presumed to be ACM when performing work tasks must ensure:

- Their Supervisor is informed immediately and where possible consider erecting a barrier around the area.
- Where reasonably practicable, testing of ACM should occur to confirm the presence of ACM.
- If presumed ACM is not the City's property i.e. property of a rate payer/business, the EHO shall be informed to follow up in accordance with the *Health (Asbestos) Regulations 1992*.

Asbestos incident

A situation where ACM has been disturbed either through City works or through an event that has occurred on site, where ACM has been exposed to workers, contractors or others and there is potential for harm to health.

Minor asbestos incident

A minor asbestos incident can occur when the risk to health has been incidental or none and can be applied to either a suspected or a confirmed ACM incident.

Such incidents can include, but not limited to:

- General maintenance activities that may identify exposed ACM that should be effectively controlled.
- An event damaging suspected or confirmed ACM and any potential exposure to a person has been incidental or none person. Incidental exposure applies to a situation where:
 - An individual may be exposed to low levels of ACM dust or fibres for a short period of time, such as being present when workers disturb ACM and fibres may become airborne.
 - Has an extremely low likelihood of contracting an asbestos-related disease due to limited and low level exposure.

Note: Incidental exposure incidents are still to contact WorkSafe WA and advise them of the circumstances of the incidental exposure. The City is to liaise with WorkSafe WA regarding any recommended actions. Records of the incident shall be maintained in accordance with the City's incident reporting procedure and legislative requirements.
- Illegal dumping identified of non-friable ACM out in the community.
- Contaminated soil where small fragments have been found e.g. pieces smaller than an average dinner plate.
- Identification of poorly maintained ACM within the community that is not the property of the City.

Workers or contractors must contact their supervisor immediately before proceeding further with a work task. A Minor Asbestos Checklist has been developed to assist.

Supervisor shall immediately:

1. Ensure the area is effectively isolated to minimise any immediate harm of ACM exposure to any person(s) until an effective control measure is identified. This may require wetting down the area to prevent any fibres becoming airborne, erecting barriers, locking doors/windows/access points, turning off plant and equipment such as air-conditioners, lawn mowers and brush cutters.

Note: For internal incidents respirable fibres can remain airborne for up to 6 hours and it cannot be assumed that the area is safe to access without appropriate personal protective equipment (PPE) or confirmation from air monitoring.
2. Contact the City EHO for samples to be obtained to confirm the presence of ACM if it is unknown or for the ACM property owners to be notified of the potential hazard.
3. Identify a suitable long-term ACM control measure to prevent exposure. Any control measures that may incur a cost are to be raised in accordance with the City's purchasing protocols and priorities assigned (see priorities table).

Major asbestos incident

A major asbestos incident can occur when a worker, contractor or other person has been exposed to ACM fibres or there is a reasonable concern of risk to health for either a suspected or a confirmed ACM incident.

Asbestos incident could be categorised as 'Major' in situations where:

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

- ACM has been disturbed or damaged through an event and/or activity and workers, contractors or others have been exposed to known or suspected ACM.
- A large amount of ACM has been damaged through an accident or unplanned event such as significant building damage from a storm, fire or other impact, the persons on-site are unable to isolate the area and ACM is being exposed on a large scale i.e. visible amount of dust, debris or fibres.
- Illegal dumping identified of friable or poor condition non-friable ACM out in the community.
- Contaminated soil where medium to large fragments have been found e.g. pieces larger than an average dinner plate.

Workers or contractors must contact their supervisor immediately before proceeding further with a work task. A Major Asbestos Checklist has been developed to assist.

Supervisor shall immediately contact the Responsible Officer to:

1. Ensure the area is effectively isolated to minimise any immediate harm of ACM exposure to any person(s) until an effective control measure is identified and implemented. This may require wetting down the area to prevent any fibres becoming airborne, erecting barriers, locking doors/windows/access points, turning off plant and equipment such as air-conditioners, lawn mowers and brush cutters.
Note: For internal incidents respirable fibres can remain airborne for up to 6 hours and it cannot be assumed that the area is safe to access without appropriate personal protective equipment (PPE) or confirmation from air monitoring.
2. Inform the City Building Team for any City buildings or structure incidents and inform the City EHO for any other community incidents. The EHO or separate contractor may be engaged to obtain samples to confirm the presence of ACM where required, otherwise it should be treated as asbestos until confirmed.
3. Engage a suitably competent contractor to assess the site and provide recommendations from control and prevention for exposure. Any contractors engaged or control measures to be implemented which will incur a cost are to be raised in accordance with the City's purchasing protocols and priorities assigned (see priorities table).

Priority Table

Priority	Description	Action	Timeframe
1	Remove immediately	Remove as part of capital works project.	Remove within 1 month
2	Remove as soon as practicable	Remove as part of capital works project.	Remove within 1 – 6 months
3	Use care during maintenance	Complete a risk assessment of the asbestos condition and whether it is reasonably practicable to remove. Any maintenance works to be performed in accordance with the <i>Code of Practice [NOHSC:2018(2005)]</i> .	Remove within 6 – 18 months
4	Monitor condition	Regularly monitor condition at least annually and review risk assessments to identify if the risk has changed. Remove in accordance with the actions above.	Annually monitor

5	No ACM identified / identified asbestos has been removed	Where not previously identified, action will be reflective of the above requirements.	Monitor in accordance with the above actions timeframes
---	--	---	---

Records management

All asbestos incidents, sample results and register amendments will be recorded and maintained in accordance with the city’s recordkeeping protocols. The **Responsible Officer** will be responsible for ensuring that records are effectively maintained.

Audit and compliance

An audit of compliance with this procedure and regular asbestos inspections will be completed on an annual basis and overseen by the **Responsible Officer** or other suitably competent person.

Monitoring, evaluation and review

This procedure will be formally reviewed every 2 years by the **Responsible Officer** in consultation with key stakeholders. Reviews may occur at other times more frequently if there has been a change in legislation, Code of Practice, Australian Standards or City requirements. The procedure review will occur in conjunction with the review of the Asbestos Management Plan.

Any changes will be effectively communicated to key stakeholders and that this is understood.

[Related documentation](#)

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]

Code of Practice for the Safe Removal of Asbestos 2nd Ed [NOHSC:2002(2005)]

City of Vincent Asbestos Management Plan

City of Vincent Asbestos Register

Asbestos examples

Friable

Lagging around pipe work



Broken ACM pipe



Coolgardie Safe insulation lagging



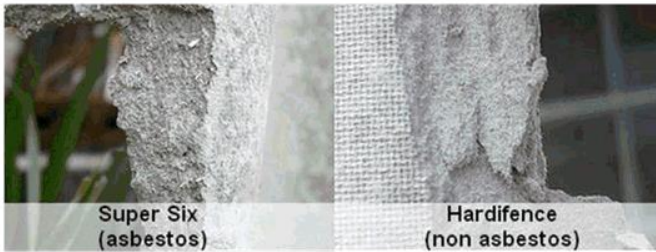
Linoleum ACM backing



Non-friable
ACM cement surface fragments



Super six fencing



Shadowline cement cladding



False brick cladding



Roof short sheeting



Gutter and down pipe



Slotted soffit cement sheet eave



Cement sheeting



Corner section baton



Electrical Switchboard and ceramic fuses



Removal checklist – non-friable checklist

Non-friable asbestos is any ACM that is not in powder form, and when dry does not crumble by hand pressure.

Safety checklist

Check	Yes	No	N/A
Planning and preparation			
Is an asbestos removal licence required? (Required if more than 10 m2)			
If a license is required, is a copy of the licence available on site?			
Has the scope of work been documented with the client? (ie what is being removed, what is being left, any asbestos debris already present, access to water, what area will be restricted)			
Have persons in adjoining properties been advised of removal works? (advised, but not mandatory)			
Has a safe work method statement or asbestos removal control plan been written? (after site inspection to include site specific hazards)			
Have all workers been trained in the hazards of asbestos, safe work methods, and the SWMS / JSA for the job and the training recorded?			
Has the asbestos register been consulted where available?			
Have the asbestos removal boundaries been established and barriers used where practicable?			
Have entry points to the asbestos work area been signposted in accordance with AS1319?			
Have electrical and lighting installations in the asbestos removal area been disconnected, removed or de-energised by a licensed electrician?			
Are hand tools either non-powered or low-powered and designed to capture or suppress dust? (NO high speed tools – grinders, sanders, saws)			
Is suitable PPE available? (Minimum - coveralls, Class P2 respirator, safety boots, gloves)?			
Does the asbestos vacuum cleaner comply with AS/NZS 60335.2.69 <i>Industrial vacuum cleaners</i> and have a Class H filter? (NO domestic vacuum cleaners used)			
Has the work area been prepared by removing all items as far as practicable and covering any remaining items with heavy duty plastic sheeting?			
Are drop sheets used where practicable?			
Has an area for wrapping waste ACM been prepared and heavy duty sheeting (200µm minimum thickness) laid out or heavy duty asbestos waste bags provided?			
For indoor work, is air conditioning turned off and openings to other parts of the building sealed?			
For outdoor work, are openings to buildings closed where practicable?			
Prior to removal, has the ACM been saturated by water containing a wetting agent (eg detergent), via a low pressure spray? OR has a tinted PVA coating been applied?			
Is run-off of the wetting agent minimised to avoid contamination issues?			
If a wet method of removal cannot be used (due to live electrical conductors or roof work) have the following controls been implemented or considered by a risk assessment? <ul style="list-style-type: none"> • PVA coating (tinted to show coverage) prior to removal • ACM removed in small sections with limited disturbance • Work area is enclosed and under negative pressure • All personnel involved in the removal are using full-face positive pressure air supplied respirators • Waste material is placed immediately into wetted containers. 			

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

Has all the equipment being used for the asbestos removal been maintained in accordance with the manufacturer's instructions?			
Has all of the equipment being used for the asbestos removal been inspected before commencing removal work?			
Where air monitoring has been identified as appropriate, has a competent person, independent from the removalist, been selected to conduct air monitoring?			
Is the <i>NOHSC Code of Practice for the Safe Removal of Asbestos</i> available on site for review?			
Asbestos Removal			
Is controlled wetting of the ACM continuing during removal (for dust suppression)?			
Is removal conducted with minimal breakage of ACM?			
Has a waste disposal plan been developed to include safe transport to the waste disposal site and any specific requirements of the disposal facility?			
Has asbestos waste been wrapped or contained until it can be removed and disposed of?			
Are waste bags tied off securely, and waste packs fully sealed with heavy duty tape?			
Are the waste packs or bags labelled with an appropriate warning? (eg. CAUTION – ASBESTOS – DO NOT DAMAGE OR OPEN PLASTIC)			
Are records of disposal kept?			
Decontamination			
Has a visual clearance been conducted to ensure there is no visual evidence of dust or debris? (attention should be paid to ledges, tops of duct work, cervices and cracks in the floor/wall)			
Has the workplace been decontaminated using a wet method?			
Have all tools used during the asbestos removal process been decontaminated? (if tools cannot be decontaminated or are to be used for other ACM removal, they should be tagged, double bagged and correctly labelled)			
Has disposable asbestos contaminated PPE been double bagged for disposal?			
Has footwear worn during asbestos removal been thoroughly cleaned? (use of an asbestos vacuum and/or wet wiped)			
Has respiratory protective equipment been used until all contaminated clothing has been thoroughly vacuumed or disposed of?			
Has personal decontamination been conducted in the asbestos work area to avoid re-contamination? (Minimum – wash face, arms, hands. Shower if available)			
Has a joint walk through the removal area with the client been conducted at the end of the job, to check both agree the area is visually clean?			
Soil Contamination			
Has the removal area and work area been carefully visually inspected and any remnant ACM collected for disposal?			
Will hand picking and/or raking sufficiently remove remnant ACM? (if not, removal of the top soil may be necessary)			
Has soil been dampened down before hand picking of ACM or raking occurs?			
Is appropriate PPE being worn while handling waste ACM?			
Has the ACM and disposable PPE been double bagged and disposed of as asbestos waste?			
Have decontamination procedures (as above) been followed?			

Minor asbestos incident form

A situation where ACM has been disturbed either through City works or through an event that has occurred on site, where ACM has been exposed to workers, contractors or others and there is potential for harm to health.

A minor asbestos incident can occur when the risk to health has been incidental or none and can be applied to either a suspected or a confirmed ACM incident.

The Responsible Officer or nominated delegate must complete the actions in the following checklist, sign and retain a copy with the site's asbestos register. The form must be completed, signed and copy retained within 48 hours of the incident.

Incident Details	
Location/Building:	Date of incident:
Description:	

Action		
No.	Details	Check
1	Isolate the area to ensure protection of others using appropriate controls such as wetting down the area, erecting barriers, locking doors/windows/access points, turning off plant and equipment.	
2	Contact Environmental Health Officer or suitable contractor to confirm presence of ACM and establish suitable control measures. City EHO or other contractor may need to be engaged.	
3	Suitable control measures identified and priority assigned for remediation.	
4	Purchase orders raised in accordance with City purchasing protocols	

Control Measures			
No.	Details	Priority Rating	Timeframe

Name: (Responsible Officer)		Title:	
Signature:		Date:	

Major asbestos incident form

A situation where ACM has been disturbed either through City works or through an event that has occurred on site, where ACM has been exposed to workers, contractors or others and there is potential for harm to health.

A major asbestos incident can occur when a worker, contractor or other person has been exposed to ACM fibres or there is a reasonable concern of risk to health for either a suspected or a confirmed ACM incident.

The Responsible Officer must complete the actions in the following checklist, sign and retain a copy with the site’s asbestos register. The form must be completed, signed and copy retained within 24 hours of the incident.

Incident Details			
Location/Building:		Date of incident:	
Description:			

Action		
No.	Details	Check
1	Isolate the area to ensure protection of others using appropriate controls such as wetting down the area, erecting barriers, locking doors/windows/access points, turning off plant and equipment.	
2	Contact emergency services where required if the contamination is large such as a fire or explosion.	
3	Contact Environmental Health Officer or suitable contractor to confirm presence of ACM and establish remediation control measures. City EHO or other contractor may need to be engaged.	
4	Suitable control measures identified and priority assigned for remediation.	
5	Purchase orders raised in accordance with City purchasing protocols	
6	Contact WorkSafe WA on 1300 307 877 if a confirmed exposure has occurred. Notify the affected worker of the potential exposure and provide medical assistance through the City’s HR Team.	

Control Measures			
No.	Details	Priority Rating	Timeframe

Name: (Responsible Officer)		Title:	
Signature:		Date:	

Warning sign

Example



**DO NOT
ENTER**

HAZARDOUS MATERIAL MAY BE
PRESENT

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

5.2 REVIEW OF THE WA PUBLIC SECTOR AUDIT COMMITTEES - BETTER PRACTICE GUIDE AND PROPOSED AMENDMENTS TO THE AUDIT COMMITTEE TERMS OF REFERENCE

- Attachments:
1. Audit Committee Terms of Reference DRAFT  
 2. Audit Committee Forward Agenda 2020/21 - DRAFT  

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. RECEIVES the Western Australian Auditor General's Report '[Western Australian Public Sector Audit Committee – Better Practice Guide](#)';
2. NOTES the review of the Better Practice Guide and actions recommended as detailed in this report;
3. NOTES the recommendations for Audit Committees in the [Local Government Review Panel's final report](#);
4. APPROVES the amendment of the Audit Committee Terms of Reference as at Attachment 1; and
5. APPROVES the forward agenda for 2020/21 at Attachment 2.

Moved: Cr Topelberg, Seconded: Mr Piper

That the recommendation be adopted.

AMENDMENT

Moved: Cr Topelberg, Seconded: Mr Piper

That the recommendation be amended as follows:

That the Audit Committee recommends to Council that it:

1. RECEIVES the Western Australian Auditor General's Report '[Western Australian Public Sector Audit Committee – Better Practice Guide](#)';
2. NOTES the review of the Better Practice Guide and actions recommended as detailed in this report;
3. NOTES the recommendations for Audit Committees in the [Local Government Review Panel's final report](#);
4. APPROVES the amendment of the Audit Committee Terms of Reference as at Attachment 1, **subject to a change in the membership to “up to 7 members” and other minor changes as discussed at the meeting; and**
5. APPROVES the forward agenda for 2020/21 at Attachment 2; **and**
6. **COMMITTS to an ongoing process of improvement in accordance with the recommendations of the Western Australian Auditor General's Report '[Western Australian Public Sector Audit Committee – Better Practice Guide](#)' and the Local Government Review Panel's final report.**

AMENDMENT CARRIED (5-0)

For: Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace and Mr Piper

Against: Nil

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

(Ms Hunt was an apology for the Meeting.)

(Cr Gontaszewski was an apology for the Meeting.)

COMMITTEE DECISION ITEM 5.2

Moved: Cr Topelberg, Seconded: Mr Piper

That the Audit Committee recommends to Council that it:

1. RECEIVES the Western Australian Auditor General's Report ['Western Australian Public Sector Audit Committee – Better Practice Guide'](#);
2. NOTES the review of the Better Practice Guide and actions recommended as detailed in this report;
3. NOTES the recommendations for Audit Committees in the [Local Government Review Panel's final report](#);
4. APPROVES the amendment of the Audit Committee Terms of Reference as at Attachment 1, subject to a change in the membership to "up to 7 members" and other minor changes as discussed at the meeting; and
5. APPROVES the forward agenda for 2020/21 at Attachment 2.; and
6. COMMITS to an ongoing process of improvement in accordance with the recommendations of the Western Australian Auditor General's Report ['Western Australian Public Sector Audit Committee – Better Practice Guide'](#) and the Local Government Review Panel's final report.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace and Mr Piper

Against: Nil

(Ms Hunt was an apology for the Meeting.)

(Cr Gontaszewski was an apology for the Meeting.)

AUDIT COMMITTEE TERMS OF REFERENCE



CITY OF VINCENT

1. OBJECTIVES

The primary objectives of the Audit Committee (**Committee**) are to:

- Accept responsibility for the annual external audit; and
- Liaise with the local government's internal and external auditors so that Council can be satisfied with the performance of the local government in managing its affairs.

Reports from the Committee will assist Council in discharging its legislative responsibility of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The Committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- The enhancement of the credibility and objectivity of internal and external financial reporting;
- Effective management of financial and other risks and the protection of Council assets;
- Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- The coordination of the internal audit function with the external audit; and
- The provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

2. POWERS

- The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.
- The committee is a formally appointed committee of the Council and is responsible to the Council.
- 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.

3. MEMBERSHIP

- The committee shall comprise 7 members, consisting of :
 - Up to three external independent members; and
 - Elected Members from the City of Vincent.
- External independent members will be selected based on the following criteria:
 - A demonstrated high level of expertise and knowledge in financial management, reporting, governance and audit;
 - Relevant skills and experience in providing independent expert advice; and
 - They must be a resident or property owner within the City of Vincent.

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

- An external independent member will be a person with no operating responsibilities with the City of Vincent, nor will that person provide paid services to the City either directly or indirectly.
- Appointments of external independent persons will be made following a public advertisement. The evaluation of potential members will be reviewed by the CEO and appointments will be approved by Council.
- Council may terminate the appointment any member prior to the expiry of his/her term, if:
 - The Chairperson considers that the member is not making a positive contribution to the committee; or
 - The member is found to be in breach of the City of Vincent Code of Conduct or a serious contravention of the *Local Government Act 1995*; or
 - A member's conduct, action or comments brings the City of Vincent into disrepute.
- The CEO will appoint a Chief Audit Executive (CAE) to be responsible for internal audit and communication with the Audit Committee. The CAE must be independent of management of the financial functions. The CAE is not a member of the Audit Committee. The CAE has the following functions:
 - Communicates with the Audit Committee
 - Manages the induction of new members and any training during the membership term,
 - Finalises the meeting agendas in consultation with the Chair;
 - Oversees the internal audit program and provides updates to the Audit Committee;
 - Prepares a forward agenda for the Audit Committee meetings each year; and
 - Provides updates on any external or performance audits or emerging issues.
- The CAE, CEO and any other staff as directed by the CAE will or his/her nominee is to attend all meetings to provide advice and guidance to the committee, however the CEO and any other staff employees are not members of the Committee
- The City shall provide secretarial and administrative support to the Committee.
- Membership shall be for a period of up to 2 years terminating on the day of the Ordinary Council elections.
- Members will be eligible for reappointment.
- Members will be entitled to receive reimbursement of reasonable expenses.
- Members will be provided with appropriate training and professional development to be determined by the committee and provided that adequate funds are available in the Council budget for this purpose.

4. CHAIRPERSON

- The position of Chairperson shall be appointed by a vote of the committee following a call for nominations for the position;
- The Chairperson shall be appointed for a period of not more than 12 months, after which a new process of appointment shall occur;
- A Chairperson may be reappointed; and
- The Chairperson shall not be the Mayor.

5. MEETINGS

- The committee shall meet every two months and more regularly as required at the discretion of the Chairperson.
- An annual forward agenda will be prepared and approved by the Committee each year to govern the matters to be discussed at each meeting.
- The agenda for each meeting will be finalised by the CAE in consultation with the Chair.
- The agenda for each meeting will be provided to the Committee members one week prior to the meeting.

6. REPORTING

- Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

Page 2 of 3

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

7. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be:

- provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits.
- meet with the auditor at least once in each year, prior to the auditor meeting with Council in accordance with section 7.12(A)(2) of the *Local Government Act 1995*, to ensure that:
 - the auditor is supported in carrying out his or her other duties under the *Local Government Act 1995*
 - the audit is conducted successfully and expeditiously.
- examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
- review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- monitor and advise the CEO on the scope of the internal audit plan and program and its effectiveness.
- review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO.
- review the level of resources allocated to internal audit and the scope of its authority.
- review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised.
- facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years.
- consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.
- seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
- review the annual Compliance Audit Return and report to the Council the results of that review.
- to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under *Local Government (Audit) Regulations 1996* regulation 17(1) and the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- oversee the implementation of any action arising from an audit that the City is required to take; or has stated it has taken or intends to take; or has accepted should be taken.

8. DELEGATED AUTHORITY

In accordance with section 7.1B of the *Local Government Act 1995*, the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The Committee cannot on-delegate the powers and duties delegated to it. Council has not delegated any of its powers or duties to the Audit Committee.

Page 3 of 3

ANNEXURE 1: AUDIT COMMITTEE MEMEBR INDUCTION CHECKLIST

Activity	Completed
Authority, composition and meetings	
Meet with all members of the City's Executive Management Team.	
Read and understand the Audit Committee Terms of Reference	
Read the audit committee minutes for the last 2 years.	
Review the Audit Committee Forward Agenda	
External reporting	
Read and understand the City's summary of significant accounting policies and significant judgements made in preparing the financial statements	
Read and understand the City's legislative compliance requirements, as set out in the City's Compliance Calendar and reported in the Compliance Audit Return (CAR)	
Read the financial reports and any associated non-financial disclosures for the past 3 years	
External Audit	
Meet with senior members of the external auditor's audit team at the entrance meeting (May)	
Read and understand the external auditor's findings and recommendations, and management's response for the last 3 years. This includes any OAG performance audits.	
Internal audit	
Meet with the Chief Audit Executive (head of internal audit) and internal auditors (firm engaged for the internal audit, if applicable)	
Review the City's internal audit plan	
Read and understand the City's Audit Log	
Read and understand the process for coordinating the planned activities of internal audit and the OAG, and risk and compliance management, including the reg 17 review	
System of internal control and risk management	
Read and understand the City's risk management framework, including the risk management policy and risk appetite and tolerance statements	
Read and understand the City's processes for identifying and managing material risks including business, financial, legal and compliance risks, including the reporting process via the Corporate Calendar	
Read any reports on suspected, alleged and actual frauds, thefts and material breaches of laws for the last 3 years.	
Compliance and ethics	
Read and understand the entity's processes for managing complaints and public interest disclosures.	
Attend a briefing or training on public sector probity and accountability requirements, including ethical considerations.	
Fraud	
Read and understand the City's fraud prevention and detection framework and monitor suspected, alleged and actual instances of fraud.	
Read any instances of fraud reported during the last 3 years.	
Related-party transactions	
Read and understand processes for related-party transactions.	
Read related-party transaction reporting for the last 3 years.	
Governance framework	
Read and understand the City's governance framework	
Read and understand the organisational structure.	
Read and understand the City's delegation register.	

AUDIT COMMITTEE FORWARD AGENDA



Item	Reporting	Month
Audit Log Review	Monthly	
Corporate Risk Register	Monthly	
Fraud Update	Monthly	
Emerging issues- governance, risk and compliance	Monthly	
OAG performance audit and other audit / best practice recommendations	Monthly (if required)	
Review and update internal audit program	Annual	March
Statutory Compliance Audit Return	Annual	March
External audit (OAG) entrance meeting	Annual	May
External audit interim findings	Annual	September
External audit exit meeting	Annual	November

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

5.3 CYBER SECURITY UPDATE

Attachments: Nil

RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES the update on the City's response to the risk of cybersecurity issues.

COMMITTEE DECISION ITEM 5.3

Moved: Mr Piper, Seconded: Cr Topelberg

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace and Mr Piper

Against: Nil

(Ms Hunt was an apology for the Meeting.)

(Cr Gontaszewski was an apology for the Meeting.)

AUDIT COMMITTEE MINUTES**1 SEPTEMBER 2020****5.4 CORPORATE RISK REGISTER****Attachments:** 1. Corporate Risk Register - as at 20 August 2020 [↓](#) **RECOMMENDATION:**

That the Audit Committee recommends to Council that it:

1. RECEIVES and City's Corporate Risk Register as at 20 August 2020, at Attachment 1; and
2. APPROVES the proposed risk management actions for the high and extreme risks.

COMMITTEE DECISION ITEM 5.4**Moved: Cr Topelberg, Seconded: Cr Loden**

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)**For:** Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace and Mr Piper**Against:** Nil**(Ms Hunt was an apology for the Meeting.)****(Cr Gontaszewski was an apology for the Meeting.)**



CITY OF VINCENT CORPORATE RISK REGISTER



Risk Category	Risk Description	Comment	Impact Analysis			RISK MANAGEMENT				ACCOUNTABILITY						
			Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)	Risk Management Actions (RMA)	Strength (S+M+W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	Direction of further RM	Risk Owner	Timetable	Assurances available	Last updated
Finance, Procurement and Contracts																
<small>Any additional row can only be added below this row</small>																
Procurement for facilities (Beatty Park Leisure Centre)	ineffective procurement processes and management of suppliers resulting in a lack of supplies / parts (i.e. chemicals) which impacts use of pool / pool safety		1	5		M	Building good relationship with suppliers, review alternative suppliers, ensure invoices are processed in a timely fashion - have a stock of chemicals, have an emergency plan	1. Stockpile chemicals - Complete 2. build relationships with suppliers - Complete, continue during procurement and new contract setup 3. Complete supplier/contract management - complete, but ongoing review required	Strong - Continue to liaise with suppliers and finalise supplier agreements.	Y	M	Review supply contracts regularly	CEO (report to Executive Management Committee)	Complete	Review contracts yearly	20-Aug-20
Supplier / contract management	There is a risk that inappropriate contract management in respect to initiation and management of contract with suppliers may result in the City's interests not being protected or the contract terms not being filled resulting in financial losses to the City		5	2		H	Limited controls. Use of some Australian standard contracts. Procurement training provided and procurement policy communicated to all staff.	1. develop contract management framework, train staff in use and communicate - December 2020 2. develop contract register - consultant currently preparing - June 2020 3. update the contract template / use WALGA / AS templates - December 2020 4. monitor compliance with the framework and use of templates - December 2020	Strong	N	M	Need adequate resourcing	Council (report to Audit Committee)	1. 01-Dec-20 2. 01-Jun-20 3. 30-Dec-20 4. 30-Dec-20	Monitoring of contracts register and procurement processes	20-Aug-20
Major project management	Large number of projects, limited resources and ineffective management of projects resulting in financial losses and potentially poor project outcomes for the City		5	2		H	New project management framework and project prioritisation in place, but in early stage of adoption.	1. continue implementation of framework - June 2020 - delayed to Dec 2020 due to COVID 2. staff training on implementing framework - June 2020 - delayed to Dec 2020 due to COVID 3. Ensuring timely reporting and accountability by staff - June 2020. Ongoing 4. Ongoing prioritisation of existing projects	Medium	Y	M	Review number and priority of projects against available resources and capacity	Council (report to Audit Committee)	1. Ongoing 2. 01-Jun-20 3. 30 Dec 2020 4. Ongoing	review of the application of the framework will be included in the internal audit plan, and will form part of other internal and external compliance audits	20-Aug-20
Financial stability, sustainability & reporting	Poor financial and management reporting regime leads to ineffective financial management and results in insufficient resources to operate the City effectively		4	4	Roads to Recovery Breach and Asset Sustainability Ratio have financial implications for the City - therefore currently this is a high risk based on financial consequence	H	No current controls. Noted that City currently has ability to borrow funds.	1. Developing an accurate and updated LTFP which will be adopted by Council. Complete 2. Will commence comprehensive monthly reporting covering cash flow management as well as relevant financial metrics 3. Will assess financial sustainability as part of the development of the City's strategic priorities and masterplans 4. Will report on financial sustainability to the Audit Committee.	Strong	Y	M		Council (report to Audit Committee)	All 30 June 2020 LTFP adopted 18 Aug 2020		20-Aug-20
Asset, sustainability and environment management																
<small>Any additional row can only be added below this row</small>																
Inadequate asset management	inadequate asset management, including accountabilities, controls, framework, accountability and inadequate systems to record and interrogate data to inform Asset renewal programs will result in poor asset management outcomes - financial loss and reputational damage	Event - asset failure Impact - financial losses, reputational damage	5	4		E	Using alternative systems such as spreadsheets, Payrise Annual review of asset renewal plans regular engagement with internal and external stakeholders	1. Allocate additional resources to adequately assess and report on key risks. 2. Continue investigating an Asset Management System in conjunction with the current review of the City's Corporate IT Systems 3. Table auditor's report on condition of assets at EIC and Audit Committee 4. Establish asset specific accountability processes and procedures.	Weak - as only investigating the system/framework	N	H	Determine what asset management strategy is appropriate and implement it	Council (report to Audit Committee)	01-Dec-20		20-Aug-20
Asbestos management	inadequate framework to manage the risk in respect to asbestos on City owned or managed land, or land adjoining this, will leave the City vulnerable to staff and community harm resulting in financial loss and reputational damage		3	3		M	LGIS has prepared an asbestos register, and has development an asbestos management framework in accordance with the legal advice received.	1. Finalise and implement the asbestos management framework, and communicate to staff. 2. Develop actions based on gaps identified in framework.	Medium - Investment in DSH/Reporting/workflow technology to reduce risk even further.	Y	L		CEO (report to Executive Management Committee)	01-Dec-20		20-Aug-20
Aging / unsafe assets	Emerging safety risk associated with several City buildings, including Leederville Oval grandstand and Beatty Park grandstand, as buildings have electrical and structural issues and will require significant capital work in future to ensure they remain safe.	This risk has significant financial implications.	3	3		M	Essential maintenance is carried out, budget permitting.	1. Develop an Asset Management Strategy to inform schedule for maintenance / upgrades required, and prioritise for assets. 2. If capital work is not undertaken it may be necessary for buildings to be left vacant, which results in a loss of rental income.	Medium - relies on budget for the works	N	L		CEO (report to Executive Management Committee)	01-Dec-20		20-Aug-20
<small>Any additional row can only be added above this row</small>																



CITY OF VINCENT CORPORATE RISK REGISTER



Risk Category	Risk Description	Comment	Impact Analysis			RISK MANAGEMENT			Strength (S-M-W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	ACCOUNTABILITY										
			Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)	Risk Management Actions (RMA)				Direction of further RM	Risk Owner	Timetable	Assurances available	Last updated						
OH&S, employment practices																						
Succession planning	Neglect of succession planning may result in a key person leaving the City, making City operationally vulnerable resulting in inefficient and ineffective operations, not meeting stakeholder needs.		2	3		M	Some work instructions	Continue developing corporate process management framework and develop a succession planning framework.	Strength - Once succession planning framework is completed for critical positions, risk will be low.	Y	L	Succession planning framework to be developed in 2021 per HR Strategy House.	CEO (report to Executive Management Committee)	30-Jun-21	Annually	20-Aug-20						
Safety and security practices for staff	Staff working alone, after hours works, accessing building sites and/or private property, negative interaction with members of the community. Lack of comprehensive risk management in respect to safety practices leads to a lack of understanding of the appropriate training needs and potentially inadequate action against risks.		2	4		M	Staff training, patron education, emergency equipment provision and safety audits. Follow working alone procedures, toolbox weekly for handover, vehicle handover and audit of PPE, GPS monitoring enabled enforcement and communication devices. Regular reporting of incidents to foster safety awareness culture	1. Review of safety management plan and systems 2. Identify high risk positions 3. Identify gaps in OH&S procedures 4. Refer to OH&S Committee	Medium	Y	M	Note that this risk depends on behaviour of public - which City can not control. So remains medium risk.	Council (report to Audit Committee)	30-Dec-20		20-Aug-20						
Volunteer and contractor management	There is a risk that inappropriate contract management in respect to contractor/volunteer induction and adherence to COV policies and procedures is not appropriately applied to leaving the City vulnerable to contractor/volunteer injury and legal action.		3	3		M	Induction process in place for Contractors, It does rely on the staff who get the contractors in to complete the induction and educate on policies and procedures.	1. Implement a centralised induction system to induct all contractors and volunteers. Ensure all contractors and volunteers have completed mandatory training/compliance (one off compliance training or yearly/bi-yearly) 2. Monitoring contractors and volunteer compliance	Strong - Implementation of a orientation and induction program	Y	L	Budget confirmed for online induction and orientation system and framework currently being developed by April 2020	CEO (report to Executive Management Committee)	30-Jun-20	Annually	20-Aug-20						
Business service disruption																						
Disaster Recovery Plan & Business Continuity Management for Beatty Park Leisure Centre	Building or pool failure leading to an unexpected closure of part or whole of facility may lead to not meeting shareholder expectations and experiencing financial losses.		3	3		M	Asset audits, maintenance programs in place and reviewed regularly, communication strategies for any shutdowns	Locate/create BCP for Beatty Park	Medium - Need to increase Audit of Assets and put plan in place for maintenance including contracts and agreements	Yes - note that Medium risk as plant failure can still occur despite strategies	M	No further action	CEO (report to Executive Management Committee)	01-Jul-20		20-Aug-20						
Emergency Management (Interagency)	Ineffective collaboration with agencies results in a poor relationship and ineffective cooperation regarding emergency management leading to ineffective disaster management with an impact of extended service outages, worsened disaster outcomes		2	4		M	Local emergency management arrangements are in place with City of Perth and Western Central Councils	1. Provide additional training for relevant staff members and community agencies. 2. Working towards implementation of exercises with WC LEMC	Strong	Y	L	Conduct 4 desktop exercises per year	CEO (report to Executive Management Committee)	01-Sep-20	Audit of arrangements and the number of desktop exercises per year	20-Aug-20						
Critical incident response - Power outage to ICT server room	A lack of power to the on premise ICT systems though extended power outages will result in a failure after 1-2 hours of reserve power supply. If reserve power fails or cannot continue to be supplied, staff will lose access to all electronic systems, potentially leading to loss of data and service levels		2	3	Risk likelihood based on Admin Centre not being available to staff.	M	1. On-premise Back-up server with some offsite copies 2. Restoration of File servers, Email, Authority and Content Manager within 2 days. Up to 1 day data loss.	ICT Strategy House D19/19015 identifies several cloud-first objectives to mitigate server room dependency. July-2020: Offsite business systems (incl. telephony) on standby that can "go live" for Depot/remote access within 4 hours. Up to 1 day data loss. 2021/2022: File, email, records and core business system to move to cloud solutions. Depot/remote access continuous, no data loss.	Strong	Y	L	Link to BCP and BIA - need to understand the business service continuity needs	CEO (report to Executive Management Committee)	01-Jul-20 2021/22	Audit of the systems and server	20-Aug-20						
Primary site Internet outage	Loss of Internet will result in reduced staff access to business systems including web, email and cloud-based systems resulting in reduced or non compliance with service levels.	Impact - service outages	3	2	Communication Links review completed in 2019 to enable redundant architecture decisions. This risk is considered minor due to current limited use of spatial layers by staff. Public spatial layers have minimal data likely to cause more than minor	M	1. Internet-based systems accessible via 4G-enabled tablets. 2. 2 x 4G Wi-Fi dongles available to business teams for up to 15 staff each. 3. Offsite backup to Library remains operational.	July-2020: Redundant internet supply (and supporting security infrastructure including firewalls) implemented. Up to 1 hour outage.	Strong	Y	L		CEO (report to Executive Management Committee)	01-Jun-20		20-Aug-20						
Mapping data	Inaccurate mapping data may lead to poor or incorrect business decisions and possible safety issues resulting in financial losses to the City and potential harm to the community		4	2		M	GIS contract resource onsite fortnightly to respond to any data issues raised by staff.	April-2020: GIS and Assets officer is being recruited in 2019/2020 and this will help mitigate this risk.	Strong	Y	L	Dependant on additional resources.	CEO (report to Executive Management Committee)	01-Jul-20	Process to check GIS updates and verify data	20-Aug-20						
Cyber Security	The City suffers a material breach of information Security through ineffective protocols and processes	This is trending as an escalating risk in many organisations	3	4	Technical Security Review completed against Australian Signals Directorate "Essential 8". For Technical Security Review and current action item status, see D19/128564	H	Anti-virus software deployed for computers, web traffic and email filtering.	July-2020: ongoing staff awareness training; upgraded anti-virus software for computers and email filtering; new anti-virus software for server environment; data loss protection config in Office 365 for external file sharing; data loss protection controls are being deployed as part of Office 365 implementation - to be completed in 2019/2020; multi-factor authentication for Office 365 and remote access.	Strong	Y	M		Council (report to Audit Committee)	01-Jul-20		20-Aug-20						

AUDIT COMMITTEE MINUTES


1 SEPTEMBER 2020



Risk Category	Risk Description	Comment	Impact Analysis			RISK MANAGEMENT			ACCOUNTABILITY								
			Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)	Risk Management Actions (RMA)	Strength (S-M-W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	Direction of further RM	Risk Owner	Timetable	Assurances available	Last updated	
COVID-19 pandemic	Disruption to City service delivery, local business and community group operations and staff and community well being	Global pandemic, declared state emergency and public health emergency	4	3	City has very limited capacity to control risk due to global nature	H	COVID-19 Relief and Recovery Committee formed, strategy and action plan developed and being implemented, staff working from home, public health directives are being implemented, community support is being provided, City's operations being reviewed	Implement COVID-19 Relief and Recovery Strategy - all risk management actions are encompassed within this document	Strong	Y	H	The Strategy and Implementation Plan are being updated every week	Council (report to Audit Committee)	Ongoing	Administration is accountable to the COVID-19 Relief and Recovery Committee	20-Aug-20	
<p>Any additional row can only be added above this row</p> <p>Governance, misconduct and fraud</p> <p>Any additional row can only be added below this row</p>																	
Corporate governance / legislative compliance	Lack of an effective governance framework and culture, including risk management, leads to complacency in corporate governance, risk management and legislative compliance, potentially resulting in a failure to comply with legislative requirements and poor decision making		3	3		M	1. Governance team undertakes manual checks to ensure legislative compliance and communicates governance principles and legislative requirements to organisation. 2. Audit Log monitors some financial and audit related risks, and improvements required, and is reported to EMC monthly and to Audit Committee. 3. Currently no clear documentation of requirements.	1. Compliance calendar and Governance Framework is being developed and will be communicated to all staff - August 2020 2. Internal audit plan and improvement plan are being reviewed and will be reported to Audit Committee (will be informed by reg 17 review) - November 2020 3. Regulation 17 review being undertaken in 2020 (internal controls, legislative compliance and risk management) - September 2020	Strong RMA once implemented, however, resourcing required to implement actions identified by previous reg 17 review (improvement plan) and implement a compliance calendar, and ongoing monitoring / compliance checks.	N	M		CEO (report to Executive Management Committee)	1. Complete - adopted 18 August 2020 2. Nov 2020 3. Sept 20	1. reg 17 review 2. planned internal audit 3. Compliance calendar creates checklist 4. Audit Log is reported to EMC and Council	20-Aug-20	
Fraud Risk Management	A lack of coordinated approach to identification, mitigation, management and monitoring of fraud, through a fraud risk framework increases the risk of fraud occurring potentially leading to reputational damage, and financial losses		4	3	Initial consideration by City has identified following fraud risk areas: 1. Payroll 2. Theft (property / money) 3. Credit card use 4. Procurement (invoices)	H	1. A number of fraud risks have been identified as a result of the OAG's Fraud Performance Audit in 2019, which recommended that the City have a coordinated approach to fraud management and a mechanism for reporting fraud. 2. These items are being actioned and progress is reported to Audit Committee. 3. Procurement risks are managed by two level approval process for purchases. 4. Note, No specific current policies & procedures to prevent, detect and respond to fraud other than step 3 above	1. Develop and communicate a fraud risk management plan, and provide staff training - December 2020 (consultant to be engaged). 2. Testing for fraud will form part of the internal audit plan, and random checks will be undertaken by procurement. - December 2020 3. Recruitment and selection process review - April 2020 4. Procurement review supplier verification - June 2020	Strong RMA, however, fraud risks must first be comprehensively identified and resourcing required to develop plan, train staff and undertake fraud testing / internal audits	N	M		Council (report to Audit Committee)	1. 30-Jun-20 2. 01-Dec-20 3. 01-Apr-20 4. 01-Jun-20	Audit Log is reported to EMC and Council; random checks on transactions, inventory and processes (e.g. HR and payroll)	20-Aug-20	
Policies & Procedures	Outdated policies, procedures and controls leads to a failure to properly execute on its mandate and protect its assets leading to errors, omissions and delays in service delivery		3	2		M	1. Policies are reviewed and updated on an ad hoc basis. 2. New template, Policy Development and Review Policy and Policy Review Plan being prepared. 3. Council approval of policies is required, which functions as a form of control.	1. Finalise and implement the policy review plan - September 2020 2. Develop guidance on policy content - new Policy Development and Review Policy - Council approval required, align with SCP objectives - September 2020 3. Communicate to all staff - October 2020 4. process improvement - Continue trialling the use of a corporate process management	Strong	Yes, policy review plan and framework will provide clear guidance on policy requirements and drafting. Corporate Process Management is assisting with process documentation	M		CEO (report to Executive Management Committee)	1. 01-Sept-20 2. 01-Sept-20 3. 01-Oct-20 4. 01-Dec-20	Internal audit on policies and procedures, and their operational effectiveness	20-Aug-20	
Complex land management / maintenance requirements	Management and maintenance of City controlled land within the Swan River Foreshore, Aboriginal Heritage Sites and Development Control Areas		3	3	Urgent remedial path works at Banks Reserve undertaken in Feb 2019, no s 118 consent obtained. Caution issued by DPLH, may result in reputational damage, and if further non-compliances occur that could adversely impact relationship with DPLH	M	No formalised approach/ checklist for ensuring compliance with legislation relevant to works / management of land within the Swan River Foreshore, Development Control Area or Aboriginal Heritage Site.	1. Governance to develop a checklist of approvals required and communicate to relevant staff - December 2020 2. DPLH (Director of Heritage) to present to relevant staff on changes to Aboriginal Heritage Act and explain approval process - by December 2020	Strong	Y	L		CEO (report to Executive Management Committee)	Dec-20	Annual review of process.	20-Aug-20	
State-Wide Cladding Audit	Community safety and reputational impact associated with implementation of regulatory requirements following cladding audit undertaken by DMIRS.		2	4		M	All directions to building owners are managed by the Executive Director.	Ensure safety measures are implemented where appropriate to reduce likelihood of fire events. Any further enforcement action considered by Executive Director in accordance with Risk Management Policy.	Strong	Y	L		CEO (report to Executive Management Committee)	Q2 2021		20-Aug-20	
<p>Any additional row can only be added above this row</p> <p>Information & Systems Management</p> <p>Any additional row can only be added below this row</p>																	
Document management	Inconsistency in record keeping and poor / inconsistent use of CM, results in loss of records, records not easily obtainable - prevents good decision making and business continuity, hinders access to records for POI purposes and leaves the City vulnerable to legal action, furthermore there are delays and costs incurred when retrieving information		4	2		M	Record Keeping Plan (RKP) approved by State Records Office in 2016, health check completed in 2019 to ensure compliance. RKP, guides and policies and procedures all available to staff on the Intranet. Record keeping training (Content Manager) is provided to new staff and offered as a periodic refresher to all staff.	1. Review RKP when due (2021), including in relation to updated Privacy Act (2019 amended) 2. Record-keeping policies being reviewed/updated in early 2020 in preparation for external Audit; 3. Additional training promotion and opportunities also planned	Medium	Y	M		CEO (report to Executive Management Committee)	2020	Staff training and accountability - HR training register would be a sensible longer-term tool to record and track record-keeping training and refreshers.	Internal audit of document management	20-Aug-20
Systems	Core business system (Authority) has data integrity challenges. This leads to the possibility of inaccurate reporting and sharing of information potentially resulting in reputational damage and poor business decisions		5	3		H	NIL	Review of Authority system to determine genuine shortcomings vs issues will determine where the City will receive best return on investment.	Medium	Y	M		Council (report to Audit Committee)	2021/22		20-Aug-20	



Risk Category	Risk Description	Comment	Impact Analysis			RISK MANAGEMENT		Risk Management Actions (RMA)	Strength (S=M<W)	Risk Acceptance (Y/N)	Net Risk (after RMA)	ACCOUNTABILITY				
			Likelihood	Consequence	Remarks	Actual Risk	Current Risk Management Strategy (what happens now)					Direction of further RM	Risk Owner	Timetable	Assurances available	Last updated
Data backup retention	Inadequate data backup procedures may result in data recovery points not meeting business needs and thereby impacting on business continuity		3	2		M	Backup schedule covers business system data and is retained offsite in daily, weekly and monthly restoration points. Recovery within 1 day for daily and weekly backups.	Conduct Business Impact Analysis per business unit in order to properly assess recovery point requirements. Office 365 backup to be introduced as part of Office 365 implementation in 2020.	Strong	Y	L		CEO (report to Executive Management Committee)	2020		20-Aug-20
Project management and process mapping for new ERP implementation	Inappropriate project management methodology regarding new ERP system may result in an ineffective product selection, implementation and execution and the outcome of poor service delivery		2	3		M	Project Control Group governance introduced by ICT in 2019. Business stakeholder representatives oversee the project, including project management resourcing and objectives. Minimal current activity. Ad hoc notices to staff regarding current security issues.		Strong	Y	L	Ensure this aligns with project management methodology	CEO (report to Executive Management Committee)	2020		20-Aug-20
Staff IT security awareness	Lack of training and process may result in staff behaviour which could have unintended impact on data or compromise systems resulting in poor business decisions, poor service delivery		3	3		M	Upgraded desktop, email, server and web browsing security implemented by ICT in 2019/2020.	ICT to complete ISMF (Information Security Management Framework) in 2020. ICT to introduce ongoing cyber-security training module for all staff in 2020 as part of Office 365 roll-out.	Strong	Y	L		CEO (report to Executive Management Committee)	2020		20-Aug-20
Infrastructure readiness for cloud based systems	Business performance may be impacted if staff do not have adequate internet connectivity to cloud-based systems resulting in poor service delivery		2	3		M	Cloud-based system requirements are minimal for most staff.	mid-2020: Redundant and scalable internet bandwidth supply (and supporting security infrastructure including firewalls) being implemented to CoV wide area network. Staff mobility improvements being realised through Corporate wifi, remote access and growing mobile device fleet in 2019/2020.	Strong	Y	L		CEO (report to Executive Management Committee)	01-Jun-20		20-Aug-20
<small>Any additional row can only be added above this row</small> Community Services <small>Any additional row can only be added below this row</small> <small>Any additional row can only be added above this row</small> <small>Any additional row can only be added below this row</small>																

AUDIT COMMITTEE MINUTES**1 SEPTEMBER 2020****5.5 REVIEW OF THE CITY'S AUDIT LOG****Attachments:** 1. **Audit Log as at 25 August 2020** [↓](#) **RECOMMENDATION:**

That the Audit Committee recommends to Council that it NOTES the status of the City's Audit Log as at 25 August 2020, at Attachment 1.

COMMITTEE DECISION ITEM 5.5**Moved: Mr Piper, Seconded: Cr Loden****That the recommendation be adopted.****CARRIED UNANIMOUSLY (5-0)****For:** Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace and Mr Piper**Against:** Nil**(Ms Hunt was an apology for the Meeting.)****(Cr Gontaszewski was an apology for the Meeting.)**

CITY OF VINCENT AUDIT LOG

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
<p>Asbestos Review 2019 (2) Development of an Asbestos Management Plan</p> <p>Findings: The City does not currently have a plan / process for managing asbestos on City land (freehold and Crown land) or on private property.</p> <p>Recommendation: At the 26 February 2019 Audit Committee it was resolved that: <i>"the City obtains legal advice in relation to asbestos management and provides it to the next Audit Committee meeting."</i></p> <p>Administration presented the legal advice dated 5 April 2019 to the 9 April 2019 Audit Committee. The legal advice recommends that the City have an asbestos management plan (framework) which outlines how the City will inspect, identify and manage ACM on City land and respond to ACM identified on private property. The plan will outline what the appropriate response will be to material identified as containing asbestos, which will depend on the specific circumstances, including the consideration of cost and risk to public safety. The Audit Committee resolved at this meeting that: <i>"Administration report back to the Audit Committee no later than October 2019 detailing how the City's asbestos management framework will meet legislative requirements."</i></p> <p>Risk Rating (prior to controls) High</p> <p>Risk Rating (with current controls): Medium</p>	<p>Responsible Officer: Executive Director Infrastructure & Environment</p> <p>Comments: City to prepare an Asbestos Management Plan as recommended by the legal advice dated 5 April 2019.</p>	<p>April 2019: At its meeting on 9 April 2019, the Audit Committee requested Administration to reopen this item and provide further advice prior to October 2019 detailing how the City's Asbestos Management Framework will meet legislative requirements.</p> <p>November 2019: Asbestos awareness training for front line staff has been arranged for the 14 and 15 of November.</p> <p>The City is working with LGIS to develop a framework to meet the requirements of the recommendation contained in the legal advice. Officer time has been limited in both organisations and the matter has been delayed. Proposed new timeframe March 2020.</p> <p>February 2020: LGIS has been engaged to prepare the framework and draft framework is estimated to be available by end of April 2020.</p> <p>March 2020: City will liaise with LGIS in respect to a revised completion date due to COVID-19. LGIS are still developing the framework. The draft framework will be presented to the 30 June 2020 Audit Committee meeting.</p> <p>June 2020 LGIS has provided the draft framework. City officers are meeting with LGIS to review and finalise the framework. The updated framework will be presented to the 1 September 2020 Audit Committee meeting.</p> <p>July 2020 Administration is liaising with LGIS in respect to the report, which will be presented to the Audit Committee on 1 September 2020.</p> <p>August 2020 Administration is liaising with LGIS in respect to the report, which will be presented to the Audit Committee on 1 September 2020</p>	<p>30/09/2019</p> <p>31/3/2020</p> <p>30/4/2020</p> <p>30/06/2020</p> <p>1/09/2020</p> <p>Complete</p>

CITY OF VINCENT AUDIT LOG

<p>EA: 2019/10 Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</p> <p>Finding: 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud.</p> <p>Recommendation: Have policies and procedures in place to verify the identity and integrity of employees and suppliers</p> <p>Risk Rating (prior to controls) Medium</p> <p>Risk Rating (with current controls): Low</p>	<p>Responsible Officer: Procurement Contracts Officer Executive Manager Human Resources</p> <p>Comments: 1) Human Resources will develop and implement a recruitment and selection procedure (which will include identity and integrity checks) for the City. Human Resources will periodically monitor employees for change of circumstances via a declaration form which WALGA are currently preparing to supply to Local Governments. 2) Procurement will review and update the City's supplier verification process. The proposed implementation date is March 2020.</p>	<p>November 2019: 1) The Human Resources team are currently developing a recruitment and selection procedure in combination with a review of position descriptions, requirements for qualification and police clearances (only certain positions require clearances) per position. 2) Procurement will review policy documents of other local governments and determine threshold.</p> <p>February 2020: 1) HR have drafted a new Recruitment, Selection and Appointment procedure. To be reviewed by EMC based on new recruitment, selection and appointment changes to processes.</p> <p>March 2020 1) Recruitment, Selection and Appointment procedure completed, subject to Executive approval at its 23 April Meeting.</p> <p>June 2020 1) Recruitment, Selection and Appointment procedure completed, and approved by Executive Management Committee. Implementation in July 2020.</p> <p>July 2020 1) Recruitment, Selection and Appointment procedure completed, and approved by Executive Management Committee. Implementation in July 2020.</p> <p>August 2020 1) Recruitment, Selection and Appointment Procedure - Human Resources is currently conducting training on the newly revised Recruitment, Selection and Appointment procedure to People Leaders and will be officially implemented on 17 August 2020.</p>	<p>1) 30/4/2020</p> <p>2) 30/3/2020</p> <p>1) 31/5/2020</p> <p>1) 31/7/2020</p> <p>1) Complete</p>
<p>EA: 2019/11 Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations</p> <p>Finding: 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud.</p> <p>Recommendation: Collect, review and manage fraud information and identify trends and emerging issues</p> <p>Risk Rating (prior to controls): High</p> <p>Risk Rating (with current controls): N/A</p>	<p>Responsible Officer: Executive Manager Corporate Strategy and Governance</p> <p>Comments: The City will investigate systems and processes to report, review and manage any potential fraud, including anonymous reporting and the escalation of fraud reporting. The proposed implementation date is December 2020.</p> <p>The fraud reporting system, as referred to in 6. Above, should enable this data to be easily compiled. Governance will review the data annually.</p>	<p>November 2019 The City will engage a consultant to prepare the fraud management plan, and the fraud reporting system will be considered as part of this review.</p> <p>February 2020: No progress to date.</p> <p>March 2020: No progress to date.</p> <p>June 2020 No progress to date</p> <p>July 2020 Administration is developing an anonymous reporting system for staff and the public, which would also include Code of Conduct complaints.</p>	<p>31/12/2020</p> <p>Complete</p>

CITY OF VINCENT AUDIT LOG

<p>EA: 2019/12(6) Butler Settineri – Payroll – Internal Audit Review</p> <p>LEAVE</p> <p>General Findings:</p> <p>The leave forms for two employees [names removed for privacy] were not filed electronically within the TRIM and Civica Authority system and could not be located in employee files. The City has recently moved to an "online" leave management system for all staff other than the Works Department and Beatty Park Leisure Centre.</p> <p>Recommendations – General Findings:</p> <p>All manual leave application forms, duly approved and authorised, be filed electronically within the TRIM and Civica Authority system. All staff be transitioned to the "online" leave management system to ensure a more accurate leave recording and processing system.</p> <p>Risk Rating (prior to controls) Low</p> <p>Risk Rating (with current controls) Low</p>	<p>Responsible Officer: Executive Manager Human Resources</p> <p>Comments:</p> <p>It is our intent by March 2020 that all staff transition to complete online leave via CIVICA.</p>	<p>November 2019 Review all staff members that are currently completing a hard copy leave form and train staff on the online leave processes through Civica.</p> <p>February 2020: Only staff not completing online timesheets are outdoor workers. A new time sheeting form has been implemented as a pilot with Waste and Engineering Operations with success. Will rollout time sheeting process to all outdoor workers by 30 April 2020.</p> <p>March 2020: Develop online training for outdoor workers to complete electronic leave forms through Authority.</p> <p>June 2020 Preparation of training material is taking place for training in July 2020.</p> <p>July 2020 Preparation of training material delayed. Will commence in August 2020 and finalise in September 2020.</p> <p>August 2020 Meeting with People Leaders at the Depot to discuss and mandate online leave with all staff being required to complete online leave as of 1 October 2020. Training material has been completed. Staff training will commence over the coming month (possibly 3 training sessions) with staff and supervisors prior to 1 October 2020.</p>	<p>30/04/2020</p> <p>31/07/2020</p> <p>30/9/2020</p>
<p>EA: 2019/12(9) Butler Settineri – Payroll – Internal Audit Review</p> <p>Recommendation - Specific Findings:</p> <p>Gross pay paid at penalty rates to "outside workers" and certain Beatty Park Leisure Centre employees is incorrectly reflected under the "Allowances" column on the Pay Edit Report.</p> <p>A large number of employees salary sacrifice additional superannuation contribution. Audit noted that superannuation contributions reflected as "Council" on the Pay Edit Listing don't represent 9.5% of gross earnings but instead the additional 6% Council portion were applicable. This was due to an error in the set-up of reporting fields on the Pay Edit Report</p> <p>Risk Rating (prior to controls) Low</p> <p>Risk Rating (with current controls) Low</p>	<p>Responsible Officer: Executive Manager Human Resources</p>	<p>November 2019 These reports are HARD Coded by Civica and would require a new report to be developed and/or written for both findings. This will require Civica to confirm that they can make these changes in the Authority system.</p> <p>February 2020: No progress to date.</p> <p>March 2020: EM Human Resources to follow up with Civica to see if they can arrange an individual work around for the City of Vincent.</p> <p>June 2020 Civica requires more information, it is envisaged that changing the hard code per the recommendation will be costly to the City. A quote has been requested.</p> <p>July 2020 Civica has advised that this change is complex, time consuming and will be expensive. Civica considers this issue a low priority and therefore it is not proposed to take any action. Administration believes that the risk versus the cost of the change is not beneficial.</p>	<p>30/6/2020</p> <p>Complete</p>

CITY OF VINCENT AUDIT LOG

<p>Review of DPLH's investigation into legislative non-compliance - unauthorised works at Banks Reserve Development of an internal procedure detailing the approvals required for works or maintenance on land within the Swan River Foreshore, Development Control Area and Aboriginal Heritage Areas. Provide training for relevant staff on the approvals required.</p>	<p>Responsible Officer: Executive Manager Corporate Strategy and Governance</p>	<p>August 2020 Internal procedure to be drafted and training organised.</p>	<p>30/12/2020</p>
--	--	--	-------------------

AUDIT COMMITTEE MINUTES**1 SEPTEMBER 2020****6 GENERAL BUSINESS****6.1 ADDITIONAL MEETING**

To align with the OAG's external audit exit meeting it is proposed that the 3 November 2020 meeting is postponed to late November, and an additional meeting is scheduled for mid-October 2020. The proposed dates are:

13 or 20 October 2020; and
24 November 2020

20 October and 24 November 2020 were approved as Audit Committee meeting dates. Mr Manifis advised he may be an apology for the 24 November 2020 meeting.

6.2 LONG TERM FINANCIAL PLAN AND NEW GOVERNANCE FRAMEWORK

The Long Term Financial Plan and a new Governance Framework, which were adopted by Council at the 18 August 2020 Council Meeting, have been circulated to the Committee. The Governance Framework will be updated to align with the updated Terms of Reference approved at this meeting.

7 NEXT MEETINGS AND FORWARD AGENDA**20 October**

- Review of Office of the Auditor General audit reports – key findings and actions required:
 - Waste Management – Service Delivery – released 20 August 2020;
 - Working with Children Checks – managing compliance – released 15 July 2020;
 - Regulation of Food Safety by Local Government entities – released 30 June 2020.
- Outcomes of the reg 5 and 17 review
- Draft internal audit plan
- Audit Log review
- Corporate Risk Register review

24 November 2020

- External audit exit meeting (OAG to attend)
- Audit Log review
- Corporate Risk Register review

8 CLOSURE

There being no further business, the meeting closed at 2.35pm.

AUDIT COMMITTEE MINUTES

1 SEPTEMBER 2020

These Minutes were confirmed by the Audit Committee as a true record and accurate of the Audit Committee meeting held on 1 September 2020.

Signed: Mr Conley Manifis

Dated

AUDIT COMMITTEE FORWARD AGENDA



CITY OF VINCENT

Item	Reporting	Month
Audit Log Review	Monthly	
Corporate Risk Register	Monthly	
Fraud Update	Monthly	
Emerging issues- governance, risk and compliance	Monthly	
OAG performance audit and other audit / best practice recommendations	Monthly (if required)	
Review and update internal audit program	Annual	March
Statutory Compliance Audit Return	Annual	March
External audit (OAG) entrance meeting	Annual	May
Review of number and composition of audit committee members and reimbursement of external members	Annual	June/July
External audit interim findings	Annual	September
External audit exit meeting	Annual	November

AUDIT COMMITTEE TERMS OF REFERENCE



CITY OF VINCENT

1. OBJECTIVES

The Audit Committee (Committee) provides independent advice and assurance to Council over the City's risk management, internal controls, legislative compliance and financial management.

The primary objectives of the Audit Committee (Committee) are to:

- Accept responsibility for the annual external audit; and
- Liaise with the local government's internal and external auditors so that Council can be satisfied with the performance of the local government in managing its affairs.

Reports from the Committee will assist Council in discharging its legislative responsibility of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The Committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- The enhancement of the credibility and objectivity of internal and external financial reporting; □
- Effective management of financial and other risks and the protection of Council assets; □
- Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance; □
- The coordination of the internal audit function with the external audit; and □
- The provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

2. POWERS

- The role of the Committee is prescribed by the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*.
- The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.
- The Committee is a formally appointed committee of the Council and is responsible to the Council.
- 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.

3. MEMBERSHIP

- The committee shall comprise up to 7 members, consisting of:
 - Up to three external independent members; and
 - Elected Members from the City of Vincent.
- External independent members will be selected based on the following criteria:
 - A demonstrated high level of expertise and knowledge in financial management, reporting, governance and audit;
 - Relevant skills and experience in providing independent expert advice; and
 - They must be a resident or property owner within the City of Vincent.
- An external independent member will be a person with no operating responsibilities with the City of Vincent, nor will that person provide paid services to the City either directly or indirectly.

-
- Appointments of external independent persons will be made following a public advertisement. The evaluation of potential members will be reviewed by the CEO and appointments will be approved by Council.
 - Council may terminate the appointment any member prior to the expiry of his/her term, if:
 - The Chairperson considers that the member is not making a positive contribution to the committee; or
 - The member is found to be in breach of the City of Vincent Code of Conduct or a serious contravention of the *Local Government Act 1995*; or
 - A member's conduct, action or comments brings the City of Vincent into disrepute.
 - **New members are to comply with the induction checklist at Attachment 1.**
 - **The CEO will appoint a Chief Audit Executive (CAE) to be responsible for internal audit and communication with the Audit Committee. The CAE must be independent of management of the financial functions. The CAE is not a member of the Audit Committee. The CAE has the following functions:**
 - **Communicates with the Audit Committee**
 - **Manages the induction of new members and any training during the membership term;**
 - **Finalises the meeting agendas in consultation with the Chair;**
 - **Oversees the internal audit program and provides updates to the Audit Committee;**
 - **Prepares a forward agenda for the Audit Committee meetings each year; and**
 - **Provides updates on any external or performance audits or emerging issues.**
 - **The CAE, CEO and any other staff as directed by the CAE will or his/her nominee is to attend all meetings to provide advice and guidance to the Committee, however the CAE, CEO and any other staff employees are not members of the Committee**
 - The City shall provide secretarial and administrative support to the Committee.
 - Membership shall be for a period of up to 2 years terminating on the day of the Ordinary Council elections.
 - Members will be eligible for reappointment.
 - Members will be entitled to receive reimbursement of reasonable expenses.
 - Members will be provided with appropriate training and professional development to be determined by the committee and provided that adequate funds are available in the Council budget for this purpose.

4. CHAIRPERSON

- The position of Chairperson shall be appointed by a vote of the committee following a call for nominations for the position;
- The Chairperson shall be appointed for a period of not more than 12 months, after which a new process of appointment shall occur;
- A Chairperson may be reappointed; and
- The Chairperson shall not be the Mayor.

5. MEETINGS

- The Committee shall meet **approximately** every two months and more regularly as required at the discretion of the Chairperson.
- **An annual forward agenda will be prepared and approved by the Committee each year to govern the matters to be discussed at each meeting.**
- **The agenda for each meeting will be set by the CAE in consultation with the Chairperson.**
- **The agenda for each meeting will be provided to the Committee members one week prior to the meeting.**

6. REPORTING

- Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

7. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be:

- provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits.
- meet with the auditor at least once in each year, prior to the auditor meeting with Council in accordance with section 7.12(A)(2) of the *Local Government Act 1995*, to ensure that:
 - the auditor is supported in carrying out his or her other duties under the *Local Government Act 1995*
 - the audit is conducted successfully and expeditiously.
- examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
- review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- monitor and advise the CEO on the scope of the internal audit plan and program and its effectiveness.
- review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO.
- review the level of resources allocated to internal audit and the scope of its authority.
- review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised.
- facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years.
- consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.
- seek information or obtain expert advice through the CEO CAE on matters of concern within the scope of the Committee's Terms of Reference following authorisation from the Council.
- review the annual Compliance Audit Return and report to the Council the results of that review.
- to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under *Local Government (Audit) Regulations 1996* regulation 17(1) and the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- oversee the implementation of any action arising from an audit that the City is required to take; or has stated it has taken or intends to take; or has accepted should be taken.

8. DELEGATED AUTHORITY

In accordance with section 7.1B of the *Local Government Act 1995*, the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The Committee cannot on-delegate the powers and duties delegated to it. Council has not delegated any of its powers or duties to the Audit Committee.

ATTACHMENT 1: AUDIT COMMITTEE MEMBER INDUCTION CHECKLIST

Activity	Completed
Authority, composition and meetings	
Meet with all members of the City's Executive Management Team.	
Read and understand the Audit Committee Terms of Reference	
Read the audit committee minutes for the last 2 years.	
Review the Audit Committee Forward Agenda	
External reporting	
Read and understand the City's summary of significant accounting policies and significant judgements made in preparing the financial statements	
Read and understand the City's legislative compliance requirements, as set out in the City's Compliance Calendar and reported in the Compliance Audit Return (CAR)	
Read the financial reports and any associated non-financial disclosures for the past 3 years	
External Audit	
Meet with senior members of the external auditor's audit team at the entrance meeting (May)	
Read and understand the external auditor's findings and recommendations, and management's response for the last 3 years. This includes any OAG performance audits.	
Internal audit	
Meet with the Chief Audit Executive (head of internal audit) and internal auditors (firm engaged for the internal audit, if applicable)	
Review the City's internal audit plan	
Read and understand the City's Audit Log	
Read and understand the process for coordinating the planned activities of internal audit and the OAG, and risk and compliance management, including the reg 17 review	
System of internal control and risk management	
Read and understand the City's risk management framework, including the risk management policy and risk appetite and tolerance statements	
Read and understand the City's processes for identifying and managing material risks including business, financial, legal and compliance risks, including the reporting process via the Corporate Calendar	
Read any reports on suspected, alleged and actual frauds, thefts and material breaches of laws for the last 3 years.	
Compliance and ethics	
Read and understand the entity's processes for managing complaints and public interest disclosures.	
Attend a briefing or training on public sector probity and accountability requirements, including ethical considerations.	
Fraud	
Read and understand the City's fraud prevention and detection framework and monitor suspected, alleged and actual instances of fraud.	
Read any instances of fraud reported during the last 3 years.	
Related-party transactions	
Read and understand processes for related-party transactions.	
Read related-party transaction reporting for the last 3 years.	
Governance framework	
Read and understand the City's governance framework	
Read and understand the organisational structure.	
Read and understand the City's delegation register.	

8.9 APPROVAL OF CHIEF EXECUTIVE OFFICER'S APPOINTMENT TO THE AUSTRALIAN URBAN DESIGN RESEARCH CENTRE BOARD

Attachments: 1. Invitation from the AUDRC Board to Mr MacLennan dated 1 September 2020

RECOMMENDATION:

That Council:

APPROVES Mr David MacLennan's request to join the Australian Urban Design Research Centre (AUDRC) Board, subject to:

- (a) Mr David MacLennan completing a conflict of interest disclosure for review by Mayor Cole;
- (b) the appointment being recorded on the City's conflict of interest register;

NOTES that Mr MacLennan has been invited to Chair the Board following the resignation of the current Chair later this year; and

ADVISES Mr MacLennan of Council's decision.

PURPOSE OF REPORT:

To consider the request from Mr David MacLennan to join the Australian Urban Design Research Centre (AUDRC) Board, while employed by the City of Vincent as the Chief Executive Officer.

BACKGROUND:

AUDRC is an independent, interdisciplinary research centre which is part of UWA's School of Design. Details of AUDRC's purpose and research is available on its [website](https://www.audrc.org/what-is-audrc). AUDRC's Strategic Plan can be found here: <https://www.audrc.org/what-is-audrc>

AUDRC's vision is to be a centre of excellence for the design and planning of cities. Its work complement's the City of Vincent's leadership and commitment in the local government sector to promoting high quality urban design and sustainability in the built environment.

Mr MacLennan was formally Chair of AUDRC's Urban Design Research Committee prior to his appointment as CEO at the City of Vincent.

The AUDRC Board meets approximately three times per year and other

DETAILS:

By letter dated 1 September 2020 the AUDRC Chair, Mr Chaney, extended an invitation to Mr MacLennan to join the Board. A copy of the letter is at **Attachment 1**. Mr Chaney also confirmed that he is intending to resign from the role as Chair, and intends to hand over the role of Chair to Mr MacLennan. This is scheduled to occur later this year.

In accordance with the Chief Executive Officer's employment contract it is necessary for Council to provide prior written approval of Mr MacLennan's appointment to the AUDRC Board.

Mr MacLennan would, upon appointment, complete a conflict of interest disclosure which details how any actual, potential or perceived conflict of interests would be managed.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The Chief Executive Officer employment contract provides that:

“The Chief Executive must not, without the prior written consent of the Council:

engage in any employment or provide any services to any person or entity other than the City;

hold any position for reward or non-reward which may in any way be seen to conflict with your obligations under this agreement; or

be engaged, concerned or interested in any other business or undertaking.”

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to approve Mr MacLennan’s appointment to the AUDRC Board. There is no conflict of interest between AUDRC’s urban design research function and Mr MacLennan’s responsibilities as CEO. Mr MacLennan would manage any actual, potential or perceived conflicts of interest in accordance with the conflict of interest disclosure.

STRATEGIC IMPLICATIONS:

This is in keeping with the City’s *Strategic Community Plan 2018-2028*:

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.



1 September 2020

Level 2, 1002 Hay Street, Perth WA 6000

T (+61 8) 6318 6200

W www.audrc.org

P PO Box 2729, Cloisters Sq., Perth WA 6850

Mr David MacLennan
Chief Executive Officer
City of Vincent
244 Vincent Street
Leederville
WA 6007

Dear David

Re: Board Position, AUDRC

We are pleased to confirm our invitation for you to join the AUDRC advisory board. As we have discussed recently, the centre is 'well situated' having secured its first major Commonwealth research grant and maintaining its strong partnering relationships with the Western Australian Planning Commission and Development WA.

The current board includes the following members:

Fred Chaney (Chair)
David Caddy
Gail McGowan
Frank Marra
Kate Hislop
Richard Arrowsmith

AUDRC is very appreciative of your ongoing interest in the organisation as well as your past support and advocacy. The work and structure you formulated around the current funding model was critical in securing the financial and operational stability of the centre that it now enjoys.

As we have also discussed, I am intending to step down as Chair in the near future and remain keen to hand over the Chairmanship to you as soon as is practicable. Subject to further discussions with the Co-Directors and board I anticipate that this could occur at our next scheduled board meeting or soon thereafter.

In the meantime, I will look for a date for us to meet jointly with the Co-Directors to review current projects and activities and the look ahead for 2021.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Fred Chaney', is written over a light grey rectangular background.

Fred Chaney
AUDRC Chair

AUDRC is affiliated with the School of Design



THE UNIVERSITY OF WESTERN AUSTRALIA

8.10 INFORMATION BULLETIN

- Attachments:**
1. **Minutes of Mindarie Regional Council Meeting held on 2 July 2020** [↓](#) 
 2. **Minutes of Mindarie Regional Council Special Meeting held on 30 July 2020** [↓](#) 
 3. **Minutes of Mindarie Regional Council Special Meeting held on 20 August 2020** [↓](#) 
 4. **Minutes of Tamala Park Regional Council Meeting held on 20 August 2020** [↓](#) 
 5. **Minutes of Reconciliation Action Plan Working Group (RAPWG) 27 July 2020** [↓](#) 
 6. **Statistics for Development Services Applications as at end of August 2020** [↓](#) 
 7. **Register of Legal Action and Prosecutions Monthly - Confidential**
 8. **Register of Legal Action - Orders and Notices Quarterly - Confidential**
 9. **Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 28 August 2020** [↓](#) 
 10. **Register of Applications Referred to the MetroWest Development Assessment Panel - Current** [↓](#) 
 11. **Register of Applications Referred to the Design Review Panel - Current** [↓](#) 
 12. **Register of Petitions - Progress Report - September 2020** [↓](#) 
 13. **Register of Notices of Motion - Progress Report - September 2020** [↓](#) 
 14. **Register of Reports to be Actioned - Progress Report - September 2020** [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated September 2020.



MINUTES

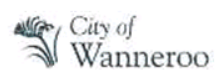
ORDINARY COUNCIL MEETING

TIME: 6.30 PM

02 JULY 2020

CITY OF STIRLING

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
2	ELECTION OF THE CHAIRPERSON	3
3	ELECTION OF THE DEPUTY CHAIRPERSON.....	3
4	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE.....	4
5	DECLARATION OF INTERESTS	5
6	PUBLIC QUESTION TIME	5
7	ANNOUNCEMENTS BY THE PRESIDING PERSON.....	5
8	APPLICATIONS FOR LEAVE OF ABSENCE	5
9	PETITIONS / DEPUTATIONS / PRESENTATIONS.....	5
10	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	5
11	CHIEF EXECUTIVE OFFICER REPORTS	6
	11.1 FINANCIAL STATEMENTS FOR THE MONTHS ENDED.....	6
	31 MARCH 2020 AND 30 APRIL 2020	6
	11.2 LIST OF PAYMENTS MADE FOR THE MONTHS ENDED.....	9
	31 MARCH 2020 AND 30 APRIL 2020	9
	11.3 BUDGET APPROVAL – FINANCIAL YEAR 2020/21.....	11
	11.4 MRC INVESTMENTS TO 30 JUNE 2020 UNDER CP09.....	18
	11.5 SPECIAL RATE FOR DISPOSAL OF RECYCLABLE MATERIAL AT TAMALA PARK	24
	11.6 MRC SUBMISSIONS ON DWER CONSULTATION PAPERS	32
12	MEMBERS INFORMATION BULLETIN – ISSUE NO. 54	35
13	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	35
14	URGENT BUSINESS	35
15	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	35
16	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC..	35
	16.1 MRC FUTURE WASTE OPTIONS REVIEW	36
	16.2 TENDER TO UPGRADE THE MRC LEDGER SYSTEM	37
17	NEXT MEETING.....	38
18	CLOSURE	38

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 3

Prior to taking their seats for the meeting each member elected by the Member Councils, made the required Declaration of Elected Member for the position of Councillor of the Mindarie Regional Council (MRC) in accordance with the Transitional Provisions of the Local Government Act 1995 (Schedule 9.3) using s702 of the Local Government Act 1960 (repealed).

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The CEO declared the meeting open at 6.30 pm.

The CEO advised Council that he had received nominations for the position of Chairperson as follows:

Cr Fishwick nominating Cr Boothman

Cr Boothman nominating himself.

The CEO asked if there were any further nominations for the role of Chairperson, no further nominations were made.

The CEO advised Council that nominations for the position of Deputy Chairperson were received as follows:

Cr Fishwick nominating Cr Cvitan.

Cr Cvitan nominated himself.

Cr Vernon nominated herself.

The CEO asked if there were any further nominations for the role of Deputy Chairperson, no further nominations were made.

The CEO asked Crs Boothman, Cvitan and Vernon if the nominations were accepted.
All Councillors accepted their nominations.

2 ELECTION OF THE CHAIRPERSON

The CEO declared Cr Boothman elected unopposed as the Chairperson.

Cr Cole arrived at 1835 and completed her declaration as required.

3 ELECTION OF THE DEPUTY CHAIRPERSON

The Chair advised Councillors that a vote would be conducted for the position of Deputy Chairperson.

Both Crs Vernon and Cvitan made a short speech prior to the voting.

In accordance with the Transitional Provisions of the Local Government Act 1995 (schedule 3) an election was conducted using the relevant clauses of the Local Government Act 1960 (repealed). Once the votes were counted the Chairperson advised the Council that Cr Vernon received a majority of the votes and declared Cr Vernon elected as the Deputy Chairperson, by six votes to five.

The Chair thanked Cr Fishwick for his time as Deputy Chair on the Mindarie Regional Council.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 4

4 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**Councillor Attendance**

Cr D Boothman, JP (Chair)	City of Stirling
Cr P Taylor	City of Joondalup
Cr R Fishwick, JP	City of Joondalup
Cr J Ferrante	City of Stirling
Cr S Proud, JP	City of Stirling
Cr K Sargent	City of Stirling
Cr E Cole	City of Vincent
Cr F Cvitan, JP	City of Wanneroo
Cr D Newton, JP	City of Wanneroo
Cr K Vernon	Town of Victoria Park
Cr K Shannon	Town of Cambridge

Apologies

Cr A Jacob	City of Joondalup
Cr L Kosova	City of Perth

Leave of Absence

Nil

Absent

Nil

MRC Officers

Mr G Hoppe (Chief Executive Officer)
Ms A Slater (Director Corporate Services)
Ms D Toward (Executive Support)

Member Council Observers

Mr N Claassen (City of Joondalup)
Mr C Kopec (City of Perth)
Mr M Littleton (City of Stirling)
Mr R Bryant (City of Stirling)
Mr A Murphy (City of Vincent)
Mr H Singh (City of Wanneroo)
Mr S Cairns (City of Wanneroo)
Mr J Wong (Town of Victoria Park)

MRC Observers

Ms S Cherico
Mr A Griffiths
Mr B Twine

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 5

5 DECLARATION OF INTERESTS

Nil

6 PUBLIC QUESTION TIME

Nil

7 ANNOUNCEMENTS BY THE PRESIDING PERSON

Nil

8 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

9 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

10 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

10.1 ORDINARY COUNCIL MEETING – 23 April 2020

The Minutes of the Ordinary Council Meeting held on 23 April 2020 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting of Council held on 23 April 2020 be confirmed as a true record of the proceedings.

10.2 SPECIAL COUNCIL MEETING – 28 May 2020

The Minutes of the Special Council Meeting held on 28 May 2020 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Special Council Meeting of Council held on 28 May 2020 be confirmed as a true record of the proceedings.

Moved Cr Sargent, seconded Cr Vernon

RESOLVED

That the recommendations for items 10.1 and 10.2 be adopted
(CARRIED UNANIMOUSLY 11/0)

11 CHIEF EXECUTIVE OFFICER REPORTS

11.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 MARCH 2020 AND 30 APRIL 2020
File No:	GF-20-0000184
Appendix(s):	Appendix No. 1 Appendix No. 2 Appendix No. 3
Date:	10 June 2020
Responsible Officer:	Director Corporate Services

SUMMARY

The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

BACKGROUND

Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

The financial statements presented for each month consist of:

- Operating Statement by Nature – Combined
- Operating Statement by Nature – RRF Only
- Operating Statement by Function
- Statement of Financial Activity
- Statement of Reserves
- Statement of Financial Position
- Statement of Investing Activities
- Information on Borrowings
- Tonnage Report

DETAIL

The Financial Statements are for the months ended 31 March 2020 and 30 April 2020 and are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 10 months to 30 April 2020 is attached at **Appendix No. 3**.

The complete suite of Financial Statements which includes the Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the "air space" remaining and other relevant information.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 7

Summary of results for the year to date period ended 30 April 2020

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	206,738	200,700	6,038
Tonnes – Others	11,233	12,006	(773)
TOTAL TONNES	217,971	212,706	5,265
	\$	\$	\$
Revenue – Members	42,393,218	41,146,698	1,246,524
Revenue – Other	4,720,420	5,007,768	(287,348)
TOTAL REVENUE	47,111,638	46,154,466	959,172
Expenses	47,077,684	46,533,189	(544,495)
Profit on sale of assets	283,953	229,151	26,693
Loss on sale of assets	118,380	118,830	-
Impairment of assets	-	-	-
NET SURPLUS	201,527	(239,843)	441,370

Commentary

Member tonnes for the year to date are 5,265 tonnes ahead of phased budget, the largest of these waste streams relating to the Cities of Stirling and Wanneroo.

The net result variance against budget of \$441,370 is mainly attributable to budgeted tonnage related expenditure.

The Mid Year budget adjustments were posted in March 2020.

RRF

The Resource Recovery Facility residue tonnes are marginally below phased budget by 672 tonnes delivering 49,267 tonnes in total to Tamala Park year to date. The Mid Year budget adjustments were posted in March 2020.

Trade & Casuals

The Casual and Trade tonnages are 733 tonnes lower than forecast for the financial year as trade customers find alternative options for waste disposal.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 8

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 March 2020 and 30 April 2020, respectively, are received.

Moved Cr Fishwick, seconded Cr Cole

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 9

11.2 LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 MARCH 2020 AND 30 APRIL 2020	
File No:	GF-20-0000184
Appendix(s):	Appendix No. 4 Appendix No. 5
Date:	10 June 2020
Responsible Officer:	Director Corporate Services

SUMMARY

The purpose of this report is to provide details of payments made during the periods identified. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

COMMENT

The lists of payments for the months ended 31 March 2020 and 30 April 2020 are at **Appendix 4 and 5** to this Item and are presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 19 September 2019, the Council delegated to the CEO the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

Months Ended	Account	Vouchers	Amount
31 March 2020	General Municipal	Cheques	\$14,644.82
		EFT	\$3,501,555.79
		DP	\$240,345.11
		Inter account transfers	\$3,000,000.00
		Total	\$6,756,545.72
30 April 2020	General Municipal	Cheques	\$0.00
		EFT	\$6,311,711.24
		DP	\$911,885.17
		Inter account transfers	\$0.00
		Total	\$7,223,596.41

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 10

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 March 2020 and 30 April 2020, be noted.

Moved Cr Fishwick, seconded Cr Cvitan

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

11.3 BUDGET APPROVAL – FINANCIAL YEAR 2020/21	
File No:	GF-20-0000675
Appendix(s):	Appendix 6
Date:	16 June 2020
Responsible Officer:	Director Corporate Services

SUMMARY

The purpose of this item is to present the Budget for 2020/21 to the Council for approval and adoption.

BACKGROUND

The 2020/21 budget process commenced in March 2020 and included one workshop held with Councillors and Officers on 28 May 2020 via Zoom.

The underlying operating budget has been developed from a 'zero base' in discussion with the managers across the business and has been reviewed in detail to ensure that the Mindarie Regional Council (MRC) continues to deliver its current service offering in an efficient, cost effective manner and in line with the Waste Strategy 2030.

The budget has been premised largely on a 'business-as-usual' basis on site. In addition to the MRC's normal operations however, aspects of projected spend have been revisited and curtailed due to the COVID-19 pandemic.

Some of the key points with regard to the 2020/21 budget include:

- No increase to the members' gate fee or the non-members' gate fee for 2020/21 budget in light of the financial impact of COVID-19 pandemic on member councils and residents alike.
- An increase in expected member tonnes from 184,109 to 189,275 tonnes (2.7%) based on information provided by the member councils.
- Non-member tonnes remaining at 14,300 tonnes.
- Decrease of RRF Residues to 56,700 tonnes due to a rebasing of the budget back to 100,000 tonnes being supplied to the RRF (2019/20: 105,000 tonnes). The waste diversion rate is currently contracted at 43.3%.
- No increase to the landfill levy, remains at \$70 per tonne landfilled.
- Operating expenditure increase of \$2.3m to \$60.1m (4% increase) driven primarily by increased tonnes to landfill, increased legal fees and increased amortisation of landfill airspace.

DETAIL

Budget 2020/21

The Budget for 2020/21 has been set to achieve a \$4.2 million deficit. The proposed deficit has been set intentionally to assist reduce the financial impact of the COVID-19 pandemic on member councils.

Notable changes in year-on-year operating costs are outlined in more detail below:

Employee costs

Employee costs have increased by \$71k which is driven by a 2.5% salary award increase, abated by savings in conferences, training and general roster efficiencies.

Consultants and contract labour

Consultants and contract labour has decreased by \$436k (51%) mainly due to future MRC modelling costs and FOGO trial not being needed for the 2020/21 budget year as they were all funded in the previous budget years.

Communications and public consultation

Communications and public consultation has decreased by \$288k (44%) due to savings across the whole of the education service. In particular, the Face Your Waste campaign will focus on one specific, measurable project to help put measurable statistics to the campaign.

Plant and equipment operating/hire

Plant and equipment operating hire expenses have decreased by \$102k (10%) due to the increased focus on asset replacements in the last financial year. The majority of the major plant is now under warranty.

RRF costs

The RRF costs have increased by \$195k which is directly attributed to the contractual indexed increase in the contractor's fees.

Depreciation

Depreciation has decreased by \$283k following the 2019/20 external valuations.

DWER Landfill Levy

The Department of Water and Environmental Regulation (DWER) landfill levy expense has increased by \$571k which reflects the increase of tonnes being landfilled for the year.

Tonnages

Approximately 260,275 tonnes (Mid-Year Budget 2019/20: 257,629 tonnes) of waste, including RRF residues, are expected to be delivered to the MRC during the year.

Included in this, is 100,000 tonnes (Budget 2019/20: 105,000 tonnes) which is diverted to the RRF, which will in turn generate 56,700 tonnes (Budget 2019/20: 59,135 tonnes) of residue which will be sent back to Tamala Park. The RRF waste diversion target is set at 43.3%. However, this may worsen further as councils amend their bin systems to include an organics bin.

Non-members are expected to deliver 14,300 tonnes (Budget 2019/20: 14,385 tonnes) to Tamala Park.

Capital Expenditure

The following capital expenditures have been included in the Budget for 2020/21:

New capital expenditures

		\$
• Computer equipment		*156,000
- GL Software upgrade	150,000	
- Upgrade back-up server	6,000	
• Furniture and Fittings		10,000
- Repl. Air conditioning units	10,000	
• Plant and equipment		1,330,000
- Repl. Landfill compactor	1,200,000	
- Repl. Skid steer loader	110,000	
- Hook lift bins	20,000	
• Infrastructure (incl. Landfill)		610,154
- Litter Fencing	20,000	
- Drilling Gas & Leachate	150,000	
- Drilling Ground water monitoring	150,000	
- Project works - capping	60,000	
- Repl. Airwell Pumps	30,000	
- Cell Development	200,154	
Total Capital expenditure		2,106,154

* includes carry forward capital expenditure of \$70,000 from 2019/20 in respect of the GL software upgrade

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 14

Reserves

The revised Cash Backed Reserves with the projected balances at 30 June 2021 are expected to be as follows:

Site rehabilitation Reserve

Estimated balance at 30 June 2021: \$16,573,454

Purpose: *To be used to fund post closure site rehabilitation costs associated with the Tamala Park landfill site.*

A transfer of \$349,482 to this reserve is anticipated during the course of the 2020/21 financial year with no anticipated drawdowns on the reserve.

This will result in a funded reserve of \$16.5 million to cover an estimated post closure liability of approximately \$17 million. Any unfunded portion of the post closure liabilities will need to be funded over the remaining life of the landfill.

Reserve for Capital Expenditure

Estimated balance at 30 June 2021: \$1,273,362

Purpose: *To be used to fund the ongoing capital expenditure requirements.*

A transfer of \$2,106,154 from this reserve is anticipated during the course of the year to fund capital expenditures.

Participants' Surplus Reserve Account

Estimated balance at 30 June 2021: \$2,000,000

Purpose: *To be used to fund any deficit or part of a deficit as shown in the annual financial report of the MRC.*

This will be allocated to fund the projected deficit in part and will be re-addressed at Mid-Year Budget.

Carbon Abatement Reserve

Estimated balance at 30 June 2021: \$491,076

Purpose: *To be used to fund carbon abatement projects.*

MRC plan to investigate future projects within year.

RRF Maintenance Reserve

Estimated balance at 30 June 2021: \$1,230,856

Purpose: *To be used to fund RRF maintenance obligations.*

Deficit

The budget shows a forecast deficit of \$4.2 million. It is proposed that this deficit will be part funded by the Participants' Surplus Reserve, with the balance funded from retained surpluses.

Funding Plan

- Operational expenditures will be funded from the proceeds of the members' and non-members' gate fees.
- Capital Expenditure will be funded from the Reserve for Capital Expenditure.

SUMMARY OF APPENDICES

Attachment to this Item is as follows:

- Appendix No. 6 – Statutory Budget and Supplementary Information

CONSULTATION

One workshop for Councillors and Officers was conducted on 28 May 2020 to discuss the 2020/21 Budget. The participants indicated that they did not feel a second budget workshop was required. Feedback from the workshop has been taken into account in compiling this final draft of the budget.

STATUTORY ENVIRONMENT

Budget approval is required by end of August 2020 in accordance with section 6.2 of the Local Government Act 1995 (as amended).

Modifications of existing reserves and creation of new reserves is done in compliance with section 6.11 of the Local Government Act 1995 (as amended).

POLICY IMPLICATIONS

The 2020/21 budget process is consistent with existing MRC policy.

FINANCIAL IMPLICATIONS

The Members' gate fee will be kept unchanged at \$205 per tonne (excluding GST) for the 2020/21 financial year.

The Non-members' gate fee will be kept unchanged at \$192.72 per tonne (excluding GST) for the 2020/21 financial year.

An estimated deficit of \$4.2 million is budgeted for the 2020/21 financial year.

Capital expenditure of \$2,106,154 is budgeted for the 2020/21 financial year.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 16

STRATEGIC IMPLICATIONS

The Budget for 2020/21 has been derived from the MRC's Strategic Community Plan, the Corporate Business Plan, the Asset Management Plan, the Workforce Plan and the 20 year Financial Plan and is consistent with these documents, in compliance with section 6.2(2) of the Local Government Act 1995 (as amended).

In developing the 2020/21 budget, the funding required for the activities outlined in the Corporate Business Plan have been taken into account.

VOTING REQUIREMENT

Absolute Majority

ADDITIONAL COMMENTS

Subsequent to the budget workshop held on 28 May, 2020 the following adjustments have been made to the budget:

- Capital expenditure of \$70,000 bought forward from 2019/20 for the GL Software upgrade project
- Additional legal fees of \$800,000

The Members' gate fee has not been adjusted for the impacts of any of these changes.

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- (i) adopt the Budget for the Mindarie Regional Council for 2020/21 financial year
- (ii) endorse the on-going strategy of deferred payment of operational surpluses, as approved by Council at its August 2005 meeting, for the 2005/06 financial year and future years to meet its on-going capital requirements

- (iii) Approve the Capital Budget Program of \$2,106,154 for 2020/21 as follows:

New capital expenditures

	\$
• Office furniture and equipment	10,000
• Computer equipment	86,000
• Plant and equipment and vehicles	1,330,000
• Infrastructure	<u>610,154</u>
	2,036,154

Carry forward capital expenditures

• Computer equipment	70,000
----------------------	--------

Total Capital expenditure	<u>2,106,154</u>
----------------------------------	-------------------------

- (v) approve that \$349,482 will be transferred from the Operating Deficit to the Site Rehabilitation Reserve;

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 17

-
- (vi) approve that \$2,106,154 be transferred from the Reserve for Capital Expenditure to the Operating Deficit to fund capital expenditures;
 - (vii) Approve that \$250,000 will be transferred from the Operating Deficit to the RRF Maintenance reserve;
 - (viii) approve that any funds required for carbon abatement projects be transferred from the Carbon Abatement Reserve to the Operating Deficit;
 - (ix) approve that any funds required for RRF maintenance obligations be transferred from the RRF Maintenance Reserve to the Operating Deficit;
 - (x) approve that all interest earned on cash funds associated with cash-backed reserves will not be credited to the respective reserves; and
 - (xi) approve that the budgeted Operating Deficit will be funded from the Participants' Surplus Reserve and Retained Surpluses as required.

(Absolute Majority Required)

Moved Cr Vernon, seconded Cr Proud
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 18

11.4 MRC INVESTMENTS TO 30 JUNE 2020 UNDER CP09	
File No:	FIN/87-09
Attachment 1:	Attachment 1: ANZ Response Attachment 2: NAB Response
Date:	15 June 2020
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to present to Council the outline of investments made in compliance with *Council Policy 09 – Investments* for the period 1 October 2019 to 30 June 2020.

BACKGROUND

Council approve the Mindarie Regional Council's (MRC) council policies annually at the September Ordinary Council Meeting (OCM).

At the September 2019 OCM, Council resolved as follows in respect of *Council Policy 09 – Investments*:

That the Council:

2. Retain the remaining Council Policies with changes as contained in Appendix 6 and with the addition of the following amendments:

b. CP09 Investments – that a bullet point 9 be added stating that "Preference is to be given to financial institutions that do not invest in or finance the fossil fuel industry, where the investment is compliant with all other aspects of the Investment Policy and the investment offers returns that are at least equal to those offered by other financial institutions. Financial institutions that do not invest in or finance the fossil fuel industry will be identified based on publicly available information."

4. That the CEO reports report back to council by 30 June 2020 outlining the investments that the MRC have made in compliance with CP09.

This report discharges the requirement to bring a report back to Council by 30 June 2020.

DETAIL

Following the decision of Council in September 2019, the MRC approached all of the banks it had funds on deposit with, as to their 'green investment' credentials.

Attachments 1 and 2 are the responses received from ANZ and NAB respectively.

Additional information on each of the banks' policies and performance in this area can be found at the links below.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 19

ANZ Environmental, Social and Governance supplement
<https://www.anz.com.au/content/dam/anzcom/shareholder/ANZ-2019-ESG-Supplement.pdf>

NAB Sustainability report 2019
<https://www.nab.com.au/content/dam/nabrwd/documents/reports/corporate/2019-sustainability-report-pdf.pdf>

CBA Working towards a low carbon future
<https://www.commbank.com.au/content/dam/commbank/assets/about/opportunity-initiatives/CBA-Spotlight-article-Climate-Change-FY18.pdf>

CBA Green, Social & Sustainability Funding Framework
<https://www.commbank.com.au/content/dam/commbank-assets/about-us/docs/green-framework.pdf>

Given the credit rating requirements of CP09, the MRC is limited in the diversity of lenders it can place funds with.

Each of the banks that the MRC currently invests funds with, are working toward assisting their clients to transition to a low carbon economy, and are taking steps to reduce their internal carbon footprint, as well as directing their investments away from less preferred technologies (ie old tech coal fired power stations) to more environmentally sustainable investments and technologies.

At the time, of our initial inquiries October 2019, the banks were not offering any specific green investments.

The table below summarises the funds invested in the period October 2019 to 30 June 2020 with each of the lenders, all of which was in normal cash deposit type products.

Date	CBA Investment \$	NAB Investment \$	ANZ Investment \$	Total \$
Oct-19	11,973,657	8,447,672	6,494,570	26,915,899
Nov-19	9,706,209	9,192,377	9,113,919	28,012,505
Dec-19	9,718,625	11,232,822	9,113,919	30,065,366
Jan-20	7,428,042	11,248,502	9,123,720	27,800,264
Feb-20	7,428,042	11,257,976	9,150,590	27,836,608
Mar-20	7,494,297	9,274,580	9,150,590	25,919,467
Apr-20	7,494,297	9,285,582	9,160,289	25,940,168
May-20	7,494,297	9,294,352	9,186,617	25,975,266
Jun-20	7,494,297	9,308,825	9,186,617	25,989,739

In the last month, CBA have confirmed that they do have a certified 'green deposit' product available and they are indicatively able to match the rate on their normal cash deposit products. The only difference is that there is no ability to break the investment prior to its maturity date, whereas we currently have the option on our normal cash deposits. The MRC

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 20

will be investigating the feasibility of moving our CBA investments to the new 'green deposit' product as our existing term deposits with CBA reach their term.

Information on any 'green deposits' the MRC enters into will be reported monthly as part of our normal financial reporting to councillors.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

COMMENT

Nil

VOTING REQUIREMENT

Simply majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council note the CEO's report.

Moved Cr Vernon seconded Cr Cole

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

ATTACHMENT 1 – ANZ RESPONSE

Thank you for writing to us regarding ANZ's financing of the fossil fuel industry and our response to climate change.

ANZ acknowledges its role in helping to achieve an orderly and just transition to a low carbon economy in line with our Climate Change Statement. The transition requires a 'whole of economy' approach with all sectors having a role to play. The following points below provide a broad outline of our approach to climate change:

- 1. Acknowledging the goals of the Paris Agreement:** ANZ has made progress in seeking to align our business strategy with the Paris climate change accord. We acknowledge the position of the Intergovernmental Panel on Climate Change that to achieve the full ambition of the Paris commitments the world needs to transition to net-zero emissions by mid-century.
 - 2. Financing the solutions to climate change:** While we are aware of the transition and physical risks of climate change, we also understand it can present significant opportunities for a large commercial bank like ANZ. Meeting the objectives of the Paris Agreement will require significant private sector finance to support the transformation of the economy. To help drive these opportunities we have committed to funding and facilitating at least \$15 billion by 2020 in environmentally sustainable solutions, including renewable energy generation, green buildings and less emissions intensive manufacturing and transport. Three and a half years in to our 5-year target, we are well on track with \$14.6 billion directed to low carbon and sustainable solutions.
 - 3. Supporting our customers in the low-carbon transition:** We have committed to support 100 of our largest emitting customers in the energy, transport, buildings and food, beverage and agricultural sectors to establish, and where appropriate, strengthen, existing low carbon transition plans, by 2021. We are engaging with our customers to better understand their resilience to the transition and physical risks of climate change and we are committed to supporting our customers to thrive in the transition to a net-zero emissions economy.
 - 4. Reducing our operational footprint:** We are taking steps to reduce our own carbon footprint. ANZ has been a net zero ('carbon neutral') business since 2010 and we are also committed to reducing our emissions in line with the decarbonisation trajectory of the Paris Agreement. To help support this, we have committed to use 100% renewable energy by 2025 in our operations, and are purchasing renewable energy from a wind farm in north-west Victoria as part of a long-term Power Purchase Agreement. ANZ has also committed to reducing our operational carbon footprint in line with the decarbonisation trajectory required to keep the increase in global temperature below 2°C. The target is a 35% reduction in Scope 1 and 2 emissions by 2030 against a 2015 baseline, with an interim target of a 24% reduction by 2025. We are tracking well against our targets with an 18% reduction against our 2015 baseline.
-

5. **Transparency in Disclosures:** Our climate-related disclosures are aligned with the Financial Stability Board's Taskforce on Climate-related Financial Disclosures. This includes details of: (1) how we identify climate-related risks and opportunities; (2) who is accountable for managing the risks and opportunities; (3) how climate change informs our business strategy; and (4) the actions we are taking, including metrics and targets, to measure our progress. For further details, please see pages 32-35 of our 2018 Annual Review and in relation to our exposures to the fossil fuel industry, you might like to review our 2018 Sustainability Review (see pages 38-39 & 72-76). Here you will see that our exposures to some of the most carbon-intensive industries, such as coal mining, have reduced in recent years, which is consistent with the decarbonisation goals of the Paris Agreement.

6. **Quantitative Mid-Term Targets:** ANZ has not directly financed any new coal-fired power stations since announcing our updated climate change position in 2015. We've continued to review our approach and late last year announced, among other steps, that we will be encouraging customers that have coal-fired generation assets to work towards setting medium and long-term emission reduction targets up to 2050 that contribute towards achieving a 'less than 2°C target'.

In summary, the transition to a net-zero emissions economy is a shared challenge and you can be assured that ANZ is committed to playing its part.

ATTACHMENT 2 - NAB RESPONSE

Thank you for your email and many thanks to Matthew for reaching out. For many years NAB has acknowledged that climate change is a major challenge for our economy and society, and we support the transition to a low carbon economy, consistent with the international Paris Agreement to limit global warming to less than 2 degrees above pre-industrial levels.

Since 2017 we have been undertaking a phased review of NAB's risk appetite for carbon intensive, low carbon and climate sensitive sectors. This includes resources (e.g. coal mining, oil and gas), agriculture, utilities (e.g. water and power generation), transport, energy intensive manufacturing, and property. While we will continue to support our existing customers across the mining and energy sectors, to facilitate an orderly transition to a low-carbon economy, NAB announced in 2017 that it will no longer finance new thermal coal mining projects. Further, in 2018, NAB decided it will not finance oil/tar sands extraction projects, and oil & gas projects within or impacting the Arctic National Wildlife Refuge area and any similar Antarctic Refuge.

In addition to these decisions, we believe our market leading environmental financing commitments provide the most significant offset to fossil fuel financing. NAB continues to be the number one arranger of project finance to the renewable energy sector in Australia - primarily wind and solar. We are particularly proud to have been the number two arranger globally in the first quarter of 2019. We have supported more than 125 renewable energy projects and have previously been recognised as a 'Green Bond Pioneer' and 'Australian Sustainability Debt House of the Year'.

In addition, NAB is an inaugural signatory and part of the core group of 30 founding global banks that worked to develop the [UN Environment Program Finance Initiative's Principles for Responsible Banking](#) (Principles), which were launched in September 2019. These [six principles](#) provide the banking industry with a single framework to embed sustainability at the strategic, portfolio and transactional levels and across all business areas.

As a signatory to the Principles, NAB will set and publish sustainability targets in line with society's goals as expressed in the Paris Agreement and the Sustainable Development Goals. We will also report publicly on our positive and negative impacts, and progress in implementing the Principles, in line with the four-year timeline set out by the Principles implementation framework.

As part of our 2019 annual review of progress against our climate change strategy we are looking at further opportunities to increase support for the low carbon transition and help our customers build resilience in the face of the impacts of climate change. We hope to announce these additional commitments shortly. Please let me know if you would like me to send you details of these additional commitments, once we have announced them.

In addition to this, you can learn more about NAB's approach to climate change on pages 37 to 42 of our [Sustainability Report](#) and slide 48 of our [1H19 Investor Presentation](#).

11.5	SPECIAL RATE FOR DISPOSAL OF RECYCLABLE MATERIAL AT TAMALA PARK
File No:	GF-20-0000160
Appendix(s):	Nil
Date:	15 June 2020
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to present to Council the additional information requested at the Ordinary Council Meeting (OCM) of 23 April 2020.

BACKGROUND

A fire at Cleanaway's Material Recovery Facility (MRF) in South Guildford on 25 November 2019 rendered the processing infrastructure used by a number of the Mindarie Regional Council's (MRC) member councils unavailable.

This resulted in some recyclable material being landfilled at Tamala Park. A request for the consideration of a discounted rate for member councils in respect of this material was received from a member council, discussed at the Strategic Working Group (SWG) meeting in December 2019 and presented to Council for consideration.

In response to reports on this matter presented to Council at the OCM of 27 February 2020 and at the OCM of 23 April 2020, at the OCM on 23 April 2020, it was resolved:

That Council:

1. *Authorise the CEO and the Chairman to engage with the Environment Minister on the creation of additional strategic recycling capacity in the northern corridor, through the identification of preferred sites, and through the provision of incubation funding from the WARR account for a defined period of time.*
2. *Requests a further report investigating the option to provide a special rate to Member Councils for the disposal of recycling materials at Tamala Park Landfill between 25 November 2019 and 30 June 2020 taking into consideration the recycling processing market rate/s at the time and the information stipulated in the reasons for the amendment.*

The reasons for amendment included the following narrative and nine specific points:

A reduced rate equivalent to the current market recycling processing rate is considered to be a fairer proposition. To enable an informed decision on this matter, the report needs to provide further information as per the following questions:

1. *It appears that not all questions asked by Councillors at MRC OCM on 27 February 2020 have been answered in the additional information to Item 9.3. Could Administration provide a copy of all questions that were asked by Councillors relating to this item and Administration's answers in the order they were asked?*
2. *Was the offer of a reduced rate to accept recycling materials at Tamala Park Landfill made to all member councils or to only some of them?*
3. *What was the basis of this offer – presumably to demonstrate a regional approach? Could Administration advise and confirm that this is the case?*
4. *When this issue was first discussed at the December SWG meeting, how was the proposal to provide a potentially reduced gate fee to affected member councils received?*
5. *Please provide financial modelling on the anticipated financial impact of the COVID-19 Pandemic on MRC and how this impacts on the revised recommendation, as presented by Administration;*
6. *An \$80/tonne difference between the rates of \$205/tonne and \$125/tonne will equate to \$294,800. Does Administration think that this additional revenue to MRC will have a material impact on the Gate Fee for 2020/21?*
7. *Why has no comment been provided within the officer's report to offer a non-member's gate fee for any affected member councils?*
8. *Why was no consideration given to offer a rate equivalent to the current market recycling processing rate, which would have been a fairer proposition?*
9. *Could Administration confirm if this potential offer to member councils was first discussed and proposed when the impact of the Cleanaway fire was unknown on the four of the seven member councils that had Cleanaway as a contractor? If yes and had there been an opportunity for MRC to consider a reduced rate then, would Administration have recommended a reduced rate or not?*

DETAIL

The MRC does not have direct access to information on market rates for recycling of yellow bin material. Only two councils responded to the MRC's request for information on their per tonne recycling rates. Based on research into publicly available information, it would appear that recycling rates currently range anywhere between \$50 and \$140 per tonne¹.

The MRC currently charges member councils \$205 per tonne for waste delivered to the MRC.

At \$86 per tonne, the MRC covers the cost of the landfill levy and the cost of the landfill airspace (ie would be cost neutral).

¹ <https://www.watoday.com.au/national/western-australia/please-keep-recycling-perth-urged-to-trust-the-system-after-landfill-crisis-20200226-p544oa.html>

The original officer recommendation in the 27 February 2020 report to Council recommended a discounted rate of \$125 per tonne in respect of kerbside recycling material that would otherwise have gone to Cleanaway for processing, applicable to the recycling material sent to the MRC between 25 November 2019 and 30 June 2020.

Council has the option to provide a discounted rate, that it determines is appropriate, to member councils for the disposal of recycling materials at Tamala Park for the period specified, through an absolute majority decision.

Responses to the specific questions raised at the OCM on 23 April 2020 are provided below.

Q0. *A reduced rate equivalent to the current market recycling processing rate is considered to be a fairer proposition.*

A0. It is unclear to whom this would present a 'fairer proposition' and given that market rates range between \$50 and \$140 per tonne, it is unclear on what basis an objective 'market rate' would be determined.

Q1. *It appears that not all questions asked by Councillors at MRC OCM on 27 February 2020 have been answered in the additional information to Item 9.3. Could Administration provide a copy of all questions that were asked by Councillors relating to this item and Administration's answers in the order they were asked?*

A1. The MRC has the following questions recorded from the OCM on 27 February 2020 in no particular order:

Q1.1 *Should the councillors from councils affected by the proposal have made a declaration of interest?*

MRC. This would seem to be impractical and inappropriate given that every item that MRC councillors deal with which has a financial impact, by default, has an impact on their nominating local government.

Q1.2 *Would it not be more appropriate to charge the affected councils the casual (non-members') gate rate?*

MRC. Refer the answer to Question 7.

Q1.3 *Would it not be a better proposition to charge the affected councils the market rate for recycling?*

MRC. Refer the answer to Question 8.

Q1.4 Would providing the reduced rate to the affected Councils not simply be subsidising Cleanaway?

MRC. The MRC is not privy to the member councils' commercial arrangements with Cleanaway and what contractual protections they might contain to recover additional cost / losses from Cleanaway. The individual member councils would be better placed to be able to answer this question.

Q1.5 What other recycling processing capacity is there in Perth?

MRC. There are only three MRF operators in Perth, Cleanaway, SUEZ and the Southern Metropolitan Regional Council (SMRC).

SUEZ and the SMRC have expanded their operations by adding additional shifts to run their MRFs for longer and at a higher throughput.

Based on the information we have, all the contents of the yellow-lidded bins coming from the MRC's member councils are now being processed through a MRF, rather than going to landfill.

Q1.6 Which member councils had been impacted by the fire and which councils had brought recycling tonnes to the MRC?

MRC. The Cities of Joondalup, Wanneroo and Vincent and the Town of Victoria Park all had contracts with Cleanaway. Only the City of Wanneroo has delivered any recycling tonnes to the MRC.

Q2. Was the offer of a reduced rate to accept recycling materials at Tamala Park Landfill made to all member councils or to only some of them?

A2. The report submitted to the 27 February 2020 OCM refers. The original proposal put to Council was to provide a discounted rate to all member councils impacted by the Cleanaway fire.

Q3. What was the basis of this offer – presumably to demonstrate a regional approach? Could Administration advise and confirm that this is the case?

A3. The Comments section of the report submitted to the 27 February 2020 OCM refers, where the intent of the report was expressed.

“The unforeseen failure of a significant commercial contractor in the WA market has resulted in a crisis situation for a number of member councils.

Rather than take full commercial advantage of the situation, the MRC is looking to support affected member councils through the provision of a discounted rate for recyclable materials that would otherwise have been processed by Cleanaway.”

Q4. *When this issue was first discussed at the December SWG meeting, how was the proposal to provide a potentially reduced gate fee to affected member councils received?*

A4. There was a neutral response to the proposition – it was neither strongly endorsed, nor strongly opposed.

Q5. *Please provide financial modelling on the anticipated financial impact of the COVID-19 Pandemic on MRC and how this impacts on the revised recommendation, as presented by Administration;*

A5. As a result of the COVID-19 Pandemic, the re-use shop has been closed for roughly 4 months, resulting in direct loss of revenue of approximately \$140,000. The MRC has also had an increase in staff costs as a result of changes to rosters as a result of the pandemic. Overall however, it is not anticipated that COVID-19 will have had a material impact on the MRC's financial position for 2019/20.

Where the pandemic will have a material impact, is on the 2020/21 financial year as the MRC budgets toward a zero increase in the members' gate fee in support of its member councils. Based on the initial budget presentation for 2020/21, the MRC is forecasting a \$3.3 million deficit.

Q6. *An \$80/tonne difference between the rates of \$205/tonne and \$125/tonne will equate to \$294,800. Does Administration think that this additional revenue to MRC will have a material impact on the Gate Fee for 2020/21?*

A6. \$80 per tonne applied to the 3,685 tonnes of recycling material that the City of Wanneroo delivered to the MRC during the period under consideration equates to \$294,800.

The MRC is set to incur a \$3.3 million deficit in 2020/21 based on the first version of the budget. Given that \$294,800 represents close to 10% of that forecast deficit, it could be considered to be material.

Q7. *Why has no comment been provided within the officer's report to offer a non-member's gate fee for any affected member councils?*

A7. The non-members' gate fee is currently \$194 per tonne and does not represent a significant discount to the members' gate fee of \$205 per tonne. The intention at the time for first drafting was to provide a more meaningful discounted rate that covered the MRC's direct costs of landfilling the material and yielded a reasonable contribution margin.

Q8. *Why was no consideration given to offer a rate equivalent to the current market recycling processing rate, which would have been a fairer proposition?*

-
- A8. Based on publicly available information, market rates at the time were as low as - \$50 per tonne in some instances or as high as \$150 per tonne. The \$125 rate originally proposed was closer to the top end of that range.

It is also worth noting that there is no uniform '*current market recycling processing rate*'. Member councils have individual contracts with different recyclers at a variety of rates and so it is unclear on what basis an objective 'market rate' would be determined.

-
- Q9. *Could Administration confirm if this potential offer to member councils was first discussed and proposed when the impact of the Cleanaway fire was unknown on the four of the seven member councils that had Cleanaway as a contractor? If yes and had there been an opportunity for MRC to consider a reduced rate then, would Administration have recommended a reduced rate or not?*

- A9. The idea of a discounted rate was first discussed at the Strategic Working Group meeting on 4 December 2019. A report was subsequently distributed to Council on 14 February 2020. On the same day, the SMRC issued a press release noting that they had reached a processing agreement with Cleanaway.²

Up to that point, there was no certainty as to the future of the recyclables originating from the member councils contracted with Cleanaway. As a result, the MRC's report issued on the same day was advocating for a discounted rate for the affected member councils.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

In the period from 25 November 2019 and 30 June 2020 the MRC has received 3,685 tonnes of recyclable material from the City of Wanneroo at the members' gate fee of \$205 per tonne, generating \$775,425 in unbudgeted revenue.

Based on the proposed budgeted for 2020/21 the MRC has kept its members' gate fee static at \$205 per tonne, which will yield a forecast deficit of \$3.3 million.

² <https://smrc.com.au/media-release-agreement-reached-to-divert-recyclables/>

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 30

COMMENT

When the matter of a discounted rate for recyclables being sent to landfill at Tamala Park was first discussed in December 2019, there was an expectation that more than one of the member councils may make use of Tamala Park to dispose of their material.

At the time the original report and recommendation were drafted, the continuation of Cleanaway's temporary arrangement with the SMRC for processing recyclables was uncertain.

Given the recent impact of the COVID-19 pandemic on the MRC's member councils and their ratepayers, it seems more appropriate that the MRC focus on reducing its forecast budget deficit for 2020/21 rather than providing a discounted rate for the material in question.

VOTING REQUIREMENT

Simply majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council note the officer's report.

Moved Cr Fishwick, seconded Cr Cole

Cr Newton foreshadowed an alternate motion:

ALTERNATE MOTION

That Council:

- 1) note the officer's report;
- 2) approves the charging of a discounted rate of \$150 per tonne, equivalent to an estimate of the currently available recycling market rate, effective from 25 November 2019 and to be reviewed annually as part of the budget process, to any member council for comingled recyclable materials disposed of at Tamala Park Landfill, in the event that those member councils' respective recycling contractor's facility is not available to receive recyclable materials; and
- 3) approves that the funding of the retrospective application of the discounted rate in 2) as part of the 2020/21 midyear budget review.

(Absolute majority required)

REASON FOR ALTERNATE MOTION

It is important for Mindarie Regional Council to provide a regional service to all members. The amendment offers the members a provision to dispose of their recyclable materials at Tamala Park at the rate equivalent to the recycling market rate at that time in the event their respective recycling facility is unavailable as was the case in November 2019 when Cleanaway's facility was destroyed in a fire.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 31

A reduced rate equivalent to the prevailing market recycling processing rate is considered to be a fairer proposition.

Cr Newton moved a Procedural Motion.

PROCEDURAL MOTION

**Moved Cr Newton, seconded Cr Cvitan
To defer the item to the next Council meeting.
(CARRIED 7/4)**

*For Crs Boothman, Cvitan, Cole, Ferrante, Newton, Shannon, Vernon
Against: Crs Fishwick, Proud, Sargent, Taylor*

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 32

11.6 MRC SUBMISSIONS ON DWER CONSULTATION PAPERS	
File No:	File No:GF-20-0001253
Appendix(s):	Appendix 6: Submission – Closing the Loop Appendix 7: Submission – Review of the Waste Levy
Date:	9 June 2020
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to obtain Council's endorsement of the Mindarie Regional Council's (MRC) proposed responses to the Department of Water and Environmental Regulation's (DWER) consultation papers entitled *Closing the Loop* and *Review of the Waste Levy* respectively.

BACKGROUND

The Government of Western Australia (WA) released two consultation papers entitled '*Closing the Loop – Waste reforms for a circular economy*' and '*Review of the waste levy*' respectively, in February 2020 in support of their *Waste Avoidance and Resource Recovery Strategy 2030*.

DETAIL

CLOSING THE LOOP – WASTE REFORMS FOR A CIRCULAR ECONOMY

The Council of Australian Governments (COAG) has introduced a timetable for a ban on the exportation of various recycled materials. The first of the bans (mixed plastics) is due to come into effect on 1 July 2021.

Guiding principles of the DWER consultation paper are the protection of human health, protection of the environment and supporting a circular economy.

In Appendix 6, the MRC has outlined its responses to the questions posed in the consultation paper, as well as providing some general observations in respect of the practicalities of a circular economy and the waste industry in WA more generally.

REVIEW OF THE WASTE LEVY

The intent of the consultation paper is to gather feedback on the scope and application of the waste levy.

Historically the levy has only been applied to material landfilled in the metropolitan region and has increased progressively over the last 10 or so years to its current level of \$70 per tonne for waste sent to a putrescible landfill. For comparison, the levy rate in New South Wales is currently \$146 per tonne.

There is a move being signalled that the levy may be applied to more than just landfills, as indicated in the change in common nomenclature from 'landfill levy' to 'waste levy'.

Of the levy funds collected, 25% is currently hypothecated for funding waste initiatives in the state, with the remaining 75% taken into consolidated revenue.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 33

In Appendix 7, the MRC has outlined its responses to the questions posed in the consultation paper, as well as providing some general observations in respect of the application and use of the waste levy funds in WA more generally.

Submissions in respect of both consultation papers were originally due by 15 May 2020, but this deadline has been extended to 15 July 2020 to make allowance for delays arising from the COVID-19 pandemic.

In preparing its submissions, the MRC has considered those matters which are directly relevant to its operations – particularly in respect to the waste levy – but has also considered those issues which impact on the waste industry more broadly.

CONSULTATION

In preparing its responses, the MRC has considered the position of the WA Local Government Association (WALGA) where relevant.

Drafts of both submissions were circulated to MRC councillors, member council CEOs and members of the Strategic Working Group on 27 May 2020 for comment.

Where appropriate, feedback from these groups has been taken into account.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

The MRC's proposed submissions are consistent with existing MRC policy and strategic direction.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

The proposed submissions are consistent with the MRC's vision of *Winning Back Waste*.

The MRC's strategic direction is closely aligned with the objectives outlined in the *Waste Strategy 2030*.

VOTING REQUIREMENT

Simple Majority

ADDITIONAL COMMENTS

Most of the discussion items in the consultation papers will have a positive impact on the waste industry in WA without materially impacting on the MRC's operations directly.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 34

Where the possibility of unintended consequences which may impact negatively on the MRC have been identified, these have been highlighted in our proposed submissions on the consultation papers.

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Endorses the MRC's proposed responses to the DWER's consultation papers entitled *Closing the Loop* and *Review of the Waste Levy* respectively, and authorises the CEO to submit the responses on behalf of the MRC.

Moved Cr Vernon, seconded Cr Cole

AMENDED RECOMMENDATION

That Council:

Endorses the MRC's proposed responses to the DWER's consultation papers entitled *Closing the Loop* and *Review of the Waste Levy* respectively, and authorises the CEO to submit the responses on behalf of the MRC subject to amending the words in the first sentence in paragraph one on Page 129 of the Appendices from:

The MRC would encourage the State Government to increase the waste levy and at the same time, the level of hypothecation of the levy should be increased to fund recovery activities across the state.

To:

The MRC would encourage the State Government to only increase the waste levy when the increase is fully hypothecated to fund recovery activities across the State.

(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 35

12 MEMBERS INFORMATION BULLETIN – ISSUE NO. 54

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 54 be received.

Moved Cr Fishwick, seconded Cr Proud

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14 URGENT BUSINESS

Nil

15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

The Chair requested that in accordance with clause 7.1(e) of the Mindarie Regional Council Standing Orders Local Law 2012 and s5.23 of the Local Government Act 1995, Council proceed to meet “behind closed doors” to allow the Council to consider items 16.1 and 16.2 as the items are of a confidential nature.

The Chair invited MRC Officers and members of the MRC Project Working Group (PWG) to remain in the meeting.

The Chair announced that there were no limitations on the number of speeches made in accordance with clause 7.9(4) of the Mindarie Regional Council Standing Orders Local Law 2012.

Moved Cr Boothman, Cr Proud

RESOLVED

To close the meeting to the public

(CARRIED UNANIMOUSLY 11/ 0)

Doors closed at 7.18 pm.

The MRC officers and members of the PWG remained in the public gallery.
No members of the public were present.

Note: The Chief Executive Officer has not released the report for items 16.1 and 16.2 for public information.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 36

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the <i>Local Government Act 1995</i> as the report deals with a matter where a contract is entered into.	
16.1	MRC FUTURE WASTE OPTIONS REVIEW
File No:	GF- 20-0000668
Appendix(s):	Attachment 1 – Step plan and action list
Date:	12 June 2020
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That Council notes the CEO's progress report contained in the confidential report.

Moved Cr Vernon, seconded Cr Fishwick

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 37

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the <i>Local Government Act 1995</i> as the report deals with a matter where a contract may be entered into.	
16.2 TENDER TO UPGRADE THE MRC LEDGER SYSTEM	
File No:	GF- 20-0000773
Appendix(s):	Nil
Date:	10 June 2020
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

1. Not award the tender for the provision of services to upgrade the MRC ledger system (Tender Number: 13/143), and
2. Authorise the CEO to write to the unsuccessful tenderer and advise them of the decision not to award the tender.

Moved Cr Proud, seconded Cr Cvitan
RESOLVED
That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

Motion to reopen the meeting
Cr Boothman moved, Cr Cole seconded
RESOLVED
That the meeting be reopened
(CARRIED UNANIMOUSLY 11/0)

Doors were reopened at 7.24 pm and the Chair declared the meeting reopened.
The chair noted the resolutions passed behind closed doors.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
02 JULY 2020

Page 38

17 NEXT MEETING

Next meeting to be held on Thursday 24 September 2020 in the Council Chambers at the City of Vincent commencing at 6.30 pm.

18 CLOSURE

The Chairman closed the meeting at 7.25 pm and thanked the City of Stirling for their hospitality and use of their meetings facilities.

SignedChairperson

Dated day of2020



MINUTES

SPECIAL COUNCIL MEETING

TIME: 6.30 PM

30 JULY 2020

CITY OF STIRLING

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING MINUTES
30 July 2020

Page 2

CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
2	ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE	3
3	DECLARATION OF INTERESTS	4
4	PUBLIC QUESTION TIME	4
5	ANNOUNCEMENTS BY THE PRESIDING PERSON	4
6	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	4
	6.1 TENDER FOR THE PROVISION OF LANDFILL SERVICES AT TAMALA PARK	5
	6.2 CEO RECRUITMENT PROCESS	7
8	NEXT MEETING	8
9	CLOSURE	8

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING MINUTES
30 July 2020

Page 3

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.31 pm.

2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Councillor Attendance

Cr D Boothman, JP (Chair)	City of Stirling
Cr K Vernon (Deputy Chair)	Town of Victoria Park
Cr C May	City of Joondalup
Cr R Fishwick, JP	City of Joondalup
Cr L Kosova	City of Perth
Cr S Proud, JP	City of Stirling
Cr K Sargent	City of Stirling
Cr F Cvitan, JP	City of Wanneroo
Cr D Newton, JP	City of Wanneroo
Cr K Shannon	Town of Cambridge

Apologies

Cr A Jacob	City of Joondalup
Cr J Ferrante	City of Stirling
Cr E Cole	City of Vincent

Leave of Absence

Nil

Absent

Nil

MRC Officers

Mr G Hoppe (Chief Executive Officer)
Ms A Slater (Director Corporate Services)
Ms S Cherico (Manager Human Resources)
Ms D Toward (Executive Support)

Member Council Observers

Mr N Claassen (City of Joondalup)
Mr M Littleton (City of Stirling)
Mr R Bryant (City of Stirling)
Mr A Murphy (City of Vincent)
Ms Y Plimbley (City of Vincent)
Mr H Singh (City of Wanneroo)
Mr S Cairns (City of Wanneroo)
Mr K Hincks (Town of Cambridge)
Mr J Wong (Town of Victoria Park)

MRC Observers

Mr A Griffiths
Mr B Twine

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING MINUTES
30 July 2020

Page 4

3 DECLARATION OF INTERESTS

Nil

4 PUBLIC QUESTION TIME

Nil

5 ANNOUNCEMENTS BY THE PRESIDING PERSON

Nil

6 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

The Chair requested that in accordance with clause 7.1(e) of the Mindarie Regional Council Standing Orders Local Law 2012 and s5.23 of the Local Government Act 1995, Council proceed to meet "behind closed doors" to allow the Council to consider items 6.1 and 6.2 as the items are of a confidential nature.

The Chair invited MRC Officers and members of the MRC Project Working Group (PWG) to remain in the meeting.

The Chair announced that there were no limitations on the number of speeches made in accordance with clause 7.9(4) of the Mindarie Regional Council Standing Orders Local Law 2012.

Moved Cr Boothman, seconded Cr Vernon

RESOLVED

To close the meeting to the public
(CARRIED UNANIMOUSLY 10/0)

Doors closed at 6.33 pm.

The MRC officers and members of the PWG remained in the public gallery.
No members of the public were present.

Note: The Chief Executive Officer has not released the report for items 6.1 and 6.2 for public information.

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING MINUTES
30 July 2020

Page 5

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the <i>Local Government Act 1995</i> as the report deals with a matter where a contract is entered into.	
6.1	TENDER FOR THE PROVISION OF LANDFILL SERVICES AT TAMALA PARK
File No:	GF – 20 - 0001521
Attachments(s):	Nil
Date:	23 July 2020
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- 1) Authorises the **CEO** to advertise a major trading undertaking business plan as outlined in the detail of the report, and
- 2) Authorises the **CEO** to undertake a public tender process for the proposed provision of landfill services at Tamala Park, unless public comments on the business plan are received, in which case a further report is to be presented to Council at the 24 September 2020 Ordinary Council Meeting.

Moved Cr Vernon, seconded Cr Kosova

AMENDMENT

Moved Cr Fishwick, seconded by Cr May

- 1) Authorises the **CEO** to advertise a major trading undertaking business plan as outlined in the detail of the report, and
- 2) Authorises the **CEO** to undertake a public tender process for the proposed provision of landfill services at Tamala Park, unless public comments on the business plan are received, in which case a further report is to be presented to Council at the 24 September 2020 Ordinary Council Meeting, and
- 3) Requests the **CEO** gives consideration to including in the **Business Plan** the allocation of funds generated by the sale of surplus landfill at Tamala Park into a reserve account established for the purpose of offsetting future costs associated with the **RRF**.

(CARRIED 5+1/5)

For: Cr Fishwick, Cr May, Cr Proud, Cr Sargent, Cr Boothman (Cr Boothman casting vote as Chair)

Against: Cr Kosova, Cr Vernon, Cr Shannon, Cr Cvitan, Cr Newton

The Chair exercised his casting vote to break the deadlock and achieve a result.

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING MINUTES
30 July 2020

Page 6

PROCEDURAL MOTION

Moved Cr Kosova, seconded Shannon

RESOLVED

To hold the item over to a Special Council meeting in August 2020.

(CARRIED UNANIMOUS 10/0)

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING MINUTES
30 July 2020

Page 7

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (a) of the *Local Government Act 1995* as the report deals with a matter affecting an employee.

6.2 CEO RECRUITMENT PROCESS

File No:	GF – 20 - 0000376
Attachments(s):	Nil
Date:	23 July 2020
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Requests the **CEO Recruitment and Performance Review Committee** to meet and bring a report back to Council, including:

1. Consideration of a suitable recruitment agency to assist with the recruitment of a new CEO;
2. Consideration of the scope of the role of MRC CEO; and
3. Consideration of a suggested recruitment timeline.

The CEO requested Council to note that he has not lodged a declaration of interest as the item does not directly affect him.

Cr Proud moved, Seconded Cr Shannon

PROCEDURAL MOTION

Moved Cr Proud, seconded Cr Sargent

That that the matter of the recruitment of the CEO to be referred to a workshop on or before 24 September 2020 to enable all members to agree to the scoping and function of the role.

(CARRIED UNANIMOUSLY 10/0)

Motion to reopen the meeting

Cr Proud moved, Cr Shannon seconded

RESOLVED

That the meeting be reopened

(CARRIED UNANIMOUSLY 10/0)

Doors were reopened at 7.13 pm and the Chair declared the meeting reopened. The chair noted the resolutions passed behind closed doors.

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING MINUTES
30 July 2020

Page 8

8 NEXT MEETING

The next meeting will be a Special Council meeting to be held in August 2020, the date and venue to be advised.

The next Ordinary Council Meeting to be held on Thursday 24 September 2020 in the Council Chambers at the City of Vincent commencing at 6.30 pm.

9 CLOSURE

The Chair closed the meeting at 7.14 pm and thanked the City of Stirling for their hospitality and use of their meetings facilities.

SignedChair

Dated day of2020



MINUTES

SPECIAL COUNCIL MEETING

TIME: 6.30 PM

20 AUGUST 2020

CITY OF WANNEROO

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



CONTENTS

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS..... 3

2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE 3

3 DECLARATION OF INTERESTS..... 4

4 PUBLIC QUESTION TIME..... 4

5 ANNOUNCEMENTS BY THE PRESIDING PERSON 4

6 CHIEF EXECUTIVE OFFICERS REPORT 5

 6.1 APPOINTMENT OF COUNCILLORS ON TO THE CEO RECRUITMENT AND
 PERFORMANCE REVIEW COMMITTEE AND UPDATE OF THE TERMS
 OF REFERENCE OF THE COMMITTEE..... 5

7 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC.....10

 7.1 TENDER FOR THE PROVISION OF LANDFILL SERVICES AT
 TAMALA PARK.....10

 7.2 CEO RECRUITMENT PROCESS13

 7.3 MRC FUTURE WASTE OPTIONS REVIEW15

8 NEXT MEETING16

9 CLOSURE16

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.33 pm

2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Councillor Attendance

Cr D Boothman, JP (Chair)	City of Stirling
Cr K Vernon (Deputy Chair)	Town of Victoria Park
Cr A Jacob, JP	City of Joondalup
Cr R Fishwick, JP	City of Joondalup
Cr L Kosova	City of Perth
Cr J Ferrante	City of Stirling
Cr S Proud, JP	City of Stirling
Cr K Sargent	City of Stirling
Cr E Cole	City of Vincent
Cr F Cvitan, JP	City of Wanneroo
Cr D Newton, JP	City of Wanneroo
Cr K Shannon	Town of Cambridge

Apologies

Nil

Leave of Absence

Nil

Absent

Nil

MRC Officers

Mr G Hoppe (Chief Executive Officer)
Ms A Slater (Director Corporate Services)
Ms D Toward (Executive Support)

Member Council Observers

Mr N Claassen (City of Joondalup)
Mr M MacPherson (City of Joondalup)
Mr M Littleton (City of Stirling)
Mr R Bryant (City of Stirling)
Mr A Murphy (City of Vincent)
Ms Y Plimbley (City of Vincent)
Mr H Singh (City of Wanneroo)
Mr C Kopec (City of Perth)
Mr K Hincks (Town of Cambridge)
Mr J Wong (Town of Victoria Park)

MRC Observers

Mr A Griffiths
Mr B Twine
Ms S Cherico

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING AGENDA
MINUTES - 20 August 2020

Page 4

LEAVE OF ABSENCE

Cr Fishwick requested a leave of absence from 27 August to 25 September 2020 inclusive.

Cr Proud moved, Cr Cvitan seconded

RESOLVED

To grant a leave of absence to Cr Fishwick from 27 August to 25 September 2020 inclusive.

(CARRIED UNANIMOUSLY 12/0)

3 DECLARATION OF INTERESTS

The CEO requested Council to note that he has not lodged a declaration of interest relating to item 7.2 as the item does not directly affect him.

4 PUBLIC QUESTION TIME

Nil

5 ANNOUNCEMENTS BY THE PRESIDING PERSON

Nil

6 CHIEF EXECUTIVE OFFICERS REPORT

6.1	APPOINTMENT OF COUNCILLORS ON TO THE CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE AND UPDATE OF THE TERMS OF REFERENCE OF THE COMMITTEE
File No:	GF - 20 - 0000044
Attachments(s):	Nil
Date:	14 August 2020
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to consider the appointment of additional Councillors of the Mindarie Regional Council (MRC) to the Chief Executive Officer Recruitment and Performance Review Committee, and to propose a minor amendment to the meeting frequency.

BACKGROUND

The MRC Chief Executive Officer Recruitment and Performance Review Committee (“the Committee”) has been established in accordance with the LG Act. This committee was established in 2017 to combine recruitment and performance into one single committee consisting of a minimum of 4 Councillors.

The Chief Executive Officer’s (CEO) performance is reviewed annually. The committee is supported in the performance review process by an independent consultant who undertakes a survey of all the Councillors and assists in the review of the CEO’s performance in the previous year against pre-set performance measures and the setting of performance measures for the next year. The consultant provides a performance report to assist the Councillors in assessing the performance of the CEO.

Recruitment activities are conducted as required and may be supported by an external consultant.

The Committee Terms of Reference endorsed at the OCM 14 December 2017 as follows:

TITLE
Chief Executive Officer Recruitment and Performance Review Committee

MEMBERSHIP / SUPPORT CONSULTANT
Minimum of four Councillors Support HR Consultant

MEETING FREQUENCY

The Committee shall meet three or four times between February and June each year for the CEO Performance Review process and as required for the CEO Recruitment Process.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this committee are as follows:

CEO Performance Review

- a) Set Key Performance Indicators (KPIs) annually in discussion with the CEO and HR Consultant and assess the CEO's remuneration;
- b) Review the outcome of the:
 - Consultant report on the CEO's Performance based on:
 - the responses received by the Councillors on the survey prepared by the HR Consultant;
 - the report prepared by the CEO addressing performance against the KPI's set the previous year and addressing any other material issues affecting the performance of the CEO over the year; and
 - Assessment of the remuneration of the CEO.
- c) Periodically review the performance of the HR Consultant assisting the Committee; and
- d) Based on the Committee's review make recommendations to council on;
 - The level of performance of the CEO; and
 - The level of remuneration paid to the CEO, giving consideration to the Salaries and Allowances Tribunal (SAT) annual review of financial increases for CEO's and where the CEO sits on the Salary Band set by the SAT.

CEO Recruitment Process

- a) Review submissions from recruitment agencies (obtained by the MRC's HR Officer to assist the Committee in the recruitment process);
- b) Make recommendations to council to the preferred recruitment agency;
- c) Work with the preferred recruitment agency, with respect to content and timing, to advertise the CEO position;
- d) Assess applications received for the CEO position (shortlisted by the successful recruitment agency);
- e) Interview the shortlisted applicants together with a representative of the successful recruitment agency; and
- f) Make a recommendation to council on the preferred candidate.

At the 21 November 2019 OCM, Council resolved to appoint Cr Boothman, Cr Newton, Cr Cole, Cr Cvitan and Cr Shannon onto the committee.

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING AGENDA
MINUTES - 20 August 2020

Page 7

DETAIL

The MRC Administration received notification from Cr Cole on 30 July 2020, that she would be withdrawing from the committee due to other commitments.

This recent withdrawal provides an opportunity for additional members to join the committee.

In addition, it is recommended that the meeting frequency in the current terms of reference be amended to accommodate a varied performance review period.

Current wording:

The Committee shall meet three or four times between February and June each year for the CEO Performance Review process and as required for the CEO Recruitment Process.

Proposed wording:

The Committee shall meet **as frequently as is required** each year for the CEO Performance Review process and as required for the CEO Recruitment Process.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Extract from the Local Government Act 1995 that is directly relevant to the type of committee proposed.

"Subdivision 2 – Committees and their meetings

5.8 Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees."*

**Absolute majority required.*

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

COMMENT

Nil

VOTING REQUIREMENT

Absolute/simple majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Endorse the change of the meeting frequency of the Chief Executive Officer Recruitment and Performance Review Committee, to be:
"The Committee shall meet as frequently as is required each year for the CEO Performance Review process and as required for the CEO Recruitment Process."

(Simple majority)

2. Appoint Cr _____ to the Chief Executive Officer Recruitment and Performance Review Committee.

(Absolute majority)

Cr Vernon self-nominated to be a member of the Chief Executive Officer Recruitment and Performance Review Committee.

Moved Cr Newton, seconded Cr Cvitan

RESOLVED

That Council:

1. Endorse the change of the meeting frequency of the Chief Executive Officer Recruitment and Performance Review Committee, to be:
"The Committee shall meet as frequently as is required each year for the CEO Performance Review process and as required for the CEO Recruitment Process."
2. Appoint Cr Vernon to the Chief Executive Officer Recruitment and Performance Review Committee.

CARRIED BY ABSOLUTE MAJORITY (12/0)

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING AGENDA
MINUTES - 20 August 2020

Page 9

The Chair requested that in accordance with clause 7.1(e) of the Mindarie Regional Council Standing Orders Local Law 2012 and s5.23 of the Local Government Act 1995, Council proceed to meet "behind closed doors" to allow the Council to consider items 7.1, 7.2 and 7.3 as the items are of a confidential nature.

The Chair invited MRC Officers and members of the MRC Project Working Group (PWG) and MRC officers to remain in the meeting.

The Chair announced that there were no limitations on the number of speeches made in accordance with clause 7.9(4) of the Mindarie Regional Council Standing Orders Local Law 2012.

Moved Cr Boothman, seconded Cr Kosova

RESOLVED

**To close the meeting to the public
(CARRIED UNANIMOUSLY 12/0)**

Doors closed at 6.36 pm.

The MRC officers and members of the PWG remained in the public gallery.
No members of the public were present.

Note: The Chief Executive Officer has not released the reports for items 7.1, 7.2 and 7.3 for public information.

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING AGENDA
MINUTES - 20 August 2020

Page 10

7 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the *Local Government Act 1995* as the report deals with a matter where a contract is entered into.

7.1 TENDER FOR THE PROVISION OF LANDFILL SERVICES AT TAMALA PARK

File No:	GF – 20 - 0001521
Attachments(s):	1. Legal advice – 3 July 2020 2. Legal advice – 22 July 2020 3. Legal advice – 11 August 2020 4. Draft Business Plan
Date:	14 August 2020
Responsible Officer:	Chief Executive Officer

ORIGINAL RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- 1) Authorises the CEO to advertise a major trading undertaking business plan as outlined in the detail of the report, and
- 2) Authorises the CEO to undertake a public tender process for the proposed provision of landfill services at Tamala Park, unless public comments on the business plan are received, in which case a further report is to be presented to Council at the 24 September 2020 Ordinary Council Meeting.

Moved Cr Vernon, seconded Cr Kosova

AMENDMENT

Moved Cr Fishwick, seconded by Cr May

- 1) Authorises the CEO to advertise a major trading undertaking business plan as outlined in the detail of the report, and
- 2) Authorises the CEO to undertake a public tender process for the proposed provision of landfill services at Tamala Park, unless public comments on the business plan are received, in which case a further report is to be presented to Council at the 24 September 2020 Ordinary Council Meeting, and
- 3) Requests the CEO gives consideration to including in the Business Plan the allocation of funds generated by the sale of surplus landfill at Tamala Park into a reserve account established for the purpose of offsetting future costs associated with the RRF.

(CARRIED 5+1/5)

For: Cr Fishwick, Cr May, Cr Proud, Cr Sargent, Cr Boothman (Cr Boothman casting vote as Chair)

Against: Cr Kosova, Cr Vernon, Cr Shannon, Cr Cvitan, Cr Newton

The Chair exercised his casting vote to break the deadlock and achieve a result.

PROCEDURAL MOTION

Moved Cr Kosova, seconded Shannon

RESOLVED

To hold the item over to a Special Council meeting in August 2020.
(CARRIED UNANIMOUS 10/0)

Supplementary information was provided to Council as part of the confidential report, along with a revised officer recommendation.

REVISED RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- 1) Authorises the CEO to advertise a major trading undertaking business plan as outlined in the detail of the report, and
- 2) Requests that the CEO bring a report back to Council on whether to proceed with the proposed undertaking for approval, after the required public notice period has expired.

The substantive motion from the Special Council meeting on 30 July 2020 was put to the vote.

That Council:

- 1) Authorises the CEO to advertise a major trading undertaking business plan as outlined in the detail of the report, and
- 2) Authorises the CEO to undertake a public tender process for the proposed provision of landfill services at Tamala Park, unless public comments on the business plan are received, in which case a further report is to be presented to Council at the 24 September 2020 Ordinary Council Meeting, and
- 3) Requests the CEO gives consideration to including in the Business Plan the allocation of funds generated by the sale of surplus landfill at Tamala Park into a reserve account established for the purpose of offsetting future costs associated with the RRF.

LOST 0/12

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING AGENDA
MINUTES - 20 August 2020

Page 12

ALTERNATE MOTION

Moved Cr Fishwick, seconded Cr Jacob

RESOLVED:

That Council:

- 1) Authorises the CEO to advertise a major trading undertaking business plan as outlined in the detail of the report, and included as attachment 4, subject to clauses 6 & 8 being amended to reflect the purpose statement in clause 3.
- 2) Requests that the CEO bring a report back to Council on whether to proceed with the proposed undertaking for approval, after the required public notice period has expired.

CARRIED UNANIMOUSLY (12/0)

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING AGENDA
MINUTES - 20 August 2020

Page 13

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (a) of the <i>Local Government Act 1995</i> as the report deals with a matter affecting an employee.	
7.2 CEO RECRUITMENT PROCESS	
File No:	GF – 20 - 0000376
Attachments(s):	1. Local Government Review Panel – Final Report 2. CEO Application Package 2018
Date:	14 August 2020
Responsible Officer:	Chief Executive Officer

ORIGINAL RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Requests the CEO Recruitment and Performance Review Committee to meet and bring a report back to Council, including:

1. Consideration of a suitable recruitment agency to assist with the recruitment of a new CEO;
2. Consideration of the scope of the role of MRC CEO; and
3. Consideration of a suggested recruitment timeline.

Cr Proud moved, Seconded Cr Shannon

PROCEDURAL MOTION

Moved Cr Proud, seconded Cr Sargent

RESOLVED

That that the matter of the recruitment of the CEO to be referred to a workshop on or before 24 September 2020 to enable all members to agree to the scoping and function of the role.
CARRIED UNANIMOUSLY (10/0)

Supplementary information was provided to Council as part of the confidential report, along with a revised officer recommendation.

REVISED RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Requests that the CEO Recruitment and Performance Review Committee meet after October 2020 to consider the options presented in this report regarding a future CEO, and to bring a report back to Council, including:

1. Consideration of the scope of the role of the MRC CEO
2. Consideration of the preferred option to fill the role MRC CEO; and
3. Consideration of a suggested implementation timeline.

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING AGENDA
MINUTES - 20 August 2020

Page 14

The substantive motion from the Special Council meeting on 30 July was put to the vote.

That Council:

Requests the CEO Recruitment and Performance Review Committee to meet and bring a report back to Council, including:

1. Consideration of a suitable recruitment agency to assist with the recruitment of a new CEO;
2. Consideration of the scope of the role of MRC CEO; and
3. Consideration of a suggested recruitment timeline.

LOST 0/12 UNANIMOUS

Alternate motion moved Cr Proud, seconded Cr Cvitan.

RESOLVED

That Council:

Requests that the CEO Recruitment and Performance Review Committee meet after October 2020 to consider the options presented in this report regarding a future CEO, and to bring a report back to Council, including:

- 1. Consideration of the scope of the role of the MRC CEO**
- 2. Consideration of the preferred option to fill the role MRC CEO; and**
- 3. Consideration of a suggested implementation timeline.**

CARRIED UNANIMOUSLY (12/0)

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING AGENDA
MINUTES - 20 August 2020

Page 15

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the <i>Local Government Act 1995</i> as the report deals with a matter where a contract is entered into.	
7.3 MRC FUTURE WASTE OPTIONS REVIEW	
File No:	GF- 20-0001541
Appendix(s):	
Date:	14 August 2020
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

- 1) Endorses the officer's recommendation contained in point 1 of the Comment section of the confidential report;
- 2) Endorses the officer's recommendation contained in point 2 of the Comment section of the confidential report; and
- 3) Endorses the officer's recommendation contained in point 3 of the Comment section of the confidential report.

Moved Cr Sargent, seconded Cr Proud

RESOLVED

That Council:

- 1) **Endorses the officer's recommendation contained in point 1 of the Comment section of the confidential report and adding the words 'noting that the single gate fee for the remainder of the costs stays in place' after the word 'year',**
- 2) **Endorses the officer's recommendation contained in point 2 of the Comment section of the confidential report; and**
- 3) **Endorses the officer's recommendation contained in point 3 of the Comment section of the confidential report.**

The items were put and considered separately out of sequence:

Item 2 was put

CARRIED ABSOLUTE MAJORITY (11/1)

For: Crs Boothman, Vernon, Fishwick, Jacob, Kosova, Ferrante, Sargent, Proud, Cvitan, Newton, Shannon
Against: Cr Cole

Item 3 was put

CARRIED ABSOLUTE MAJORITY (11/1)

For: Crs Boothman, Vernon, Fishwick, Jacob, Kosova, Ferrante, Sargent, Proud, Cvitan, Newton, Shannon
Against: Cr Cole

Item 1 was put

CARRIED ABSOLUTE MAJORITY (11/1)

For: Crs Boothman, Vernon, Fishwick, Jacob, Kosova, Ferrante, Sargent, Proud, Cole, Cvitan, Newton
Against: Cr Shannon

MINDARIE REGIONAL COUNCIL
SPECIAL COUNCIL MEETING AGENDA
MINUTES - 20 August 2020

Page 16

**Moved Cr Vernon, seconded Cr Cvitan
RESOLVED
To reopen the doors to the public.
(CARRIED UNANIMOUSLY 12/0)**

Doors were reopened to the public at 7.35 pm.
The Chair declared the meeting reopened at 7.35 pm. The Chair noted the resolutions passed behind closed doors.

8 NEXT MEETING

The next meeting will be an Ordinary Council Meeting to be held on Thursday, 24 September 2020 in the Council Chambers at the City of Vincent commencing at 6.30 pm.

9 CLOSURE

The Chair closed the meeting at 7.36 pm and thanked the City of Wanneroo for their hospitality and use of their meetings facilities.

SignedChair

Dated day of2020



Ordinary Meeting of Council

MINUTES

Thursday 20 August 2020, 6:00pm
City of Stirling
25 Cedric Street, Stirling

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

Minutes TPRC Meeting of Council – 20 August 2020

TABLE OF CONTENTS

MEMBERSHIP	4
1. OFFICIAL OPENING.....	6
DISCLOSURE OF INTERESTS	6
2. PUBLIC STATEMENT/QUESTION TIME.....	6
3. APOLOGIES AND LEAVE OF ABSENCE.....	6
4. PETITIONS	6
5. CONFIRMATION OF MINUTES.....	6
5A BUSINESS ARISING FROM MINUTES	7
6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION).....	7
7. MATTERS FOR WHICH MEETING MAY BE CLOSED.....	7
8. COUNCIL REPORTS 8.1 – 8.6	7
8.1 BUSINESS REPORT – PERIOD ENDING 13 AUGUST 2020.....	7
8.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MAY & JUNE 2020	7
8.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MAY & JUNE 2020	8
8.4 PROJECT FINANCIAL REPORT – JUNE 2020	8
8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 13 AUGUST 2020	8
8.6 ELECTED MEMBER TRAINING REPORT 2020.....	8
9. COMMITTEE REPORTS 9.1 - 9.14.....	9
AUDIT COMMITTEE (6 AUGUST 2020)	9
9.1 TPRC DRAFT BUDGET FOR FYE 2021.....	9
9.2 PAYMENT OF ACCOUNTS & SECURITY OF PAYMENT INSTRUMENTS POLICY REVIEW.....	9
9.3 CREDIT CARD POLICY REVIEW	9
9.4 PETTY CASH POLICY REVIEW	10
9.5 WORKFORCE PLAN 2021-2024	10
MANAGEMENT COMMITTEE (23 JULY 2020).....	10
9.6 CATALINA GROVE DEVELOPMENT STRATEGY	10
9.7 PROJECT BUDGET FYE 2021 - UPDATED	11
9.8 ANNUAL MARKETING PLAN FYE 2021.....	11
9.9 BUILT FORM PARTNERSHIP – STAGE 18 – CONFIDENTIAL.....	12
9.10 KEY PERSONNEL – CATALINA SALES REPRESENTATIVE – CONFIDENTIAL	14
9.11 PROJECT RESOURCING – DEVELOPMENT MANAGER – CONFIDENTIAL	14
9.12 DEVELOPMENT MANAGER APPOINTMENT TO STAGE 3 - CONFIDENTIAL	14
CEO ANNUAL PERFORMANCE REVIEW COMMITTEE MEETING (11 MAY 2020).....	15

Minutes TPRC Meeting of Council – 20 August 2020

9.13	CEO ANNUAL PERFORMANCE REVIEW 2019/2020 - APPOINTMENT OF CONSULTANT - CONFIDENTIAL	15
9.14	APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER – CONFIDENTIAL	15
10.	ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	16
11.	QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	16
12.	URGENT BUSINESS APPROVED BY THE CHAIR.....	16
13.	MATTERS BEHIND CLOSED DOORS	16
14.	GENERAL BUSINESS	16
15.	FORMAL CLOSURE OF MEETING	16

Minutes TPRC Meeting of Council – 20 August 2020

TAMALA PARK REGIONAL COUNCIL

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis (DEPUTY CHAIR)	Cr Gary Mack
City of Joondalup	Cr John Chester Cr Phillipa Taylor	Cr Christopher May Cr Suzanne Thompson
City of Perth	Cmr Andrew Hammond	Cmr Gaye McMath
City of Stirling	Cr Karen Caddy (CHAIR) Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri	Cr Karlo Perkov
Town of Victoria Park	Cr Claire Anderson	
City of Vincent	Mayor Emma Cole	Cr Joanne Fotakis
City of Wanneroo	Cr Brett Treby Cr Domenic Zappa	Cr Natalie Sangalli Cr Vinh Nguyen

 Minutes TPRC Meeting of Council – 20 August 2020

PRESENT

Chair	Cr Karen Caddy
Councillors	Cr Claire Anderson Cr John Chester (arrived 6:12pm) Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri Cr Philippa Taylor Cr Andres Timmermanis Cr Brett Treby Cr Domenic Zappa
Alternate Members	Cr Joanne Fotakis
Staff	Mr Tony Arias (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Ms Vickie Wesolowski (Executive Assistant)
Apologies Councillors	Mayor Emma Cole Cmr Andrew Hammond Cmr Gaye McMath
Leave of Absence	Nil
Absent	Nil
Consultants	Mr John Silla (Satterley Property Group) Mr Carl Buckley (Satterley Property Group) Ms Lena Kozak (Satterley Property Group) Mr Alan Abel (Satterley Property Group)
Apologies Participant Councils' Advisers	Mr Stuart Jardine (City of Stirling) Mr John Giorgi (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park) Ms Michelle Reynolds (City of Perth) Mr Daniel Simms (City of Wanneroo) Mr David MacLennan (City of Vincent)
In Attendance Participant Councils' Advisers	Mr Garry Hunt (City of Joondalup) Mr Stevan Rodic (City of Stirling) Ms Noelene Jennings (City of Wanneroo)
Members of the Public	Nil
Press	Nil

Minutes TPRC Meeting of Council – 20 August 2020

1. OFFICIAL OPENING

The Chair declared the meeting open at 6:02pm and welcomed Cr Fotakis to the Tamala Park Regional Council meeting.

DISCLOSURE OF INTERESTS

- Cr Anderson advised a Disclosure of Interest – Impartial Interest in relation to Item 9.13 (one of the consultants is undertaking work at the Town of Victoria Park).
- Cr Caddy advised a Disclosure of Interest – Impartial Interest in relation to Items 9.13 (Learning Horizons has performed work at the City of Stirling) and 9.14 (one of the candidates is a Director at the City of Stirling).
- Cr Fotakis advised three Disclosures of Interest – Impartial Interest in relation to Items 9.9 (there has been an association with one of the consultants under the tender), 9.13 (association with one of the consultant groups being considered) and 9.14 (association with two of the applicants being considered).
- Cr Lagan advised a Disclosure of Interest – Impartial Interest in relation to Items 9.13 (one of the consultants has performed work at the City of Stirling) and 9.14 (one of the candidates is a Director at the City of Stirling).
- Cr Migdale advised a Disclosure of Interest – Impartial Interest in relation to Item 9.13 (Learning Horizons has performed work at the City of Stirling).
- Cr Sandri advised a Disclosure of Interest – Impartial Interest in relation to Items 9.13 (one of the consultants has performed work at the City of Stirling) and 9.14 (one of the candidates is a Director at the City of Stirling).
- Cr Timmermanis advised a Disclosure of Interest – Impartial Interest in relation to Item 9.13 (potential supplier has performed work for the Town of Cambridge).
- Cr Treby advised a Disclosure of Interest – Impartial Interest in relation to Item 9.14 (previously worked with two of the candidates).

2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Mayor Emma Cole
Cmr Andrew Hammond
Cmr Gaye McMath

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 18 June 2020

Moved Cr Anderson, Seconded Cr Migdale

Minutes TPRC Meeting of Council – 20 August 2020

That the minutes of the Ordinary Meeting of Council of 18 June 2020 be confirmed, and signed by the Chair, as a true and correct record of proceedings.

The Motion was put and declared CARRIED (10/0).

5A BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

Nil

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

- 9.9 Built Form Partnership – Confidential
- 9.10 Key Personnel – Catalina Sales Representative – Confidential
- 9.11 Project Resourcing – Development Manager – Confidential
- 9.12 Development Manager Appointment to Stage 3 – Confidential
- 9.13 CEO Annual Performance Review – Appointment of Consultant - Confidential
- 9.14 Appointment of Acting Chief Executive Officer - Confidential

8. COUNCIL REPORTS 8.1 – 8.6

8.1 BUSINESS REPORT – PERIOD ENDING 13 AUGUST 2020

Moved Cr Timmermanis, Seconded Cr Fotakis.

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 13 August 2020.

The Motion was put and declared CARRIED (10/0).

8.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MAY & JUNE 2020

Moved Cr Timmermanis, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending:

- 31 May 2020; and
- 30 June 2020.

The Motion was put and declared CARRIED (10/0).

Minutes TPRC Meeting of Council – 20 August 2020

The recommendations for Items 8.3 and 8.4 were moved and seconded en bloc.

Moved Cr Migdale, Seconded Cr Fotakis.

Cr Chester joined meeting at 6:12pm

8.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MAY & JUNE 2020

[The recommendation in the agenda]

That the Council **RECEIVES** and **NOTES** the list of accounts paid under Delegated Authority by the CEO for the months of May and June 2020:

- Month ending 31 May 2020 (Total \$633,404.18)
- Month ending 30 June 2020 (Total \$3,748,814.05)
- Total Paid - \$4,382,218.23

8.4 PROJECT FINANCIAL REPORT – JUNE 2020

[The recommendation in the agenda]

That the Council **RECEIVES** the Project Financial Report (June 2020) submitted by the Satterley Property Group.

The Motions were put and CARRIED en bloc (11/0).

8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 13 AUGUST 2020

Moved Cr Treby, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Council **RECEIVES** the Sales and Settlement Report to 13 August 2020.

The Motion was put and declared CARRIED (11/0).

8.6 ELECTED MEMBER TRAINING REPORT 2020

Moved Cr Sandri, Seconded Cr Fotakis.

[The recommendation in the agenda]

That Council **APPROVES** the Elected Member Continuing Professional Development Policy and **NOTES** the Elected Member Training Report, required by Section 5.127 of the *Local Government Act (2019)* and that the TPRC's website provide a link to each member local government's website where the policy, training and reporting requirements in respect of each of the TPRC's Councillors is provided.

Minutes TPRC Meeting of Council – 20 August 2020

The Motion was put and declared CARRIED by ABSOLUTE MAJORITY (11/0).

9. COMMITTEE REPORTS 9.1 - 9.14

AUDIT COMMITTEE (6 AUGUST 2020)

9.1 TPRC DRAFT BUDGET FOR FYE 2021

Moved Cr Migdale, Seconded Cr Zappa.

[The recommendation in the agenda]

That the Council:

- 1. ADOPTS the Budget for the Tamala Park Regional Council for the year ending 30 June 2021, incorporating the following statements:**
 - a. Statement of Comprehensive Income, indicating an operating deficit of \$558,647.**
 - b. Statement of Financial Activity, showing surplus at end of year position of \$44,994,942.**
 - c. Rate Setting Statement, indicating no rates levied.**
- 2. ADOPTS a percentage of 10% or \$5,000 whichever is the greater for the purposes of the reporting of material variances by Nature and Type monthly for the 2019/2020 financial year, in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*.**

The Motion was put and declared CARRIED by ABSOLUTE MAJORITY (11/0).

The recommendations for Items 9.2 – 9.4 were moved and seconded en bloc.

Moved Cr Migdale, Seconded Cr Sandri.

9.2 PAYMENT OF ACCOUNTS & SECURITY OF PAYMENT INSTRUMENTS POLICY REVIEW

[The recommendation in the agenda]

That the Audit Committee recommends that Council APPROVES the Payment of Accounts & Security of Payment Instruments Policy (August 2020).

9.3 CREDIT CARD POLICY REVIEW

[The recommendation in the agenda]

That the Audit Committee recommends that the Council APPROVES the Credit Card Policy (August 2020).

Minutes TPRC Meeting of Council – 20 August 2020

9.4 PETTY CASH POLICY REVIEW

[The recommendation in the agenda]

That the Audit Committee recommends that Council APPROVES the Petty Cash Policy (August 2020).

The Motions were put and CARRIED en bloc (11/0).

9.5 WORKFORCE PLAN 2021-2024

[The recommendation in the agenda]

That the Council APPROVES the Workforce Plan 2021-2024.

Moved Cr Sandri, Seconded Cr Lagan.

[An Alternative Motion]

That Council DEFERS the Workforce Plan 2021-2024 and requests the CEO engage an external consultant to review the current organisational structure and operating model of Tamala Park Regional Council and provides options for a cost effective, agile and streamlined approach to the delivery and sale of land in accordance with the *Local Government Act 1995*.

The Motion was put and declared CARRIED (7/4).

For: Cr Anderson, Cr Caddy, Cr Chester, Cr Lagan, Cr Migdale, Cr Sandri and Cr Timmermanis.

Against: Cr Fotakis, Cr Taylor, Cr Treby and Cr Zappa.

MANAGEMENT COMMITTEE (23 JULY 2020)

The recommendations for Items 9.6 – 9.8 were moved and seconded en bloc.

Moved Cr Timmermanis, Seconded Cr Lagan.

9.6 CATALINA GROVE DEVELOPMENT STRATEGY

[The recommendation in the agenda]

That the Council:

- 1. APPROVES the Catalina Grove Development Strategy (July 2020) prepared by the Satterley Property Group, to guide the development, marketing and sale of land in the Catalina Grove Precinct.**
- 2. REQUESTS the Satterley Property Group to provide additional advice on the following matters prior to the development of Phase 1:**

Minutes TPRC Meeting of Council – 20 August 2020

- (a) Commencement of Sales – rationale for sales commencing prior to Phase 1 civil works and the Connolly Drive and Neerabup Road landscaping being completed;
- (b) Local Centre site – recommendations on the timing for the marketing, sale and development of the site;
- (c) Builders' Display Village – seeking commitment from builders for the potential display village and interest in building demonstration housing, particularly the proposed micro-lots and terrace housing;
- (d) Lot sizes and configuration – further information, including market research, confirming market acceptance to the proposed lot sizes, particularly the proposed micro lots and terrace housing lots;
- (e) Marketing strategy - advice on the timing for the preparation of the Grove Marketing Strategy, in particular detail on how the marketing approach will emphasise the Grove Precinct point of difference with the other Catalina Precincts;
- (f) Preparation of Design Guidelines – advice on the timing for the preparation of the design guidelines;
- (g) Innovation/sustainability - advice on the timing for the preparation of information outlining the innovation/sustainability principles/approaches to be incorporated in the Grove Precinct.

9.7 PROJECT BUDGET FYE 2021 - UPDATED

[The recommendation in the agenda]

That the Management Committee recommends that Council **APPROVES** the Project Budget FYE 2021 (July 2020), submitted by the Satterley Property Group, as the basis of financial planning for the TPRC Budget FYE 2021.

9.8 ANNUAL MARKETING PLAN FYE 2021

[The recommendation in the agenda]

That the Council:

1. **APPROVES** the Annual Marketing Plan FYE 2021, prepared by the Satterley Property Group, subject to it being amended to indicate a revised sales target of 119 lots consistent with the revised Project Budget FYE 2021 (July 2020).
2. **ACCEPTS** that the Development Manager's Key Performance Indicator (February 2020) requiring the preparation of an Annual Marketing Plan has been achieved.
3. **ADVISES** the Satterley Property Group that marketing expenditure, in particular sales incentives campaigns, will be reviewed and monitored in line with market conditions and the requirements of the Project and the Project Budget FYE 2021,

Minutes TPRC Meeting of Council – 20 August 2020

as approved. Further, the proposed experiential marketing through promotion and engagement at third-party events such as the Mindarie Marina Festival and City of Joondalup Festival will require further justification on expected marketing outcomes versus expenditure.

The Motions were put and CARRIED en bloc (11/0).

Moved Cr Sandri, Seconded Cr Lagan.

That Standing Orders be suspended to allow Confidential Items 9.9, 9.13 and 9.14 to be discussed.

The Motion was put and CARRIED (11/0).

9.9 BUILT FORM PARTNERSHIP – STAGE 18 – CONFIDENTIAL

Moved Cr Treby, Seconded Cr Chester.

[The recommendation in the agenda]

That Council:

1. **ACCEPTS** the use of the following draft development principles and commercial terms for the Stage 18 site to inform the preparation by the TPRC and Schlager Group of a Project Plan and Project Budget to establish project management arrangements and acceptable financial outcomes within 30 days:
 - a) Schlager to work with the TPRC and its consultants to undertake the subdivision, civil construction and landscaping design of the site.
 - b) Schlager to undertake building design for the site.
 - c) Development of the site is to occur in two stages, Stage 1 Display Homes and Stage 2 House and Land packages.
 - d) Stage 1 is to comprise the construction of two display homes:
 - i. A six-bedroom/six-bathroom (6x6) communal dwelling to function as a demonstration home/living laboratory. Schlager to fund the construction of this home, including the acquisition of the land.
 - ii. A three-bedroom/two-bathroom two-story townhouse to be funded by the TPRC.
 - e) Stage 2 is to comprise of (notionally) 36 two-storey townhouses to be marketed and sold as house and land packages.
 - f) All dwellings are to incorporate the following sustainability features:
 - i. Prefabricated timber wall frames, floors and roof trusses. A typical build time to lock up after the slab is laid is two days.

Minutes TPRC Meeting of Council – 20 August 2020

-
- ii. Near passive house/net zero energy design meeting the highest energy ratings achieved with double glazed doors and windows and building sealing testing.
 - iii. 'Waterwise Gold' endorsement, smart home connectivity, carbon neutral construction and energy efficient appliances.
 - iv. PV solar and battery systems with access to an enabled embedded energy network for energy trading, monitorable through smart home connectivity.
 - v. Optional extras may include heat pumps, heat recovery ventilators and underfloor heating (subject to purchaser preferences).
 - vi. Access to a shared electric scooter and bicycle network.
- g) The TPRC is to fund the common property civil and landscaping works in Stage 2.
 - h) Schlager is to fund the marketing, sale, project management and development of the Stage 2 townhouses.
 - i) Purchasers of house and land packages to enter into a land sales contract with the TPRC and a building contract with Schlager.
 - j) Schlager is to fund the building of the townhouses in Stage 2.
 - k) No debt is to be secured against the land.
 - l) The TPRC is to retain ownership of the land until settling the sale of each lot.
 - m) Schlager to provide adequate indemnity coverage for the TPRC for any construction it undertakes on its land.
 - n) A suitable sales and settlement method for the house and land packages is to be agreed, including for the distribution of sales proceeds in the following order:
 - i. GST payable in respect of the sale of a dwelling;
 - ii. To the TPRC for its equity contribution, including land, civil and landscaping works;
 - iii. To Schlager for its building costs properly incurred in accordance with the approved Project Budget in respect of the design, construction, management, marketing and sale of dwellings; and
 - iv. To the parties, based on their respective equity share, of any remaining balance of the sales proceeds, which is to take into account the contribution of the Innovation Fund to the Project by the TPRC.
2. **REQUIRES** the Project Plan and Project Budget to confirm development principles, commercial terms, establish project management arrangements and clearly demonstrate acceptable financial outcomes.

Minutes TPRC Meeting of Council – 20 August 2020

The Motion was put and declared CARRIED (7/4).

For: Cr Anderson, Cr Chester, Cr Fotakis, Cr Sandri, Cr Taylor, Cr Treby and Cr Zappa.

Against: Cr Caddy, Cr Lagan, Cr Migdale and Cr Timmermanis.

The recommendations for Items 9.10 – 9.12 were moved and seconded en bloc.

Moved Cr Timmermanis, Seconded Cr Lagan.

9.10 KEY PERSONNEL – CATALINA SALES REPRESENTATIVE – CONFIDENTIAL

[The recommendation in the agenda]

That the Management Committee recommends that Council APPROVES, pursuant to Clause 4.5 of the Development Management Agreement, the extension of the appointment of Mr Alan Abel as the Catalina Sales Representative until 31 December 2020.

9.11 PROJECT RESOURCING – DEVELOPMENT MANAGER – CONFIDENTIAL

[The recommendation in the agenda]

That the Council:

- 1. ADVISES the Satterley Property Group that it does not ACCEPT the proposed arrangements to resource the Catalina Project, as set out in Satterley’s letter of 8 July 2020, due to concerns over its ability to fulfill its obligations under the Development Management Agreement (2010) and REQUESTS that Satterley reconsiders its position in relation to resourcing of the Catalina Project.**
- 2. In the event that a satisfactory outcome is not achieved from the request made in accordance with 1. above, AUTHORISES the Chief Executive Officer to provide written notice to the Satterley Property Group pursuant to Clause 17.1 of the Development Management Agreement (2010) that it DISPUTES that Satterley is in compliance with Clause 4.5 of the Agreement.**

9.12 DEVELOPMENT MANAGER APPOINTMENT TO STAGE 3 - CONFIDENTIAL

[The recommendation in the agenda]

That the Management Committee recommends that Council:

- 1. AGREES to undertake an assessment, pursuant to Clause 2.2(b) of the Development Management Agreement (2010), as to whether the Development Manager has performed and observed its obligations under the DMA for Stage 2, prior to the appointment of the Development Manager to Stage 3 of the Project.**

Minutes TPRC Meeting of Council – 20 August 2020

2. **AUTHORISES** the Chief Executive Officer to engage an independent consultant to undertake an assessment of the performance of the Development Manager, in accordance with Clause 4.1 of the Development Management Agreement (2010) and provide advice and recommendations to Council.

The Motions were put and CARRIED en bloc (11/0).

CEO ANNUAL PERFORMANCE REVIEW COMMITTEE MEETING (11 MAY 2020)

- 9.13 **CEO ANNUAL PERFORMANCE REVIEW 2019/2020 - APPOINTMENT OF CONSULTANT - CONFIDENTIAL**

Moved Cr Timmermanis, Seconded Cr Lagan.

[The recommendation in the agenda]

That the Committee recommends that Council appoint Learning Horizons to assist the Council with the CEO Annual Performance Review 2019/2020 and for a 3-year term (FYE 2020-2022) in accordance with its proposal dated 11 July 2020.

The Motion was put and declared CARRIED (11/0).

- 9.14 **APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER – CONFIDENTIAL**

Moved Cr Lagan, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council:

1. **DETERMINES** that Michael Quirk is suitably qualified to Act as Chief Executive Officer – TPRC.
2. **APPROVES** the appointment of Michael Quirk to Act as Chief Executive Officer – TPRC, between 28 September 2020 to 23 October 2020 (inclusive), in accordance with proposed employment contract (dated August 2020 attached).
3. **AUTHORISES** the Chair to sign the proposed employment contract (dated August 2020 attached).

The Motion was put and declared CARRIED by ABSOLUTE MAJORITY (11/0).

Moved Cr Lagan, Seconded Cr Zappa.

That the Meeting be REOPENED to the public.

The Motion was put and declared CARRIED (11/0).

Minutes TPRC Meeting of Council – 20 August 2020

10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

12. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

13. MATTERS BEHIND CLOSED DOORS

- 9.9 Built Form Partnership – Confidential
- 9.10 Key Personnel – Catalina Sales Representative – Confidential
- 9.11 Project Resourcing – Development Manager – Confidential
- 9.12 Development Manager Appointment to Stage 3 – Confidential
- 9.13 CEO Annual Performance Review – Appointment of Consultant - Confidential
- 9.14 Appointment of Acting Chief Executive Officer - Confidential

14. GENERAL BUSINESS

Nil

15. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 7:26pm.

These minutes were confirmed at a meeting on

SIGNED this day of 2020

as a true record of proceedings.

CHAIR

MINUTES



RECONCILIATION ACTION PLAN WORKING GROUP

Monday, 27 July, 2020 at 5:30pm

Venue: Committee Room

City of Vincent Administration and Civic Centre
244 Vincent Street, Leederville

Attendees:

City of Vincent Councillors
Cr Dan Loden (Chairperson)
Cr Joshua Topelberg
Cr Jonathan Hallett

Community Representatives
Mikayla King (MK)
Jodey Brockhurst (JB)
Gordon Cole (GC)
Roslyn Harley (RH)
Ian Hale (IH)

City of Vincent Officers
Virginia Miltrup – Executive Director Community & Business Services (VM)
Rosslind Ellis – Manager Marketing & Communications (RE)
Greg Hire (GH)

1. **Welcome/Declaration of Opening** – Acknowledgement to Country

The meeting was opened at 5.37pm with Gordon Cole Welcoming the Group to Country.

2. **Apologies**

Maxine Brahim (MB)
Marilyn Lyford (ML)

3. **Confirmation of Previous Minutes** – 25 May 2020

The Minutes from the previous meeting held on 25 May 2020 were confirmed as a true and correct record.

Cr Topelberg commented about the opportunity of the Cultural Awareness Training workshops and enquired about it being available for residents of the City of Vincent. This was discussed at the last RAPWG meeting on the 25 May 2020. VM commented that the exploration of Cultural Engagement/Awareness Training was initially targeted for Council employees, and would be part of an ongoing employee training program.

Cr Topelberg recommendation was for it to be a local service provider and it to reflect the culture of the Whadjuck Noongar people.

4. **Items for Discussion**

4.1 Summary of Reconciliation Week activities

GH provided a summary of Reconciliation Week activities that were undertaken by the City.

- Online video of Welcome to Country from Uncle Noel with Acknowledgement of Country from Mayor Emma Cole. The video also highlights the City's 9 registered Aboriginal sites;
- Online cooking classes with Marissa Verma from Bindi Bindi Dreaming with recipes;
- Online musical performance by Aboriginal Artist, Dan Riches;

- Internal Q & A with Carol Innes from Reconciliation WA; and
- Beaufort Street Sign and North Perth Common lights lit up in Reconciliation Week colours and traditional Aboriginal and Torres Strait Islander Colours.

VM commented that the City had received fantastic feedback from residents and community members and that the Community Partnership team should be commended on the work that was done, especially given it was delivered under lock down conditions during COVID-19.

4.2 Discussion and suggestions of NAIDOC Week activities

GH provided an update on NAIDOC Week ideas. The original date has been shifted to 8 November 2020 – 15 November 2020. The official theme for NAIDOC Week is 'Always Was, Always Will Be'.

GH suggested building on the Kambarang Sports and Cultural Showcase to work with existing stakeholders due to uncertainty regarding budgets. The proposed idea was for a NAIDOC Festival to be hosted at Leederville Oval, engaging with stakeholders within the City and to have AFL games with music, arts and entertainment. Possible opportunities to partner with Aranmore Catholic College, East Perth & Subiaco Football Clubs, WAFC & Stephen Michael Foundation.

MK enquired as to the reason for a sporting event and there was discussion on what is traditionally done for events in NAIDOC Week. GH responded that there would be educational workshops throughout the day that can be delivered with a strong community engagement approach.

RE mentioned that there would be an opportunity for Public Arts Funding to be utilised in NAIDOC Week to engage Aboriginal artists.

MK proposed an opportunity to be created for a lunch and learn, internally and externally. VM said this was possible to do using Zoom technology.

RH suggested that Arts, Literature and Culture to be all tied in and advised of a listing of Aboriginal authors suggesting the opportunity to build the City's catalogue of Aboriginal books and have this incorporated into NAIDOC Week events.

VM advised that as part of the Economic Rebound, the Town Teams will have a strong focus on Community Engagement. There was discussion on how this could work with NAIDOC Week, and what opportunities could be created through the Economic Rebound Plan.

GH stated that he was in discussions with the Town Teams on how local businesses could be involved in NAIDOC Week Planning. Discussed the idea of having restaurants in Leederville incorporate traditional Aboriginal food into their menu for the week.

RH mentioned that Cultural Appropriation would need to be considered in this matter. The City would need businesses to identify themselves of being supportive of the concept and Aboriginal advisors would be required. VM suggested we request businesses to express interest in participating and select on the basis of meeting criteria.

JB asked what makes it inclusive. MK commented that intellectual property was quite important for this concept and commented that there was sufficient time to consider how this could be done.

RH recommended utilising the services of Noongar Radio and mentioned the Kaya Wandjoo Festival which had live music and Aboriginal Stalls/Foods. RH commented on the fantastic atmosphere generated by the festival.

IH proposed to engage the services of The Pickle District to host NAIDOC activities. He mentioned that The Pickle District would be supportive of such an event. Proposed ideas included Street Art created by Aboriginal artists and a Short Film Festival hosted by Aboriginal Film Makers. It was agreed this would be an opportunity to engage with the group Young Aboriginal Creatives and that The Backlot Cinemas could support such a venture.

RH suggested having live music in a capacity to which IH proposed Soggy Bones and Justin Ward as a potential venue. Capacity of 120 people.

Cr Loden proposed that The Pickle District could be a focal point of NAIDOC Week and the hub of all events. Commented that they don't want to split people in terms of locations of activity. JB suggested Lunch and Learns within the area and Cultural Walks.

ACTION: 1) GH to provide Project Plan for NAIDOC Week at next RAPWG Meeting

4.3 Robertson Park Development Plan

GH asked for feedback regarding previous consultations with the Whadjuk Working Group.

Cr Loden and RH both remarked that future consultations would need to have a different approach. GH advised he would make contact with RAPWG Members individually for guidance.

ACTION: 1) GH to contact RAPWG Members individually guidance on how to consult with the Whadjuk Working Group

4.4 Danjoo Koorliny Walking Together Elder-Leader Briefing

GH informed the RAPWG that Mayor Emma Cole requested that the RAPWG members be forwarded an invitation for their participation in the Danjoo Koorliny Walking Together Elder-Leader Briefing. Correspondence regarding the event was passed on.

4.5 Discussion on suitable premise for Whadjuk Northside in the City of Vincent

GC provided information to the RAPWG on Whadjuk Northside and the organisation's future plans and direction. He advised that he had approached the City on behalf of Whadjuk Northside to establish a community centre. The community building at Woodville Reserve was identified as a potential location. The proposal was to run different programs, such as barista courses, and to work closely with the City.

IH offered his support and advised that the establishment of Whadjuk Northside at Woodville Reserve premises would improve relationships between the City of Vincent and Aboriginal residents. A proposed lease has been provided to Whadjuk Northside and a decision will be made by their board on 12/08/20.

4.6 Name the Lanes – Hyde Park Lake Naming

GH advised the RAPWG that the City have a 'Name the Lanes' initiative and after a discussion with a Land Project Officer it was suggested that there could be an opportunity for Dual Naming to occur at Hyde Park. An extensive process and consultation would need to occur.

GC proposed Hyde Park be dual –named to its original name of Woodjamalling. GC advised he considered that it wouldn't be a contentious issue because up until 1899 there was already an established name. There was a strong endorsement from all RAPWG Members. MK suggested a potential date in NAIDOC Week for this to occur.

RH remarked that this was the path of least resistance and was the right thing to do. MK commented that it would be subject to the right cultural protocols

ACTION: 1) GH to provide Hyde-Park Dual-Naming update at next RAPWG and begin consultation with stakeholders

5. General Business

GC informed the RAPWG he is the Chair of the Noongar Chamber of Commerce and is looking to establish an Innovation Hub encouraging Aboriginal people in business. Asked if there were any potential locations and discussed the potential of an Innovation Hub and the vibrancy it would bring to a community.

IH mentioned he would be happy to assist in regard to film makers. GC stated ambition to have a green room, and eco-system of technology. Cr Loden asked whether he would need this location exclusively. GC responded that it could be co-shared and is hoping to have something secured within the next 3-6 months. RE asked whether a temporary home was suitable and suggested that the City's Community Centre on Loftus Street could be a potential location.

RE advised that next week was a Council Workshop and as part of the next phase of the Community Rebound plan that the social wellness of community groups, sporting clubs and Aboriginal volunteer groups was a priority. RH remarked that the Bridge and Women's Refuge would be great organisations to make contact with in regards to rebounding from COVID-19

6. Close/Next Meeting

The Chairperson closed the meeting at 6:47pm. The next meeting is scheduled to be held on 28 September 2020.

Signed _____
Councillor (Chairperson)

Dated this _____ day of _____ 20__

Attachment to RAPWG Minutes – 27 July 2020

Summary of Actions	Date	Status
GH to continue placing RAP Tracker on Agenda for next meeting.	30 June 2020	Ongoing
GH to continue to work with GC to connect and consult with the local Whadjuk residents and develop a voluntary Aboriginal and Torres Strait Islander database, accompanied by a private statement.	30 July 2020	In progress
GH to provide Project Plan on NAIDOC Week to RAPWG	30 September 2020	In progress
GH to contact RAPWG Members individually guidance on how to consult with the Whadjuk Working Group	30 September 2020	In progress
GH to investigate a potential cultural awareness project with local Whadjuk Noongar Elders and community members	30 September 2020	Ongoing
Human Resources to review the CATonline free demo	30 July 2020	On going
GH to work with GC in obtaining a facility for Whadjuk Northside in City of Vincent	30 July 2020	In progress
GH to provide Hyde-Park Dual-Naming update at next RAPWG and begin consultation with stakeholders	30 September 2020	In progress

Statistics for Development Applications As at the end of August 2020

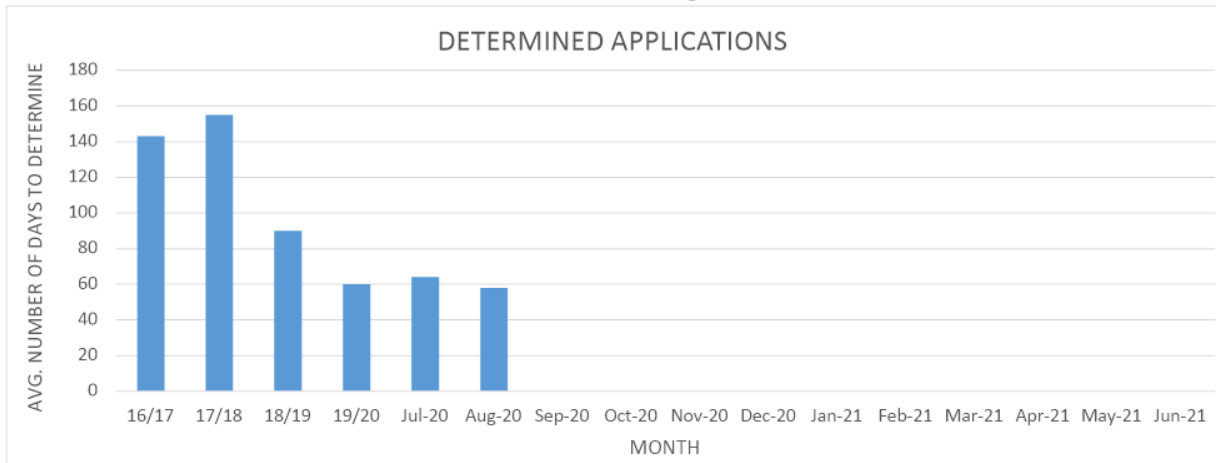


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2019.

Processing Days	16/17	17/18	18/19	19/20	Jul-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Minimum	7	1	0	0	14	0										
Average	143	155	85	60	64	58										
Maximum	924	1008	787	499	113	132										

	Jul-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
DA's Determined	31	35										
Value of Determined DA's (in millions)	10.2	23.20										

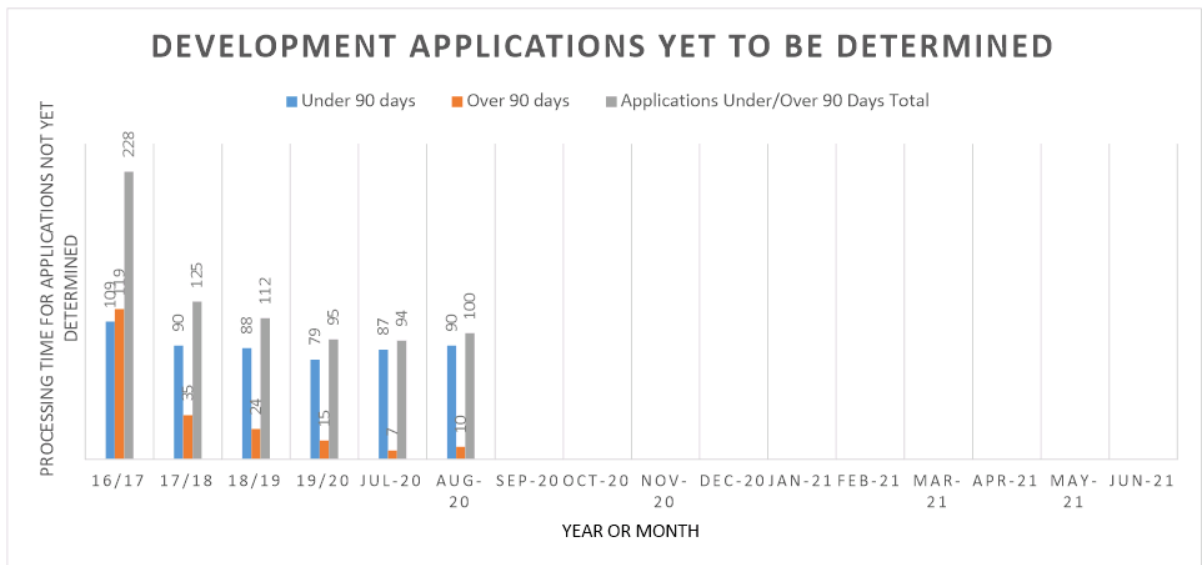


Table 2: No. of DA's to be determined

	Jul-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
DA's lodged	26	42										
DA's to be Determined	94	100										
Value of DA's to be Determined (in millions)	36.73	35.17										

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 28 AUGUST 2020

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	No. 3 Bulwer Avenue, Perth (DR 202 of 2019)	2 September 2019	Justin Mortley	<p>Application for review of decision to give a direction under Section 214 of the <i>Planning and Development Act 2005</i> (Reinstatement of Façade).</p> <p>*****</p> <p>Directions hearing held on 25 October 2019, matter listed for single Mediation only on 22 November 2019. The matter is scheduled for another Directions Hearing on 28 February 2020, the matter was been listed for a further Mediation on 31 March 2020. Mediation vacated with a Directions Hearing listed for 22 May 2020. Further mediations held on 15 June 2020 and 7 July 2020. Directions Hearing held on 14 August 2020. SAT advised cannot reopen withdrawn SAT matter advised a new Development Application may be submitted. Applicant advised that this could be lodged within 2-3 weeks (by 4 September 2020). Matter adjourned to further Directions Hearing 9 October 2020.</p> <p><i>Representation by: McLeods</i></p>
2.	No. 12 Newcastle Street, Perth (DR 73 of 2020)	14 April 2020	Thomson Geer	<p>Application for review of Council decision to refuse application for Billboard signage on 17 March 2020.</p> <p>*****</p> <p>City attended Directions Hearing on 15 May 2020. Mediation scheduled for 22 June 2020 vacated. Mediation held on 2 July 2020, with the SAT inviting the City to reconsider its decision on or before 15 September 2020.</p> <p><i>Representation by: McLeods</i></p>
3.	No. 50 Barlee Street, Mount Hawthorn (DR 135 of 2020)	30 June 2020	Davor Nikolic	<p>Application for review of Council decision to refuse application for Single House on 16 June 2020.</p> <p>*****</p> <p>Directions Hearing held 17 July 2020. Mediation scheduled for 4 August 2020. Mediation vacated until 1 September 2020 to allow the applicant to consider the issues. Administration met with the applicant on 11 August 2020, with the applicant to provide amended plans prior to next Mediation.</p> <p><i>Representation by: Administration</i></p>

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 28 AUGUST 2020**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	Nos. 160-166 Palmerston Street, Perth	Alan Stewart	Form 1 – Alterations and Additions to Existing Motel	15 April 2020	13 August 2020	Approved as per officer recommendation 13 August 2020. Minutes available here . Approved unanimously.
2.	No. 333 Oxford Street, Leederville	Alijn Built Forms	Form 2 – Amendment to Condition	30 April 2020	30 July 2020	Approved as per officer recommendation 30 July 2020. Minutes available here . Approved 3-2 For: Ms Lefante, Ms O'Donohue, Cr Topelberg Against: Mr Syme, Cr Gontaszewski
3.	No. 612 Beaufort Street, Mount Lawley	Urbanista Planning	Form 2 – Amendment to Condition	30 April 2020	3 September 2020	Responsible Authority Report submitted 24 August 2020.
4.	No. 742 Newcastle Street, Leederville	Urbis	Form 1 – Alterations and Additions to Hotel	3 June 2020	3 September 2020	Responsible Authority Report submitted 25 August 2020.
5.	Nos. 636-640 Newcastle Street, Leederville	Megara	Form 2 – Change of Use to Childcare Centre	24 August 2020	Not date set	Currently under assessment. Awaiting confirmation of due date from DAP.

**CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DRP
AS AT 28 AUGUST 2020**

No meetings held August 2020.



INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – September 2020
DIRECTORATE:	Chief Executive Officer

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:	
CEO:	Office of the CEO
EDC&BS:	Executive Director Community & Business Services
EDI&E:	Executive Director Infrastructure & Environment
EDS&D:	Executive Director Strategy & Development

No outstanding Petitions as at 28 August 2020



INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – September 2020
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:
CEO: Office of the CEO
EDCBS: Executive Director Community & Business Services
EDIE: Executive Director Infrastructure & Environment
EDSP: Executive Director Strategy & Development

Details	Action Officer	Comment
12 November 2019 – Submitted by Cr Fotakis		
Review of Local Government Property Local Law	CEO	Completed 28 July 2020 Council Meeting, Item 12.7
20 August 2019 – Submitted by Cr Loden		
Asbestos Awareness	EDSP	Notice of Motion requests noted and has been considered as part of the development of the Public Health Plan. The City participates in Asbestos Awareness Week in November. Final PHP to be presented to October 2020 OMC.



CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Reports to be Actioned – Progress Report – September 2020
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following reports still require action or are in the process of being actioned.

Key Index:

CEO:	Office of the CEO
EDCBS:	Executive Director Community & Business Services
EDSD:	Executive Director Strategy & Development
EDIE:	Executive Director Infrastructure & Environment

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting – 18 August 2020				
9.2	Draft Public Health Plan 2020-2025	MBE&W	Consultation of draft PHP underway and report following this to be presented back to Council.	Report to Council in October 2020.
12.1	Progress update on the Sustainable Environment Strategy 2019-2024	EMCS&G MBE&W	Consider the C40 principles as part of SES and Public Health Plan implementation.	Report back to Council on SES and PHP by March 2021.
12.2	Amendments to new lease to HISP Pty Ltd - Beatty Park Cafe, 220 Vincent Street, Leederville	EMCS&G	Lease drafted and approved by Minister for Lands. Waiting on signing by both parties.	September 2020
12.5	Approval of Governance Framework	EMCS&G	Incorporate the Public Health Plan impact assessment.	March 2021.
12.6	Adoption of the Long Term Financial Plan for the Period 2020/21 - 2029/30	EMFS	Copy of LTFP to be provided to DLGSC.	September 2020
Council Meeting – 28 July 2020				
10.1	Waste Strategy Project 2 - Bulk Hard Waste Options Appraisal - Progress Report	EDIE	Consultation underway	Further report scheduled for Council in September.
11.1	Draft Youth Action Plan 2020-2022	EDCBS	Consultation commences 15 August 2020 for 21 days	Report to Council in October 2020.
11.2	Advertising of Amendment to Community Funding Policy - Emergency Relief Donations for Seniors and the Vulnerable	EDCBS	Public Notice to be provided in August 2020	Report to Council on outcomes of public notice in September 2020.
11.6	Adoption of 2020/21 Annual Budget	EDCBS	To be uploaded onto the City's website and provided to the Department of Local Government	14 August 2020
12.2	Advertising of new Meeting Procedures	CEO	Public Notice to be provided in August 2020	Report to Council on outcomes of public notice in September 2020.
12.3	Appointment of Elected Members and Community Representatives to Advisory Groups	CEO	Meetings to be convened with new members	To be finalised by October 2020.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			Terms of Reference for Sustainability and Transport Advisory group to be updated.	
12.4	Advertising of new lease of portion of the Beatty Park Leisure Centre to Beatty Park Physiotherapy Pty Ltd	CEO	Public notice to be provided in August 2020.	Report to Council on outcomes of public notice in September 2020.
12.5	New Lease of Robertson Park Tennis Centre to Tennis Association of Western Australia	CEO	New lease to be drafted.	To be finalised by October 2020.
12.7	Advertising of new Local Government Property Local Law 2020 and new Election Signs	CEO	Public notice to be provided in August 2020. Minister for Local Government to be provided with draft for comment.	Report to Council on outcomes of public notice in November 2020.
12.8	Proposed Transfer of Anzac Cottage to the National Trust of Western Australia	CEO	Consultation on proposed sale to be provided in August 2020	Report to Council on outcomes of consultation by October 2020.
12.9	Advertising of amended Development on City Owned and Managed Land Policy	CEO	Public notice to be provided in August 2020.	Report to Council on outcomes of public notice in September 2020.
Council Meeting – 16 June 2020				
9.4	Outcomes of Advertising Amendment No. 2 to Local Planning Policy No. 7.1.1 – Built Form; Appendix No. 16 Design Guidelines for Perth; and Appendix No. 18 – Design Guidelines for William Street	EDSD	Final Notice of Amendment 2 to the Built Form Policy was published on 11 July 2020. The provisions that require the approval of the WAPC will be forwarded in July 2020.	Published 11 July 2020. Provisions requiring WAPC approval to be forwarded in August 2020.
11.5	Differential Rating Strategy 2020/21	EDCBS	Differential Rating has been advertised. Feedback period closes 17 July. The item will then be included in the Budget Adoption at OMC 28 July 2020	31 July 2020 Completed Refer Item 11.6 OMC 28 July 2020
12.1	Annual Review of Council Delegations and proposed amendments to the Execution of Documents Policy	CEO	Public notice of proposed amendments to the Execution of Documents Policy to be provided in late June. Outcomes of public notice to be provided to Council at 18 August Meeting.	18 August Council Meeting. Public notice period extended. Submissions to be presented to 15 September Council Meeting.
Council Meeting – 19 May 2020				
9.1	Amendment No. 6 to Local Planning Scheme No. 2 and Amendment No. 1 to Local Planning Policy No. 7.4.5 - Temporary Accommodation	EDSD	Administration has forwarded Amendment No. 6 to Local Planning Scheme No. 2 to the Environmental Protection Authority for comment. The City has been notified that the EPA has no comment so the Scheme and Policy will now be advertised in accordance with Council's resolution.	Advertising to be completed by end of August 2020.
12.3	Grant of access easement over the City's Right of Way (Lot 303) for the benefit of Lot 49 (No.33) Scarborough Beach Road, North Perth and transfer of Lots 303 & 304 on Deposited Plan 28000 to the Crown	CEO	Administration has commenced the land transfer process. This is expected to be completed by December 2020. The easement has been finalised.	December 2020.
12.4	Lease of 246 Vincent Street, Leederville to the Minister for Works - Department of Local Government, Sport and Cultural	CEO	Lease has been finalised and with Department of Works for signing.	July 2020. August 2020

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
	Industries - Amendment to Incentive condition			
Council Meeting – 7 April 2020				
12.3	Sale of miscellaneous portions of City Freehold Land	CEO	Sale of 150 Charles Street, West Perth and 202 Vincent Street, North Perth is being advertised. Administration finalising community consultation plan in respect to Brentham St and Monmouth St Lots. Administration liaising with adjacent owners regarding Barlee St car park lot.	Community consultation plan to be finalised by mid June 2020. December 2020.
Council Meeting – 17 March 2020				
11.6	Draft City Property Management Framework and new Property Management Policy	CEO EDCBS	The draft City Property Management Framework has been advertised for consultation which concluded on 29 May 2020. Administration is currently rewording the PMF and adding specific maintenance responsibilities to the document. This will be presented to Council Workshop on 4 August.	OMC 16 June 2020. OMC 18 August 2020 OMC 15 September 2020
12.1	Consideration of Submissions on Proposal to lease Beatty Park Café	CEO	Lease commencement date is being renegotiated due to re-opening of Beatty Park Leisure Centre – currently proposed at 1 September 2020. Proposed new commencement date to be presented to Council at 18 August 2020 Meeting.	November 2020 18 August 2020 Council Meeting
12.6	Reimbursing the external members of the City's Audit Committee	CEO	Administration to present a report to Council prior to inviting expressions of interest for new external Audit Committee members in September 2021.	No later than July 2021.
12.7	Lease of 4 View Street, North Perth – Pride WA Inc.	CEO	Draft lease currently being prepared, proposed commencement date 1 August 2020.	July 2020. August 2020.
12.14	Lease of community building at Woodville Reserve, 10 Farmer Street, North Perth – Ethnic Community Council of WA Inc.	CEO EDCBS	Report presented to Council Workshop on 23 June 2020 advising that Community Partners had reviewed the previous report and held discussions with the three parties interested in the lease, being Ethnic Communities Council, Transition Town Vincent and Whadjuk Northside. It was recommended that the lease be offered to Whadjuk Northside. Whadjuk Northside are currently reviewing the terms and conditions with a report to be	Late 2020. 30 September 2020.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			presented to Council at Council Briefing on 11 August 2020.	
Council Meeting – 11 February 2020				
9.5	Amendment No. 4 to Local Planning Policy No. 7.5.15 - Character Retention Areas and Heritage Areas to include Guidelines for The Boulevard, Kalgoorlie Street and Buxton Street	EDSD	The draft amendment will be advertised and a report will be presented to Council on the results of advertising.	The revised draft Policy will be presented to Council for consideration in 2020.
11.7	Vincent Men's Shed License for Storage Containers - 10 Farmer Street, Woodville Reserve	EDCBS	The licence has been signed by the Vincent Men's Shed and the City. Confirmation is currently being sought for the Development Application.	30 June 2020. 31 July 2020. 31 August 2020
12.2	Acquisition of Private Rights of Way - Lots 350 - 357 on Plan 2503, bounded by Scarborough Beach Road, Green, Fairfield and Matlock Streets, Mount Hawthorn as Crown Land, and vesting in the City as Public Rights of Way	CEO	Preparing public and utility provider notification documents, with public notice to be provided from end June 2020. Request will be made to Minister for Lands in August 2020.	Minister for Lands estimated to make a decision by December 2020 February 2021.
17.1	Amendment to Licence – 152 Joel Terrace, East Perth	CEO	Licence being finalised for signing. Amendment to Management Order lodged with Landgate for registration.	June 2020. July 2020.
Special Council Meeting – 28 January 2020				
5.1	Haynes Street Reserve Development Plan – No. 15 Haynes Street, Nos. 25 and 31 Sydney Street, North Perth	EDSD	The Endorsed Development Plan was approved by the Attorney General on 3 March 2020. The Development Plan is being advertised for public comment between 15 June 2020 and 13 July 2020 in accordance with Council's resolution and a report will be presented to Council on the results of the consultation.	A report will be presented to Council on the results of the consultation during 2020 at the OMC on 20 October 2020
Council Meeting – 10 December 2019				
10.3	City Homelessness Framework Committee Action Plan Update	EDIE	Administration will provide a further update report within the next six months.	Update due June July/August 2020.
12.5	Acquisition of the right of way known as Lot 305, bounded by Charles, Walcott and Hilda Streets, North Perth as Crown land, and vesting in the City as a public right of way	CEO	Department of Planning, Lands and Heritage considering the request.	Minister for Lands estimated to make a decision by October 2020.
Council Meeting – 12 November 2019				
10.1	Use of Weld Square to Deliver Free Meal Service to People Who Are Experiencing Homelessness	EDIE	Administration will provide a further update report within the next six months.	Report due back to Council June July/August 2020.
Council Meeting – 15 October 2019				
9.1	No. 51 (Lot: 192; D/P: 56091) Albert Street, North Perth – Proposed Alterations and Additions to the Club Premises and Change of Use from Club Premises to Club Premises and Child Care Premises and Licence for Use of Car Park at No. 160 Albert Street, North Perth	CEO	Car parking licence has been drafted and sent to applicant for review. Waiting on start date of childcare centre to be determined, as that will be commencement date of licence.	Waiting on applicant.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
12.2	Dedication of lots 889 and 890 as road – Corner Fitzgerald and Bulwer Streets, Perth and write-off of outstanding rates debt	CEO	Request made to Minister for Lands in March 2020.	Minister for Lands estimated to make a decision by October 2020.
Council Meeting – 23 July 2019				
9.8	Beaufort Street Change of Use Exemption and Amendment to Policy No. 7.5.1 - Minor Nature Development	EDSD	The trial has been implemented along with a number of additional exemptions implemented through the State Government in response to the COVID-19 pandemic. The draft Policy will be reviewed in the context of the current situation and will be advertised and presented back to Council for consideration.	The revised draft Policy will be presented to Council for consideration in the 2019/20 financial year.
Council Meeting – 25 June 2019				
10.1	Waste Strategy Project 2 - Bulk Hard Waste (Junk) Service Options Appraisal	EDIE	Implementing Council's decision with further reports being prepared and presented at Council Workshop May 2020.	Council Workshop May 2020 provided an update on progress (including Community Engagement Panel findings and proposed community consultation). Report being prepared for OMC July 2020.
10.3	North Perth Precinct Traffic Study	EDIE	Public consultation to be undertaken on proposed traffic calming measures, with a further report to Council.	Project deferred to 20/21 as part of the emergency budget deliberations, to be reviewed in July 2020.
11.6	City Homelessness Framework Committee – Draft Action Plan	EDIE	Trial of the accreditation process for service providers has been delayed and is expected to commence on 1 October in order to coincide with the commencement of the trial in the City of Perth.	Progress report due June August 2020.
Council Meeting – 28 May 2019				
9.3	Review of Policy No. 3.8.12 – Mobile Food Vendor	EDSD	Administration will arrange advertising before presenting submissions and final amendment to Council for determination.	Public consultation on the draft Policy will be undertaken and a report will be presented to Council on the results of the consultation. Anticipated completion September 2020.
11.3	Land exchange and reclassification of land (amendment no. 4 to Local Planning Scheme No. 2) - portion of lot 75 Brentham Street (Brentham Street Reserve) for portion of lot 100 (no. 20) and Lot 37 (no. 26) Brentham Street (Aranmore Catholic Primary School) - consideration of submissions and conditional contract of sale	CEO	The subdivision conditions were satisfied in February 2020. The scheme amendment was approved in February 2020. The building on lot 37 (music house) was demolished in early February 2020. The transfer of land is scheduled to occur in late March 2020, and the fences will be realigned within two weeks of the transfer. Lot 37 will be eco-zone landscaped following the transfer.	30 June 2020. August 2020.
Council Meeting – 30 April 2019				

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
11.4	Transfer and dedication of lots as road - Charles Street, North Perth	CEO	Main Roads to organise State Solicitors Office to prepare transfer documents. Acquisition of Lot 66 on hold due to adverse possession claim.	Awaiting documents from Department of Lands and Main Roads, expected completion by December 2020. Anticipated September 2020. Resolution of adverse possession claim waiting on Landgate decision.
Council Meeting – 2 April 2019				
11.4	Amendments to the Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008	CEO	Local Government Property Local Laws and new Election Signs Policy report to Council 28 July 2020 for approval to advertise.	28 July 2020.
Council Meeting – 5 March 2019				
10.1	Business Case for the Adoption of a Three Bin Food Organic/Garden Organics System	EDIE	Discussion undertaken as part of the Budget process at the 25 February 2020 Council Workshop. Further report being prepared in relation to further information in regard to implementation of FOGO financial modelling.	Further report to be presented into 2021 due to postponement of rollout to October 2021 due to COVID-19.
Council Meeting – 4 April 2018				
11.1	Lease of Leederville Oval by East Perth Football Club (EPFC) Inc. & Subiaco Football Club Inc. (SFC) - Request for waiver and write-off of fees and variation of leases	CEO	Financial assistance granted to clubs in June 2020. EPFC agreed to pay outstanding arrears from 2015/2016.	June 2020- July 2020.
Council Meeting – 27 June 2017				
9.5	Submission to WALGA – Third Party Appeal Rights in Planning	EDSD	Administration has forwarded the submission to WALGA. The Minister for Planning and the Attorney General were not advised of Council's position in relation to Third Party Appeal Rights.	Administration is preparing advice to the Minister for Planning and the Attorney General on WALGA's revised preferred model for Third Party Appeal Rights. This is scheduled to be sent in 2020.
12.1	No. 34 (Lot 1) Cheriton Street, Perth – Progress Report No. 8	CEO	City is discussing tenure options and the feasibility of the community garden on this site with the Norwood Neighbourhood Association. An update will be provided to Council following the site meeting in March 2020.	30 June 2020- September 2020.
Council Meeting – 30 May 2017				
12.5	Perth Parking Levy	EDIE	Awaiting outcomes of the Perth CBD Transport Plan and specific recommendations regarding the Perth Parking Levy.	Update scheduled to be provided in December 2020- late 2021.
Council Meeting – 7 March 2017				
9.3.5	Review of City of Vincent Local Laws under Section 3.16 of the Local Government Act 1995 (SC2688)	EDSD	The Health Local Law is being reviewed. Presentation to Council made at Council Workshop held on 20 November 2018. Further presentation to Council Workshop on 25 February 2020.	June 2020- Delay due to COVID-19 response. Working on combined Animal Local Law and Health Local Law. Anticipated completion September 2020.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			Anticipated completion June 2020.	
Council Meeting – 27 October 2015				
9.3.6	Portion of No. 10 (Lot 2545) Farmer Street, North Perth – Approval of a Sub-lease to Vincent Men's Shed (Inc.) (SC351/SC2087)	CEO	To be addressed through the Draft City Property Management Framework proposed to go to OMC 18 August 2020.	30 June 2020. 30 September 2020. 30 October 2020
Council Meeting – 18 November 2014				
9.1.4	Car Parking Strategy Implementation – Progress Report No. 1 (PRO0084/SC1345)	EDSD / EDIE	<p>The option of having parking benefit districts will be reviewed as part of the review of the Car Parking Strategy and preparation of an Integrated Transport Plan.</p> <p>The City has a policy to guide the issuing of parking permits and has the ability to issue commercial parking permits. Administration issues permits in accordance with this policy.</p> <p>The City takes an approach to parking restrictions where we receive complaints, conduct parking occupancy surveys and report to Council on the results of these surveys.</p> <p>The replacement of the CALE ticket machines throughout the City is complete. Paid parking on William Street was approved by Council on 25 July 2017 (Item 10.2), ticket machines have been modified and signs installed 22 August 2017.</p>	The draft Integrated Transport Plan will be presented to Council for consideration in the 2019/20 financial year where the option of parking benefit districts will be considered and resolved.
Council Meeting – 7 October 2014				
9.3.2	Lease for North Perth Tennis Club – Lease of Premises at Woodville Reserve, 10 Farmer Street, North Perth (SC351/SC621)	CEO	The Woodville Reserve Master Plan is scheduled to commence in the FY 2020/21 and is anticipated that it will be completed by 30 June 2021. The master plan will consider the best use of this site in terms of future community needs, financial sustainability and multiple and shared use of facilities. The North Perth Tennis Club facility and tennis courts will be considered as part of this planning process.	30 June 2020. 30 June 2021.
Council Meeting – 23 September 2014				
9.3.6	Lease for Leederville Tennis Club – Lease of premises at 150 Richmond Street, Leederville (SC351 & PR25077)	CEO	Subject to the City's Property Management Framework.	30 June 2020. 30 September 2020.
Council Meeting – 27 May 2014				

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
9.3.4	East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium	CEO	Further discussions ongoing as part of broader discussions with Football Clubs.	Management Committee meeting postponed due to COVID-19. Will be rescheduled by June 2020. September 2020.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Cr Fotakis – Perth Music Committee

The Perth Music Committee will convene an influential, cross-representational group made up of music, tourism, hospitality, retail, local government and music community leaders. This committee will provide industry representative expertise, advocacy and advice to government and music and arts industry bodies; and will undertake a cross-sector engagement program for effective, on-ground outcomes for the music industry.

11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED ("BEHIND CLOSED DOORS")**11.1 MINDARIE REGIONAL COUNCIL STRATEGY AND FUTURE OPTIONS**

The Chief Executive Officer is of the opinion that this report is of a confidential nature as it contains information concerning:

Local Government Act 1995 - Section 5.23(2):

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (e(ii)) a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government

11.2 ANNUAL CEO PERFORMANCE REVIEW AND ENDORSEMENT OF CEO KPIS

The Chief Executive Officer is of the opinion that this report is of a confidential nature as it contains information concerning:

Local Government Act 1995 - Section 5.23(2):

- (b) the personal affairs of any person

LEGAL:**2.14 Confidential business**

- (1) All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the Local Government (Rules of Conduct) Regulations 2007.

Confidential reports are provided separately to Council Members, the Chief Executive Officer and Directors.

In accordance with the legislation, confidential reports are to be kept confidential until determined by the Council to be released for public information.

At the conclusion of these matters, the Council may wish to make some details available to the public.

12 CLOSURE