



**CITY OF VINCENT**

# **NOTES**

**Council Briefing**

**10 August 2021**

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**NOTES OF CITY OF VINCENT  
COUNCIL BRIEFING  
HELD AS E-MEETING AND AT THE  
ADMINISTRATION AND CIVIC CENTRE,  
244 VINCENT STREET, LEEDERVILLE  
ON TUESDAY, 10 AUGUST 2021 AT 6.00PM**

<b>PRESENT:</b>	<p><b>Mayor Emma Cole</b>  <b>Cr Susan Gontaszewski</b>  <b>Cr Alex Castle</b>  <b>Cr Joanne Fotakis</b>  <b>Cr Jonathan Hallett</b>  <b>Cr Sally Smith</b>  <b>Cr Dan Loden</b>  <b>Cr Ashley Wallace</b>  <b>Cr Joshua Topelberg</b></p>	<p><b>Presiding Member</b>  <b>South Ward</b>  <b>North Ward</b>  <b>North Ward</b>  <b>South Ward</b>  <b>North Ward</b>  <b>North Ward</b>  <b>South Ward</b>  <b>South Ward</b></p>
<b>IN ATTENDANCE:</b>	<p><b>David MacLennan</b>  <b>Andrew Murphy</b>    <b>Virginia Miltrup</b>    <b>Tara Gloster</b>    <b>Jordan Korovesi</b>    <b>Jay Naidoo</b>  <b>Wendy Barnard</b></p>	<p><b>Chief Executive Officer</b>  <b>Executive Director Infrastructure &amp; Environment</b>  <b>Executive Director Community &amp; Business</b>  <b>A/Executive Director Strategy &amp; Development</b>  <b>A/Executive Manager Corporate Strategy &amp; Development</b>  <b>Manager Development &amp; Design</b>  <b>Council Liaison Officer</b></p>
<b>Public:</b>	Approximately three members of the public.	

## **1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY**

The Presiding Member, Emma Cole, declared the meeting open at 6.00pm 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**

Nil

## **3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS**

The following statements were submitted prior to the Meeting:

### **3.1 Marie Slyth - Statement for Council Briefing Meeting 10 August 2021 – Item 5.2**

I wish to make the following statement in support of Council proceeding with the Recommendation cited in this Item No. 5.2.

Being fully aware of the background of this Local Planning Policy including our attempts to have the following streets in Cleaver Precinct approved as CRAs

- Florence Street, Hammond Street, Ivy Street, Prospect Place and Strathcona Streets, I would love to see this long drawn out effort finally approved once the remaining steps are completed.

Our hope is that Vincent Council and its Councillors will realize the significance of retaining this historic area with its examples of early 20thC houses as a COV showpiece, helping provide a small pocket of relief from the overpowering feeling of high rise dwellings all around, and an area which will remain a place much

sought after in which to live. It certainly will not lose its value for home seekers searching to escape the towering apartment buildings blocking out the sky.

Each of these streets have their own special atmosphere, are tree lined and people love walking along beside the attractive early character houses. A book has been written about Cleaver Precinct which is held in our Vincent Library.

I ask that Council immediately approve this first step and please take action before further threats of developments to dwellings in any of these streets goes ahead. After all our efforts and patience we feel it would be almost a disaster if any of these streets missed out on being included in our Cleaver Precinct CRA.

Thank you for your efforts in achieving this important goal for Vincent Council and its ratepayers.

### **3.2 Simon Sieradzki of West Perth – Item 5.2**

Years ago, I stood up at a council meeting to voice my support for the character retention area in the Cleaver Precinct. Marie has informed me that this will be discussed by COV again at upcoming meetings, but I'm currently away will not be able to attend the meetings. Instead, I'm writing to show my support and tell you why I think it must go ahead soon.

I believe that the community here, that is, most people who actually live and dwell here, really appreciate the area's character. They are proud of it and would want it to be recognised and protected by the council. We've lost some of our character houses recently. It seems to be an increasing trend for developers to recognise the value of our area and want to profit by pushing for increased dwellings beyond what the streets were designed and established for handling. We also lose the sense of place and history, and character that these older houses provide collectively. Many people in the community here feel powerless to do anything about the old houses getting demolished. Most homes are not heritage listed, and it is often difficult or impossible to have them all listed individually.

The current process of heritage protection is not working sufficiently. It does not recognise all heritage buildings or protect character streets enough, so more must be done on a government level. Not just to regulate but also to recognise the character streets and educate people about the importance of the older streets. Establishing character streets is a step in the right direction. One reason is that it identifies the collective character that the older houses and established infrastructure provide rather than just for individual heritage buildings. I believe this approach for character and heritage protection is needed if character streets like those in the Cleaver Precinct and not just a select group of heritage houses are to be retained and enjoyed by the communities now and into the future.

There being no speakers, Public Question Time closed at approximately 6.01pm.

## **4 DECLARATIONS OF INTEREST**

- 4.1 Cr Joanne Fotakis declared an impartiality interest in Item 8.1 Proposed Lease to Robertson Park Artists' Studio. The extent of her interest is that she served on the Arts Advisory Group with one of the lessees.

## 5 STRATEGY & DEVELOPMENT

### 5.1 NOS. 177 - 179 (LOT: 7; S/P: 35040) CARR PLACE, LEEDERVILLE: PROPOSED NINE GROUPED DWELLINGS

Ward: South

- Attachments:
1. Consultation and Location Map
  2. Superseded Plans from First Round of Advertising
  3. Development Plans
  4. 3D Perspectives
  5. Urban Design Study
  6. Environmentally Sustainable Design Report & Template
  7. Summary of Submissions - Administration's Response
  8. 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 development application for Nine Grouped Dwellings at Nos. 177 - 179 (Lot: 7; S/P: 35040) Carr Place, Leederville in accordance with the plans in Attachment 3, subject to the following conditions, with the associated determination advice notes in Attachment 8:

#### 1. Development Plans

This approval is for Nine Grouped Dwellings as shown on the approved plans dated 20 July 2021. No other development forms part of this approval;

#### 2. Boundary Walls

The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the occupation or use of the development, and thereafter maintained, to the satisfaction of the City. The finish of boundary walls is to be fully rendered or face brick, or material as otherwise approved, to the satisfaction of the City;

#### 3. External Fixtures

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 to the satisfaction of the City;

#### 4. Visual Privacy

Prior to occupancy or use of the development, all privacy screening shown on the approved plans shall be installed and shall be visually impermeable and is to comply in all respects with the requirements of Clause 5.4.1 of the Residential Design Code (Visual Privacy) deemed to comply provisions, to the satisfaction of the City;

#### 5. Colours and Materials

5.1 Prior to first occupation or use of the development, the colours, materials and finishes of the development shall be in accordance with the details and annotations as indicated on the approved plans which forms part of this approval, and thereafter maintained, to the satisfaction of the City; and

5.2 The metre box is to be painted the same colour as the wall it is attached so as to not be visually obtrusive, to the satisfaction of the City;

**6. Landscaping**

All landscaping works shall be undertaken in accordance with the approved plans dated 20 July 2021, prior to the occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

**7. Stormwater**

Stormwater from all roofed and paved areas shall be collected and contained on site. Stormwater must not affect or be allowed to flow onto or into any other property or road reserve;

**8. Sight Lines**

No walls, letterboxes or fences above 0.75 metres in height to be constructed within 1.5 metre of where:

- Walls, letterboxes or fences adjoin vehicle access points to the site; or
  - A driveway meets a public street; or
  - Two streets intersect;
- unless otherwise approved by the City of Vincent;

**9. Car Parking and Access**

- 9.1 The layout and dimensions of all driveway(s) and parking area(s) shall be in accordance with AS2890.1;
- 9.2 All driveways, car parking and manoeuvring 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;
- 9.3 Prior to the occupation or use of the development, two visitor parking bays shall be permanently marked, maintained and legally accessible at all times for use exclusively by visitors to the property, be clearly visible or suitably sign posted from the street or communal driveway and be located, together with the reversing area, in front of any security gates or barrier for the development unless otherwise approved by the City; and
- 9.4 No good or materials being stored, either temporarily or permanently, in the parking or landscape areas or within the access driveways. All goods and materials are to be stored within the buildings or storage yards, where provided;

**10. Construction Management Plan**

A Construction Management Plan shall be lodged with and approved by the City prior to issue of a building permit. This plan is to detail how construction will be managed to minimise disruption in the area and shall include:

- Storage of materials and equipment on site;
- Parking arrangements for contractors and sub-contractors;
- The impact on traffic movement;
- Notification to affected land owners; and
- Construction times.

The approved Construction Management Plan shall be complied with for the duration of the construction of the development; and

**11. Noise Attenuation Requirements**

- 11.1 Prior to the issue of a building permit a detailed Noise Management Plan must be submitted to and approved by the City which demonstrates that the development has

been designed to meet the relevant requirements of State Planning Policy 5.4 'Road and Rail Transport Noise and Freight Considerations in Land Use Planning' (SPP5.4). The report must be prepared by a suitably qualified and competent person in accordance with the SPP5.4; and

- 11.2 Prior to occupation or use of the development, the development shall incorporate all noise mitigation measures as outlined in the noise management plan or quiet house design package, to the satisfaction of the City.

**CR TOPELBERG:**

Justification in the report regarding land use refers to the proposed development demonstrating best practice sustainable design as set out in Attachment 6, which relies heavily on the installation of solar panels, but is not a condition of approval. Can this be reviewed? Can further clarity be provided on what makes this best practice rather than what would be generally expected?

**MANAGER DEVELOPMENT AND DESIGN:**

New developments are required to demonstrate 'best practice' environmentally sustainable design under the Leederville Masterplan. 'Best practice' is referred to in the Leederville Masterplan as 4 star under the Green Building Council of Australia rating system.

A condition of approval is not being recommended by Administration because the applicant has submitted an energy efficiency report as required to satisfy local housing objectives of the Built Form Policy. This report demonstrates the development is capable of meeting and exceeding a 50 percent saving of global warming potential and 50 percent net fresh water use saving as required under the Built Form Policy. This is equivalent to a 5 star Green Star rating under the Built Form Policy and therefore the applicant has demonstrated that the development is capable of delivering 'best practice' environmentally sustainable design as referred to in the Leederville Masterplan.

The officer report has been updated to clarify 'best practice' is in reference to achieving a 4 star Green Star rating under the Leederville Masterplan.

The built form and site planning measures incorporated into the design of the development relating to sustainable design is outlined in the officer report under the Environmentally Sustainable Design section.

Administration has discussed the recommendations of the energy efficiency report with the applicant. The applicant has advised that they would be accepting of the imposition of a condition by Council that would require the provision of solar panels for the development.

**CR TOPELBERG:**

There is a shortfall of visitors bays. Will parking permits be able to be provided and if not can that be a condition?

**MANAGER DEVELOPMENT AND DESIGN:**

The determination advice notes included as Attachment 9 of the officer report has been updated to include advice note confirming that parking permits will not be issued for the development.

**CR TOPELBERG:**

Referral comments from the Design Review Panel and to the Design Review Panel member after changes to the plans were direct about the site planning, design of dwellings and interaction of the two car garages. In terms of the response from the applicant regarding how the development contributes to a sense of community, social engagement and stronger community. Can commentary be included on how the proposal meets these objectives and how the design, ground floor in particular as a micro community, would be envisaged to be in line with the aspirations of Leederville in general?

**MANAGER DEVELOPMENT AND DESIGN:**

In an effort to respond to recommendations from the Design Review Panel meeting, the applicant submitted revised plans to incorporate contrasting paving, shared bench seating and increased landscaping on site to enhance the pedestrian environment and experience, and a greater sense of place. These contributions to communal areas are located to the entry point of the site from Bold Court and front setback area of the site. Given the landlocked nature of the site, opportunities to facilitate streetscape interaction and connectivity external to the site are limited to the 6.5 metre wide access from Bold Court. The applicant did not provide any additional written comments addressing the DRP recommendations aside from the submission the

amended plans.

There are no street walls and fences proposed to the entrance of the development site or to the dwellings to maintain an open frontage of the dwellings. Openings to the ground and upper floors and terrace spaces provide actual and perceived passive surveillance and opportunities for interaction between the dwellings as they present to the common property.

**CR LODEN:**

For the landscaping plan there appears to be an opportunity to the north western corner and south western corner to plant trees including in front of Unit A – could this be incorporated? Unit H is noted as a turning bay, is there possibility for an additional tree to be planted there? If it is acceptable, could you have one visitor bay and planting of trees in the other visitor bay?

**MANAGER DEVELOPMENT AND DESIGN:**

In reviewing the development plans, trees have been proposed in deep soil areas on site that would maximise tree planting and canopy cover. There are no further opportunities for additional tree planting areas on site.

The specified area to the northern boundary is the storeroom for the dwelling of Unit H and so planting a tree is not possible in this location. In accordance with the vehicle manoeuvring requirements of the Australian Standards (AS2890.1), turning area is required for safe vehicle access in front of Unit H. This has been reviewed by the City's Technical Services team. Additional planting within this area would compromise the vehicle movements and safety within the site, and is not supported by Administration.

The proposal meets the landscaping standards of the Built Form Policy relating to deep soil areas and canopy coverage.

Administration is satisfied the current provision of landscaping and the number of visitor bays for the site is appropriate for the scale of the development and its siting within the Leederville town centre.

Administration would not be supportive of the removal of a visitor bay to facilitate additional tree planting. Should Council be of the mind to seek additional planting in one of the visitor car parking bays, the City's Parks team has advised that one Jacaranda or one Eucalyptus Torquata could be reasonably provided within one visitor bay.

**CR HALLETT:**

What avenues are available through the planning framework to assign maximum residential car parking bays permitted for development sites?

**MANAGER DEVELOPMENT AND DESIGN:**

It is possible to establish maximum residential parking bays through the local planning framework, such as through a local planning policy or a structure plan.

Amending the car parking deemed-to-comply standards of the R Codes Volume 1 through the local planning framework would require approval from the Western Australian Planning Commission (WAPC).

As an example for Leederville, the Draft Leederville Precinct Structure Plan (LPSP) as advertised included minimum and maximum car parking provision for residents and visitors for residential developments.

**CR WALLACE:**

The deemed-to-comply standard under the Built Form Policy for garage widths is for lots less than 10 metres wide garages are to be a maximum of 4 metres wide. From what I can see, these lots are 8 metres wide with a 6 metres wide garage. How is 'lot' applied here? Does it refer to the strata lot or the parent lot? Should this standard be applied to a built strata development? The streetscape is also vehicle access. Is it open to Council to interpret the vehicle access as a street and therefore apply garage width standards to this development?

**MANAGER DEVELOPMENT AND DESIGN:**

'Lot' applies to the parent lot. 'Lot' is defined in section 4 of the *Planning and Development Act 2005* in a way which expressly "does not include a lot in relation to a strata scheme, a lot in relation to a survey-strata scheme, or a lot shown as common property on a survey-strata plan, as those terms are defined in the *Strata Titles Act 1985*".

The communal driveway to service the proposed development is defined as a 'street' under the R Codes Volume 1. The R Codes Volume 1 defines 'street' as *"any public road, communal street, private street, right of way or other shared access way that does not include an access leg to a single battle axe lot"*.

Street Setback provisions of the Built Form Policy replace communal street setback provisions (Clause C2.1) of the R Codes. This means that no deemed-to-comply provisions are applicable with regards to the setbacks of the proposed dwellings to the communal driveway.

Further, the site is within the Town Centre built form area in the Built Form Policy. There are no deemed-to-comply standards limiting garage widths for grouped dwellings in the Town Centre built form area under the Built Form Policy.

The Garage Width standards of the Built Form Policy only apply to the Residential built form area, and do not apply to the Town Centre where the proposal is located.

Garage Width deemed-to-comply provisions of the R Codes apply to the garage of Unit G that faces Bold Court as the primary street and is the width of the parent lot. The proposed development satisfies this deemed-to-comply standard.

To clarify also, the portion of the subject site intended to accommodate the proposed nine grouped dwellings is not the subject of a survey-strata approval. There is a built strata approval relating to the six existing grouped dwellings on the northern portion of the site.

**CR FOTAKIS:**

Concern in relation to the visual dominance of the garage for Unit G. Has consideration been given to the type of garage door and the introduction of windows or design work so that it is not one solid band of colour? Would this be something that Council could contemplate?

**MANAGER DEVELOPMENT AND DESIGN:**

It would be reasonable for Council to impose a condition of approval requiring the design of garage doors to be modified to address perceived visual dominance.

Administration has since discussed the treatment of the garage door of Unit G with the applicant. The applicant has advised they would be accepting of the imposition of a condition of approval to incorporate openings or panels to the garage door of Unit G, should Council be of the mind to impose this.

**CR FOTAKIS:**

Would it be a valid consideration for additional tree planting to Bold Court along Venables Park along the entrance way to the property as opportunities for tree planting here to add value to the area?

**MANAGER DEVELOPMENT AND DESIGN:**

It would not be reasonable to require the planting of additional trees to Venables Park. This is because it could not be reasonably considered as relating to the development proposed.

Administration has discussed additional planting opportunities with the applicant.

The applicant has confirmed they would be accepting if required to plant an additional verge tree to Bold Court adjacent to the development site. There is an existing mature tree located in the verge of Bold Court adjacent to the site. The City's Parks team have advised that there is no opportunity for additional tree planting in this location, which would encroach into the adjoining property's (No. 11 Bold Court) front setback area.

The applicant has also confirmed they would be supportive of planting three trees along the verge of the entrance to Bold Court if required. The City's Parks team has advised that it would not be possible to plant additional trees in the verge of Bold Court or Venables Park, as tree planting is already existing.

**CR GONTASZEWSKI:**

Can the DRP minutes be included, as well as the DRP table with the evolving traffic light assessment?

**MANAGER DEVELOPMENT AND DESIGN:**

The officer report has been updated to include the DRP table that reflects the City's traffic light assessment

to demonstrate the item's progression through the design review process.

**CR GONTASZEWSKI:**

How many parking fines were issued in this area for not displaying a valid parking period? This should be for a long enough period that COVID does not skew results. Is this also standard time restricted parking, or resident parking? What is the distance from the entry of the development to the first available public parking bay?

**EXECUTIVE DIRECTOR INFRASTRUCTURE & ENGINEERING:**

Infringements issued along both Carr Place and Bold Court relating to signposted restrictions have been in relation to the following:

- Parking longer than time allowed (restriction is 2 hours).
- Failure to display a valid Permit (after 9pm this whole zone - Carr Place and Bold Court – are residential Permit Only areas) There is also a residential Permit Zone at all times on the northern side of Carr Place.
- Infringements in the “No Stopping” zone at the entry to Bold Court as well as the “No Stopping” area within Bold Court.
- There is “No Verge Parking” in Bold Court. Rangers issue infringements for Unauthorised Parking on Verge in Bold Court.

Bold Court	Park during prohibited period/Failure to display a valid permit	Park contrary to signs	No Stopping
15/16	0	27	1
16/17	0	27	7
17/18	0	14	1
18/19	6	25	1
19/20	0	33	4
20/21	0	10	0

Carr Place	Park during prohibited period/ Failure to display a valid permit	Park contrary to signs	No Stopping
15/16	133	234	15
16/17	305	420	31
17/18	731	226	55
18/19	593	164	54
19/20	315	106	14
20/21	331	104	23

The subject parking area (Carr Place and Bold Court) is Residential Only after 9:00pm.

Resident Permits for Bold Court are Zone Permits which are also valid to be used by these residents along Carr Place.

The nearest publically available parking bays on Bold Court are kerbside parking, located approximately 60 metres from the site.

The nearest publically available parking bays located in Carr Place are approximately 110 metres from the site.

**CR TOPELBERG:**

Given that the land use is discretionary, and the broader objectives around the Leederville town centre and the objectives of the zone, is the discretion being sought more around land use and the types of grouped dwellings? And is this a more valid line of trying to seek changes to the development, rather than trying to seek modifications to the built form through garage widths?

**MANAGER DEVELOPMENT AND DESIGN:**

Yes, the proposed grouped dwellings land use is a 'D' discretionary land use in the subject Regional Centre zone under the City's Local Planning Scheme No. 2.

In exercising its discretion to approve the proposed development, Council would need to consider and be

satisfied that the land use is consistent with the objectives of the Regional Centre zone and the Leederville Masterplan.

The officer report includes Administration's assessment of the proposed development against the objectives of the Regional Centre zone and the Leederville Masterplan.

The Legal/Policy section of the officer report has been updated to include a list of the objectives of the Regional Centre zone and the Leederville Masterplan for Council's consideration.

**ADDITIONAL INFORMATION:**

Following the Council Briefing Session, Administration received written correspondence from a previous objector advising that they now support the proposal. The submitter's initial objection raised concern with the box guttering for Units H & I and the common bin store area.

The submitter now supports the proposed development as amendments to the proposal during the course of the assessment process have addressed these concerns. The submitter also advised that they would strongly object to any higher density and additional building height in this location.

The officer report has been updated to note this submission received.

## 5.2 LOCAL PLANNING POLICY NO. 7.5.15 - CHARACTER STREETS (FORMERLY CHARACTER AND HERITAGE AREAS) APPROVAL FOR ADVERTISING

- Attachments:**
1. Local Planning Policy No. 7.5.15 - Character Retention and Heritage Areas
  2. Draft Amended Local Planning Policy No. 7.5.15 - Character Streets
  3. Draft Appendix 6 to Local Planning Policy No. 7.5.15 - Florence Street
  4. Draft Appendix 7 to Local Planning Policy No. 7.5.15 - Prospect Place
  5. Draft Appendix 8 to Local Planning Policy No. 7.5.15 - Hammond Street
  6. Draft Appendix 9 to Local Planning Policy No. 7.5.15 - Ivy Street
  7. Draft Appendix 10 to Local Planning Policy No. 7.5.15 - Strathcona Street

### RECOMMENDATION

#### That Council:

1. **PREPARES** the amendments to Policy No. 7.5.15 - Character Streets included as Attachment 2, 3, 4, 5, 6 and 7 in accordance with Schedule 2, Part 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. **AUTHORISES** the Chief Executive Officer to advertise the proposed amendment in accordance with Schedule 2, Part 2, Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
3. **NOTES** that at the conclusion of advertising all submissions received, and any updates to Policy No. 7.5.15 – Character Streets will be presented to Council for consideration.

#### **MAYOR COLE:**

Can heritage areas be included in the title of the new policy?

#### **A/EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:**

Title updated to *Local Planning Policy No. 7.5.15 – Character Areas*.

The notion of 'Heritage Areas' has been removed from the draft policy title to help provide a distinction between Character and Heritage.

#### **MAYOR COLE:**

If we moved in the direction of a precinct, would that allow other streets to join that area? Would welcome more advice on how this would work.

#### **A/EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:**

The process for joining an area that already has an established Character Area guideline would commence like any other application. A nomination with a minimum of 40 percent support would be assessed by Administration, followed by a recommendation to Council to advertise to affected landowners.

The process would be more efficient as Administration would take the nomination and amended appendix to Council as soon as practicable, reducing timeframes associated with a Council Workshop and additional assessment of the street as this has already been completed for the area.

As per the *Planning and Development (Local Planning Schemes) Regulation 2015*, Council may determine that due to the support put forward by an area that no advertising is required for an amendment to this policy.

#### **CR GONTASZEWSKI:**

Policy name is changing but the policy refers to character retention areas. Would it be more appropriate to use character areas and heritage areas?

#### **A/EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:**

As noted in the first question from Mayor Cole above, Administration is providing a distinction between Character and Heritage by updating the title to *Local Planning Policy No. 7.5.15 – Character Areas*.

#### **CR GONTASZEWSKI:**

Where it says the City may abandon the nomination does that mean that if a nomination has been received, is that an internal administration decision that will not come to Council? Who has the authority to make that

decision?

**A/EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:**

Administration has deleted the below clause within the draft Policy.

3.2 *The City may abandon the nomination at any time during this process if there is a prevailing view from the community that it no longer wished to proceed.*

This has been done to provide clarity to the community and has been done in association with the increase in percentage required to have a character area removed or abandoned. Any valid recommendation to not proceed with a Character Area nomination will be approved by Council.

**CR GONTASZEWSKI:**

Determines on the basis of submissions received, would like review of wording. Foreshadow an amendment.

**A/EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:**

Wording has been changed under clause 4.2 as requested, which now reads *as per the below*:

4.2 *Following advertising, Council will be asked to approve, refuse or approve with modifications the Guidelines to be included as an appendix to this policy based on the results of assessment and consultation'.*

**CR CASTLE:**

3.4 abandoning a nomination if 60 percent refusal, is there any guidance as to how the Administration would decide the prevailing view?

**A/EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:**

Administration has increased the minimum percentage to 70 percent required to remove or abandon a Character Area. This will ensure that there is a clear direction from the community to remove or abandon a nomination and reflects the City's strategic direction in enhancing and celebrating neighbourhood character.

**CR CASTLE:**

Based on case law regarding due regard to be given, is the clause on page 37 required?

**MANAGER DEVELOPMENT AND DESIGN:**

Administration has removed the below wording to ensure that the draft policy is consistent with other City policies.

*Should a development application be submitted during the course of the City considering a Character Street for adoption, a development assessment shall not have regard to the advertised provisions. Anything not covered by the relevant guidelines contained in this policy are to be assessed as per the City's Built Form Policy (LPP 7.1.1).*

Due regard is to be given to draft local planning policies where it is 'seriously entertained', being where its approval is 'certain' and 'imminent'. The deletion of the absolute wording as previously drafted would allow for this consideration on a case by case basis.

**CR CASTLE:**

Rescind the area if 60 percent of residents refuse – could this be considered?

**A/EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:**

As above, Administration has increased the rescission threshold to 70 percent of the affected properties. This has been increased to ensure there can be a clear indication from the community that a Character Area is to be abandoned or removed and also reflects the City's strategic direction in enhancing neighbourhood character.

**CR WALLACE:**

Heritage Act requires LG to undertake a heritage survey every 5 years, when was the last one and when is the next one scheduled?

**A/EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:**

The initial Local Heritage Survey (Municipal Heritage Inventory) was undertaken in 2006 at which time the

recommended places were adopted onto the City's Heritage List. We are in a unique situation at the City whereby the Local Heritage Survey and the Heritage List are contained in one document. Other local governments have these separately.

Places that were identified as having 'some or moderate' heritage significance, were not adopted onto the Local Heritage Survey, but were earmarked for further consideration at a subsequent review.

A review of the Local Heritage Survey was undertaken in 2013 where the City reinvestigated the previously identified places. Of the places that were assessed and recommended for inclusion onto the Heritage List, only those where owner consent was obtained were adopted.

Under the Heritage Act 2018, the City is required to conduct a review of its Local Heritage Survey every 5 years. The Local Heritage Survey was scheduled for a review in 2018 however, the City is undertaking a review of the Heritage Strategic Plan to commence early next year which will incorporate this work and ensure it aligns with the City's strategic direction for heritage.

## 6 INFRASTRUCTURE & ENVIRONMENT

### 6.1 E-PERMITS IMPLEMENTATION PROGRESS REPORT

Attachments: Nil

#### RECOMMENDATION:

That Council NOTES the progress in the implementation of the E-Permit system.

**CR HALLETT:**

To date, 133 infringements have been issued, were these people who were entitled to permits and didn't have them, or other parkers?

**EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:**

Of the 133 infringements issued, we can identify that 17 of them were entitled to permits. Of these 17, 10 have submitted an appeal.

**6.2 TENDER IE110/2021 PRUNING OF STREET TREES USING ELEVATED WORK PLATFORMS****Attachments: 1. Evaluation Summary - Confidential****RECOMMENDATION:****That Council**

- 1. NOTES the outcome of the evaluation process for Tender IE110/2021 Pruning of Street Trees using Elevated Work Platforms, and**
- 2. ACCEPTS the tender submitted by Tree Amigos Tree Surgeons for Tender IE110/2021 for the Pruning of Street Trees using Elevated Work Platforms.**

**CR FOTAKIS:**

Applies to both 6.2 and 6.3 – was consideration given to previous complaints? Was the history considered?

**EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:**

No – the particular matter in question was dealt with at the time in accordance with contract management procedures.

Although the evaluation panel was aware of the previous issues that arose during the last contract, the evaluation of the tenders is based on the information provided in the submission. The panel does not take into consideration issues that may have occurred at the City in the past as this is considered to be anti-competitive. By only evaluating the information in the tender submissions ensures that all tenders are evaluated fairly and in accordance with our evaluation process and best practice.

**MAYOR COLE:**

Was the previous work done for the City considered as a criteria?

**EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:**

Yes – previous work is considered as part of the Relevant Experience criteria. Note that only the information provided in the tender submission is used to assess previous works (as per the above information)

**6.3 TENDER IE109/2021 REMOVAL OF TREES AND PRUNING OF TREES WITHIN PARKS AND RESERVES**

**Attachments:** 1. Evaluation Summary - Confidential

**RECOMMENDATION:**

**That Council**

1. **NOTES** the outcome of the evaluation process for Tender IE109/2021 Removal of Trees and Pruning of Trees within Parks and Reserves, and
2. **ACCEPTS** the tender submitted by Professional Tree Surgeons for Tender IE109/2021 for the Removal of Trees and Pruning of Trees within Parks and Reserves.

**MAYOR COLE:**

Numbers are missing in the table - can a replacement page be issued?

**EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:**

The table has now been updated in the report to reflect the correct figures.

**CR GONTASZEWSKI:**

Has there been any consideration around performance standards? How will this be managed?

**EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:**

Performance standards (such as KPI's) and further items to address any issues we have had in the past can be done through the contract negotiation and development stage. The City has recently rolled out a Contract Management Framework (including a contract management toolkit) which addresses supplier performance management. Under this framework, the Contract Manager will be responsible for day-to-day performance and relationship management, including periodic performance review meetings to address performance against KPI's, complaints, risk management and adherence to contracted pricing, with a toolkit of documents to support this process and keep records of it.

#### 6.4 WASTE STRATEGY PROJECT 8 - COMMERCIAL WASTE SERVICE UPDATE

Attachments: Nil

#### RECOMMENDATION:

That COUNCIL NOTES the progress update on implementation of Council's decision to cease the City's commercial waste service as part of Project 8 of the Waste Strategy.

#### CR CASTLE:

Request for more detail in the report regarding the number of customer enquiries, include nature of complaints, and how did the errors occur?

#### EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:

A breakdown of the 8 'complaints' is detailed below. A number of these relate to confusion over bin ownership, more than a complaint. Only COV stamped bins were removed.

Date	Suburb	REQUEST	OUTCOME
9/07/21	Perth	new owner was not aware of collection day or removal of commercial service - requests collection	Bins left on site. Advised that bins should be put out for the next collection and they will be removed shortly thereafter
9/07/21	Perth	customer advised that his private bins were removed	Advised that only CoV bins were removed. It seems that he was using CoV bins as part of his private collection service. Advised that he should contact his private waste provider for new bins.
15/07/21	Perth	non-rateable property believes he was told that he could keep his bins	Advised by email of microbusiness service and collection of bins
15/07/21	Perth	customer not aware of ending of commercial collection service	Responded by email providing information
16/07/21	Perth	believes his bins keep getting taken in error	Following site visit, confirmed that correct allocation of bins are at the property, advised resident
20/07/21	North Perth	customer believes the City removed her private bin	Advised that only CoV bins were removed - advised to contact her private waste provider.
23/07/21	Perth	wished to know allocation of bins for property	Responded by email providing information on allocation
23/07/21	Perth	customer believes the City removed her private bin	Advised that only CoV bins were removed - advised to contact her private waste provider

With regards to 11 "stickered/removed in error" this is a tiny proportion, which relate primarily to mixed use properties where business owners were not confident which bins were theirs and a few residential bins were inadvertently stickered and/or removed. These were immediately actioned.

#### CR FOTAKIS:

How many bins did we anticipate we would remove – before we started the process?

#### EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:

As part of our initial commercial waste options appraisal and audit undertaken in 2019, we anticipated we had 4398 bin assets at commercial premises.

#### CR HALLETT:

The report is missing the PHP section

#### EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:

PHP section has been added to the report.

**7 COMMUNITY & BUSINESS SERVICES**

**7.1 INVESTMENT REPORT AS AT 30 JUNE 2021**

**Attachments:** 1. Investment Statistics as at 31 June 2021

**RECOMMENDATION:**

**That Council NOTES the Investment Statistics for the month ended 30 June 2021 as detailed in Attachment 1.**

<b>NO QUESTIONS</b>
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**7.2 ADVERTISING OF AMENDMENTS TO COMMUNITY FUNDING POLICY**

**Attachments:** 1. Draft Community Funding Policy - Marked Up Version

**RECOMMENDATION:**

**That Council:**

1. **APPROVES** the amendments to the Community Funding Policy, at Attachment 1, for the purpose of advertising;
2. **AUTHORISES** the Chief Executive Officer to provide local public notice of the proposed amendments in Recommendation 1. above and invite public comments for a period of 21 days; and
3. **NOTES** that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.

**MAYOR COLE:**

What was the total amount allocated to community grants this financial year?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Below is a listing of funds provided through each funding stream.

<b>Funding Stream</b>	<b>2021-2022</b>
Seeding Grants (Cultural Kickstart & Community Innovation) *	\$8,000
Community Support Grants*	\$20,000
Youth Development Grants*	\$2,000
Collaborative Grants*	\$85,000
Female Sports Participation Grants*	\$5,000
Town Team Grants	\$60,000
Environmental Grants	\$10,000
Heritage Assistance Fund and Heritage Plaques Program	\$30,000
Active Transport Schools Grant	\$3,000
Active Transport Community Initiatives Grants	\$3,000
Transport Assistance	\$2,000
Special Assistance Welfare	Not stipulated
Donations	\$2,000
Waiving of Fees	Not stipulated
Emergency Relief Donations	\$2,000
Student Citizenship Awards	\$3,000

\*relates to funding streams that are subject to funding rounds with the first round finishing on 30 September 2021.

**CR GONTASZEWSKI:**

In relation to the document itself does not reference Cultural KickStart or Cultural Innovation Grant Stream – is this one of the other headings or under a different Policy, where do they fit in this Policy and if not where they do fit?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

The Cultural Kickstart and Community Innovation Grants form are a subset of the Seeding Grants.

Cultural Kickstart grants are available for new projects related to cultural development, artistic development, community art projects or events.

Community Innovation grants are available for new projects related to community development, education or recreation.

**CR FOTAKIS:**

Point 11 – clarity on the wording – refers to financial assistance for schools located in the City of Vincent

towards Active Transport Events, bike education and/or Department of Transport's Your Move Connecting Schools or Grants. Reads as if we are giving funding to the Department of Transport, rather than programs within. Can we make it clear how that funding has been distributed?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

The Policy has been updated to clarify the wording in relation to the Active Transport Events in Point 11.

**CR LODEN:**

Town Team grants was not included, curious to know why?

As part of the review, do we review whether the quantum's of money and how that is split up are appropriate or is there a process where we think about whether we want to be directing funds to one area or more or less so forth? Is there merit in doing this?

Interested to understand but if you can break it up by that percentage and if you take out Festival and Events Sponsorship and how that split looks, if we have these 5 priority areas are we allocating appropriate resources to them? The budget process we don't necessarily look at this in this context.

Can further analytics be provided, as to how we are allocating the resources re strategic priorities?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Town Team Grants provided are listed below:

	2019-2020	2020-2021
Town Team Grants	\$36,965.95	\$59,285.05

	2019 - 2020	2019 - 2020	2020 - 2021	2020 - 2021
Connected Community	\$ 143,107.83	60%	\$ 108,657.52	49%
Thriving Places	\$ 43,553.95	18%	\$ 73,150.30	33%
Enhanced Environment	\$ 12,012.00	5%	\$ 9,320.00	13%
Sensitive Design	\$ 37,100.68	16%	\$ 28,034.25	4%
Accessible City	\$ 2,300.00	1%	\$ 2,300.00	1%
	\$ 238,074.46	100%	\$ 221,462.07	100%

**CR TOPELBERG:**

As a case study, Dyslexia Foundation - Help Your Child to Read Community Grant for \$4250, how was the application process run, how Vincent centric was it and the equivalent outcomes that have been achieved or what the expectations are?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

The City provided \$4250 funding to the Dyslexia Foundation for a Boost: Help your child to read and spell program.

The Dyslexia-SPELD Foundation (DSF) is a WA charity and not-for-profit organisation committed to ensuring that children and adults with learning difficulties are supported adequately and appropriately. Furthermore, that all students are provided with the opportunity to achieve their potential. DSF provides advice and support to families and educators on successful literacy acquisition, evidence-based practice, and effective intervention strategies. Our role includes supporting and advising students, adults and families directly, as well as indirectly through the support and advice we provide at a school or employment level.

The program was funded based on the following deliverables:

- Delivery of a minimum of two (2) workshops at Kyilla Primary School and Mount Hawthorn Primary School
- Deliver the workshop to a minimum of 40 parents residing within the City of Vincent
- Produce take home and in workshop materials featuring the City's logo
- Improve parental knowledge about the underlying skills required to read by 30% from the workshop – Measured by the phonological awareness assessment

- Administer all 40 resource packs and all 40 workshop material packs to parents residing within the City of Vincent participating in one of two workshops.

### 7.3 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 JUNE 2021 TO 30 JUNE 2021 – 7.36PM

- Attachments:
1. Payments by EFT and Payroll June 21
  2. Payments by Cheque June 21
  3. Payments by Direct Debit June 21

#### RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 June 2021 to 30 June 2021 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$6,332,095.01
Cheques	\$547.05
Direct debits, including credit cards	\$280,662.02
<b>Total payments for June 2021</b>	<b>\$6,613,304.08</b>

#### CR GONTASZEWSKI:

Is Administration the only area we have public wifi, if not can I get an understanding of where else and do we have any way of assessing usage aside from written surveys etc?

#### EXECUTIVE MANAGER INFORMATION AND COMMUNICATION TECHNOLOGY

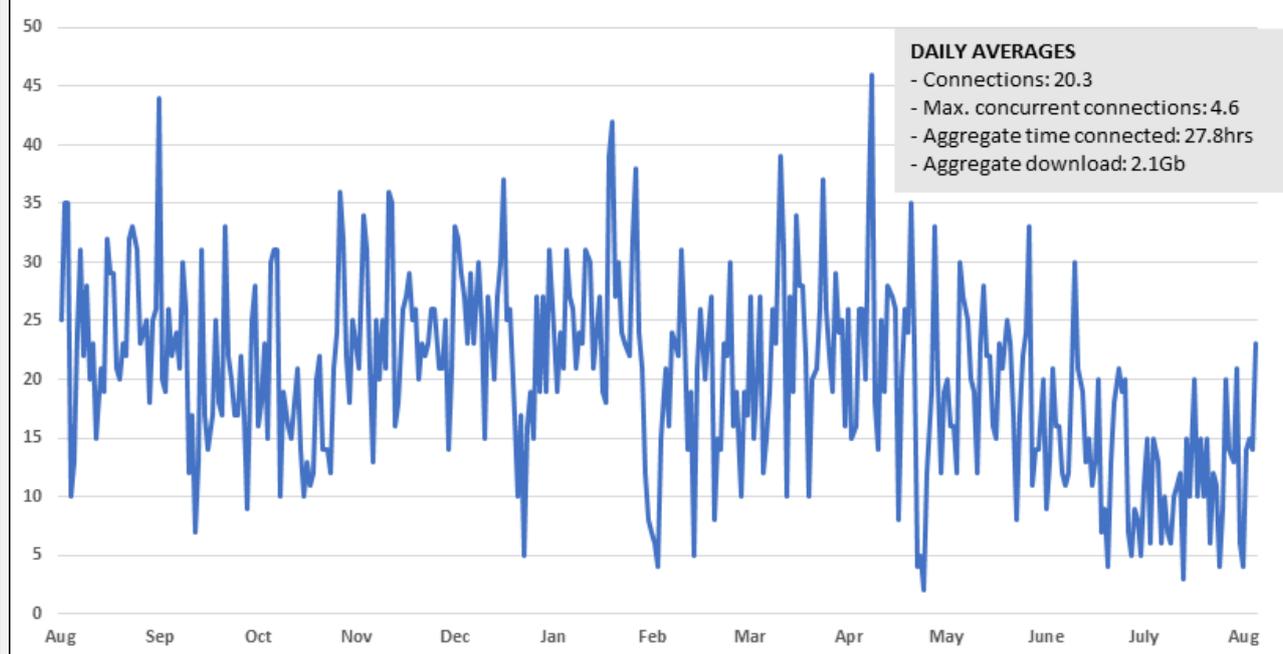
The City offers free WIFI at four locations:

1. Administration building
2. Beatty Park
3. Library
4. Oxford Street, Leederville

The City has changed its service provision over the past 18 months as per the statistics below.

<b>HISTORY: City of Vincent free public WIFI service</b>			
	<b>pre-April 2020 (Pre-COVID)</b>	<b>April 2020</b>	<b>May 2020+</b>
<b>Administration</b>	NA	NA	CoV network
<b>Beatty Park</b>	\$543/m	Decommissioned	CoV network
<b>Library</b>	\$357/m	Decommissioned	CoV network
<b>Oxford Street, Leederville</b>	\$1,290/m	\$1,290/m	\$1,290/m

Oxford Street: public WIFI connections per day 6 Aug 2020 to 5 Aug 2021

**CR GONTASZEWSKI:**

Fee for consultation website – assuming it is Imagine Vincent, can I get clarification on that? Where we are at with evaluating that. I believe we were going to do that at some point.

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

The City did a minor review of our consultation website, Imagine Vincent, earlier this year to test it against market competitors. It was found that the product provided by Bang the Table continued to meet the needs of the City and rated favourably against competitors in terms of functionality and reporting. The contract was extended until May 2022.

A more thorough review can be conducted following the establishment of the Stakeholder and Community Engagement Framework which will provide time to plan for and resource a platform change if change is required.

**CR GONTASZEWSKI:**

There is a \$22,000 bill for professional services for the integrated transport strategy, was this additional work or a milestone in the original contract?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

This was the final milestone payment for the original contract.

**CR GONTASZEWSKI:**

Two items of \$2432 for bus hire for Seniors Outing, did this include more than hiring bus, if not what bus costs that amount?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

The payment for \$2,342 pays for the following:

- Day bus hire with driver;
- Morning Tea;
- Lunch; and
- Entrance Fees (where applicable)

The City receives a \$1,320 contribution from seniors who attend these events, so the net cost to the City is roughly \$1000 for each event.

**CR GONTASZEWSKI:**

Annual spend on photography and videography services, individually and as a total amount?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Service	Amount
Photography	11,290.25
Videography	19,878.10
<b>Total spend</b>	<b>31,168.35</b>

Higher cost items for videography this year included a video suite for the FOGO rollout.

There was also videography of the COVID Arts Relief Artworks which is being captured as an artefact for the Local History Centre.

**CR GONTASZEWSKI:**

Note there was \$9,000 spent on Leadership surveys and reports, whether this comes under the training area in a budget or whether this is put against a different cost centre or different line item in the budgeting?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

The City conducted a leadership (360 feedback) survey for all management staff. This came under the Management Initiatives budget.

**CR FOTAKIS:**

Reference to graffiti removal services, it refers to the Ever Mural, can that be corrected to the correct reference, The Ever and Ever Mural by Georgia Hill.

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

This has now been updated in the report attachment to reflect the correct reference.

**CR FOTAKIS:**

North Perth Common lighting and the reprogramming, just a clarification, we were going to reprogram for a colour light that the \$275.00 is the only cost that we incurred.

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Yes that's correct, \$275 is the full cost incurred for programming the coloured lights of the Rings artwork at North Perth Common.

**CR TOPELBERG:**

Photography and videography and local marketing professionals – can we check that the policy on local businesses was followed? Where it crosses over between art and local professionals, check we are doing a regular sweep, where specific services are required, if the skillset doesn't exist within the City or our known networks, that we go out and actively seek it? It might be quite attractive to young local professionals. Does procurement policy state we favour local businesses? -

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Marketing use a number of local creative professionals depending on the job requirements. Over the past three months two new local photographers have been added as suppliers and commissioned to photograph citizenship ceremonies, images for the budget news and the recent native plant sale.

In relation to the Purchasing Policy, yes we do have a Buy Local Item that states that the City is committed to the ongoing support of local City of Vincent businesses and, as much as practicable, will seek to develop request for quotations and tenders that do not unfairly disadvantage local businesses. The Item goes on to state that quotations and tenders should be structured to encourage local businesses to bid.

Further to this, one of the Policy objectives is to ensure that local economic factors are considered in the overall value for money assessment and that assessment of the value for money outcome for any purchasing process should consider providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

We also have access to VendorPanel Marketplace which advertise what businesses are located within the City of Vincent postcodes. Staff have the ability to purchase directly through Vendor Marketplace.

**CR TOPELBERG:**

Page 180 – Flick do not do temporary staff?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Correct, this was a typo. This has now been updated in the Report Attachment to read termite inspection.

**7.4 PROVISIONAL FINANCIAL STATEMENTS AS AT 30 JUNE 2021**

Attachments: 1. Provisional Financial Statements as at 30 June 2021

**RECOMMENDATION:**

That Council **RECEIVES** the Provisional Financial Statements for the month ended 30 June 2021 as shown in Attachment 1.

**CR HALLETT:**

Favourable variance under community amenities, it mentions additional waste collection revenue, just wondering what was that in relation to?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

This was revenue from processable waste collection resulting from Statutory fees and charges relating to Additional Rubbish Services and Exempt Rubbish Services.

**7.5 ADOPTION OF CORPORATE BUSINESS PLAN 2021/22 - 2024/25 AND FOUR YEAR CAPITAL WORKS PROGRAM 2021/22 - 2024/25**

**Attachments:** 1. **Draft Corporate Business Plan 2021/22 - 2024/25 and Four Year Capital Works Program 2021/22 - 2024/25**

**RECOMMENDATION:**

**That Council:**

1. **ADOPTS BY ABSOLUTE MAJORITY the City of Vincent Corporate Business Plan 2021/22 - 2024/25 at Attachment 1 including the Four Year Capital Works Program 2021/22 – 2024/25;**
2. **NOTES that final editorial, design and formatting of these documents will be determined by the Chief Executive Officer prior to publication.**

**MAYOR COLE:**

Strategic focus areas 21/22:

Delivering indoor pool works – should BP 2062 be broader than that?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

The indoor pool upgrades and Heritage Grandstand works are included, and the description of BP2062 can be broadened.

**MAYOR COLE:**

Strategic focus areas 21/22:

This is missing a piece around major capital investment in core community infrastructure. Major investment in roads, community centres, etc.

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Commentary will be included.

**MAYOR COLE:**

Britannia development and Haynes St – masterplan information?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Commentary will be updated

**MAYOR COLE:**

Workforce profile is broken down into service areas different to financial section – could this align?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

This will be done.

**MAYOR COLE:**

Marketing and Partnerships – can this be updated to new title – can more split to City service area?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

This will be done.

**MAYOR COLE:**

Corporate Strategy & Governance – election process funding.

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Confirmed this is the correct allowance

**MAYOR COLE:**

What is Corporate Process Management System amount for?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

It is the licensing fee for ProMapp, the City's process mapping software.

**MAYOR COLE:**

Ranger Services - parking ranger trial project and recording of outcomes to be included?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

This will be included in the Service Area description.

**MAYOR COLE:**

Waste & Recycling – graffiti removal program, please include comments in relation to reviewed service within the service area deliverables page.

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

This will be added to the Service Area description.

**MAYOR COLE:**

Parks – service area deliverables checked against the Greening Plan?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Yes, this is consistent with the Greening Plan.

**MAYOR COLE:**

Strategic Focus - Engineering – list major projects such as mini roundabouts trial, 40KPH trial should this be included?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

They are included in the Accessible City Strategy Implementation, information of the projects will be listed in CBP under the Strategic Focus Areas 2021/22.

**MAYOR COLE:**

Strategic Projects - can this be checked against the service areas? Or can the title be updated ?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Will add in a column for lead Directorate to the Strategic Projects page.

**CR GONTASZEWSKI:**

Strategic focus areas? What activities relate to project management?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Implementation of the Project Management Framework is included in the service area for Finance and Project management Office.

**CR GONTASZEWSKI:**

City profile – how does this relate to the CBP?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

The City Profile reflects community and city demographics, which provides the context within which services are provided.

**CR GONTASZEWSKI:**

Rebound plan – what activities are planned and can they be included?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

This page was scaled back following a budget workshop. Will include reference to our webpage link.

**CR GONTASZEWSKI:**

There appear to be some typos.

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Review has been undertaken.

**CR GONTASZEWSKI:**

Could the CBP descriptions in the Strategic projects give more information – accessible city strategy and what works will be undertaken. Use words as per framework.

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

They are included in the Accessible City Strategy Implementation, information of the projects will be listed in Strategic Focus areas.

**CR GONTASZEWSKI:**

Preparing a land plan – is there a document or overarching plan, can this be clarified and a deadline included, a description updated.

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Yes, the intention is to prepare a guiding document whether a policy, plan or strategy, to assist Administration and Council in making strategic land investment and divestment decisions. This project was included as part of the City's Service Delivery Review Program, to move to a more strategic approach. The initial position statements are being drafted now and will be presented to Council by the end of this year. In the interim, operational land transactions and leases are still occurring.

**CR GONTASZEWSKI:**

Annual review of workforce plan, when will this be undertaken and copy of current plan that will be the basis of this review?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

The annual workforce plan review will be undertaken as part of the Service Delivery Review Program. The current review is in progress and will be finalised before the end of the financial year. A copy of the current plan has been circulated to Elected Members.

**CR GONTASZEWSKI:**

Is there money for activities under place plans, not in 2023, can this be clarified?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

We will have activities, funded by the operational budget, across all 4 years.

**CR GONTASZEWSKI:**

There is a public portal for CRM being delivered by ICT, update on what timeline for the delivery for that is, and can Council be involved?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Description has been updated. This relates to an ongoing program of improving online customer services. Included in the IT Plan and the Customer Experience project.

**CR GONTASZEWSKI:**

When will the project Beatty Park 2062 be finalised and come to Council?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Update to be provided to Elected Members at Council Workshop on 24 August.

**CR GONTASZEWSKI:**

Is there funding for management of major events after 2021/22? Can this be clarified?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Yes, this will be corrected. Major events will be funded each year.

**CR GONTASZEWSKI:**

Beatty Park leisure facility classification informing users – should tenants be informed as well?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Tenants, users and surrounding residents are being notified on an ongoing basis.

**CR GONTASZEWSKI:**

Have we already consulted on the solar projects or are we at the engagement stage?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

We are now at the engagement phase of the project.

**CR GONTASZEWSKI:**

Capital works program – no assessment on community engagement prior to works. Can this be updated?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

This information will be reviewed and if no engagement is required a comment to that affect will be included. Will include 'not applicable' if for in-house or general maintenance.

**CR GONTASZEWSKI:**

Sports lighting there is a replacement of lights – is this sports lighting or all lighting?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

This is only Sports lighting renewal to meet current standards. There is also a Street Lighting Upgrade Program which is intended to maintain and upgrade this infrastructure to current standards.

**CR HALLETT:**

Workforce Profile - 2.7 FTE for marketing – who is that, and can it be reflected as head count, not FTE?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

The casual employees are casual customer service officers. They have now been represented in the table.

**CR HALLETT:**

Table of strategic projects, what do the ticks mean? Does all ticks in every year mean that this is covered by the existing budget?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Advice on the meaning of the ticks will be included earlier in the CBP. A tick indicates that the activity is occurring and that the cost is part of the normal operational cost for the service area. As discussed on the night an alternative approach will be considered during the next CBP review.

**CR HALLETT:**

Parks Service Area - There is \$37,500 budget in this year for Woodville Reserve and \$161,000 for community events, what is that for?

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

Woodville Reserve was a duplication of the Landscape plan costing shown in the Strategic Projects and the Community events are items such as the Native Plant Sale and Garden Competition.

Consultation column in the CWP has some blanks, can these be reviewed, and comment made?

## 8 CHIEF EXECUTIVE OFFICER

### 8.1 PROPOSED LEASE TO ROBERTSON PARK ARTISTS' STUDIO

- Attachments:
1. Map Showing Location of Halvorsen Hall
  2. Maintenance Schedule
  3. Community Benefit Matrix
  4. Comparison with Property Management Framework

#### RECOMMENDATION

##### That Council

1. **NOTES** that Robertson Park Artists' Studio comprising Graham Hay, Sarah Marchant, Frances Dennis, Carol Rowling, Christopher McClelland and Bethamy Linton currently occupy Halvorsen Hall as monthly tenants, pursuant to a joint lease with the City which expired on 28 February 2020;
2. **APPROVES** providing local public notice pursuant to section 3.58 of the *Local Government Act 1995* of the proposed lease to Robertson Park Artists' Studio comprising Graham Hay, Sarah Marchant, Frances Dennis, Carol Rowling, and Christopher McClelland on the following proposed commercial terms:
  - 2.1 **Initial term:** two (2) years;
  - 2.2 **Option:** one (1) year exercised at the City's sole discretion;
  - 2.3 **Premises area:** the building known as Halvorsen Hall at Robertson Park, measuring approximately 275sqm.
  - 2.4 **Rent:** \$6,706.70 including GST per annum, being 20% of GRV and including a 9% community benefit rebate. Rent was negotiated based on GRV of the Premises – currently \$33,500 pa.
  - 2.5 **Rent Review:** annual CPI rent review to occur on 1 July each year of the lease commencing from 1 July 2022.
  - 2.6 **Outgoings:** the Tenant to pay all rates and taxes, ESL, rubbish and recycling bin charges, utilities (including scheme water, electricity and gas) and minimum level of service statutory compliance testing (including RCD, DFES and pest inspection fees and charges), applicable to the Premises.
  - 2.7 **Insurance:** the Tenant is 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.
  - 2.8 **Repair/maintenance:** the Tenant is responsible for maintenance items as specified in the right hand column of the Maintenance Schedule at **Attachment 2**.
  - 2.9 **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.
  - 2.10 **Responsibilities of the** the City is responsible for:

- City:**
- a) maintenance of roofing and main structure of the Premises (unless the damage is caused by the tenant);
  - b) capital renewal and upgrade of existing assets, at the City's sole discretion.
- 2.11 Obligations of Tenant and default provisions:** the Tenant is responsible for paying all Rent and any other monies owing under the Lease within 14 days' of the due date:
- a) If the tenant fails to pay an invoice within the 14-day grace period, interest at a prescribed rate (as set by the Lease) will accrue on the outstanding amount until it is paid for in full.
  - b) Continued failure to pay monies due and owing under the lease may result in the City terminating the Lease due to the tenant's default.
  - c) If the tenant disputes any amount due and owing under the Lease, 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.
- 2.12 Special conditions:**
- Premises condition:**
- a) The Tenant leases the Premises from the City in 'as is, where is' condition.
  - b) The Tenant acknowledges that the Premises is in a condition commensurate with its age and the City does not anticipate making any capital upgrades or improvements to the Premises or its surrounds.
- Redevelopment or demolition:**
- If:
- a) the City wishes to redevelop the Premises or its surrounds; or
  - b) the City determines that it can no longer maintain the Premises in a safe and occupiable condition,
- the City may, upon providing the tenant with a minimum of 12 months' prior notice, require the tenant to surrender its lease of the Premises.
- 3. AUTHORISES the Chief Executive Officer to consider any submissions received and to determine whether to proceed with the lease, ensuring that the reasons for such a decision are recorded;**
- 4. AUTHORISES the Mayor and Chief Executive Officer to affix the City's common seal and execute the lease; and**
- 5. AUTHORISES the Chief Executive Officer to approve future variations to the lease as required for the sole purpose of adding or removing joint lessees to the lease.**

**MAYOR COLE:**

Will the briefing notes provide further info on the assets existing condition and what works will be required to trigger compliance upgrades? Clarify that there is no funding, not even maintenance funds.

**A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

The 2018 Building Condition Audit described Halverson Hall as "Poor condition, requires significant renewal if retained." A more recent report states that Halverson Hall is "structurally ok however all fit out nearing end of life. Internal toilets not fit for purpose, and switchboard non-compliant. Generally, presents poorly, reactive maintenance to vandalism. Suggest rationalisation on termination of lease or potential capital to bring to an acceptable standard."

The City's Coordinator Asset Management noted that "should the tenant vacate then the structure would be considered for rationalisation by demolition." There is no structural report on the building though the Asset Maintenance team note it is structurally sound.

There is no capital works budget allocated to Halverson Hall. There is a Maintenance Fund accessible to all City-owned properties, this is not specific to certain buildings. The Capital Budget 21/22, Approved at OCM 22 June 2021 does not include Halverson Hall and there is no plan for capital works expenditure on Halverson Hall in the next 4 years.

Recent maintenance on Halverson Hall include:

<b>31/03/21</b>	Removing of bore staining to outside of building	\$1150 plus
<b>28/10/20</b>	Replace broken glass to front door Replace cracked front windows Replace front door handle set New tap washers Remove oven in kitchen Clean roof Rails to front entrance painted Repair brickwork cracks and hole around building	Total \$3032.69 plus

**CR FOTAKIS:**

This building does not form part of the Robertson Park Development Plan, why is it raised as an issue? Is money being set aside for renewal of the building?

**A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

The Robertson Park Development Plan did not impact the lease negotiations as the scope of the plan is limited to the tennis courts and clubrooms. The Robertson Park Development Plan consultation has highlighted community appreciation of the Artists' Studio and the contribution to the community made by the tenants. There are no current or anticipated plans for Robertson Park that include capital works on the Premises. There is no money set aside for capital works or renewal for Halverson Hall. There is only a fund for required maintenance which is used for all City owned properties.

**CR TOPELBERG:**

What is the procedure to consider the long-term future of the studio?

**A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

The draft Asset Management and Sustainability Strategy contains an action that will result in an Asset Prioritisation Plan for Buildings. This is the process by which the long term future of all buildings including Halvorsen Hall is determined. This is considered high priority in the draft strategy and an action that is to be delivered in the short term (1-3 years).

**CR GONTASZEWSKI:**

Is it correct that there are no fund set aside for capital works on this building? What other buildings that the City owns have no funds set aside for capital works?

**A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

There is no capital works budget allocated to Halverson Hall. Most of the City's buildings have no reserve fund for capital works. The Capital Budget 21/22, Approved at OCM 22 June 2021, lists all Land and Building Assets which have an allocated capital works budget for specific projects.

**CR GONTASZEWSKI:**

Can the comments from the consultation regarding the Artists Studio be included in the briefing notes?

**A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

Included as below:

I would like Robertson Park Artists Studio to have some maintenance done to it. It's a very valuable asset to the community and is very well supported by budding artists from all around Perth.
Only my comments about integrating the art studio and art into the park. Overall, I really like the plan.
Please continue to support the Artists Studio. I am always inspired by the creativity and diversity of the art. Please consider a more dynamic use of Lee Hops cottage, perhaps the back garden is a spot for the community garden. A park facing cafe at the back of the cottage would be great for the community.
Renew the art studio lease

The current toilet facilities need to be upgraded and made more accessible to the public in both the artists' studios and the tennis centre. COV to take complete control of daily cleaning to ensure these facilities remain in good useable public order. Artist's studios, Lee Hop's Cottage and the Tennis Centre become real community facilities in their use and function. More public art in the park.

It looks like there are some exciting changes going on , but may we please request that the artist studio in the park is not affected or closed down .

There are so many community activities there and we get so much joy from going to art / pottery etc . Especially for my almost 80-year-old mom who likes it so much.

Can the community access the art studio? Can we create more amenity for the community?

Halvorsen Hall is the former headquarters of the City of Perth Band and is included within the State heritage listing for the park. The group of artists leasing Halvorsen Hall have been working there for almost 20 years. During that time, in addition to carrying out their own art practice, they have had at least 3 public exhibitions on the premises and held many art classes. However, unfortunately, due to both the building's original form and how it is operated, what happens within the building is virtually invisible to the other park users.

**8.2 COUNCIL PROCEEDINGS GUIDELINES AND MINOR AMENDMENT TO MEETING PROCEDURES POLICY**

- Attachments:**
1. **Draft - Council Proceedings Guidelines**
  2. **Meeting Procedures Policy - marked up**

**RECOMMENDATION****That Council:**

1. **APPROVES the Council Proceedings Guidelines at Attachment 1; and**
2. **APPROVES the minor amendments to the Meeting Procedures Policy at Attachment 2.**

**MAYOR COLE:**

Clarify that if nobody is here to speak what happens to the 15 minute minimum.

**A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

In accordance with regulation 6 of the Local Government (Administration) Regulations 1996, the minimum time to be allocated for the asking of and responding to questions raised by members of the public at Council and Committee meetings is 15 minutes.

Once all questions raised by members of the public have been asked and responded to at a meeting, nothing prevents the unused part of the minimum question time period from being used for other matters.

The Council Proceedings Guidelines have been updated to reflect the minimum time allocation and to clarify the process that may be undertaken for early closure or extending of the minimum time allocation.

**CR GONTASZEWSKI:**

Conflicts of Interest can be made at any time up until the item is discussed. The proposed guidelines say that they must be received by 3pm on the meeting day.

**A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

That error has been corrected now. The proposed guidelines have been updated to refer to the Code of Conduct for Council Members, Committee Members and Candidates

### 8.3 INFORMATION BULLETIN

- Attachments:**
1. **Unconfirmed Minutes Arts Advisory Group 6 July 2021**
  2. **Statistics for Development Services Applications as at July 2021**
  3. **Register of Legal Action and Prosecutions Monthly - Confidential**
  4. **Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 30 July 2021**
  5. **Register of Applications Referred to the MetroWest Development Assessment Panel - Current**
  6. **Register of Applications Referred to the Design Review Panel - Current**
  7. **Register of Petitions - Progress Report - July 2021**
  8. **Register of Notices of Motion - Progress Report - July 2021**
  9. **Register of Reports to be Actioned - Progress Report - July 2021**

#### RECOMMENDATION:

That Council **RECEIVES** the Information Bulletin dated August 2021.

#### **CR GONTASZEWSKI:**

Where there is a council decision that something should come back and the due date is missed, does approving this report mean Council is approving the new date that has been added to the sheet? Can a reason be included if the date has been missed? Hyde Park parking was withdrawn, Beatty Park 2062, Prosecution and Enforcement and North Perth Common?

#### **CHIEF EXECUTIVE OFFICER:**

Hyde Park parking – community consultation has been undertaken and the results of the consultation triggered the requirement for more parking survey data. This is being undertaken now and will be included in a report for the September Council Meeting

Beatty Park 2062 – update is being provided to the Council Workshop on 24 August

North Perth Common – This will go to Council Workshop on 24 August for discussion and to Council Meeting in September 2021. This was not included in the register, so could not be updated. There is also a major planning proposal adjacent to the North Perth Plaza which has been the subject of community engagement. Review of Policy No. 4.1.22 - Prosecution and Enforcement – waiting for Elected Member feedback, completion date has been updated to December 2021

#### **CR HALLETT:**

Did the original decision require the Hyde Park parking report to come to this meeting? Have the community been advised that it is not coming?

#### **EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT:**

The original decision required that public engagement was to be carried out and a report back to Council in June. All respondents to the survey have been acknowledged and will be informed that the report will be presented go to Council in September.

#### **CR LODEN:**

In the Development Application statistics we increased from 117 outstanding applications in June to 150 outstanding applications in July, but had 34 lodged and 27 determined in July. Can this be clarified?

#### **MANAGER DEVELOPMENT & DESIGN:**

The 117 figure referred to in the 'Development Applications yet to be Determined' graph represents the average number of applications to be determined month-to-month for the 2020/21 financial year. This figure does not represent the number of DA's yet to be determined at the end of June 2021.

The number of DA's yet to be determined at the end of June 2021 as reported in the July OMC Agenda was 145.

The number of DA's yet to be determined as reported at the end of July 2021 in the Briefing Agenda for August is 150.

There were 34 DA's lodged and 29 DA's determined in July 2021. The Information Bulletin as published in the Briefing Agenda for August incorrectly stated that 27 DA's were determined for the month of July. This has been updated for the August OMC Agenda to correctly state that 29 DA's were determined for the month

of July.

**9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES**

Nil

**11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil