

**7.10 DRAFT ANNUAL REPORT 2020/21**

**Attachments:** 1. Draft Annual Report 2020/21

**RECOMMENDATION:**

**That Council:**

1. Pursuant to Section 5.54(1) of the Local Government Act 1995, **ACCEPTS BY AN ABSOLUTE MAJORITY** the City of Vincent Annual Report for the 2020/2021 Financial Year, included as Attachment 1;
2. Pursuant to Section 5.27 of the Local Government Act 1995, **CONVENES** an Annual Meeting of Electors of the City of Vincent to be held on Wednesday 5 February 2022 at 6.00pm at the North Perth Town Hall, to present the City of Vincent Annual Report for the 2020/2021 Financial Year; and
3. **NOTES that:**
  - 3.1 the City of Vincent Annual Report may be subject to further formatting and styling, to be determined by the Chief Executive Officer prior to publication, as well as the inclusion of the final 2020/21 Financial Statements following review by the Audit Committee;
  - 3.2 pursuant to Sections 5.29 and 5.55 of the Local Government Act 1995, the Chief Executive Officer will give local public notice of the General Meeting of Electors to be held on 5 February 2022, and of the availability of the City of Vincent Annual Report for the 2020/21 Financial Year, and will make the report available on the City of Vincent website within fourteen days; and
  - 3.3 pursuant to Regulation 51 of the Local Government (Financial Management) Regulations 1996, the Director General of the Department of Local Government, Sports and Cultural Industries will be provided with a copy of the City of Vincent Annual Report for the 2020/21 Financial Year, inclusive of the Annual Financial Report for the same period, and the associated Auditor's Report.

**PURPOSE OF REPORT:**

To accept the 2020/21 Annual Report and to convene the General Meeting of Electors on 5 February 2022.

**BACKGROUND:**

The Local Government Act 1995 (the Act) requires every Local Government to prepare an Annual Report and hold an Annual General Meeting (AGM) of electors.

**DETAILS:**

The City of Vincent Annual Report for 2020/21 is an important statutory document through which the City communicates with its ratepayers, residents and community stakeholders. The report outlines progress made towards strategic objectives set out in the City's guiding strategic documents. Legislation sets requirements for the annual report, including the need for it to incorporate the financial report and the auditor's report.

The Annual Report for 2020/21 is included as **Attachment 1**. The attached version of the Annual Report may be subject to formatting and styling changes to be determined by the Chief Executive Officer prior to publication.

Section 5.27 of the Act requires the AGM be held on a day selected by the local government, and not more than 56 days after the Annual Report is accepted by the local government.

The process and timetable for drafting the Annual Report and arranging the AGM is largely influenced by the receipt of the auditor's report. The proposed date for the AGM of **5 February 2021** ensuring there is sufficient time following approval to design and publish the Annual Report prior to the AGM.

#### CONSULTATION/ADVERTISING:

The AGM will be advertised via local public notice as required by section 5.29 of the Local Government Act 1995.

Once adopted the Annual Report will be posted on the City's website and public notice given.

#### LEGAL/POLICY:

The *Local Government Act 1995*, Section 5.53 requires every Local Government to prepare an Annual Report. Section 5.54 states that the Annual Report is to be accepted by the Local Government no later than 31 December after that financial year.

Section 5.53 of the *Local Government Act 1995* states:

##### *"5.53 Annual Reports*

- (1) *The Local Government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain:*
  - a) *a report from the mayor or president;*
  - b) *a report from the CEO;*
  - e) *an overview of the plan for the future of the district made in accordance with Section 5.56 including major activities that are proposed to commence or to continue in the next financial year;*
  - f) *the financial report for the financial year;*
  - g) *such information as may be prescribed in relation to the payments made to employees;*
    - ha) *the auditor's report for the financial year;*
    - hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
      - (i) *the number of complaints recorded in the register of complaints; and*
      - (ii) *how the recorded complaints were dealt with; and*
      - (iii) *any other details that the regulations may require;*
      - (iv) *such other information as may be prescribed."*

Section 5.54 of the *Local Government Act* states:

##### *"5.54 Acceptance of Annual Reports*

- (1) *Subject to subsection (2) the annual report for a financial year is to be accepted\* by the Local Government no later than 31 December after that financial year.*

*\* Absolute majority required*
- (2) *If the Auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the Local Government no later than 2 months after the Auditor's report becomes available.*

Section 5.55 of the *Local Government Act 1995* states:

##### *"5.55 Notice of annual reports*

*The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the Local Government.*

##### *5.55A Publication of annual reports*

*The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government."*

Section 5.27 states:

*"5.27 Electors' general meetings*

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the Local Government but not more than 56 days after the Local Government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors' meetings are to be those prescribed."*

Regulation 51(2) of the *Local Government (Financial Management) Regulations 1996* requires every local government to provide a copy of its Annual Financial Report to the Director General of the Department of Local Government within 30 days of the local government's CEO receiving the Auditor's Report on that Financial Report.

Given that the Annual Financial Report and Auditor's Report form part of the City's Annual Report it is appropriate to submit a copy of the complete Annual Report to the Department following Council's adoption.

### **RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to adopt the 2020/21 Annual Report and ensures the compliance with the requirements of the Local Government Act 1995

### **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.*

### **SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

### **PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes of the City's Public Health Plan 2020-2025.

### **FINANCIAL/BUDGET IMPLICATIONS:**

Nil

# Cover

City of Vincent  
Annual Report 2020/21

## Inside Front Cover

### Design Notes:

1. Aboriginal artwork from the RAP

### **ACKNOWLEDGEMENT OF COUNTRY**

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

We recognise the unique and incomparable contribution the Whadjuk people have made and continue to make to our culture and in our community. We will continue to seek the input of the Traditional Owners.

The land on which we live, meet and thrive as a community always was and always will be Noongar land.

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## Mayor's Message

## CEO's Message

### CEO Message

The City entered the 2020-2021 financial year amidst the greatest level of uncertainty we had ever experienced during the COVID-19 global pandemic.

We had already responded quickly to the impacts of COVID-19 to ensure we played our part to keep the community safe, our services running and our finances stable.

But we focused all our efforts on ensuring rapid relief and recovery of our community, local businesses and organisation.

This was clearly articulated and guided by our Relief and Recovery Plan.

Despite the challenges of 2020 we were able to continue to deliver on our Strategic Projects.

This included finalising important strategic documents including our Public Health Plan and Youth Action Plan.

We delivered a fantastic Nature Play and Active Zone at Banks Reserve as part of implementing the Master Plan.

We also brought forward a major upgrade to the Beatty Park indoor pool as part of our efforts to accelerate capital works for local economic stimulus due to the predicted impacts of COVID-19.

We ensured our service delivery was not interrupted during the COVID-19 restrictions which involved moving a lot of our business onto on-line formats.

Planning and development in the City of Vincent continued apace amid stimulus to the housing market.

We also saw a landmark new building finished with the ABN Group establishing their new headquarters with 750 staff in the Leederville Town Centre.

We initiated a service delivery review program and made major changes to our waste services: preparing for the FOGO three bin system, ceasing our commercial waste service and preparing a trial of an on-demand Verge Valet bulk waste service.

Our employee engagement survey produced some amazing results – and the City of Vincent outperforms the Council average in nearly all categories.

The City of Vincent received a Best Workplace Award for 2020.

We were able to accelerate the review and updating of a suite of Council policies, plans and strategies to ensure our governance arrangements are contemporary and meeting the needs of our community.

This included a renewed focus on asset management for our community buildings, roads and parks.

Playing our part in the global respond to climate change is very important to our community.

The City remains on track to achieve its overarching net zero emissions target by 2030, with work in progress to transition operational energy use to 100% renewables.

Responding to these challenges and achievements is a team effort between Council, Administration and our community.

I am grateful for the strong support of Mayor Cole, Councillors and all staff to ensure the City of Vincent remains an exemplar local government.

# Elected Members

## Design notes

### 1. Headshots of Elected members

Image [Mayor]

#### **Mayor**

Emma Cole

Elected (Mayor) 2017-23

#### Committees:

- Chair of the CEO Performance Review Panel
- COVID-19 Relief and Recovery Panel
- Mindarie Regional Council
- Member of Tamala Park Regional Council

#### **South Ward**

Image [Cr Susan Gontaszewski]

Deputy Mayor

Elected 2017-2023

#### Committees:

- City of Vincent Audit Committee
- Member of the CEO Performance Review Panel
- Alternate Member of the Metro West Joint Development Assessment Panel (JDAP)
- COVID-19 Relief and Recovery Panel

Image [Cr Jonathan Hallett]

Elected 2017-2021

#### Committees:

- Member of the Swan River Trust
- Member of the Sustainability and Transport Group
- Member of the Reconciliation Action Plan Working Group

Image [Cr Ashley Wallace]

Elected 2019-2023

#### Committees:

- City of Vincent Audit Committee
- Alternate Member of the Metro West Joint Development Assessment Panel (JDAP)

Image [Cr Joshua Topelberg]

Elected 2009-2021

## Committees:

- City of Vincent Audit Committee
- Member of Metro West Joint Development Panel (JDAP)
- Chair of the Reconciliation Action Plan Working Group

**North Ward**

Image [Cr Alex Castle]

Elected 2017-2021

## Committees:

- COVID-19 Relief and Recovery Panel
- Member of the CEO Performance Review Panel
- Member of the Arts Advisory Group
- Chair of Children and Young People Advisory Group (CYPAG)
- Member of the Mindarie Regional Council
- Alternate Member Tamala Park Regional Council

Image [Cr Joanne Fotakis]

Elected 2017-2021

## Committees:

- Chair of the Arts Advisory Group
- Member of the CEO Performance Review Panel
- Alternate Member Tamala Park Regional Council
- Member of Tamala Park Regional Council

Image [Cr Sally Smith]

Elected 2019-2023

## Committees:

- Member of the Arts Advisory Group
- Member of the Children and Young People Advisory Group (CYPAG)

Image [Cr Dan Loden]

Elected 2015-2023

## Committees:

- City of Vincent Audit Committee
- Metro West Joint Development Panel (JDAP)
- Chair of the Sustainability and Transport Group
- Chair of the Reconciliation Action Plan Working Group

## Executive Management Team

David MacLennan  
CEO  
18 October 2018 ongoing

Virginia Miltrup  
Executive Director Community and Business Services  
3 February 2020 ongoing

John Corbellini  
Executive Director Strategy and Development  
19 September 2016 ongoing

Andrew Murphy  
Executive Director Infrastructure and Environment  
22 January 2018 ongoing

### Design notes

2. Headshots of Directors

# Strategic Community Plan and Corporate Values

Our Strategic Community Plan (SCP) 2018-2028 sets out a vision for the City.

“In 2028, the City of Vincent is a leafy and vibrant 24 hour city which is synonymous with quality design and sustainability. Its diverse population is supported in their innovative endeavours by a Council that says YES!”

## Our Values

### **Engaging**

Listening, understanding and communicating is the key to our success.

### **Accountable**

We work openly and transparently to earn our community's trust.

### **Making a Difference**

Our work improves our community and the lives of our residents.

## Our Priorities

Our priority areas, as set out in the Strategic Community Plan, are defined below. They have been created from the feedback received from our community and reflect our past, present and future. No one priority is more substantial than another; each works in concert with the others to deliver on our community's overall vision.

### **Enhanced Environment**

The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.

### **Accessible City**

We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.

### **Connected Community**

We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.

### **Thriving Places**

Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.

**Sensitive Design**

Design that 'fits in' to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identify and respond to specific local circumstances.

**Innovative and Accountable**

The City of Vincent has a significant role to play in supporting our community to realise its vision. To achieve this, we will be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously.

## City of Vincent Profile

### Key Facts – Our City

Area	11.3 square kilometres
Population	36,561 (Source: ABS 2019)
Median Age	34 years (Source: ABS 2016 Census Report)
Number of Council Employees	239 (FTE)
Number of Wards	Two (2)
Number of Elected Members	Mayor and eight (8) Councillors
Suburbs and Localities	<p>Suburbs:</p> <ul style="list-style-type: none"> <li>• Highgate</li> <li>• Leederville</li> <li>• Mount Hawthorn</li> <li>• North Perth</li> </ul> <p>Localities – parts of:</p> <ol style="list-style-type: none"> <li>1. East Perth</li> <li>2. Mount Lawley</li> <li>3. Perth City</li> <li>4. West Perth</li> </ol>
Boundaries	<p><b>Design Note:</b></p> <ol style="list-style-type: none"> <li>3. Include an area map</li> </ol>

### Design notes

4. Infographic style with icons

## Top Projects For 2020/21

- Three Bin Food Organics Garden Organics (FOGO) Collection System
- Community Engagement Framework
- Youth Action Plan
- Public Health Plan
- Vincent Rebound & Recovery Plan
- Leederville Activity Centre Plan
- Beatty Park Leisure Centre Upgrade
- Asset Management and Sustainability Strategy
- Britannia North West Reserve Development Plan
- Banks Reserve Master Plan

## CEO's Key Performance Indicators

KEY RESULT AREAS	MEASUREMENTS	SUMMARY
<b>Leadership &amp; Strategy</b> Lead the effective delivery of projects, programs and services in alignment with the vision, priorities and expectations of Council and the community	1. Delivery of Strategic Projects and operations as approved and funded in the Corporate Business Plan.	Results outlined in Strategic Projects section
	2. Continued implementation and improvement of the Project Management Framework through cycle of Business Case, Project Planning, Project Delivery and Project Completion.	
	3. Update project plans by October and deliver agreed scope for the following outstanding Strategic Projects: <ul style="list-style-type: none"> <li>• Community Engagement Strategy</li> <li>• Asset Sustainability Strategy</li> <li>• Beatty Park 2062</li> <li>• Britannia Reserve West Development Plan</li> <li>• Accessible City Strategy</li> <li>• Leederville Activity Centre Plan</li> <li>• Communications Plan</li> </ul>	
	4. Report on progress of implementation of the COVID-19 Relief and Recovery Strategy and Vincent Rebound Plan.	Progress update at page xx
<b>Service Delivery</b> Foster and drive a culture of innovation, can-do attitude and openness in the delivery of efficient services to our Council, community and stakeholders, with a focus on providing an exceptional customer experience.	5. Report on performance development applications determined within statutory timeframes with a target of at least 85% compliance for approvals within delegation.	See Services Provided, Development & Design
	6. Undertake service delivery and continuous improvement review workshops with Council and develop an ongoing implementation plan focussed on efficiency, effectiveness and long-term financial sustainability – including actions to be delivered arising from the benchmarking of the City's operations against the LG Performance Excellence Program.	Ongoing In 2020/21 there was a major focus on waste services.
	7. Provide timely, relevant and accurate information to enable the Mayor and Elected Members to fulfil their obligations.	Ongoing
<b>Organisational Capability &amp; Performance</b> Build the organisational	8. Track and compare results of the annual employee engagement survey against local government benchmark and identify key areas for improvement.	See Services Provided, HR
	9. Report on progress of the approved policy review and development plan with a continued focus on policy	See Services Provided, Governance

culture, capability, capacity and resilience to achieve Council and community vision and priorities	development improvement and monthly engagement with Council.	
<b>Financial, Asset &amp; Risk Management</b> Lead the management and implementation of appropriate frameworks, systems and procedures to identify, assess and address financial, asset and risks management issues.	10. Provide advice to Council on improvement in long-term financial planning and sustainable and management performance particularly through management of annual budget process.	See Financial Statements
	11. Development, engagement and implementation of asset management framework including updated asset sustainability strategy and implementation of four year capital works program.	Results outlined in Strategic Projects section
	12. Ensure effective risk management practices overseen by the Audit Committee and Council.	Audit Committee information at page xx
	13. Develop, implement and report against the City's Advocacy Agenda for unfunded projects.	ongoing
<b>Innovation, Accountability &amp; Sustainability</b> Ensure innovation, accountability and sustainability is demonstrated in an environment of transparency, trust, openness and honesty.	14. Demonstrate the City's leadership in sustainability with reporting to Council on implementation of key strategies, including the Sustainable Environment Strategy.	Sustainable Environment Strategy update at page xx
	15. Ensure City of Vincent remains a leader in good governance, transparency and accountability including through engagement with the community on the budget process and by supporting capability, which promotes quality, timely and transparent decision making.	Ongoing
	16. Identify opportunities to partner with neighbouring LGAs to deliver innovation and sustainable service delivery.	Ongoing

## Strategic Projects

No.	Strategic Project	Description	Progress
1.	Implementation of the Sustainable Environment Strategy	Implementation of tasks that are identified as actions in the City's Sustainable Environment Strategy and accompanying Implementation Plan.	Targets contained within the Strategy are reported to Council annually in November. A review of the Implementation Plan was reported to Council in May.
2.	Three Bin Food Organics Garden Organics Collection System	Delivery of a three bin FOGO collection service to approximately 16,500 households.	Implementation was approved for October 2021.
3.	Accessible City Strategy	Prepare and Accessible City Strategy to guide future movement within the City.	Council adopted the strategy in May 2021.
4.	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.	Trial concluded on 1 May 2021. Next steps will roll over to the 2021/22 – 2023/24 Corporate Business Plan.
5.	Bicycle Network Improvements	Design and implementation of the Bicycle Network Plan – includes pathways and bike lanes.	Florence, Strathcone and Golding Streets Safe Active Streets resurfaced in June 2021.
6.	Wayfinding Plan	Develop a wayfinding strategy 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.	Town Centre analysis and site visits were held in July 2021 to understand the current context in order to form part of the first phase of the project.
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 and a critical time and provide relief and stimulation to the wider community experiencing isolation.	Completed. Phase 2 Arts Relief Project has been renamed 'Art Rebound'.
8.	Arts Development Action 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.	Development of this began at the Arts Advisory Group meeting on 25 November 2020 and continued in 2021.
9.	Youth Action Plan (YAP)	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.	The YAP was endorsed by Council on 20 October 2020 and is now in implementation phase.
10.	Community Engagement Framework	Prepare a Community Engagement Framework as part of a new Community Engagement Policy that will establish the framework	Community consultation concluded 25 June 2021. The Policy and Strategy were endorsed

		and tools to guide how we speak with and listen to our community.	at the September 2021 Council Meeting.
11.	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.	A report regarding the Woodville Reserve Master Plan was presented to Council in July for approval to advertise. The revised Landscape Plan was presented to Council for endorsement in December 2021
12.	Britannia North West Reserve Development Plan	Prepare a Britannia North West Reserve Development Plan to create a better connection between Litis Stadium and Britannia Reserve.	The draft Concept Plan was advertised for comment in late 2021. The final Development Plan was endorsed by Council in November 2021
13.	Leederville Oval Master Plan	Prepare and implement the plan to guide the short, medium and long-term development options for the oval.	Community consultation for the Leederville Activity Centre Plan and Leederville Place Plan closed on 5 July 2021.
14.	Public Open Space Strategy	Implementation of the Strategy's short (1-3 years) and short-medium (1-7 years) Key Actions.	In progress.
15.	Banks Reserve Master Plan	Implement key outcomes of the Banks Reserve Master Plan.	Master Plan continues to be implemented.
16.	North Perth Common	Review of North Perth Common Stage 1 to inform future public space design and activation.	Strategic review undertaken by Design Review Panel Member. Public life studies on human behaviour and movement were conducted from December 2020 to February 2021.
17.	Robertson Park Development Plan	Prepare a detailed Development Plan to guide future use, management and development of the site.	The Draft Development Plan was presented to Council for approval to advertise in April 2021, following workshoping with key stakeholders and receiving feedback from Council. Advertising closed on 8 June 2021. The final Development Plan was endorsed by Council in September 2021
18.	Axford Park Upgrade	Design and deliver the first phase of the Axford Park Upgrade.	The health status for this project is medium due to funding for this project needing to be confirmed.
19.	Vincent Rebound Plan	Develop and implement the Vincent Rebound and its associated actions.	The Vincent Rebound Plan was endorsed by Council in September 2020.
20.	Leederville Activity Centre Plan	Prepare the Leederville Activity Centre Plan in accordance with the State Planning Policy 4.2 – Activity Centres.	Community consultation for the Leederville Activity Centre Plan and Leederville Place Plan closed on 5 July 2021. The Precinct Structure Plan was endorsed by Council in September 2021 and is now with the West Australian Planning Commission.

21.	Character Retention and Precinct Planning	Implement a proactive approach to character retention within Vincent.	This was endorsed at the October 2021 Ordinary Meeting of Council.
22.	Beatty Park 2062	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.	In progress.
23.	Beatty Park Leisure Centre Upgrade	Planning, development and implementation of a project schedule to conduct overdue renewal to the facility.	The indoor pool was closed for a number of months and reopened in August 2021.
24.	Asset Management and Sustainability Strategy	Develop a financially sustainable strategic approach to City Assets.	The Strategy and the associated Discussion Paper were approved for advertising by Council in December 2020. Advertising concluded on 29 May 2021. The Strategy was endorsed by Council in November 2021.
25.	Implementation of the City's Public Health Plan 2020-2025	Deliver a suite of projects, programs, and services in collaboration with our community and external organisations to work towards a happy, healthy and connected community for all.	The Public Health Plan was adopted by Council in October 2020.
26.	Marketing Plan	Creation of a Marketing Plan that defines expectations of Council and supports resource requirements. Positive media story targets. Engagement with the City's communication tools.	The Vincent Communications Plan was endorsed by Council in September 2021, in conjunction with the Community Engagement Framework.

# Services Provided

## Corporate Strategy and Governance

### Key Functions

- Corporate governance
- Council administration
- Land and property management

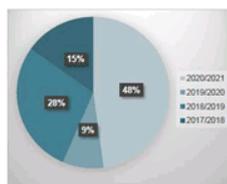
### Highlights

In 2020/21, the City of Vincent's governance, corporate strategy, land management and sustainability highlights included:

- Implementing a fully integrated strategic planning framework that incorporates clear integration of the City's SCP priorities into the Corporate Business Plan, Service Area Plans, Asset Management Plan and Capital Works Program.
- Reviewing and updating policies and strategies, in accordance with the City's policy document register and review plan.

Policy Review Output

Date	Completed Policy Reviews
2020/2021	22
2019/2020	4
2018/2019	13
2017/2018	7



## HUMAN RESOURCES

### Key Functions

- Attraction and recognition
- Organisational development
- People, safety and capability processes
- Health, safety and wellbeing
- Equity and diversity

### Highlights

In 2020/21, the City focussed its attention on the health, wellness and professional development of staff.

- The City of Vincent was awarded a Best Workplace Award for 2020 by Voice Project which recognises workplaces with excellent management practices and a highly engaged workforce
- Healthier Workplace WA Gold Status
- Implementing the Inner City Group Mentoring Program at the City.
- Developing a Diversity and Inclusion Staff Plan.

## INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

### Key Functions

- Information governance and security
- Freedom of information
- Digital service planning and implementation
- Technology and communication infrastructure support
- Global information systems (GIS) operations

### Highlights

The City implemented the following in 2020/21:

- A stronger cyber security posture, supported by 24/7 monitoring for alerts and incidents.
- Development of a robust disaster recovery capability.
- Vulnerability assessment processes for software and systems used by the City.
- Change management control processes.

## POLICY AND PLACE

### Key Functions

- Strategic planning
- Leisure planning
- Place management
- Heritage
- Economic development and recovery

### Highlights

In 2020/21, the City's Policy and Place team:

- Reviewed and progressed a range of key land use planning projects.
- Developed the Accessible City Strategy to outline what we need to do to make it safer and easier to get around Vincent.
- Reviewed a number of Town Centre Place Plans
- Continued to implement the Vincent Rebound Plan to support the community and local businesses to return to strong economic performance.

## BUILT ENVIRONMENT AND WELLBEING

### Key Functions

- Health investigations and surveillance

- Health enquiries, advice and internal referrals
- Health industry education, compliance and enforcement
- Health services – events
- Building applications and consultancy
- Swimming pool inspections
- Compliance services investigations

**Highlights**

- Delivery of environmental health, building and compliance services and projects.
- The City's Building Services inspected 199 of the 1062 registered private pools within Vincent.
- The number of building applications was higher in 2020/21 with 754 applications received an increase of 67 applications.
- Compliances offers investigated 291 building and planning complaints, issued for planning infringement notices and 9 building orders.
- The health services team conducted 869 food business onsite assessments, received 158 new food business applications and issued 174 temporary food store permits.

## DEVELOPMENT AND DESIGN

**Key Functions**

- Development applications
- Building referrals
- Design review panel
- Subdivision applications

**Highlights**

In 2020/21, the City of Vincent

- 82% of development applications determined under delegation for 2020/21 were within statutory timeframes
- Received 477 development applications, with an average 64 days taken to determine development applications.
- Approved 312 new homes and renovations to existing homes which is a 16.4% increase compared to 2019/20
- Provided recommendations on 60 subdivision referrals from the State Government which is a 36.3% increase from the previous financial year.
- In total, 427 new dwellings were approved in the last financial year.

## RANGER SERVICES

**Key Functions**

- Public amenity management
- Community safety
- Parking and traffic management
- Animal control

**Highlights**

- Rangers continued to provide a variety of services to help create a safer Vincent community, including dog control, security and parking.
- Implemented actions within the Safer Vincent Plan 2019-2022, including identifying street and laneway lighting and CCTV improvements in hot spot areas.
- As State Graffiti Hotspot Fund Grant of \$50,000 saw seven artworks commissioned and anti-graffiti coatings were applied to multiple new and existing artworks.
- Lighting improvements and graffiti removal works also commenced in 2020/21.

## PARKS

### Key Functions

- Turf management
- Landscape services
- Street trees
- Community events
- Environmental programs
- Playgrounds and infrastructure
- Irrigation and water management

### Highlights

The City maintains 48 parks and reserves and 106.4 hectares of parks and gardens throughout Vincent. In 2020/21, the City delivered a number of projects to completion or near completion, including:

- Hobart/Auckland reserve irrigation upgrade
- Eco-zoning project at Beatty Park Reserve
- Renovation and replanting of gardens within Beatty Park Leisure Centre
- Installation of footpath lights along new pathway at Brentham Reserve
- Assisting residents to convert 75 turfed or weedy verges into water wise native gardens through our Adopt-A-Verge program.

## ENGINEERING

### Key Functions

- Civil design, asset data collection, development approvals and active transport
- City buildings
- Engineering operations

### Highlights

The City of Vincent is tasked with maintaining the City's civil and building infrastructure in an economically and environmentally sustainable manner. In 2020/21, the City maintained:

- 88 buildings and structures
- 144 kilometres of roads
- 260 kilometres of footpaths
- 105 kilometres of storm water drains
- 3 bridges
- 27 public car parks
- 94 bus shelters

- Parks and reserve lighting

In addition, the City continued to ensure its facilities remain fit for purpose through maintenance of more than 80 buildings spread across 53 sites.

## WASTE AND RECYCLING SERVICES

### Key Functions

- Domestic waste and recycling collections
- Street and parks public waste collection
- Street and precinct cleaning
- Management of illegal dumping
- Verge bulk waste collections
- Bin/infrastructure delivery, repairs and maintenance
- Alternative waste drop-off sites and collections
- Graffiti management
- Waste education, engagement and advocacy

### Highlights

- In 2020/21, the City achieved a waste recovery rate of 47%.
- Implementing Projects 2 and 8 of the City's Waste Strategy, culminating in the decision to change waste services, including implementing a Verge Valet Trial early 2022 and the end of commercial waste services.
- Hosting a Household Hazardous Waste (HHW) Temporary Collection Day (TCD) event, with funding received from WALGA.
- Successfully applying for the DWER Better Bins Plus Program to provide better practice three bin kerbside collection systems, with a separate food organics and garden organics (FOGO) service.

## BEATTY PARK LEISURE CENTRE

### Key Functions

- Aquatic facility
- Fitness services
- Swimming school
- Crèche services
- Retail shop

### Highlights

- In 2020/21, the City commenced refurbishment of the indoor pool at Beatty Park Leisure Centre. The refurbishment saw the inside pool closed for 5 months,
- Despite the refurbishment works, attendance figures remained strong and membership increased slightly in 2020/21.
- In May 2021, facility bookings transitioned to the team at Beatty Park to provide the community with a more comprehensive service and a better customer experience.

## LIBRARY SERVICES

### Key Functions

- Library lending and information services
- Interlibrary loans
- Collection management
- Children's programs and events
- Adult programs and events
- Books on Wheels service
- Acquiring, preserving and promoting local history and heritage

### Highlights

- Library visits remained strong despite lockdown impacts.
- Events continued to run including Storytime, Baby Rhyme Time and 22 events and seminars for adults.
- The Local History Centre assisted several art and community development projects, including People of North Perth (North Perth Town Team); Galup (Festival of Perth); COVID Arts Grant support projects; and Moorditj Footprints (Stories of East Perth).
- State Heritage Grant obtained for the development of an Aboriginal Heritage Interpretation Plan.

## MARKETING & PARTNERSHIPS

### Key Functions

- Community development
- Art and culture
- Community facility bookings and leases
- Civic functions
- Major event delivery
- Communications
- Community consultation
- Customer service

### Highlights

- City run events for Seniors, Youth and, in celebration of our diverse community, through Pride and Reconciliation celebrations.
- Sponsored festivals and events was lower due to less community events.
- The City's Customer Service Centre was moved to the City's Library and Local History Centre.
- The City also took responsibility for the City of Vincent Community Centre, formerly known as the Loftus Community Centre.

## FINANCIAL SERVICES

### Key Functions

- Financial management.
- Financial reporting and auditing

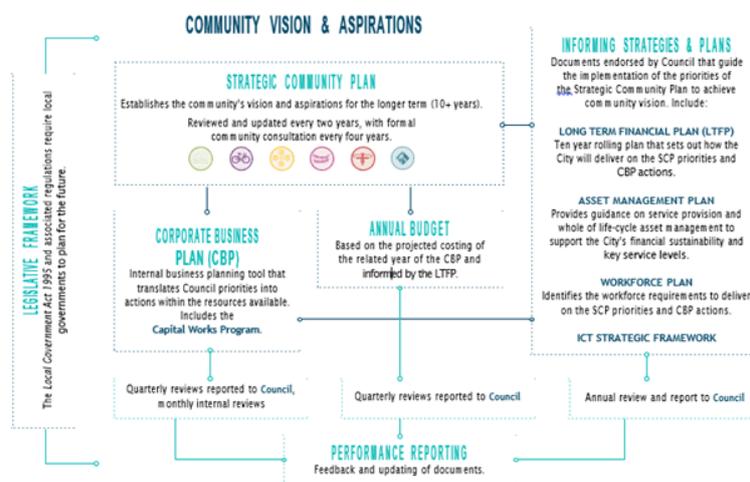
- Financial planning
- Rates management.
- Procurement.
- Project Management Office

**Highlights**

- Review of the Project Management Framework.
- Updates to the City’s procurement policy.

## Major Plans and Strategies

The City of Vincent operates through an Integrated Planning and Reporting Framework.



The Integrated Planning and Reporting Framework (IPRF) incorporates the City’s current Strategic Community Plan and Corporate Business Plan and creates a clear vision for the future, including financial implications, of the City.

**Strategic Community Plan (SCP)**

Our guiding document establishing the community’s vision, strategic direction, long and medium term priorities and resourcing implications over a minimum 10-year horizon.

**Corporate Business Plan (CBP)**

Our four-year delivery plan, giving effect to the first four years of the 10-year Strategic Community Plan and delivering on the Council’s Strategic Priorities for the benefit of our community.

**Annual Budget**

Based on the projected costing of the related year of the CBP, with the opportunity for review and revision during the mid-year budget review process.

### Informing Strategies

These include our:

1. **Long Term Financial Plan** – developed in 2019/20 to provide the City with a 10-year rolling plan to set priorities in accordance with its financial resources, through consideration of key assumption-based analysis.
2. **Workforce Plan** – to identify the workforce requirements and strategies for current and future operations, ensuring that our human resources support the delivery of the CBP and SCP.
3. **Asset Management & Sustainability Strategy** – provides guidance on service provision and whole of life-cycle asset management to support the City's financial sustainability and key service levels.
4. **Issue Specific Strategies** – there are a number of issue specific strategies that inform our Integrated Planning and Reporting Framework, including:
  - a. Rebound and Recovery Plan
  - b. Sustainable Environment Strategy 2019 – 2024
  - c. Disability Access & Inclusion Plan 2017 – 2022
  - d. Greening Plan 2018 – 2023
  - e. Reconciliation Action Plan 2017 – 2018 Reflect
  - f. Public Open Space Strategy 2018
  - g. Waste Strategy 2018 – 2023
  - h. Town Centre Place Plans
  - i. Community Safety & Crime Prevention Plan 2015 – 2018
  - j. Arts Development Action Plan
  - k. The Accessible City Strategy 2020-2030
  - l. Fraud and Corruption Prevention Plan 2020

The City of Vincent's progress on these key strategies throughout 2020/21 is provided in more detail below.

### REBOUND PLAN

The Rebound Plan is a locally responsive, action-focused, monthly-updated 'living document' that identifies, collates and tracks the City's existing and new economic development and social reconnection initiatives.

Implemented to assist with the recovery of COVID-19 the Rebound Plan has sought to deliver quality recovery actions that make it easier to do business in the City, further cutting red tape and supporting actions to encourage community connection.

The four objectives of the Rebound Plan are:

1. Create safe, easy to use and attractive places for people that support social interaction, creativity and vibrancy.
2. Provide a business enabling environment that supports local and small business to innovate and rebound to sustainable economic performance.
3. Support an inclusive, empowered, resilient and socially connected community.
4. Be known as an open, accountable, agile organisation that efficiently and sustainably manages resources and assets.

Guided by the Rebound Roundtable, Vincent's Rebound Plan is a collaborative partnership between the City, local business and Town Teams representatives.

The Rebound Roundtable met monthly to obtain feedback on initiatives and provide ongoing support to the community and businesses to help them recover from COVID-19.

The actions of the Rebound Plan have been tracked through the Implementation Framework, which is updated and reported to Council quarterly.

The risk of COVID-19 re-emerging in Western Australia is still present and the City continues to actively monitor, review and adapt the Corporate Business Plan and the Rebound Plan and deploy resources (including its workforce) in order to best respond to the pandemic.

In 2020/21, the City progressed the following actions for its Rebound Plan:

- Provided funds from Leederville Gardens trust to provide financial relief to vulnerable residents experiencing hardship due to COVID-19.
- Completed significant upgrades at Beatty Park Leisure Centre, including tiling the indoor pool, modernising the change rooms and upgrading electrical and filtration systems.
- Making it easy to use town centre public spaces and simplifying the process to host events and activations.
- Collaborating with Town Teams and community event providers to activate our spaces and places.
- Implementing and maintaining streetscape enhancements, including planter boxes, seating, tree planting, art and lighting.
- Reviewing Town Centre cleaning services, including street furniture and pavement cleaning and graffiti maintenance.
- Preparing the Vincent Wayfinding Plan and implementing cycle, signage and car parking improvements.
- Completing Phase 1 of the COVID-19 Arts Relief Grant funding.
- Launching Phase 2 of the COVID-19 Arts Relief Grant funding.
- Engaging the community to determine Pop Up Play locations.
- Building relationships with local community and wellbeing service providers and increasing their visibility through promotion.
- Introducing electronic Council meetings on zoom and Citizenship Ceremonies with masks.

## SUSTAINABLE ENVIRONMENT STRATEGY 2019-2024

The City recently adopted a new Sustainable Environment Strategy. This strategy updates and replaces the previous Sustainable Environment Strategy of 2011-2016 and includes bold but realistic targets across five key focus areas – energy, transport, water, waste and urban greening and biodiversity.

The targets outlined below relate to the community as well as City operations and are backed up by a comprehensive implementation plan.

**Energy**

- City operations: Greenhouse gas emissions reduced to net zero by 2030.
- Community: Household electricity use reduced by 10% and solar installed on 15% of all dwellings by 2024.

**Transport**

- City operations: The City's passenger vehicle fleet to reduce its tailpipe emissions by 50% by 2024 and achieve zero tailpipe emissions by 2030.
- Community: Ownership of zero emission vehicles increased by 15 times to 1%.

**Water**

- City operations: Groundwater use to be reduced by 5% by 2024 and 8% by 2029. Facility upgrades to achieve a 15% scheme water use reduction.
- Community: Groundwater use to be reduced by 5% by 2024 and 9% by 2029. Scheme water use to be reduced by 7% by 2024.

**Waste**

- City operations and community: Zero waste sent to landfill by 2028 and waste-associated greenhouse gas emissions to be reduced by 90% Urban Greening and Biodiversity.
- City operations: Tree planting on public land to achieve 23% canopy cover by 2023 and 35% by 2050.
- Community: Halt and reverse net tree canopy loss on private land to achieve 7.5% canopy cover by 2023 and 12% by 2050.

## DISABILITY ACCESS AND INCLUSION PLAN

The *Disability Services Act WA 1993* requires all local governments to develop, maintain and implement a Disability Access and Inclusion Plan (DAIP) every five years.

DAIPs benefit people with disability, the elderly, families and carers, and people from culturally and linguistically diverse backgrounds. The City's DAIP 2017–2022 ensures opportunities for continuous improvement towards an accessible and inclusive community where all people can enjoy the City's functions, facilities, services and events.

In 2020/21, the City progressed the following actions, as part of its DAIP:

**Improvements to physical accessibility**

1. Upgraded toilet facilities and automatic door access within the Community Centre to meet relevant Australian Standards for accessibility.
2. Upgraded toilet facilities at Hyde Park to meet relevant Australian Standards for accessibility.
3. Upgraded indoor pool area at Beatty Park including new tiling with reduced slip rating, wheelchair friendly pool toys, increased wheelchair access around pool area through removing some fixed seating and garden beds.
4. Purchased a new hoist for the indoor pool at Beatty Park.

5. Completed upgrades to the Loftus Recreation Centre Change Rooms, in partnership with Belgravia Leisure, to include a full accessibly changing and toilet facility with hoist.

**Accessibility and Inclusion events and initiatives**

1. Staff Lunch 'n' Learn with a staff member living with disability.
2. Improvements to the Beatty Park Angelfish and Swim School programs, including a social stories resource to assist children with autism to understand what will happen at swimming lessons and individual profile sheets for Angelfish participants.
3. Disability Awareness Training for new staff.
4. Partnership with APM Australia to recruit employees with disability through the Disability Employment Services program.

**GREENING PLAN 2018-2023**

The City of Vincent's Greening Plan is a pathway to delivering on our responsibility to protect, enhance and effectively manage our natural and built environment. It focuses on opportunities on both public and privately owned land to increase overall tree canopy cover, create more liveable neighbourhoods and foster biodiversity.

The City's Greening Plan 2018-2023 identifies the following five key areas with specific targets and actions for each:

- 1. Increase canopy cover on public land**
  - Increase tree canopy cover on land managed by the City of Vincent.
- 2. Enhance habitat and promote biodiversity**
  - Increase, enhance and link areas of native habitat plantings in the City
- 3. Greening the Town Centres**
  - Improving the amenity of Vincent's Town Centres and reducing the urban heat island effect through trees and other vegetation.
- 4. Greening private land and new development**
  - Develop mechanisms to encourage the retention of existing tree canopy.
  - Requiring the incorporation of tree canopy, green infrastructure and vegetation cover in new developments.
  - Advocating for changes to state planning legislation and policy to facilitate protection of existing tree canopy on privately owned land.
- 5. Greening the Community**
  - Greening the Community
  - Increasing community awareness of the social and environmental benefits of trees and green spaces.
  - Inviting and supporting community involvement in greening activities.

## RECONCILIATION ACTION PLAN – INNOVATE

The City of Vincent's reconciliation vision is one where Aboriginal and non-Aboriginal people walk alongside each other in respectful and meaningful partnership, celebrating Noongar culture and tradition.

In 2020/21, the City progressed the following actions for its Reconciliation Action Plan (RAP):

- Staff Cultural Awareness Training sessions in November 2020 and March 2021
- Commenced the Moorditij Footprints Noongar stories of East Perth project.
- Established an Internal Reconciliation Action Plan Working Group.
- Held a panel discussion and film screening of the Australian Dream with Adam Goodes during NAIDOC Week.
- Held an AFL Showcase at Leederville Oval during NAIDOC Week.
- Welcomed 5 Aboriginal representatives onto the external Reconciliation Action Plan Working Group.
- Leased the community facility at Woodville Reserve to Wadjak Northside.
- Council endorsement of the Uluru Statement from the Heart.
- Commissioned artwork at Beatty Park Leisure Centre.
- Continued with providing two traineeships for Aboriginal or Torres Strait Islander students from Aranmore Catholic College.
- Held a Cultural Learning experience with Barry McGuire at Hyde Park.
- Participated in the Reconciliation Week Street Banner Project.
- Lighting of the Beaufort Street sign and North Perth Common to represent the Aboriginal colours.

The focus of the City's RAP moving forward will be on employment and procurement.

## PUBLIC OPEN SPACE STRATEGY

The City of Vincent has a unique blend of parks, reserves and civic spaces within its boundaries. These public open spaces provide our community with space to exercise, socialise and participate in recreational, art, and cultural activities.

Our Public Open Space Strategy was endorsed by Council in December 2018 and provides a guiding framework to assist the City to plan and prioritise future investment, development and improvements in our public open spaces for the next 10-15 years.

In 2020/21, the City continued to focus on its main objectives in relation to open space, including:

- Maximising the value of open spaces for the community through improved amenity and functionality.
- Identifying and responding to the impacts of development, population growth and demographic change on the open space network.
- Identifying opportunities to improve access to and functionality of open spaces, and achieving a targeted increase in overall open space provision through innovative practices.
- Establishing appropriate levels of service across the public open space hierarchy to guide decision-making and ensure diversity across the open space network.

## WASTE STRATEGY

In 2018/19, the City of Vincent developed a new strategy to govern the management of the City's waste from 2018-2023, with a target of zero waste sent to landfill by 2028.

Each year, the City collects over 20,000 tonnes of waste in total and spends approximately \$6.5 million on waste collection. The Waste Strategy 2018-2028 focuses on improving the City's management of waste by increasing recovery of waste and decreasing waste to landfill, while also tackling ways to decrease waste generation within the City as a whole.

In 2020/21 the City continued its focus on investigating and establishing programs to reduce and recover waste, as set out in the strategy. These include:

- Successfully applying for funding from the WA Local Government Association (WALGA) for a Bin Tagging Program.
- Developing and implementing a Waste Plan for the Department of Water and Environmental Regulation (DWER), aligning with current projects and implementation plans of the City's Waste Strategy 2018-2023.
- Implementing Project 2 and 8 of the City's Waste Strategy, culminating in the decision to change waste services, including implementing a Verge Valet Trial in early 2022 and the end of commercial waste services.
- Hosting the Households Hazardous Waste (HHW) Temporary Collection Day (TDC) event, with funding received from WALGA.
- Successfully applying for the DWER Better Bins Plus Program – an initiative of the Government of Western Australia, delivered by the Waste Authority. This program supports local governments to provide better practice three bin kerbside collection systems with a separate food organics and garden organics (FOGO) service.
- Hosting a number of workshops for the community, including composting workshops, cloth nappy workshops, recycling Q&A sessions, decluttering workshops, Plastic Free July workshops, and waste education in schools.
- Adding new hybrid vehicles added to the waste fleet, providing a 30-50% improvement on fuel compared to the previous vehicle used.

## PLACE PLANS

The City's Place Plans series has been developed as a set of strategic action plans to guide the allocation of funding and resources in the City's five town centres – North Perth, Mount Hawthorn, Leederville, Beaufort Street and William Street, as well as its creative precinct – The Pickle District.

Each Place Plan area has a local town team – an independently formed and incorporated body that aims to make their respective place the best they can possibly be.

The City engages directly with each town team and works collaboratively with them to develop and implement the Place Plans.

In 2020/21 the City also worked with town teams to undertake the following actions:

- Create an online hire platform for town centre public spaces, reviewed hire fees and made these spaces free to hire.
- Establish an internal events working group to streamline event approval processes.
- Improve the level of service, maintenance and street cleaning.
- Prepare an Integrated Transport Plan to enhance walking, cycling and public transport use.
- Commence the development of a City-wide Wayfinding Plan.
- Continue to green the City's places, with plantings at Coogee Street Car Park and Cleaver Main Street.
- Support Leederville Connect's Arty Farty Street Party and Pickle District After Dark.

## COMMUNITY SAFETY AND CRIME PREVENTION PLAN

The City's Safer Vincent Plan 2019-22 was endorsed by Council on 20 August 2019, following extensive collaboration with the community, businesses, non-government organisations and the WA Police.

The Plan aims to make Vincent a safer place to live, work, trade and visit and draws on the three key themes of:

1. Safer Spaces
2. Community Connection
3. Crime Prevention

It includes a number of initiatives to support WA Police and community safety services efforts in making our neighbourhoods feel safer, including:

- Promoting strong partnerships and connections that contribute to positive community safety outcomes within the City.
- Collaborating with service providers and other government agencies to ensure a co-ordinated approach to managing homelessness and the provision of supports to those experiencing homelessness.
- Providing funding to the Constable Care Foundation to deliver educational programs in local schools.
- Providing a community safety resources program to assist in reducing anti-social behaviour and criminal activity in the local community.
- Ensuring that community safety priorities are considered and reflected in the City's Town Centre, public space, master and development planning.

## ARTS DEVELOPMENT ACTION PLAN

In 2020/21, the City commenced development of a new Arts Plan, building on the successes of the Arts Development Action Plan 2018-2020.

In 2020/21, the City of Vincent delivered the following art projects:

- City of Vincent Film Project 2020/21 – three \$7,000 grants awarded to emerging filmmakers Radheya Jegatheva, Melle Branson and Jennifer Jamieson to create non-fiction short films titled Pacing the Pool, The World of Riley and We Had Mail.

- Phase 1 COVID Arts Relief Grant funding - this initiative awarded 16 grants to local creatives, totalling over \$150,000. Eight of these projects were delivered in 2020/21 and included:
  - The View From Here - four live music performances hosted by RTRFM.
  - Jazz Picnic in Hyde Park by Perth International Jazz Festival.
  - Online 'Incredibly Inconvenient Pandemic Game' video game by Sonny Yang and Alice McCullagh.
  - Poetic Proximity - a series of poetry workshops run by Maddie Godfrey to empower members of the public to write their own poems.
  - Three oil paintings by Jane Coffey.
  - 'Care in Isolation' mural in North Perth by Joy Collective.
  - Connection - a copper-based artwork by Liz Gray.
  - A mask for the Besech sculpture outside City of Vincent administration building by Sarah Chopra.
- Beatty Park Tile Artwork project - 12 tile artworks on the floor of the new indoor pool designed by Aboriginal artist Seantelle Walsh, reflecting the animals which represent the 12 levels of the Swim School. The artist also designed a suite of digital designs of the animals which have been licensed for graphic use for five years, and have been used for a new hopscotch design at Beatty Park.
- WA Police Anti-Graffiti Project, which included:
  - Murals painted on seven assets along William Street in Perth by four artists - Joy Collective, Peter Ryan, Marisa Santosa and Rebecca Crawford.
  - Digital artwork by Aboriginal artist Kambarni, printed on vinyl and wrapped around 53 sign poles on and around William Street.

## FRAUD AND CORRUPTION PREVENTION PLAN

The Fraud and Corruption Prevention Plan ensures the City of Vincent remains a leader in good governance, transparency and accountability.

This is achieved through strong engagement with the community on the budget process and transparent decision making.

The CEO KPIs are made public and transparent to all ratepayers, community members and staff.

At its 18 August 2020 Ordinary Council meeting, Council adopted the City's first Governance Framework.

The framework highlights the City's commitment to providing good governance by defining systems, policies, processes and a methodology for ensuring accountability, probity and openness in the conduct of City business.

The City has continued to implement and update the framework to include:

- Priority health outcome consideration from the Public Health Plan 2020 – 2025 in Council reports.
- The division of the codes of conduct.

- Procedural requirements for dealing with complaints about alleged breaches of behaviour.
- Updated gift and conflict of interest provisions in line with the new regulations.

Mandatory fraud awareness training has also been undertaken for nominated staff.

## Elected Member Meeting Attendance

### Council Meetings

Council meetings are held monthly at the City of Vincent Civic Centre. The attendances of Council Members at Council meetings for the 2020/21 financial year are shown in the table below.

Members	Ordinary Council Meetings entitled to attend	Ordinary Council Meetings attended	Apologies	Leave of Absence	Council Briefings entitled to attend	Council briefings attended	Apologies	Leave of Absence
Mayor Emma Cole	11	11			11	9	1	1
Cr Susan Gontaszewski	11	11			11	11		
Cr Alex Castle	11	11		1	11	10		1
Cr Joanne Fotakis	11	11			11	8	3	
Cr Jonathan Hallett	11	10	1		11	11		
Cr Dan Loden	11	10	1		11	11		
Cr Joshua Topelberg	11	10		1	11	11		
Cr Sally Smith	11	10	1		11	11		
Cr Ashley Wallace	11	10		1	11	10		1

**Audit Committee Meetings**

The Audit Committee is responsible for reviewing and making recommendations to Council regarding financial management, risk management, internal controls, legislative compliance, internal and external audit planning and reporting.

The Audit Committee meets approximately every six weeks and the recommendations of the Audit Committee are then presented to Council.

Members	Audit Committee Meetings Entitled to Attend	Audit Committee Meetings Attended	Apologies	Leave of Absence
Conley Manifis (Chair)*	5	5		
Robert Piper*	5	5		
Aaron Smith * (Joined 20 October 2020)	3	3		
Elizabeth Hunt (resigned)*	1	0	1	
Cr Joshua Topelberg (Deputy Chair)	5	4	1	
Cr Dan Loden	5	3	2	
Cr Susan Gontaszewski	5	4	1	
Cr Ashley	5	4	1	

\*Note: denotes an external, independent member.

**Advisory Group Meetings**

Elected Members sit on a number of Advisory Groups and their participation in these groups is outlined below.

**Arts Advisory Group**

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Fotakis	7	7	0
Cr Smith	7	5	2

**Reconciliation Action Plan Working Group**

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Dan Loden	6	6	0
Cr Joshua Topelberg	6	2	4
C Jonathan Hallett	6	4	2

**Children and Young People Advisory Group**

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Castle	6	6	0
Cr Smith	6	5	1

**Sustainability and Transport Advisory Group**

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Hallett	6	4	2
Cr Loden	6	5	1

**Mindarie Regional Council6**

The City of Vincent is currently represented on the Mindarie Regional Council.

**Tamala Park Regional Council**

The City of Vincent is currently represented on the Tamala Park Regional Council.

**Metro West Joint Development Assessment Panel**

The City of Vincent is currently represented on the Metro West Joint Development Assessment Panel.

## Employee Engagement

The City was awarded the 2020 Employer of the Year by Voice Project for the highest ranking results in its Employee Engagement across a range of industries including Local Government.

Two key outcomes in the survey were Passion (engagement) and Progress (staff perception on how successful the City of Vincent is as an organisation).

Staff Passion scored 79% for the second year in a row, scoring 4% above the Councils average. Progress scored 76% increasing by 5% in 2020.

Teamwork (91%) Talent (86%) Mission and Values (86%) and Ethics (86%) were the highest rated areas.

## Employee Remuneration

As per the requirements of the Local Government (Administration) Regulations 1996, tabled below are the number of City of Vincent employees earning over \$100,000 per annum.

<b>Salaries in Excess of \$100,000</b>	<b>No of Positions</b>
Salary between \$100,001 & \$110,000	1
Salary between \$110,001 & \$120,000	1
Salary between \$120,001 & \$130,000	9
Salary between \$130,001 & \$140,000	4
Salary between \$140,001 & \$150,000	0
Salary between \$150,001 & \$160,000	0
Salary between \$160,001 & \$170,000	0
Salary between \$170,001 & \$180,000	1
Salary between \$180,001 & \$190,000	2
Salary between \$190,001 & \$200,000	0
Salary between \$200,001 & \$210,000	0
Salary between \$210,001 & \$220,000	0
Salary between \$220,001 & \$230,000	0
Salary between \$230,001 & \$240,000	1
Salary between \$240,001 & \$250,000	0
Salary between \$250,001 & \$260,000	0
Salary between \$260,001 & \$270,000	0
Salary between \$270,001 & \$280,000	0

## Gender Equality Report

### Gender Pay Gap

The gender pay gap is calculated as the difference between women's and men's average weekly full time equivalent earnings, as a percentage of men's earnings. According to the Workplace Gender Equality Agency (WGEA), Australia's national gender pay gap is currently at 14.2%, and has hovered between 14% and 19% for the past two decades.

Provided below are the City of Vincent's results on the gender pay gap:

Pay Gap City of Vincent		
Female	Permanent and Fixed Term Staff 144	Average Base Salary \$78,625
Male	Permanent and Fixed Term Staff 133	Average Base Salary \$78,755
City of Vincent - Level 7 and above		
Female	74	54%
Male	63	46%
Total	137	100%

The City of Vincent currently has female representation in 62% of its Coordinator roles, 31% of Management roles and 25% of Executive roles.

The City is known to be a flexible and family friendly Local Government organisation, with 27% of our workforce in part-time roles. This benefit has attracted many staff members to the City across all Directorates. The City also offers many other flexible arrangements, such as a full-time working week with flexible arrangements (for example, as a 9 or 8 day fortnight).

The 27% of part-time arrangements at the City of Vincent are comprised of a combination of part-time positions, full-time positions being filled part-time upon return from parental leave, job share arrangements, and flexible working arrangement requests to reduce hours.

In 2020/21, the City provided 75 career and professional development opportunities (52%) to female staff, in the form of secondments and higher duties.

## Record Keeping Statement

### Transparency and Accountability

In accordance with Section 5.121 of the *Local Government Act 1995*, the City maintains a register of complaints of minor breaches which details:

- Name of council member about whom the complaint is made.
- Name of person who makes the complaint.
- Description of the minor breach that the standards panel finds has occurred.
- Details of action taken.

The City received no complaints of minor breaches in 2020/21. The City also received no complaints of alleged breaches of the City's Code of Conduct in 2020/21.

**Record Keeping Plan**

The City's current Record Keeping Plan was approved by the State Records Commission on 12 August 2016. The Plan and associated policy and procedures are comprehensive and address all requirements of the State Records Office. A review report was undertaken in July 2021 and, as a result, the City will be submitting an amended Record Keeping Plan in 2021.

**Record Keeping Systems**

A review of all enterprise applications and financial management systems were reviewed in line with the City's Corporate Business Plan. The efficiency and effectiveness of the City's Electronic Document and Records Management System (EDRMS) was reviewed in 2017 and upgraded from HP TRIM to HPE Content Manager. The City is currently reviewing alternative EDRMS options associated with Microsoft 365 and SharePoint.

**Record Keeping Training**

The City's record keeping training program includes monthly sessions, made available to all staff. The efficiency and effectiveness of this training program is reviewed via feedback from staff attending those sessions. In addition, all new starters are required to complete an induction program, conducted by Records staff, to ensure that they are aware of their roles and responsibilities with regards to their compliance with the City's Record Keeping Plan.

**Digital Records Strategy**

In 2020/21, the City of Vincent continued to pursue its digital records strategy, aimed at operating in a purely digital environment by 2022. The City no longer creates hard copy files.

# Freedom of Information

## *Freedom of Information Act 1992*

The City is subject to the provisions of the *Freedom of Information Act 1992*.

The FOI Act gives the public a general right of access to information held by the City, subject to limitations as set out in Clauses 1 to 15 of Schedule 1 to the Freedom of Information Act.

It also provides the right of review in relation to decisions made by the City to refuse access to information applied for under the FOI Act.

In 2020/21, the City received and responded to four requests under the Act.

The City maintains a public register of applications received, including a summary of records sought and decisions made.