



CITY OF VINCENT

AGENDA

Ordinary Council Meeting

27 April 2021

Time: 6.00pm
**Location: E-Meeting and at the Administration
and Civic Centre,
244 Vincent Street, Leederville**

**David MacLennan
Chief Executive Officer**

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Public Questions will be strictly limited to three (3) minutes per person.

The following conditions apply to public questions and statements:

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

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1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil

3 (A) PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

These questions were received at the Council Briefing on 16 March 2021

3.1 Liam Burns - Mount Hawthorn – Item 5.7

Since CoV has many streets with houses of character that would benefit from the additional oversight that Character Retention brings, should a more robust system be put in place, sooner rather than later, to propose streets or sections of streets for consideration? In fact where streets, for example like sections of Flinders Street, Mount Hawthorn, as there is no significant developments that have changed the character of the houses not be automatically included or at least considered. Once a development that changes or destroys the character has taken place the argument of precedence gains significant weight.

Currently the Character Retention Area Policy is a community led initiative requiring owner nomination to consider areas for Character Retention. The City is investigating opportunities to streamline the process of identifying and designating areas for character retention more broadly.

3.2 Jason Hughes – Mount Hawthorn – Item 5.7

POLICY NO: 7.5.15 CHARACTER RETENTION AREAS AND HERITAGE AREAS set out in Part 2 that:

2.1 A Character Retention Area may include the following:

2.1.1 A collection of no less than five adjoining buildings;

2.1.2 A street block; or

2.1.3 A part of, or whole suburb.

2.2 A Character Retention Area may be nominated in writing by a member of the public or by the City.

2.3 The City will only proceed with the nomination of the Character Retention Area where it is demonstrated by the nominee that owners of at least 40% of affected properties support proceeding with the nomination.

I note that the wording of 2.3 places a positive onus on the City, that is, at least 40% of the affected properties affected must be in favour of inclusion, **not just** 40% of those properties that respond during any consultation process.

Question 1.

Would the Council please confirm that the requirements of section 2.3 of POLICY NO: 7.5.15 CHARACTER RETENTION AREAS AND HERITAGE AREAS were satisfied in relation to the inclusion of a portion of Kalgoorlie St in the Character Retention Scheme given:

1. The summary of consultation results included as an attachment to the Council Minutes of 11 February 2020 indicates that whilst the nominated area of Kalgoorlie (between Anzac Road and Ashby street) received 54% support in the initial community consultation meeting:
 - a. no details were provided as to whether this was 54% of the affected properties or included other unaffected properties both in and outside of Kalgoorlie St.
 - b. the number of affected Kalgoorlie St properties that participated in the initial consultation process totalled only four (4) out of 34 i.e. well short of the required 40%
 - c. unaffected properties were included in the City's statistics as it notes that a further 5 residents in the remaining portion of Kalgoorlie street participated in the consultation process, with 3 in support and 2 objecting. Under clause 2.3 the support of unaffected

properties should have disregarded in any decision to proceed with the nomination of a portion of Kalgoorlie Street.

As an aside I note that this suggests that at most only 9 residents in Kalgoorlie St out of over 115 as a whole (less than 8%) participated in the initial consultation process to consider its nomination in any character retention scheme.

2. The notes to the Council Briefing on 9 February indicates that 8 out of 35 affected Kalgoorlie St properties (24%) provided responses over the course of the formal consultation process, of which 100% objected to the inclusion of the nominated portion of Kalgoorlie St.

The number of affected properties in Kalgoorlie St total 35, accordingly, at least 15 of the affected properties are required to positively support the proposal to satisfy the "at least 40%" threshold for inclusion in the scheme under clause 2.3, not 40% of respondents. It would appear from both the minutes of the 11 February 2020 and the current Council Briefing Notes that the requirement for any portion of Kalgoorlie Street in the Scheme has been satisfied.

Question 2

Can the Council please advise why it is considered appropriate that less than a majority (greater 40%) of affected properties is required to support inclusion in the Scheme but greater than a majority (greater than 60%) (Clause 6, POLICY NO: 7.5.15 CHARACTER RETENTION AREAS AND HERITAGE AREAS) is required to remove the affected portion of the Scheme.

Noting that 100% of respondents by affected Kalgoorlie St properties during the formal consultation period objected to inclusion. Based on a similar approach to that seemingly being adopted to its inclusion, this would also satisfy the support requirements for its exclusion.

Clause 2.3 of Policy No. 7.5.15 requires that 40 percent of owners in the affected area support the nomination. The requirements of 2.3 were met for Kalgoorlie Street where 16 out of 34 affected property owners supported the nomination (47 percent).

The 40 percent and 60 percent relate only to the nomination for Council to consider either including or removing a Character Retention designation, not to the final decision Council would make. In both instances the City requires a significant basis of support to engage in the process of working with community to include or remove a character retention designation. The above factor is also considered in the determination of a Character Retention Area.

These questions were received at the Ordinary Council Meeting on 23 March 2021

3.3 Ross Tolley – Mt Hawthorn – Item 9.7 – NAME AND ADDRESS CAN BE INCLUDED, AND LEGAL ADVICE

My name is Ross Tolley of 24 Kalgoorlie street Mount Hawthorn.

I have sought and obtained legal advice in relation to the inclusion of Kalgoorlie street in the Character Retention Policy.

I along with other residents of Kalgoorlie street oppose the inclusion of Kalgoorlie street on the basis that Kalgoorlie street is no longer supported by the 40% requirement and pose the following question to Council: Can the Council please consider applying clause 3.4 of LPP 7.5.15 to abandon Kalgoorlie street from the policy in light of the prevailing views that the residents of Kalgoorlie street on clear evidence presented in the briefing meeting and other consultative opportunities **no longer wish to proceed with the Character Retention policy for our street?**

Please see **attached** legal advice from Lavan.

Thank you for your time and the opportunities to engage with Council on this policy.

Legal Advice from Paul McQueen at Lavan Lawyers

I refer to the above matter listed on the agenda of the City of Vincent (City) ordinary council meeting on Tuesday, 23 March 2021 at 6pm and your letter dated 2 March 2021.

In particular, I confirm that I have been instructed by Ross Tolley and Christine Stevenson of Kalgoorlie Street, Mount Hawthorn to provide legal advice and related written submission in relation to the proposed inclusion of Kalgoorlie Street in the City's Character Retention Area Policy (Mount Hawthorn).

In particular, and consistent with item 9.7 on the Council Agenda, Amendment No.4 to Local Planning Policy 7.5.15 – Character Retention and Heritage Areas (**LPP**), proposes the addition of new character retention guidelines for a number of areas (including part of Kalgoorlie Street).

As you may be aware, my client, and a number of other residents on Kalgoorlie Street have campaigned for the removal of the Kalgoorlie Street from the proposed LPP on the basis that the proposal is no longer supported by the community.

I note that the premise of the Amendment (pertaining to a number of areas including Kalgoorlie Street) is based on preliminary community consultation carried out in 2019. It would appear from the officer's report to Council that the basis for the nomination is in fact the views of majority of the owners at the time of the original nomination (consistent with the clause 2.3 of the LPP).

Importantly since then there has been a clear articulation in subsequent consultation by a number of owners in Kalgoorlie Street objecting to Amendment No.4 to the LPP. Despite that being the case, the officer's report appears to overlook that opposition due to the assumption that the majority of owners who were part of the original nomination did not subsequently make a submission or complete a further survey during the subsequent community consultation.

With respect, this assumption is flawed, and in circumstances of serious and significant implications for the residents of Kalgoorlie Street (arising from the implementation of the proposed character retention area) does not represent the current views of the requisite a percentage of the community in Kalgoorlie Street.

Further, I draw to your attention clause 3.4 of the LPP which indicates that the City may abandon the nomination at any time during the process if there is a prevailing view from the community that it no longer wishes to proceed. I note with concern that no reference to this option is presented in the officer's recommendation to Council, despite the clear indication that this is indeed the prevailing view of the residents in Kalgoorlie Street.

In summary, whilst it is accepted that the original consultation carried out in 2019 represented the necessary percentage of residents in support of the nomination of Kalgoorlie Street for character retention, that is certainly no longer the case. Accordingly, in the interest of procedural fairness, a further consultation of that community is required prior to making a formal resolution for the application of the LPP to Kalgoorlie Street. In addition and any event, it is my client's instruction to me to request that Council should give consideration to clause 3.4 of LPP and now abandon the proposal with respect to Kalgoorlie Street.

Please provide confirmation and receipt of this letter and indicate the outcome of tonight's council meeting in respect of item 9.7.

The Officer Recommendation to include Kalgoorlie Street was based on the below:

- 1. The initial nomination received by the City in 2019 demonstrated over 40 percent of owners supported the proposed inclusion of Kalgoorlie Street into LPP 7.5.15. Throughout subsequent consultation stages, original nominators remained silent creating difficulty in assessing whether their initial support for the proposal was withdrawn;*
- 2. Subsequent submissions received during the consultation period and prior to the Council Meeting mostly identified two issues which resulted in amendments to the advertised guidelines to address these issue; and*
- 3. An extensive review of Kalgoorlie Street indicates a predominant character representative of an early 20th century streetscape façade, for which the guidelines provisions of LPP 7.5.15 seek to retain as was understood was the intent of the original nomination.*

Notwithstanding the above Officer recommendation, having consideration of the number of objections received, Council resolved to exercise its discretion in line with Clause 3.4 of LPP 7.5.15 and remove Kalgoorlie Street from proposed Mount Hawthorn Character Retention area.

3.4 Dudley Maier of Highgate – Item 12.7

1. What Council Workshops have been held since 24 November 2020 and what items were presented at each workshop?

There was one further workshop since 24 November 2020 and that was held on 23 February 2021. Topics on the agenda were:

- Western Metropolitan Regional Council (WMRC) Presentation: Verge Valet
 - Community Engagement Framework
 - Development on City Owned or Managed Land Policy - Progress Update
 - Robertson Park Development Plan
 - Britannia North West Reserve Development Plan
 - CEO KPIs 2020 - 2021: 7 Strategic Projects Monthly Update
 - Service Delivery Review Program 2021
 - FY20 Australasian LG Performance Excellence Program - Key Findings of Benchmarking Report
 - Review of Council Members - Allowances, Fees and Reimbursement of Expenses Policy (4.2.7)
 - Review of Council Member Contact with Developers Policy (4.2.15)
 - Update - Commercial Waste Services Transition
 - Update on new Code of Conduct and CEO Standards
2. Why has the time taken for the letter concerning the Uluru Statement blown out to three months? *There was no specific deadline for the completion of the letter. Care was taken to ensure the letter was drafted in a sensitive and appropriate manner. This letter has now been completed and forwarded to the Prime Minister and key political figures.*
 3. With regards to the demolition of the Alfred Spencer Pavilion, how do you reconcile the claim that “all bricks, concrete, masonry, metals and wood were recovered for recycling”, with the statement from the workers doing the demolition that they were only recovering the aluminium, window frames and copper pipes. Again, did the contract have a requirement to recover as much as possible, yes or no? *The City can reconcile this claim because the demolition process involved initial separation of metal on site before all remaining material was carted off to a recovery plant where brick, masonry, remaining metal and wood were recovered. The contract did not have a specific requirement “to recover as much as possible” as this is not necessary; recovery is standard practice and is economically advantageous to contractors due to the landfill levy.*
 4. Given that Beatty Park Reserve is on the state register of heritage places, place number 3553. Was approval sought from the Heritage Council before the Alfred Spencer Pavillion was demolished? If yes, when was it obtained? *The Heritage conservation Plan for Beatty Park states that “The 1994 adaptations of the original City of Perth Aquatic Centre, the later additions to the north of the original complex completed in 1994, together with the associated car park, and the Alfred Spencer Pavilion are of little cultural heritage significance”. On that basis approval was not sought from the Heritage Council.*
 5. Last month I asked questions about two grants for street Christmas parties, to the value of \$2,776 and \$2,582 and specifically what the payments were for. I got what I found was an evasive answer saying it was for Christmas parties, which is something I had already identified. So what exactly were those grants spent on? For example, food, beverages, etc and how much was spent on each element? Why wasn't I provided with the correct answer the first time? *The grants are used by residents to close their street to hold a Christmas gathering. A break down of the costs for each of the grants is provided. The funds are primarily used to offset the cost of closing the thoroughfare.*

\$2,776.00 – Christmas Party #1
 \$2498.10 – Traffic Management Fees
 \$84.30 – lodgement of road closure with Police
 \$193.60 – face painter, Christmas decorations & catering
 \$2,582.40 – Christmas Party #2

\$2498.10 – Traffic Management Fees
 \$84.30 – lodgement of road closure with Police

6. Were people that moved motions at the AGM notified that responses to their motions are on tonight's agenda?

It was reflected in the minutes of the AGM that responses would be at the 23 March 2021 Council Meeting.

7. On page 79 of the agenda the report concerning waste strategy project refers to a community engagement panel. Who was on that panel, when was it established and when have they met?

Residents from the City of Vincent's Community Engagement Panel were invited to participate in a bulk hard waste verge collection options workshop on Saturday, 7 March 2020. The Community Panel was set up as part of our Imagine Vincent Strategic Community Plan consultation. The invite was sent to 43 people on the Panel and 20 registered their interest.

8. Does the CEO take responsibility for the Community Consultation Policy review/Community Engagement Framework taking over two years so far? If he is not responsible for the long time frame, who is?

The Community Engagement Framework has been developed in conjunction with the community and Council Members. In order to improve the current practices, a detailed understanding of how Council and the community perceives community engagement has been needed in order to improve the practices in the most effective way possible. Administration has taken additional time to ensure the necessary engagement with the community and Council Members has occurred to achieve this and to appropriately consider the issues.

3.5 Corey Freeman – Mt Hawthorn – Items 9.2 and 9.3

Queried what level of consultation is planned for the construction management plan for these dwellings, if approved? All aspects, including noise dust, working hours and traffic management should be discussed with the residents to ensure they are not negatively impacted, particularly around vehicle parking on an already busy thoroughfare.

The construction management plan would be required to be prepared by the builder undertaking the works. The builder would be required to notify affected properties, including those which immediately abut the properties, and those directly opposite. The City encourages early and ongoing dialogue between the builder and affected properties to minimise disruption during the building works. The City does not carry out formal consultation of construction management plans. Once approved, the construction management plan would be able to be viewed on request.

3.6 Andrew Main - Item 12.7 and Item 12.9

Accountability:

Tenders register 2020 – hasn't been updated since November and no 2021 register. Where are the previous years?

The tender register was not updated with tenders that occurred in December 2020 and this has since been rectified. In accordance with the Local Government (Administration) Regulations, the City publishes tenders for the current financial year only. Previous registers are available upon request.

Contracts register has not been updated since 2019.

The incorrect Contracts register was uploaded to the City's website by mistake. The error has since been rectified.

Where is the latest audit report on the website?

The latest audit report was available on our website prior to the meeting. It has now been given a more prominent location and can now be found at the following link:

<https://www.vincent.wa.gov.au/council/council-committees/advisoryworking-groups-and-other-bodies/audit-committee.aspx>

The other registers were updated when there was a change. The City will update these registers every month in the future.

4 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Susan Gontaszewski has applied for leave of absence from 26 June to 8 August 2021 due to personal reasons.

5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS

6 CONFIRMATION OF MINUTES

Ordinary Meeting - 23 March 2021

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

8 DECLARATIONS OF INTEREST

- 8.1 David MacLennan, CEO, declared an impartiality interest in item 11.1 Leederville Gardens Trust - COVID-19 Funding - Derbarl Yerrigan Health Service Aboriginal Corporation. The extent of his interest is that he is married to an employee at Derbarl Yerrigan Health Services. He has had no involvement in the preparation of this report, and will not remain in the Chamber while this item is discussed.
- 8.2 Cr Susan Gontaszewski declared an impartiality interest in item 9.1 Robertson Park Development Plan. The extent of her interest is that her daughter is a member of the North Perth Dynamites netball club that may utilise any netball facilities implemented should the plan be approved.

9 STRATEGY & DEVELOPMENT

9.1 DRAFT ROBERTSON PARK DEVELOPMENT PLAN

- Attachments:**
1. **Draft Robertson Park Development Plan** [↓](#) 
 2. **Communications Plan - Robertson Park** [↓](#) 

RECOMMENDATION:

That Council:

1. **APPROVES** the Draft Robertson Park Development Plan to be advertised for community consultation in accordance with the City's Policy No. 4.1.5 – Community Consultation; and
2. **NOTES** that the Draft Robertson Park Development Plan will be presented back to Council for endorsement following the Community Consultation.

PURPOSE OF REPORT:

To seek Council endorsement of the Draft Robertson Park Development Plan for the purpose of community consultation.

BACKGROUND:

Robertson Park comprises multiple individual lots owned freehold by the City of Vincent (City). These were Crown Land granted to the City of Perth in 1942 to be held "in trust for the purpose of recreation".

Robertson Park is classified as District Open Space in the City's Public Open Space Strategy (POS Strategy) whose purpose is to accommodate a variety of uses. Currently this includes a tennis centre, wetlands, Lee Hops Cottage, Halvorsen Hall, and an AIDS memorial. These assets facilitate recreational tennis, children's play, picnicking, dog exercise, social gatherings, and individual activities. It is a well-used park by the community with rich culture and history.

The public open space and its associated Archaeological sites are included in the Heritage Council of Western Australia's State Register of Heritage Places as Place Number 08705. The Place is also included in the City's Heritage List and Local Heritage Survey (Municipal Inventory) as Management Category A.

The City's POS Strategy, adopted by Council in December 2018, includes a key action to investigate and consider a Robertson Park Development Plan (Development Plan) in partnership with the State Government and Tennis West. The POS Strategy set out the following tasks:

- Consider community accessibility to high quality tennis court infrastructure;
- Retention and where possible improvement to existing tree canopy and shade; and
- Addressing Aboriginal and non-Aboriginal cultural history associated with the site.

At the Annual General Meeting of Electors on 29 January 2019, a motion was carried that the City initiate a Development Plan for Robertson Park. Following this, at the Ordinary Council Meeting on 5 March 2019, Council requested that the Chief Executive Officer consider timing and funding options for the proposed Development Plan within the City's Corporate Business Plan, Annual Budget, and Long Term Financial Plan.

On 12 November 2019, after the Tennis Seniors' Association of WA terminated its lease of the Robertson Park Tennis Centre, Council approved an Interim Management Arrangement (Agreement) with Tennis West. The Agreement is in place until 30 September 2021. The intent of the Agreement is to ensure tennis can continue on the site while the City assesses the condition of the site through the Development Plan.

On 15 September 2020 at its Ordinary Meeting, Council adopted the City of Vincent Corporate Business Plan 2020/21-2023/24. The Robertson Park Development Plan is included within the Corporate Business Plan Strategic Project Listing #17. The Development Plan is intended to outline the direction for improvements to Robertson Park and respond to community needs, maximise land use and improve community accessibility to recreation and leisure activities.

DETAILS:

The increasing density and population within the area emphasises the importance of our public open spaces such as Robertson Park to encourage recreation, social inclusion, and interaction. The park is a wonderful community asset which brings a host of physical and social benefits to both the local community and wider tennis community. Robertson Park will need to cater for a diverse and growing community in the future. There is a need to retain and improve the quality of open space in the local area and meet growing trends for flexible and informal recreational opportunities. It is important to recognise the site's rich heritage and history.

The clubrooms are reasonable and compliant to be leased in their current state. However, the 18 hard court surfaces are nearing end of life and are not compliant with current Tennis Australia standards.

The opportunity to attract a self-sustaining lease holder of the tennis assets that enables greater community use and access to the facility will be prioritised through the development plan. This future lease holder would proactively manage the venue, meet all the site's ongoing maintenance and renewal costs, and allow for tennis to continue, with additional community facilities to be provided in a financially viable model.

Following an analysis of Robertson Park, its facilities, and the current asset condition, the following key opportunities were identified:

- Rationalise the oversupply of tennis courts within the City;
- Address the poor condition of the tennis courts to attract long term self-sustainable tenant;
- Upgrade and enhance the parks amenities;
- Encourage a multi-use facility and additional sport and recreation opportunities;
- Increase the public open space; and
- Create additional tree canopy.

Initial Consultation

A key component of constructing the Development Plan is consultation to understand the local community's future needs for Robertson Park. Initial consultation was undertaken with three groups to understand their vision of the site: the Friends of Robertson Park, Tennis West, and Tennis Central. The initial consultation was undertaken via meetings with each group individually.

During the meetings, there were many positive comments recognising the importance of Robertson Park for community activities, exercise, families, dog walking, and being in a green environment. After meetings, it was evident the majority have a similar vision for the site. A summary of findings from the initial consultation is below:

- Retain the Tennis Centre and address the following:
 - Upgrade tennis courts;
 - City's need to rationalise 36 tennis courts. Minimum number of specific single use tennis courts required on site is 18, the ideal number of tennis courts on site is 20 – 22. All surfaces need to be hard acrylic;
 - New LED lighting is required;
 - Opportunity to incorporate multi-sport courts;
 - 3 multi-sport courts are required for a netball club to train;
 - New fencing and entrance is required; and
 - Desire to encourage community use and multi-use facilities.
- Enhance the rest of Robertson Park through addressing the following:
 - Lack of parking;
 - Opportunity for new enclosed dog exercise area;
 - Opportunity for new community garden;
 - Opportunity for new public toilet;
 - Opportunity for additional open space;
 - Need to retain existing tree canopy;
 - Opportunity to upgrade signage; and
 - Opportunity to upgrade playground.

Department of Planning, Lands and Heritage

The City has also been working closely with Department of Planning, Lands and Heritage to ensure the vision and proposed changes to the park is feasible from a heritage perspective. The City submitted a proposal to the Heritage Council for consideration and the proposal has been considered in the context of the identified cultural heritage significance of *Robertson Park & Archaeological Sites* and the following findings from Heritage Council has been received:

1. *Robertson Park & Archaeological Sites* has cultural heritage significance for its archaeological potential, its density and diversity of cultural features, and as a good example of a visually attractive urban park in the Inter-War City Beautiful style. It is valued by the Perth community as an important recreation area and community asset, including the tennis court complex that was established in the 1920s.
2. The proposal is for a Local Development Plan for *Robertson Park & Archaeological Sites*. The works are mainly confined to the tennis courts and associated facilities, which are located to the north of Robertson Park, and include new playing surfaces, removal of tennis shelters, community garden, new paving, trees and parking. Works south of the tennis courts include new toilets, upgrade to playground, and fenced dog area.
3. Overall the proposal will have a minimal impact to the cultural significance of *Robertson Park & Archaeological Sites*; however, the dog fence and the community garden area may have potential archaeological impact.

The Heritage Council provided the following comments to assist the City of Vincent in finalising the Robertson Park Development Plan:

1. The synthetic surface colour to the tennis courts is to be 'Medium Green' to minimise visual impact.
2. A photographic archival record according to the *Guide to Preparing an Archival Record* is to be undertaken of the tennis shelters prior to their removal.
3. An historical archaeologist is to be consulted regarding the potential impact to extant archaeological evidence, and mitigation strategies are to be put in place where appropriate.

Upon endorsement of the final Development Plan, the Proposal and Heritage Impact Statement submitted to Heritage Council will need to be updated and reissued to the Department of Planning, Lands and Heritage for their consideration. This step would also be repeated at the Detailed Design Stage.

Draft Development Plan

Using the findings from research, site analysis and the initial consultation, the City has considered a broad range of options, culminating in the draft Development Plan presented in **Attachment 1**. The following elements have been proposed:

- Reduce specific single use tennis courts from 36 to 20;
- Introduce 3 multi-sports courts to include netball and basketball. These could sit outside the Tennis Centre lease area and be managed by the City. Multi-sport courts could be available for hire through an online booking system. This would allow for greater community accessibility;
- Upgrade tennis courts to acrylic hard court surfaces to create an ideal surface for coaching, junior development, winter and/or evening use;
- Upgrade court LED lighting;
- Upgrade Tennis Centre fencing and entrance;
- Remove the nine (9) tennis shade huts to ensure the courts comply with guidelines to allow competitions to be played at Robertson Park. Removal of the huts is supported by the Heritage Council;
- New community garden;
- New enclosed dog exercise area;
- New public open space turf area;
- New footpath through turf area;
- Upgrade of Heritage Wetland Trail Signage and inclusion of an interpretive sign outlining the Tennis Centre changes over time;
- Upgrade of playground;

- New public toilet; and
- Additional parking.

CONSULTATION/ADVERTISING:

The City will now present the Development Plan and its objectives to the wider community for feedback. This consultation is outlined in **Attachment 2**. Community consultation is a key element to ensure the Development Plan reflects the current and future needs of the community. The community consultation will occur through May and June 2021.

LEGAL/POLICY:

- Policy No. 4.1.5 – Community Consultation; and
- Public Open Space Strategy.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to endorse the Draft Development Plan for public consultation.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

*Our parks and reserves are maintained, enhanced and well utilised.
Our urban forest/canopy is maintained and increased.
We have improved resource efficiency and waste management.*

Connected Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.
Our community facilities and spaces are well known and well used.*

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Sensitive Design

Our planning framework supports quality design, sustainable urban built form and is responsive to our community and local context.

Innovative and Accountable

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

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

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Urban Greening and Biodiversity**PUBLIC HEALTH IMPLICATIONS:**

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Increased mental health and wellbeing

Increased physical activity

FINANCIAL/BUDGET IMPLICATIONS:

The proposed budget is shown in the tables below. Those items highlighted orange are eligible for external funding application.

Planning Requirements

| Item | Cost | Budget |
|-----------------|------------------|------------------|
| Detailed design | \$140,000 | Operating Budget |
| Section 18 | \$60,000 | Operating Budget |
| TOTAL | \$200,000 | |

Courts

Upgrade, Renew & New

| Item | Cost | Asset Type | Budget |
|---|------------------|------------|-----------------|
| 14 tennis court resurfacing | \$155,000 | Renew | New budget |
| 6 grass court conversion to hard courts | \$225,000 | Upgrade | New budget |
| LED lighting upgrade | \$215,000 | Upgrade | New budget |
| Fencing and entrance | \$150,000 | Upgrade | Existing budget |
| Shade Hut removal | \$20,000 | Removal | Existing budget |
| Footpath | \$30,000 | Upgrade | Existing budget |
| Root barrier | \$8,000 | New | Existing budget |
| 3 multi-sports courts | \$70,000 | Renew | New budget |
| LED lighting on multi-sports courts | \$30,000 | Upgrade | New budget |
| TOTAL | \$903,000 | | |

Public Open Space

Upgrade, Renew & New

| Item | Cost | Asset Type | Budget |
|--|------------------|------------|-----------------|
| Public toilet | \$50,000 | New | New budget |
| Playground upgrade | \$80,000 | Renew | Existing budget |
| Heritage Wetland Trail Signage upgrade | \$15,000 | Renew | Existing budget |
| Enclosed dog exercise area | \$40,000 | New | Existing budget |
| Parking | \$120,000 | New | New budget |
| Landscaping | \$130,000 | New | Existing budget |
| Community garden | \$50,000 | New | New budget |
| TOTAL | \$485,000 | | |

The total project cost is currently estimated at \$1,588,000.

Through the recent State Election commitment, the City will receive \$100,000 for public courts at Robertson Park Tennis Centre. The City will receive these funds this financial year which will be attributed to the line items above relating to the 3 multi-sports courts and the LED lighting for these.

Additionally, the City will seek external funding opportunities where possible to allow for the implementation to occur in the medium term. This will ensure there are minimal gaps between each part of the development. The possible funding partners are listed below:

- Tennis Australia;
- Tennis West;
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage Council;
- Local Member for Perth; and
- Lotterywest.

COMMENTS:

Robertson Park is a vital community asset in providing sufficient community recreational and sporting opportunities. There is a need to retain and improve the quality of open space and sporting facilities in the local area to meet the growing community needs.

The next step in the project is to present the draft Development Plan and its objectives to the community for feedback and input into the plan to build on the initial key stakeholder consultation that has already been undertaken and considered in the draft Development Plan.

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DRAFT DEVELOPMENT PLAN FOR COMMUNITY CONSULTATION



TYPICAL EXAMPLE OF PROPOSED COMMUNITY GARDEN AREA



TYPICAL EXAMPLE OF PROPOSED INSTALLATION OF 'MODUS' TOILET



TYPICAL EXAMPLE OF PROPOSED 'FENCED' DOG EXERCISE AREA



TYPICAL EXAMPLE SYNTHETIC TENNIS COURTS



TYPICAL EXAMPLE MULTI SPORTS GROUND

- LEGEND**
-  PROPOSED SHARED PATH
 -  EXISTING SHARED PATH
 -  PROPOSED NEW TREES (SPECIES TO BE DETERMINED)

CITY OF VINCENT
244 VINCENT STREET LEESBERRYVILLE, 6007
TECHNICAL SERVICES

| DATE | BY | FOR |
|------|----|-----|
| | | |
| | | |
| | | |



| | | |
|---------|-----|----------|
| SCALE | KVL | APPROVED |
| DRAWN | | |
| CHECKED | | |
| DATE | | |

PROPOSED 'PUBLIC OPEN SPACE (POS)' STRATEGY
ROBERTSON PARK
PERTH

TECHNICAL SERVICES
DRAWING NO
3579-LP-01
SHEET 1 OF 1, AD

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ROBERTSON PARK DEVELOPMENT PLAN

COMMUNICATIONS PLAN

1.1. Background

The City's Public Open Space Strategy (POS Strategy), adopted by Council in December 2018, includes a key action to investigate and consider a Robertson Park Development Plan (Development Plan) in partnership with the State Government and Tennis West. The POS Strategy set out the following tasks:

- Consider community accessibility to high quality tennis court infrastructure;
- Retention and where possible improvement to existing tree canopy and shade; and
- Addressing Aboriginal and non-Aboriginal cultural history associated with the site.

At the Annual General Meeting of Electors on 29 January 2019, a motion was carried that the City initiate a Development Plan for Robertson Park. Following this, at the Ordinary Council Meeting on 5 March 2019, Council subsequently requested that the Chief Executive Officer consider timing and funding options for the proposed Robertson Park Development Plan within the City's Corporate Business Plan, Annual Budget and Long Term Financial Plan.

1.2. Project Scope

The Robertson Park Development Plan responds to community needs, and aims to maximise land use and improve community accessibility to sport and recreation activities. The plan will ensure consistency with the key actions in the Public Open Space Strategy to guide future use.

1.3. Purpose of Engagement

The purpose of this engagement is to ensure community feedback has been heard, understood and reflected in the Development Plan. During consultation we want to:

- Generate community and stakeholder understanding of the project including the past, present and future project context;
- Clearly communicate the opportunities and constraints associated with the site;
- Raise awareness and understanding of the project including past, present and future project context and the opportunities and constraints;
- Gain a deeper understanding of community and stakeholder values, issues and opinions of the identified opportunities and constraints;
- Ensure clarity around any information sought from the community and stakeholders;
- Manage the community conversation as much as possible and be a source of truth;
- Appropriately address community and stakeholder questions and issues, and
- Ensure timely, accurate, consistent, and coordinated information to all stakeholders.

1.4. Stakeholders

| Sector | Stakeholders |
|------------|--|
| Community | City of Vincent ratepayers City of Vincent Elected Members All community members Friends of Robertson Park Tennis Central Community Members who register interest in the project Frequent park users Claisebrook Catchment Group Robertson Park Artists Studio |
| Government | Heritage Council of Western Australia Department of Planning Lands and Heritage Department of Local Government, Sport and Cultural Industries Member for Perth State Member for Perth |
| Industry | Tennis West |
| Media | Local Newspapers (Perth Voice, Guardian Express, Stirling Times, The Post, Western Suburbs Weekly) The Western Australia The Sunday Times All media |

ROBERTSON PARK DEVELOPMENT PLAN COMMUNICATIONS PLAN

2.0 Communications Plan

| Phases | Level of Participation | Engagement Method | Target | Deliverables / Explanation | Responsible Team | Support Team | Timeframe |
|---|------------------------|--------------------------------------|--|--|------------------|--------------|---------------------|
| Stage 1: Visioning | | | | | | | |
| | Collaborate | Workshop | Elected members | <ul style="list-style-type: none"> • Visioning | Policy & Place | N/A | February 2020 |
| | Collaborate | Meeting with individual groups | Key stakeholders: - Friends of Robertson Park - Tennis Central - Tennis West | <ul style="list-style-type: none"> • Seek interest • Understand feelings and opinions on the site • Understand how the site can be improved • How the site is used • What they'd like to see on site | Policy & Place | N/A | March – Dec 2020 |
| | Collaborate | Meetings + Emails + Heritage Council | Department of Planning, Lands and Heritage – State Heritage Office | <ul style="list-style-type: none"> • Understand site constraints | Policy & Place | N/A | May 2020 – Dec 2020 |
| Stage 2: Present findings from visioning phase | | | | | | | |
| | Involve | Workshop | Elected Members | <ul style="list-style-type: none"> • Present findings from stage 1 and draft plan • Gain feedback on draft plan • Gain support to move forward to community consultation | Policy & Place | N/A | February 2021 |
| | Involve | Workshop | Stakeholders: - Friends of Robertson Park - Tennis Central - Tennis West | <ul style="list-style-type: none"> • Present Draft Development Plan • Gain Feedback (this will include what have we missed in the Draft Development Plan and what do you like in the Development Plan) | Policy & Place | Marketing | May 2021 |
| | Involve | Website/Survey | - Community members - Park users - North Perth Dynamites Netball Club - Claisebrook Catchment Group -Robertson Park Artists Studio - Bottle Yard Apartment Residents -Nyoongar Patrol - Dog walkers | <ul style="list-style-type: none"> • Further understand people's thoughts and feelings towards the site • Provide information • To understand opinion and perceptions of the Draft Development Plan • Understand if there are concerns that could be addressed | Policy & Place | Marketing | May – June 2021 |
| | Involve | Workshop | - Community members - Park users - North Perth Dynamites Netball Club | <ul style="list-style-type: none"> • Further understand people's thoughts and feelings towards the site. • Provide information • To understand opinion and perceptions of the Draft Development Plan | Policy & Place | Marketing | May 2021 |

| Phases | Level of Participation | Engagement Method | Target | Deliverables / Explanation | Responsible Team | Support Team | Timeframe |
|---|------------------------|--------------------------------------|---|---|------------------|--------------|------------------|
| | | | - Claisebrook Catchment Group -Robertson Park Artists Studio - Bottle Yard Apartment Residents -Nyoongar Patrol - Dog walkers | <ul style="list-style-type: none"> Understand if there are concerns of the Draft Development Plan that could be addressed | | | |
| | Involve | On-site engagement | - Park users | <ul style="list-style-type: none"> Further understand people’s thoughts and feelings towards the site. Provide information To understand opinion and perceptions of the Draft Development Plan Understand if there are concerns of the Draft Development Plan that could be addressed | Policy & Place | Marketing | May – June 2021 |
| | Involve | Flyers/Letter drop | - Local businesses - Local residents - Handouts on site | <ul style="list-style-type: none"> Provide information Request people to participate in the survey | Policy & Place | Marketing | May – June 2021 |
| | Involve | On-site signage | -Park users | <ul style="list-style-type: none"> Provide information Request people to participate in the survey and/or attend workshop | Policy & Place | Marketing | May – June 2021 |
| Stage 3: Present findings from Stage 2 | | | | | | | |
| | Consult | Website/Survey | Community members who participated in stage 2, or if a group was not reached. | <ul style="list-style-type: none"> Consult to present the findings from stage 2, check that administration reflected the feedback provided | Policy & Place | Marketing | June 2021 |
| | Consult | Email | Community members who participated in stage 2, or if a group was not reached | <ul style="list-style-type: none"> Consult to present the findings from stage 2, check that administration reflected the feedback provided | Policy & Place | Marketing | June 2021 |
| | Collaborate | Meetings + Emails + Heritage Council | Department of Planning, Lands and Heritage – State Heritage Office | <ul style="list-style-type: none"> Present Draft Development Plan changes for approval | Policy & Place | N/A | June – July 2021 |

9.2 COMMUNITY AND STAKEHOLDER ENGAGEMENT FRAMEWORK

- Attachments:
1. **Consultant's Report**  
 2. **Draft Community and Stakeholder Engagement Strategy**  
 3. **Draft Community and Stakeholder Engagement Policy**  

RECOMMENDATION:**That Council:**

1. **APPROVES** the proposed:
 - 1.1 **Draft 'Community and Stakeholder Engagement Strategy' included as Attachment 2, for the purpose of advertising; and**
 - 1.2 **Draft 'Community and Stakeholder Engagement Policy' included as Attachment 3, in accordance with Schedule 2, Part 2, Clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the purpose of advertising;**
2. **AUTHORISES** the Chief Executive Officer to provide local notice of the proposed new strategy and policy in Recommendations 1 and 2 above and invite public comments for a period of at least 21 days; and
3. **NOTES** that:
 - 3.1 **that at the conclusion of the public notice period any submissions received will be presented to Council for consideration; and**
 - 3.2 **That attachment 2 and 3 are proposed to replace the City's Policy No. 4.1.5 – 'Community Consultation' and Appendices 1 – 5.**

PURPOSE OF REPORT:

To provide an overview of the Draft Community and Stakeholder Engagement Strategy and Policy, for Council endorsement for public consultation.

BACKGROUND:

The City's Policy No. 4.1.5 – Community Consultation was formally adopted by Council on 22 July 2014.

The City of Vincent Strategic Community Plan 2018 – 2028 (SCP) has prioritised the need to create a connected community that is diverse, welcoming and engaged. To achieve this, a project to prepare a Community Engagement Framework that guides how we speak with and listen to our community was included at #10 within the Strategic Project listing within the City's Corporate Business Plan 2020/21 – 2023/24 which was adopted by Council on 15 September 2020 at its Ordinary Meeting.

Workshops led by a consultant were held with Elected Members, Administration and community members from November to December 2020.

The workshop with Elected Members was held on 3 November 2020. The purpose of this workshop was to identify the problem definition and to identify the City's goals for the community engagement framework. The problem definition is highlighted on page 6 of the Consultant's Report, provided as **Attachment 1**. The goals for community engagement were explored through discussions on what is and what is not working well, what is considered high quality engagement, what the framework should consider, resources available and needed, and the appropriateness of the International Association of Public Participation (IAP2) framework for community engagement. The findings from the workshop are provided within the Consultant's Report, provided as **Attachment 1**.

The workshop with Administration was held on 26 November 2020. The workshop was attended by Managers and Directors of the City. The purpose of this workshop was to present the findings from the

Elected Members' workshop and to build upon these findings. Topics discussed included what is and is not working well, resourcing, appropriateness of the IAP2 framework and how this framework could be used based on the projects and other initiatives delivered by the City. These findings are included on page 18 (Administration Response to IAP2 Spectrum of Public Participation) of the Consultant's Report, provided as **Attachment 1**.

The workshop with community members was held on 14 December 2020. The City invited 25 community members to the workshop. Community members were requested to register their interest by completing a diversity survey that sought to understand age, gender, income, spoken language/s and previous participation. A group of 25 people were randomly selected across each of the criteria and invited to attend the workshop. Everyone who was invited confirmed their attendance, noting 12 community members attended.

The discussions within the community workshop largely informed the Strategy and the Policy. The focus questions and a summary of the responses is provided in the table below.

| Focus Question | Community Response |
|--|--|
| What is the purpose of community engagement? | <ul style="list-style-type: none"> • To make informed decisions; • To hear and understand the community's feelings, experiences and aspirations; and • To be inclusive, build strong relationships, and create a sense of trust and ownership with the community. |
| What is the expected level of participation for each project type? | <p>The IAP2 Spectrum of Public Participation was accepted as a suitable method to guide engagement activities within the City.</p> <p>Quality engagement that considers the purpose of the engagement, target audience, and appropriate methods and timeframes was considered most important to ensure community members and stakeholders who wanted to participate would have the best opportunity to do so.</p> |
| What would quality engagement look and feel like? | <p>Community members identified that they would like:</p> <ul style="list-style-type: none"> • To feel heard; • To be involved in the process and to know how participants input has influenced the decision; • To be presented with accurate and transparent information; • To feel confident engagement activities were reaching community members and stakeholders who were affected and/or interested; • Engagement activities to be personalised where appropriate to do so; and • Engagement activities to be accessible and information to be easy to find. |
| When and who should we engage with? | <p>It was identified that engagement should occur when a project would impact the community or stakeholders and engagement activities should attempt to reach whoever would be impacted and/or interested.</p> <p>Over-consultation was identified as an area of concern however it was identified:</p> <ul style="list-style-type: none"> • There should be some ability to give feedback; • There should be the ability to find information on projects and knowledge that some change / activity is going to happen; and • Timelines of projects should be provided and easily accessible. |
| When would engagement <u>not</u> be necessary? | <ul style="list-style-type: none"> • Where prescribed by legislation; • Where there is no ability to change or influence the decision; • Where the information is highly sensitive; • Where internal to the organisation (i.e. change to offices); and • Where a rapid decision is required to be made. |
| What are the barriers to engagement? | <p>The top three barriers to engagement included:</p> <ul style="list-style-type: none"> • Being busy; • Perception that Council and administration do not listen; and • No awareness of engagement and the perception that 'it's all ok'. |

| Focus Question | Community Response |
|--|--|
| What are the most effective methods of consultation? | <ol style="list-style-type: none"> 1. Email 2. Social media 3. Newspaper 4. Website 5. Letter 6. Newsletter 7. Personal contact <p>Email was by far the most preferred method of communication.</p> |

The workshops identified the need for a framework that guides the way the City engages with its community. The framework is proposed to consist of a Community and Stakeholder Engagement Strategy (Strategy), a Community and Stakeholder Engagement Policy (Policy) and supporting guidelines. The City's consultant has identified key findings from the workshops, which have informed the Strategy and Policy. These findings are consolidated in the consultant's report, provided as **Attachment 1**.

DETAILS:

The draft Strategy provided as **Attachment 2** outlines the vision for community engagement and seeks to:

- Outline the principles that guide the way we will engage with our community and stakeholders;
- Provide context for why community engagement is important to us; and
- Provide an action plan to improve the way we engage and communicate with our community and stakeholders.

The draft Policy, provided as **Attachment 3**, is prepared under the *Local Government Act 1995* and will:

- Detail the City's commitment to effective and relevant community and stakeholder engagement;
- Detail the process for community and stakeholder engagement;
- Facilitate informed decision making;
- Improve information delivery and sharing; and
- Promote a consistent, inclusive, transparent and accessible approach to engagement.

A supporting toolkit comprising of templates and information sheets consistent with the Policy will be created for Administration to follow when conducting engagement campaigns.

CONSULTATION/ADVERTISING:

The Community Engagement Framework would be advertised for 21 days. Consultation methods include notifications on the City's website, social media posts, an Engagement HQ website page, a flyer distributed to all residential and commercial properties (as detailed below), direct emails to all who previously registered their interest in the project, direct emails to everyone on the City's Engagement HQ database, plus an individual e-news notification.

To obtain feedback, community members would be requested to complete a survey that seeks to understand how satisfied participants are with existing community engagement practices, what their preferred methods of engagement are, if the IAP2 approach to community engagement is supported, and if the Strategy and Policy are supported.

There are many projects that will require community engagement in May, presenting an opportunity for grouped consultation. The projects intended to be included in the group consultation are:

- Community and Stakeholder Engagement Framework;
- Leederville Place Plan, Oval Master Plan and Activity Centre Plan;
- Beaufort Street Place Plan;
- Robertson Park Development Plan;
- Smoke Free Town Centre Project;
- Vibrant Spaces Policy;
- Signs and Advertising Policy; and
- Local Development Plan – No. 40 Frame Court (TBC).

This initiative will raise awareness of the projects that are being advertised at the same time, and minimise engagement fatigue. Each project will satisfy all individual requirements and include communications that present all projects at once. Communications and engagement activities for the grouped consultations include:

- A central EHQ page with brief descriptions of each project will link to each individual project page for full information.
- Each project will have its own project page on EHQ, containing full information, surveys and online engagement tools.
- 6-page DL flyers containing brief information on each project will be delivered to all residential and commercial properties in Vincent.
- Direct emails containing brief information on each project will be sent to community groups, town teams, local businesses, the City's e-news subscribers and the City's EHQ database.
- Social media campaign (paid & organic).
- Notices on digital screens at Beatty Park and the City of Vincent Library.
- Full page newspaper adverts and eco-signs around Vincent.
- An open house engagement event will provide the opportunity for community members to drop in and ask questions on any of the projects being advertised. A representative for each of the projects will be in attendance. The event will be run in the style of an open house, so community members can attend at any time during the event and stay for as long as they wish.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to endorse the draft Community and Stakeholder Engagement Strategy and Policy to be advertised for public consultation.

STRATEGIC IMPLICATIONS:Connected Community

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

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 priority health outcomes of the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Action item 2.1 of the Strategy recommends a training and development plan to be implemented to assist City staff and Elected Members in achieving the outcomes of the Strategy and Policy. Engagement Essentials training is recommended and costs \$594.00 for non-members and \$495.00 for members. The City is currently a member of the IAP2 association.

Additional budget would be required for each directorate to accommodate the training needs associated with implementing the Strategy and Policy.

COMMENTS:

Implementation of the Strategy would result in improved outcomes for the City and the Community through improved information sharing and strengthened relationships. It requires the City to evaluate the current practices, challenge the status quo and consider how the community can be better involved. The Policy

supports the Strategy by including a detailed process that is based on best practice identified by the International Association of Public Participation.

Communication is a two-way process and application of both documents creates an understanding of when it is necessary and appropriate to engage with the community.

When related to a project, Administration would understand the background, the scope, and the purpose of the engagement. The community and stakeholders would then need to utilise the communication channels available and improved engagement opportunities to provide feedback and be involved. Lastly, all parties should regularly review and communicate on the effectiveness of the communication strategies to ensure continual improvement.

CITY OF VINCENT

COMMUNITY ENGAGEMENT STRATEGY
JANUARY 2021



ANTHONY HASLUCK
MANAGING DIRECTOR, CLARITY COMMUNICATIONS

Overview

Background

Clarity Communications was contracted in late October 2020 to provide advice and input in relation to how the City of Vincent ('the City') engages with its community to obtain input into council decision-making. The community engagement process is seen as being fundamental to the City's function and the responsibility it has to the community, as well as its success in delivering the commitments contained within the City's Strategic Community Plan 2018-2028.

History

The way the City currently communicates is guided by the City's Policy No. 4.1.5 – Community Consultation which was last reviewed in July 2014.

In the recent past, the City's Administration (via the establishment of a dedicated working group) conducted a review of the existing policy with the key findings and recommendations to be provided to Council. However, the working group was not able to establish the problem definition or potential solutions and the COVID pandemic further stalled the project.

Project Brief

In order to move the Community Engagement Project forwards, Clarity was engaged to undertake a series of workshops with three key stakeholder groups, namely Council, Administration and the Community.

The objective of these workshops being:

- To elicit the opinions, concerns, themes and attitudes towards current community engagement activities; and
- to establish what Council and Administration considers to be 'high quality engagement'
- To find common ground to enable the Administration to create a draft Community Engagement Strategy.

It is only once a level of understanding and agreement on the position of each of the stakeholder groups, in respect to the current state and the desired future state of community engagement at the City, that a pathway to improvement can begin.

The development of a robust and practical Community Engagement Strategy informed by the key stakeholders to which it applies will set the city up for success.

About this report

While originally referred to as the creation of a Community Engagement Framework, the Elected Members in their workshop were clear that the end result was the development of a strategic document. For this reason, the report refers instead to development of a Community Engagement Strategy.

The following report sets out:

- high-level findings from the three workshops;
- recommendations to assist the City in improving its community engagement activities; and
- the challenges which may need to be addressed.

Please note that the scope of this engagement did not include the development of the Community Engagement Strategy to be ultimately adopted by the City.

The Administration has responsibility for using this report to inform its thinking and development of a draft Community Engagement Strategy for presentation to Elected Members for further discussion.

At the relevant Officer's request, the raw data collected from each of these workshops was provided upon completion of each workshop session.

For this reason, this report is a high-level summary of all the workshop activities and notes.

Key Findings

1. All three stakeholder groups were in agreement that community engagement is important and should result in more informed and better decisions being made for the benefit of the community.

2. Both Administration and Councillors cited the lack of consistency and clear process across the organisation and within business units in respect to current community engagement practices.

3. To ensure support for an improved Community Engagement Strategy both Council and Administration need to be very clear on the purpose and benefits of each engagement undertaken by the City and be able to explain this to the community.

4. Community members support a wide range of community engagement activities as being an important process to create a better community, as long as the process is appropriate and they can see it has an influence on Elected Members decision-making.

5. All stakeholders agree and understand that there are nuances related to appropriate levels of engagement - depending on potential impact of decisions and projects, and the different stages of decision-making and project implementation. These nuances need to be addressed as far as possible in the strategic approach.

6. A key nuance is whether or an engagement on a project at the highest level, ie an item for the Strategic Community Plan (SCP) is then the end of that process, or whether there must be further engagement in the future as it may be some time (ie years) before the actual activity commences and the community may wish to discuss this again. It is possible therefore that a single item could go through multiple different engagements on the IAP2 Spectrum and this needs to be catered for.

7. All stakeholders are broadly in agreement that the IAP2 Spectrum of Public Participation is a suitable framework on which to base the City's approach to community engagement.

-
8. Council and Administration agree that there is the potential for the IAP2 Spectrum to provide an answer to many of the nuances as to how much engagement to undertake on key decisions and projects.
-
9. Community feedback includes some cynicism around engagement activities where it 'feels' or appears decisions have already been taken. The City needs to be very clear whether or not there is an opportunity to influence a decision when it promotes and undertakes an engagement opportunity.
-
10. There is concern that it is not clear that community feedback is considered in some decision-making or how it has been taken into account. There needs to be greater feedback and clarity that community input has been relevant and useful in Elected Members decision-making so community members who have participated feel both valued and have trust in future engagements.
-
11. All stakeholders were broadly in agreement that engagement processes should not create barriers to entry e.g., avoid holiday periods, council elections, religious celebrations etc and use a range of communication channels to reach a diverse audience within the City.
-
12. Administration and Elected Members both agree that there is a need for regular review of the Community Engagement Strategy (and the documents that make up all aspects of the Strategy) in line with the current four-year cycle for reviewing other key Council strategy documents.

Our Approach

Preferred Outcome

The workshop with Elected Members on 3 November confirmed the goals and outcomes they were hoping to achieve from the process, namely;

1. That the purpose and benefits of community engagement are clearly defined to ensure support for the development and implementation of an improved Community Engagement Strategy.
2. That an ongoing engagement process with the community is undertaken in order to inform and impact the Councillors decision making and influences product/service development accordingly; and
3. That the community feels listened to and knows that they have been heard by the Council.

Problem Definition

Problem definition was explored with the Elected Members highlighting their main concerns with community engagement under the following broad themes:

- There is a lack of trust by Elected Members in the community engagement activities undertaken by Administration, which impacts on the decision making by the Council;
- There is inconsistency in community engagement practices across directorates and projects at the City;
- There is concern that the City does not know what successful engagement looks like; and
- There is a lack of structure and vision associated with community engagement.

What's working well | What's not working?

To further explore the problem definition, Elected Members were asked to consider and articulate what's not working well with current community engagement activities and conversely what is working well.

Elected Members were most concerned with the following elements:

- Levels of participation;
- What the community is being asked/content of the engagements;
- The process being followed;

- Consistency of processes within engagements and across different directorates;
- Relevance of the community engagements; and
- Understanding the barriers to entry and why community members and stakeholders might not participate.

Elected Members were supportive of:

- The use of social media and digital platforms in the engagement process for those residents online;
- Re-establishing the Advisory groups; and
- The connections and partnerships formed to date (e.g., Town teams)

Administration expressed similar concerns about the Community Engagement Framework, including:

- Inconsistency in:
 - Application of policy both within and across directorates;
 - Expectations of the Council;
- Over consultation with community members and stakeholders; and
- Feedback loop not being closed with participants.

Administration were supportive of:

- The use of social media and digital platforms in the engagement process for those residents online;
- The desire for the City to engage well.

Purpose

The Elected Members were interested in finding out from the community members what they believed should be the purpose of the City's engagement activities.

The top three reasons identified by community members for undertaking engagement activities broadly align with the views of Elected Members and Administration, namely to:

- Assist the Elected Members and Administration make informed decisions;
- Ensure the community's feelings, experiences and aspirations are known and heard; and
- Be inclusive, build strong relationships between Council and community, and create trust and ownership within the community.

The range of community responses included:

- To hear how the community feels about issues that could affect them;
- Making the most appropriate decisions to suit the community not the Administration;

- To be sure decisions and actions of the Council are consistent with community aspirations;
- Making the best decisions for the community as all information will be known;
- To make better informed and relevant decisions on issues that affect the community;
- To get the best outcomes that take into account the impacts a decision will have on individuals/community by listening to everybody, not just the ones that are loud and opinionated (silent majority);
- Increasing the efficiency of Administration;
- To allow community members to be involved in the shaping of the city. This is important for reasons of liveability.

It appears clear from the community responses that there is genuine interest in experiencing engagement activities that directly assist Council decision-making.

However, there was also considerable comment that despite making contributions to engagement activities, there was not enough information from the City as to how participation had assisted or influenced Council decision-making.

Other considerations

Quality of Engagement

Elected Members expressed the view that they consider 'quality' community engagement' to include the following elements and that the Community Engagement Strategy must address these points:

- **Representation** – diversity of stakeholders
- **Participation** – appropriate to the issue, agreed in advance and different methodologies employed
- **Clarity**– issues framed and articulated correctly and so they are understood
- **Timeliness** – opportunity for people to participate
- **Resourcing** – appropriate to the engagement and sufficient to deliver a quality experience and outcome.

Elected Members opinions on 'quality' engagement are noted below:

- Meaningful i.e., relevant to decision making, allowing participants to feel that their feedback is heard.
- Quality is not equal to quantity
- Setting agreed parameters on engagement
- Asking the right questions in consultation
- Accuracy of information to enable participants to give an informed opinion
- Are they being given enough time to provide feedback?
- Understanding community sensitivity of the impact the issue may have
- Appropriate tone of voice used in engagement – authenticity and aligned to the City of Vincent brand.

Resourcing

Participants in all three workshops appear to have realistic expectations in respect to the level of participation desired and the quantum of resources (monetary and personnel) need to be realistically balanced in line with available budgets.

Sentiment among the stakeholder groups acknowledges that a level of investment will need to be made in order to achieve the desired participation and engagement levels.

There is an appreciation of the fact that some engagements require far more extensive time and resources than others.

IAP2 Spectrum of Public Participation as foundation process for community engagement

The IAP2 Spectrum was discussed as the potential foundation process for the Community Engagement Framework and associated decision-making.

The City already uses elements of the IAP2 Spectrum, and some Administration staff are trained in its use.

Councillors were in agreement that utilising the IAP2 Spectrum as the foundation process to inform the City’s Community Engagement Framework would be beneficial.

The IAP2 Spectrum was designed to assist with the selection of the level of participation that defines the public’s role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

IAP2 Spectrum of Public Participation



IAP2’s Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public’s role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

| INCREASING IMPACT ON THE DECISION | | | | | |
|-----------------------------------|--|--|---|---|--|
| | INFORM | CONSULT | INVOLVE | COLLABORATE | EMPOWER |
| PUBLIC PARTICIPATION GOAL | To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. | To obtain public feedback on analysis, alternatives and/or decisions. | To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. | To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution. | To place final decision making in the hands of the public. |
| PROMISE TO THE PUBLIC | We will keep you informed. | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. | We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. | We will implement what you decide. |

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Councillors identified that all engagements should ideally fit into a relevant part of the IAP2 Spectrum based on an approved process for allocating issues and projects correctly.

The majority of Councillors indicated the following requirements:

- Low Engagement – Consult
- Medium Engagement – Involve
- High Engagement – Collaborate

Elected Members considered the list of engagement areas in Appendix 2 of Policy No.4.1.5 – General Consultation and made the following additions/subtractions.

They also indicated that a risk/impact filter could be applied to each of these items to help determine which part of the IAP2 Spectrum they should sit in.

- Annual Budget
- Community Needs survey
- Community Satisfaction Survey
- ~~Council Newsletter~~
- ~~Job Vacancies~~
- Local Area Traffic Management scheme – Proposal to Conduct
- Major Town Planning Proposals/studies
- Major Road Proposals
- Major Reserve Development Proposals
- Parking Restrictions
- Parks and Reserves Upgrades and Enhancements
- Policies – New and significant amendments
- Roadworks/Footpath Upgrades/Approved Infrastructure Improvements
- Streetscape Enhancement Scheme
- Underground Power Scheme – Proposal
- Development Applications – Uses and Demolition
- Development Applications – Residential Development
- Development Applications – Non-Residential and Mixed-Use Development
- Strategic Planning and Heritage Management

New Additions for Engagement

- Municipal services
- Behaviour and Regulation change
- Red tape reduction
- Statutory development
- Strategies and policies
- Capital works delivery
- Events and activations
- Masterplans and development plans
- Changes to council processes that affects residents/public – e.g., e-permits, FOGO

- Changes to service delivery
- Doorstep changes
- Land transactions and divestments
- Financials – Expenditure, budget, long term financial outlook
- Customer service
- Community satisfaction

Administration was presented with the Elected Members views regarding the IAP2 Spectrum. There appeared to be broad agreement that it could be possible to design and develop a Community Engagement Strategy that allocates engagements according to the spectrum rather than a 'one-size fits all' approach.

In the Appendix attached Administration gave more detailed consideration to what typical past and present projects may sit at different points of the IAP2 Spectrum.

Investment and ongoing training in IAP2 methodology was acknowledged by the council as a necessary ongoing activity and cost if this approach is adopted for the Community Engagement Framework.

Where no engagement required

While the community members did not speak with a single voice, the following activities were seen as not requiring community engagement:

- Where a decision is effectively determined by legislation, ie health and safety items;
- Where there is no ability for the community to change or influence the decision (though this may need to be explained);
- If the information or decision is highly sensitive or commercially sensitive at that point in time;
- Where it is purely internal to the Administration, ie office changes;
- Where a rapid decision is required to protect people or the environment; and
- Where an activity is a small part of a larger project and has low impact.

Review Community Engagement Framework

Review Frequency

Elected Members sought a regular review of all elements of the Community Engagement Framework (noting that the current Policy dates from July 2014).

It is proposed that a major review of the Community Engagement Strategy and its documents should occur every 4 years to align with Council's approach to key strategic documents.

It was proposed that this review should take place in an alternate year to the Strategic Community Plan to enable one strategy to inform the others.

Other elements of a structured review process should include:

- An interim review and update every 2 years of the technical documents, templates etc. associated with community engagement
- Reporting to council on agreed Community Engagement KPIs each year

This structured review approach will ensure that documents will remain relevant and appropriate to evolving engagement practices and changing community needs. It will also ensure performance measures can be tracked over time.

Elements to be considered in future full and interim reviews were as follows:

- Technology changes
- Composition of engagement panels
- Feedback from previous period
- Analysis of complaints
- Budget consequences
- Outsourcing/suppliers
- Skills/expertise required

Structure

Elected Members identified their preference for a tiered structure of documents that reflect other similar Council strategies, namely:

- Strategy – high level vision and why?
 - Implementation plan
 - Very high level KPI's
- Policy – Guide to decision making/rules of play
 - Tells us how we need to do it
 - What needs to be approved/discretionary items
 - When approval needs to be sought from Council (escalation process)
- Procedures – What to do
 - Templates/processes
 - KPI's

Elected Members also identified that there should be connections to other relevant documents like the Strategic Community Plan.

Administration agreed that the strategy structure should be similar to other City strategy documents.

Improving barriers to engagement

It is important to note that many barriers to engagement are for reasons specific to individuals, such as areas of interest, busyness of work and home life etc. There was acknowledgement that there are also different stages of life where there is more time to be involved in community engagement activities.

Essentially the community acknowledges there are challenges for the Administration in getting some residents involved in engagement activities.

Asked to identify the likely top 4 barriers to engagement, the community listed:

- Being busy;
- Perception that the City does not listen to feedback or take it into account in decision-making;
- Low awareness of individual engagement activities; and
- A feeling that everything is OK.

Realistically, an improved Community Engagement Strategy can address each of these broad issues by:

- Ensuring it is easy to give feedback across multiple different channels;
- Communicating more clearly precisely how community feedback has informed key decisions;
- Promoting engagement activities as broadly as possible (in the context of budgets and resources) and continual improvement in targeting of relevant individuals and groups to participate in engagement activities; and
- Promotion of key issues and activities with the City to improve lifestyle for residents.

As overarching feedback, advice from community members was that building strong relationships between Officers and community members and local organisations lowers barriers to engagement.

Communication Principles

Community participants outlined a broad group of principles for approaching communication to support engagement with the community. These included:

- While not every activity of Council needs to have engagement, there must always be an opportunity and process to give feedback
- There should be appropriate advance warning of any 'change' activities within the City, ie services
- The community should always have the ability to easily find and access information on projects
- Timelines for projects should be available and easily accessible

- Information published should be transparent (with a suggestion that even 'track changes' are visible to the community).

Communication Channels

To assist Administration to refine its communications process for engagement and feedback, community members identified the following channels as the most important:

1. Email
2. Social Media
3. Newspaper
4. Website
5. Letter
6. Newsletter
7. Personal contact

Email was by far the most preferred method of communications.

Community Improvement Ideas

A list of improvement ideas suggested by community members included:

- More signage at project locations promoting engagement;
- Use of QR codes at locations to promote engagement or update information
- A website dashboard allowing simple view of forthcoming projects / engagements;
- Greater promotion of engagements via organisations such as peak bodies, schools, Town Teams;
- Emails direct from Administration staff to individuals who they know are relevant or interested in engagements to encourage participation;
- A program to build communities of interest to ensure there are always sizeable groups of individuals to consult with on issues, ie bike paths; and
- Ensure that engagement contributions can be made verbally, in written form and are accessible (through design, language and channel) to everyone in the community.

Challenges

All three groups appear to believe that there is an opportunity for the IAP2 Spectrum to provide a foundation structure for the City's Community Engagement Strategy.

However, a number of potential challenges have been identified that could impact on this approach.

It is these challenges that the Administration must seek to resolve in order to prepare and present a draft Community Engagement Framework to Council.

The potential challenges include;

- Classification of projects/activities under the IAP2 spectrum can be quite subjective in nature – see the Appendix attached for differing views on where projects may be allocated on the Spectrum.
- There may be regularly changing engagement levels required over the duration of a single project – especially those that occur over an extended period of time (e.g., large capital works). This means the Strategy must take into account the potential for multiple types of consultation on the IAP2 Spectrum for a single project.
- In-house skills and training around neutral survey design (no leading questions) are required in order to build trust in both the process and results.
- Identifying and agreeing in advance appropriate participation rates for engagement activities that allow for confident decision-making by Councillors and the City. This includes identifying the preferred number of people involved, an appropriate diversity of participation, level of response desired etc. All three groups appreciated that some engagements may have small stakeholder groups that could require a high percentage of participation, while large groups of stakeholders may mean a lower percentage of participation.
- What is the approach to decisions and projects that the community has previously engaged on. For example, items in the Strategic Community Plan should have already been consulted on, and as a result there is an argument that the engagement level required will only be *Inform*. However, some of the implementation of items in Plan may have such significant impact that it requires an engagement level of Consult or Involve.
- Establishing whether an engagement activity can be in multiple IAP2 Spectrum columns at the same time because of its scale and issues such as project elements in different geographic locations or impacting different stakeholders.

- Deciding whether an engagement activity in the implementation phase of a project can only be Inform because a decision has already been made, or whether other parts of the IAP2 Spectrum are also appropriate.
- Who has the final say on which part of the IAP2 Spectrum an engagement activity should sit in/ What is Council role in this decision?
- Ensuring that the Community Engagement Strategy considers the role of partners/collaborators in community engagement activities e.g. Town Teams
- The Community Engagement Strategy methodologies will need to be recognised and incorporate the ability to undertake different forms of engagement, eg technology / data led vs behavioural / attitudinal
- The communications process (internal and external) outlined within the Community Engagement Strategy will be critical to: ensuring appropriate participation; explaining the purpose and process; and closing the feedback loop with participants and other stakeholders to demonstrate how the engagement has informed Council decision-making.
- How much power/influence is given to the community will need to be considered, especially for projects/activities that fall into the collaborate level of participation.
- Transparency of information and feedback for participants is increasingly important as you move along the IAP2 Spectrum from *Inform* to *Collaborate*. Any communications process must recognise and address this issue as it is critical to building trust in the Strategy and Council engagements.
- The impact of external regulations, e.g., OH&S will need to be taken into account.
- The composition of Advisory groups needs to be considered so that the group members are diverse and provide a balance of representation from the community.
- Performance measures and benchmarking over time will need to be agreed upon by Elected Members and Administration.
- Centralisation of engagement tracking data for each project should be considered.

Conclusion

This report summarises the key learnings from three group workshops and identifies where there was common ground and viewpoints to help inform the Administration's work to create a draft Communications Engagement Strategy.

The Administration now has this report and the original notes from the workshop to progress its work.



Administration Response to IAP2 Spectrum of Public Participation



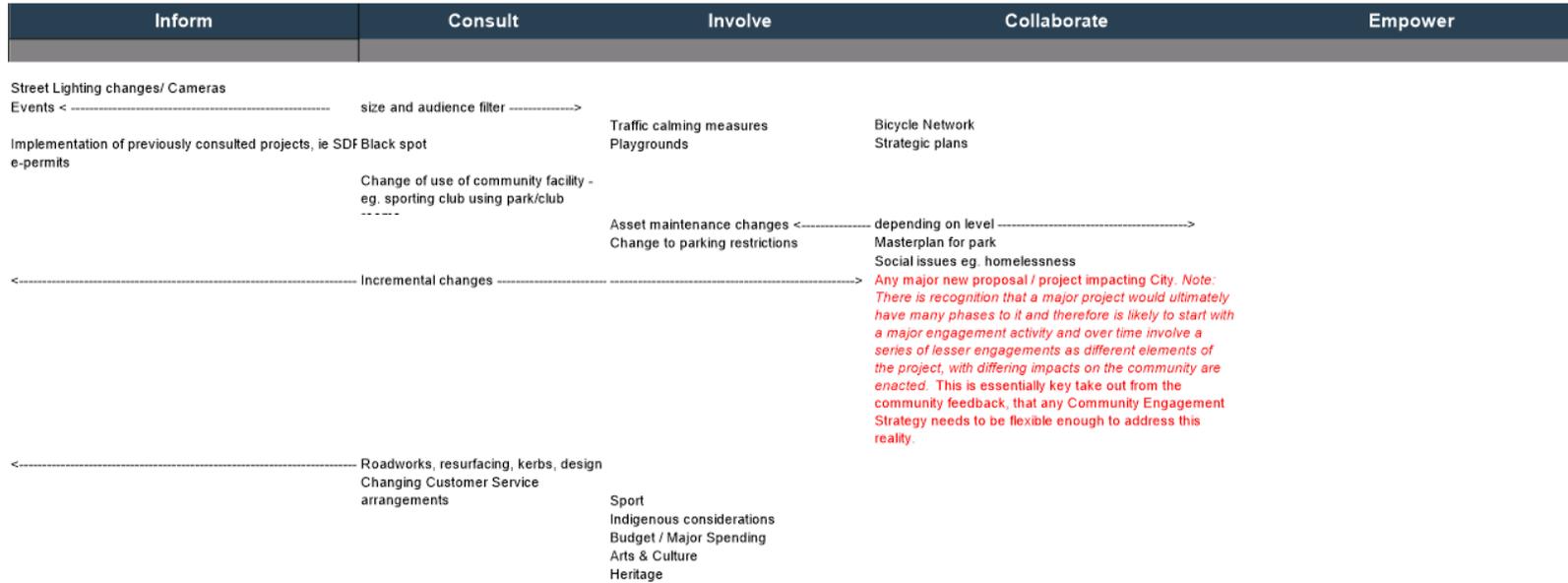
| Inform | Consult | Involve | Collaborate | Empower |
|---|---|--|---|-------------------------------|
| Budget Participation Phase 2 (Implementation/works) - Road resurfacing - Black Spots (road safety) - Building maintenance - Minor parking changes - Beatty Park maintenance and changes | Strategic Planning Phase 2 - Seek feedback on document developed from phase 1 (i.e. this is what we heard) - Policy review (i.e. Short Term Accommodation, minor amendment to Built Form Policy) - Implementation of action items created within Phase 1 documents i.e.: -- implementation of Open Space Strategy; -- implementation of Bike Network Plan, Way Finding Strategy, parking restrictions, 40km speed limit and bicycle network changes from Accessible City Strategy, -- Smoke Free Town Centres from Public Health Plan | Strategic Planning Documents Phase 1 (Visioning) - Local Planning Policies (inc. major amendments i.e. Built Form Policy ESD requirements) - Strategic documents (i.e. Accessible City Strategy, Leederville Oval Masterplan, Asset Management and Strategy, Safer Vincent Plan, Public Health Plan, Waste Strategy) | Advisory Groups - specifically look at options, strategy | Street naming for new streets |
| E-permits (but consult on implementation process) FOGO Commercial waste New process for building permit applications Christmas decorations Development Applications (notify of changes/determination) Minor SCP items (decision already made) | Parking - data driven insights Major Event Phase 2 (Post event analysis) Popup Play (parkour) Moving the location of customer service Street/verge trees Beatty Park upgrades (tiles, slides) Demolition of council assets Building permits (consult with applicants only on departures to requirements) Development Applications Phase 1 (departures to statutory framework) | Major Event Phase 1 (Planning) Budget Participation Phase 1 (Planning) Playground replacement Bulk waste collection | Master planning and design - Banks reserve Strategic Community Plan (SCP) SCP Major Review Place plans | |



Community Response to IAP2 Spectrum of Public Participation



CITY OF VINCENT



COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

OUR VISION:

TO BE A CONNECTED AND ENGAGED COMMUNITY THROUGH GREATER PARTICIPATION IN DECISION MAKING.

(CITY OF VINCENT STRATEGIC COMMUNITY PLAN 2018 – 2028)

This vision will be achieved through application of the guiding principles, completion of the action items identified within the Strategy, and through our commitment to continually learn from our experiences and improve our practices.

INTRODUCTION

The City of Vincent (the City) is committed to continuously improving the way we engage with our community and stakeholders and providing the greatest opportunity available for our community to be involved in our decision-making process. Community and stakeholder engagement are invaluable in its ability to enhance Council's capacity to make well-informed and sustainable decisions.

Under the Local Government Act 1995, every Local Government in Western Australia must develop a Strategic Community Plan (SCP), as part of an Integrated Planning and Reporting Framework. The SCP represents the community's long-term vision, values, aspirations, and priorities and what the City will do to help achieve them. This Strategy aims to support the SCP by becoming a connected and engaged community through meaningful and smarter community engagement activities.

HIERARCHY OF STRATEGIES



The SCP 2018 – 2028 was informed by the *Imagine Vincent* campaign and has been the City's biggest ever community engagement initiative. The campaign asked the community what was important to them before starting the consultation and then it took consultation to places people actually wanted to go. This process included focused meetings, community conversations, social and traditional media, quick polls, surveys, on-going pop-up meetings (at the footy, coffee shops, bars, pubs, and schools), direct contacts, and creation and use of a Community Engagement Panel.

COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

The City of Vincent and the *Imagine Vincent* campaign was recognised and awarded the 2018 International Association Public Participation (IAP2) Australasia Core Values Award for Community Development. The *Imagine Vincent* campaign highlighted the importance of connecting with and involving the community wherever possible. This means rethinking about the way we engage, looking for new ways to remove barriers and being as accessible as possible.

The Community and Stakeholder Engagement Strategy (Strategy) and the Community and Stakeholder Engagement Policy (Policy) are designed to guide the way the City engages with its community and stakeholders to ensure that the community's sentiments and aspirations are continually represented and help to inform the decisions made.

The Strategy is supported by the Community and Stakeholder Engagement Policy. The Policy considers the guiding principles identified below and details the process for developing community engagement activities. The Strategy and Policy will be used as the platform to guide and foster a commitment to working together so decisions are evidence-based and reflect the views of the people of Vincent.

IAP2 SPECTRUM OF PUBLIC PARTICIPATION

The IAP2 Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's roles in any public participation process (IAP2 International Federation 2018). This approach has informed the City's Strategy and Policy and will be considered in all engagement activities.

WHO WILL USE THE STRATEGY?

The Strategy will be used by the City's Administration staff, Mayor and Elected Members, and will be available to the community for transparency and shared responsibility.

The Strategy will be continually reviewed and updated to ensure it reflects the City and community's sentiments in relation to community engagement practices. A minor and major review of the Strategy will be undertaken every two and four years, respectively.

GUIDING PRINCIPLES

Public participation practices will be guided by the following principles. These principles have been developed from engagement with the Elected Members, administration and community members and are based on the IAP2 Core Values.

COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

Make robust decisions that are supported by evidence, aligned with strategic direction, and based on the needs and interests of everyone involved.

Hearing and understanding what is important to the community is essential in making robust decisions. The community are most affected by decisions made, highlighting the need to listen to and understand their opinions and experiences.

Before a decision is made, decisions makers should feel confident they have access to all relevant information, including but not limited to technical information, evidence, existing strategic direction and community sentiments. This information will allow evidence-based decisions to be made that reflect the needs and interests of everyone (the community, stakeholders, and the City) involved.

The ability to make robust decisions will ensure the City is accountable for its decisions and can easily explain the reasons behind them.

Hear and understand our community.

Communication is a core function of what we do and is vital to the success of delivering our services. Effective communication will ensure that the community have an opportunity to be involved, to be heard and to be understood. No matter who makes the first contact, we will take the time to hear and understand what our community has to say and use this information to inform our decisions.

Hearing and understanding what is important to our community also helps us to advocate for the community when the City is not the decision maker.

Meaningfully include the community in the decision-making process.

Involving the community as early as possible maximises their ability to influence decisions that affect them and helps to make better informed decisions, for the greater good of the community. It also creates a sense of ownership and belonging for the community.

We will understand who should be involved and engage them as early as possible, ensuring they are aware of the strategic intent of the project. Participants will be aware of how their influence aligns with the IAP2 Spectrum of Public Participation, how their participation will influence the outcomes of the subject project, and any future projects or outcomes that may be delivered thereafter. The engagement activities will be targeted and inclusive to encourage both widespread, but specific participation. For example, when a project will have a greater impact on the community, engagement activities will be designed to provide opportunity for maximum participation by removing as many barriers as possible. We will also be

COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

cognisant of engagement fatigue and seek opportunities for joint engagement activities or designing activities that are targeted to those who are interested or affected. In each situation when we receive feedback, we will actively listen to what is being said.

Engage in a way that facilitates the involvement of impacted communities.

We know that different methods of engagement will reach different people and groups within our community. Through careful consideration of the engagement methods we use, we will make ourselves easily accessible to all members of the community who would like to connect with us. This includes identifying who might be hard to reach and understanding lifestyle constraints. We can then take action to remove barriers and plan engagement activities that allow the City to personally connect with the community.

Projects will be planned and aligned with the IAP2 Spectrum of Public Participation. This will increase the community's ability to be involved early and have ability to influence the direction and outcome of the project. Engagement activities will include the information needed so those who want to, can participate in a meaningful way. The information that is shared will be relevant, accurate and transparent. We will do our best to ensure everyone involved will understand what is being discussed, why it is important and what we can do about it. As a result, we will have mutually respectful dialogue and work together to achieve the best possible outcome.

Communicate before, during and after a decision is made.

We manage many different projects and programs and deliver a large range of services to our community every day. All the projects, programs and services are aligned to the priorities in the Strategic Community Plan. We will work to ensure that community members are aware of any projects or works which may be of interest or affect them directly.

Different engagement methods will be used depending on the stage of the project and the purpose of the engagement activity. For example, a new project that has maximum level of influence available may use engagement methods that encourage comprehensive and open dialogue to seek solutions. As the project progresses, engagement methods may become more specific and seek direct feedback using surveys or written feedback.

No matter the stage of a project, engagement activities will occur as necessary to ensure the community is informed of how the project is progressing, how they can participate and how their input will be used. Lastly, when a decision is made the community will have access to the decision and the reasons for it. Those who

COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

provided feedback will be informed of how their input was considered as part of the decision-making process.

VINCENT AT A GLANCE

| Age (ABS 2016) | Diversity (ABS 2016) |
|---|--|
| <ul style="list-style-type: none"> • Vincent has a lower proportion of young people, being 13% who are 0 – 14 years old and 10% who are 15 – 24 years old, compared to Greater Perth which has 19% and 13%, respectively. • The largest proportion (39%) of Vincent's population is aged 25 – 44 years old. This age range makes up 30% of the Greater Perth population. • Vincent has a greater proportion of persons aged 65+, being 17% of the population compared to 14% of Greater Perth. <p><i>Because of our broad range of ages, we will provide a range of ways for people to engage with the City.</i></p> | <p>3.9% of the population within the City of Vincent and Greater Perth require assistance for core activities.</p> <p><i>To ensure that everyone can engage with us and participate in the decision-making process, engagement activities should be as accessible and inclusive as possible.</i></p> <p>When compared to Greater Perth (2%), the City of Vincent (0.9%) has a slightly lower proportion of persons who are Aboriginal or Torres Strait Islanders.</p> <p><i>The City of Vincent acknowledges the traditional lands of the Whadjuk Noongar people. We will strengthen our relationship with persons who are Aboriginal or Torres Strait Islanders by continuing to have conversations and seeking input from the Whadjuk Working Group.</i></p> |
| Education (ABS 2016) | Languages other than English (ABS 2016) |
| <p>Vincent has 40.8% of people with a bachelor's degree or above, compared to 22.9% in Greater Perth.</p> <p><i>Although Vincent has a highly educated community, engagement activities should be designed so that everyone can participate if they want to.</i></p> | <p>25.9% of the households in Vincent speak a language other than English. Other languages spoken includes, but is not limited to Italian, Mandarin, Vietnamese, Cantonese, and Spanish.</p> <p>Of those who speak a language other than English, 18.2% speak English well or very well and 3.7% do not speak English well or not at all.</p> <p><i>Plain English will be used and translation services will be available so that everyone can understand what is being said.</i></p> |

COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

| | |
|--|---|
| <p>Employment Status (ABS 2016)</p> <p>Of the people living in Vincent who are employed, 61.5% work full-time and 31% work part-time.</p> <p>LINK WITH FAMILY COMPOSITION IN DESIGNED DOCUMENT.</p> | <p>Unpaid Work (ABS 2016)</p> <p>Vincent has a large population that undertakes unpaid work, being:</p> <ul style="list-style-type: none"> • 21.6% of the population have reported doing some form of voluntary work; • 8.5% of the population provided unpaid assistance to a person with a disability, long term illness or old aged persons; and • 21.7% of people aged 15+ provided unpaid care to children. <p><i>The City of Vincent acknowledges and values unpaid work that supports home and community life. Understanding our community's commitments will help to plan suitable engagement activities around the needs of the community members.</i></p> |
| <p>Family composition (ABS 2016)</p> <p>Within Vincent, 48% of households are made up of a couple family without children and 49.4% of households include children.</p> <p><i>Lifestyle constraints often affect people's ability to participate in engagement activities. Understanding typical lifestyles will help to plan suitable engagement activities around the needs of the community members.</i></p> | <p>Dwelling Types: (ABS 2016)</p> <p>Vincent has a higher proportion of flats or apartments (26.6%) and lower proportion of separate houses (51.2%), compared to Greater Perth which comprises 6.6% flats or apartments and 76.9% separate houses.</p> <p><i>Vincent is more densely populated than Greater Perth. Engagement activities should be targeted, but accessible. Opportunities to minimise engagement fatigue should also be investigated.</i></p> |
| <p>Preferred methods of engagement (City of Vincent Community Workshop, 2020)</p> <p>Community members have identified the preferred methods of engagement include email, social media, local newspaper, website, letters, newsletters and personal contact (City of Vincent Community Workshop, 2020).</p> <p><i>These preferred methods will be considered when selecting appropriate engagement activities to suit the needs of the project.</i></p> | |
| <p>Our Stakeholders</p> | |
| <ul style="list-style-type: none"> • Community members - residents, rate payers, customers, visitors • Businesses - local businesses, suppliers, contractors, service providers • Government – other LG's, state government, federal government | |

COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

- Industry associations and peak bodies – i.e. Western Australian Local Government Association
- Community interest groups – Town teams, community groups, sporting associations, schools
- Inclusion groups – people with disabilities, culturally and linguistically diverse, Aboriginal and Torres Strait Islander Peoples, Seniors, Youth and Young People, LGBTIQ+
- Internal – Mayor and Councillors, Administration Staff

Understanding who our stakeholders are allows us to better understand how we can build relationships and engage with them.

WHAT IS COMMUNITY AND STAKEHOLDER ENGAGEMENT?

Community engagement is an intentional process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome (International Association for Public Participation (IAP2) Australasia 2020).

The word '**community**' includes individuals and groups of people; stakeholders, interest groups and citizen groups (IAP2 Australasia 2020). This includes our residents, ratepayers, business owners, community groups, customers, employees and visitors in Vincent.

The word '**stakeholder**' defines individuals, a group of individuals, organisations or a political entity with a specific stake in the outcome of the City's decisions.

The word '**engagement**' describes the interaction we have with our community and stakeholders and includes terms such as communication, participation, consultation and customer service.

WHY WE ENGAGE?

We live in a complex environment. Our population is ageing and becoming increasingly urbanised, technology is advancing rapidly, and people can access information quicker than ever before. To adapt to these changes the City must understand and be more responsive to environmental impacts, financial constraints and the needs of its community members. This ensures it can act in the best interest of everyone and be accountable to all decisions made.

COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

To be responsive to our changing environment, the City relies on the community to understand what is most important to them. Community and stakeholder engagement are the driving force that enable the City to lead change, helping to:

- Make better decisions.
- Decisions are consistent with community interests and values.
- Increase community ownership of decision making.
- Build advocates for decisions in the community.
- Keep our community informed of what we are doing.
- Keep the City informed of key themes within the community.
- Meet statutory obligations.

WHERE DO WE WANT TO BE?

When we engage meaningfully, we maximise the opportunity to understand what is important to the community and stakeholders. This helps us to make informed decisions that are aligned with the key priorities of the Strategic Community Plan 2018 - 2028.

Our stakeholders can contribute significantly to the decision-making and problem-solving process. People who are interested and/or affected by a project can help us as they will:

- Be aware and understand key issues or potential improvements within the community;
- Understand the context, issues and potential impacts;
- Establish whether further research is needed into the problem; and
- Assist us with creative solutions that can address the concerns of the Council and the community.

When the community is confident that their opinions will be heard and will influence the decision or result in an action, they are more likely to participate in the process, leading the decision-makers to be more confident in the decisions they are making. When we engage effectively, the community and the Council will benefit in the following ways:

| Community | Council |
|--|---|
| Improved participation in Council's decisions | The process provides the ability for interested and affected community members to participate |
| Feelings of inclusion and confidence that opinions will be heard | Increased understanding of community issues |

COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

| | |
|---|--|
| Shared vision and a better understanding of Council strategies, policies, projects and decisions | Decisions are informed by an understanding of community values, feelings, opinions and aspirations |
| The information included for consultation is accurate, and it is understood why comments are being sought | Projects can be prioritised to meet the needs and wants of the community |
| Increased ownership of projects within the City | Gains early buy-in and strengthened trust |
| Strengthened relationship with the City | Better project and service delivery outcomes |
| Better understanding of the perspectives of others in the community | Build more resilient relationships with the community |
| Increased confidence in one's ability to participate in community engagement activities. | Increased opportunity for community participation by excluding technical jargon and ensuring information shared is user friendly and accessible. |

HOW WILL WE GET THERE?

1. Implementation of the Strategy

Comment: The City's Policy No. 4.1.5 Consultation Policy was formally adopted in 2014. A major review has not been undertaken since then. The presents opportunity to review the existing Consultation Policy and our practices to ensure our community engagement activities align with the vision and principles of the Strategy.

Action 1.1: Develop a Community and Stakeholder Engagement Policy to guide how the City will engage with its community, taking into consideration the guiding principles the Strategy.

Timeframe: 2020/21

Action 1.2: Develop a Community and Stakeholder Engagement Toolkit (comprising of guidelines, information sheets and templates) to assist staff in delivering community engagement plans.

Timeframe: June 2021

Action 1.3: Review internal processes for community consultation as part of the Promapp process.

Timeframe: 2021/22

COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

Action 1.4: Develop a Marketing and Communications Plan, including a live community and stakeholder engagement calendar to help strategic planning of engagement activities and avoid engagement fatigue.

Timeframe: 2020/21

2. Training and development

Comment: The Strategy adopts the IAP2 approach to community engagement. Training in community and stakeholder engagement would improve the City's success in delivering the vision of the Strategy and improve our engagement practices.

Action 2.1: Develop and implement a training and development plan for City staff and Elected Members to achieve the guiding principles and outcomes outlined within the Strategy.

Timeframe: 2021/22

3. Improved information sharing

Comment: The Strategic Community Plan 2018 – 2028 identifies the need to improve access to information on all that we offer to our community and to provide a single location for all information sharing. This presents an opportunity to review our existing resources (such as the City of Vincent website). Connecting with our community groups and partnerships and researching other best practice efforts locally, nationally and internationally will inform how we can improve how we share information.

Action 3.1: Review and update the City of Vincent website and other digital platforms, considering the quality and effectiveness of information provided.

Timeframe: 2021/22

Action 3.2: Investigate ways to remove barriers of sharing information and participating in engagement activities and implement more effective ways to engage with our community and stakeholders.

Timeframe: 2021/22

Action 3.3: Develop information sheets for connecting and engaging with minority and other hard to reach groups.

Timeframe: 2021/22

COMMUNITY AND STAKEHOLDER ENGAGEMENT STRATEGY

Action 3.4: Review the City's practices for targeted engagement with professionals and skilled community members to ensure most effective use of these resources.

Timeframe: 2021/22

Action 3.5: Establish a Community Engagement Panel

Timeframe: 2021/22

Action 3.6: Develop a guide to support planning location-based engagement activities for significant projects.

Timeframe: 2021/22

4. Reviewing and reporting

Comment: Understanding the results of our community engagement practice will inform the decisions we make. Similarly, regular review and report of the Strategy will ensure our engagement activities align with the community's sentiments and aspirations.

Action 4.1: Develop a consistent approach to report individual items to Council so they are provided with the relevant information to make an informed decision.

Timeframe: 2021/22

Action 4.2: Research and implement ways to seek feedback on community engagement activities and outcomes.

Timeframe: 2021/22

Action 4.3: Undertake a minor and major review of the Strategy every two and four years, respectively. This should include review of whether engagement activities and practices are achieving the desired outcomes of the Guiding Principles, and improvements implemented.

Timeframe: Next minor review 2022/23

This document is available in other formats and languages upon request.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



| | |
|---|--|
| Legislation / local law requirements | <<Insert any legislation or local law that is relevant to the policy>> |
| Relevant delegations | <<Insert any delegations that are relevant to the policy>> |
| Related policy procedures and supporting documentation | <<Insert all relevant procedures, guidelines and supporting documents. Please include CM reference number and provide these as PDF documents to Governance>>. <i>Please note that all documents with an external focus will be hyperlinked for publication to the City's website. Documents with internal and external focus will be hyperlinked for publication to the City's Vintranet.</i> |

PART 1 – PRELIMINARY

PURPOSE

Community engagement is an essential practice that allows the City to deliver its services in a way that reflects the community’s vision by involving them in the decision-making process. This Policy has been developed in conjunction with the Community and Stakeholder Engagement Strategy, which details the principles that will guide the way we engage with our community.

OBJECTIVE

The objectives of this policy are to:

- Facilitate informed decision making
- Detail the City’s commitment to effective and relevant community and stakeholder engagement
- Detail the process for community and stakeholder engagement
- Improve information delivery and sharing
- Promote a consistent, inclusive, accountable, transparent, and accessible approach to engagement

SCOPE

This Policy applies to all corporate documents (strategies, policies, and action plans), programs, projects and services that are delivered by the City and have an impact on its community.

PART 2 – POLICY PROVISIONS

1. DEFINITIONS

Community means individuals and groups of people; stakeholders, interest groups and citizen groups (IAP2 Australasia 2020). This includes our residents, ratepayers, business owners, community groups, customers, employees, and visitors in Vincent.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



Stakeholder means individuals, a group of individuals, organisations, or a political entity with a specific stake in the outcome of the City's decisions.

Engagement means the interaction we have with our community and stakeholders and includes terms such as communication, participation, consultation, and customer service.

Other terms specific to statutory planning are included within Section 8 of this Policy.

2. GUIDING PRINCIPLES

The following principles have been adopted by the City and will guide community engagement activities. This policy should be read in conjunction with the Community and Stakeholder Engagement Strategy, which describes the intent, intended outcomes and how we will measure our performance for each of the principles below.

- Make robust decisions based on the needs and interests of everyone involved.
- Hear and understand our community.
- Meaningfully include the community in the decision-making process.
- Engage in a way that facilitates involvement of impacted communities.
- Communicate before, during and after a decision is made.

3. PUBLIC ENGAGEMENT SPECTRUM

The International Association for Public Participation (IAP2) has developed a spectrum that outlines the increasing levels of participation the public can have in a decision-making process. This spectrum has been adapted and adopted by the City of Vincent City and is embedded in the processes and guidelines that inform the way the City will engage with its community and stakeholders. The level of participation will be clearly outlined in each project, ensuring the community and stakeholders are aware of how their feedback will influence the decisions being made.

The levels of participation are:

- Inform:** The City will keep the community and stakeholders informed of decisions, actions or for educational purposes.
- Consult:** The City will consult with the community and its stakeholders for the purpose of obtaining opinions and feedback and provide opportunity for the community to share their knowledge before a decision is made.
- Involve:** The City will work with the community to ensure concerns and aspirations are reflected in alternatives developed and provide feedback on how public input influenced the decision.
- Collaborate:** The City will collaborate with the community to develop and build solutions. Input will be reflected in the decisions to the maximum extent possible.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



4. WHEN THE CITY WILL ENGAGE

The City will engage with the community:

- When the City is required to make a decision that would affect the community or where the community may be interested and/or affected by this decision, and there is the ability for the community to influence the decision.
- To satisfy statutory obligations.
- To obtain input for strategic projects being delivered by the City.
- To notify a participant of a decision made.

5. WHEN THE CITY MAY NOT ENGAGE

There may be instances when it is impractical for the City to engage, such as when a decision must be made quickly in the interest of the City (e.g. public safety); there are legal, commercial or legislative constraints; when the City is not the determining authority; or when the decision relates to a minor operational matter that would have minimal impact on the community or stakeholders.

In these instances, the City will inform affected community members and stakeholders about the decision and the reasons for it.

6. HOW THE CITY ENGAGES

To achieve best practice in community engagement, the engagement methods and sequence which form the engagement plan needs to be tailored to the specific requirements of the project. The following table outlines the process involved and seeks to meet each of the guiding principles identified within Section 2 of this Policy.

The following method is to be followed for all engagement activities undertaken by the City.

| Phase | Actions |
|---|--|
| Determine if community and stakeholder engagement is required | <p>To determine if community and stakeholder engagement is required, consider if the decision would have any impact on the community.</p> <p>If 'yes', community and stakeholder engagement is required, following the process below.</p> <p>If 'no', does the reason not to engage align with a reason identified in Section 5 <i>'When the City may not engage'</i> above?</p> <p>If the project does not align with a reason identified within Section 5, community and stakeholder engagement is required, following the process below.</p> <p>If the project aligns with a reason within Section 5, affected community members should be informed of the decision, using the process below.</p> |

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



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|----------------------|---|
| | <p>Note: When there is no ability to influence a decision, 'Informing' the community and stakeholders of the decision may be the appropriate engagement activity.</p> |
| Design | <ol style="list-style-type: none"> 1. Consider and understand the context and scope of the project. 2. Consider and understand who might be interested and/or affected. 3. Consider and understand the risks that may be involved for the community, Council, and administration. 4. Consider and understand the purpose of the engagement. 5. Consider any statutory requirements that must be complied with as part of the engagement plan. 6. Identify key milestones or other opportunities to provide updates or other important information to the community. |
| Plan | <p>Determine the level of community participation and select activities appropriate and aligned to achieve those outcomes.</p> <p>The activities selected should consider and reflect the most effective way to connect with the community and stakeholders. Consideration of location-based activities or other ways that facilitate personal connection are encouraged.</p> <p>Note:</p> <ul style="list-style-type: none"> • Table 1 below provides guidance on typical levels of participation for different types of projects. • The wider the scope of the project, the higher the level of participation should be available to the community. This will result in a stronger level of community influence over the decisions being made. • The planning should consider the life of the project and how the different engagement activities can be used depending on the phase of the project and the purpose of the engagement. It is likely the level of involvement will require more than one level of involvement as identified within the IAP2 spectrum. • Minimum advertising requirements for development applications are included in Section 8 '<i>Statutory Planning</i>'. |
| Implement and Manage | <p>Prior to implementation, review the design and planning phase and consider if the steps and actions will:</p> <ul style="list-style-type: none"> • Reach the right people. • Ask the right questions. • Be delivered in a timely and meaningful way. • Inform decision making. • Consider the potential risks and contain appropriate solutions. • Be flexible enough to manage change if necessary. <p>Once satisfied, it is time to draw upon resources available to deliver the consultation project.</p> <p>While consultation is occurring, it is necessary to be available to respond to community enquiries as they arise. Providing support will assist in</p> |

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



| | |
|--------------------|--|
| | <p>providing a better experience for the community, as well as building trust and developing relationships.</p> |
| Review and Respond | <p>The process for reviewing and responding to submissions is to:</p> <ol style="list-style-type: none"> 1. Analyse the submissions received (understand who responded, why they are interested or affected and if anyone is missing from the conversation). 2. Prepare responses (including further assessment and engagement and make changes to the project to address the issue(s) raised). 3. Document the responses (to be included in a report or provided as a direct response to the participants). 4. When subject to determination at an Ordinary Meeting of Council, inform participants of the meeting date, providing as much notice as possible. 5. Publish the decision/project update on the City’s website and send decision/project update to participants. <p>When responding to submitters, consider how their input influenced the decision and what the best method to deliver this message is.</p> <p>It is also necessary to review and evaluate how effective the engagement was. This includes consideration of the overall engagement sequence and the engagement methods, including whether they aligned with the scope of the project and the purpose of the engagement.</p> <p>This review should determine if enough information is available to make an informed decision, or if further consultation is required.</p> <p><i>See section 6.1 Guidelines for responding to submissions below.</i></p> |
| Reflect and Report | <p>Consider the effectiveness of the engagement plan and report on the findings so that others can learn from this practice. Reflecting on and reviewing the engagement process will assist in improving practices and efficiency in community consultation.</p> |

6.1 Principles for responding to submissions

The following principles should be considered when responding to submissions:

- Respond to all questions within the submission prior to the decision being made.
- When required, contact submitters to clarify comments within the submission before the decision is made.
- The summary of submissions report should provide sufficient context and detail to enable responses to be understood. Submission can be included verbatim if deemed necessary and the submitter has provided consent to do so.
- Responses should be supported with evidence.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



- Provide justification for not supporting suggestions, such as those that are beyond the project's scope.
- Provide reasons if a suggested change to the project has not been adopted.
- Provide a direct update to participants and publish information on the City's website if the project process is required to change.
- Responses are to be provided as soon as reasonably possible.
- Consider whether marketing/media communication is required.

6.2 Guide to establish level of participation

The following matrix guides the level of participation that would generally be expected for different project types. The level of participation can be varied and is to be determined by following the process within Section 6 (How the City Engages) above. The guide does not cover all projects and activities undertaken by the City.

| | Inform | Consult | Involve | Collaborate |
|-----------------------------|--|--|---|--|
| Ability to influence | <i>There is no ability to influence the decision</i> | <i>There is some ability to influence the decision</i> | <i>There is medium ability to influence the decision</i> | <i>There is high ability to influence the decision</i> |
| Our commitment | Information is circulated to assist in understanding a deliverable or decision that is going to happen or has already happened. | To seek input, feedback or advice before the project is progressed or a decision is made. | To seek input, gather ideas, identify preferred options or alternatives. | To find collective solutions or to obtain a deeper understanding of what is important to help shape the projects future. |
| Project | <ul style="list-style-type: none"> • When a decision has already been made • Implementation updates • Development applications (notification of changes/ determinations) • For a reason detailed in Section 5, above | <ul style="list-style-type: none"> • When there is some ability to influence the decision (i.e. verge tree locations, pop-up play) • Strategic planning documents phase 2 (understanding what we heard) • Minor amendments to policies and strategies • Implementation of actions created within | <ul style="list-style-type: none"> • Strategic planning documents phase 1 (visioning) • Major amendments to strategic documents | <ul style="list-style-type: none"> • Master planning and design • Strategic community vision documents (i.e. Strategic Community Plan) • Place Plans • New major strategic plans |

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



| | | | | |
|--|--|---|--|--|
| | | strategies or other corporate documents <ul style="list-style-type: none"> • Development applications (when there are departures to the statutory framework and the community or stakeholders may be affected) | | |
|--|--|---|--|--|

6.3 Consultation Methods

6.3.1 Mandatory requirements

All engagement activities must be published on the City’s website.

6.3.2 Other consultation methods

Each community engagement plan will be different and depend on the information being sought and who the target audience is. The following non-exhaustive list provides some suggestions for appropriate methods of consultation.

- Advisory group
- Community education program
- Community panel
- Conversation cafe
- Door knocking
- E-newsletter
- Flyer
- Information sheets / FAQ’s
- Interactive mobile app/
- online tool
- Letter
- Local newspaper advertisement
- Location based engagement
- Online discussion forum
- Open house
- Phone calls
- Public display
- Social media post
- Sign on site
- Specific and targeted site visits (e.g. schools, aged care, etc)
- Survey
- Voting
- Webinar
- Website
- Workshop

7. ADVERTISING PERIODS

Advertising periods are to be amended in accordance with the following requirements:

| Holiday | Comment |
|----------------|---|
| Public Holiday | Where consultation falls on a public holiday, the consultation period shall be extended by the number of public holiday days. |

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



| | |
|---|---|
| Easter Holiday (a period of seven (7) days commencing on Good Friday) | Where consultation falls within this period, the number of days within this period shall be added onto the consultation period. |
| Christmas and New Year (18 December to 8 January) | Where consultation falls within this period, the number of days within this period shall be added onto the consultation period. |

The engagement period may also need to be amended when a specific stakeholder group needs to be reached and/or the engagement activities planned conflict with a holiday period that is specific to that stakeholder group (e.g. school holidays, Chinese New Year, etc.).

8. STATUTORY PLANNING

Development assessment or 'statutory planning' involves the assessment of development applications to use land or undertake building works against planning controls.

Development applications are assessed against the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the City's Local Planning Scheme (as amended), the Residential Design Codes and relevant Local Planning Policies.

Consultation for development applications are to occur in accordance with the minimum standards set out below to ensure a consistent approach to consultation on development applications.

8.1 Definitions

Complex development application means a development application which proposes or is of the type:

- Telecommunications infrastructure
- Development on City owned and managed land
- Mandatory or Optional Development Assessment Panel Form 1 applications as defined by the *Planning and Development (Development Assessment Panel) Regulations 2015*

Directly adjoining properties means only the properties with a boundary directly abutting to where the departure is proposed.

Adjoining property is as per State Planning Policy 7.1 Residential Design Codes.

Adjacent property means properties that would otherwise be adjoining to the subject site or property if not for being separated by a public road (*Refer Figure 1 and 2*).

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



8.2 Advertising Requirements

| Description | Minimum comment period (Calendar days) ^{(1) (2)} | Website | Extent of consultation ⁽³⁾ | Sign on site | Newspaper |
|---|---|---------|--|--------------|-----------|
| Uses and/or associated works ⁽⁴⁾ | | | | | |
| "P" and "D" uses that require the exercise of discretion | 14 days | Yes | All adjoining and adjacent properties | No | No |
| "A" uses which have not previously been approved by the City | 14 days | Yes | All adjoining and adjacent properties | Yes | No |
| Unlisted uses | 28 days | Yes | 200 metres radius | Yes | Yes |
| Non-conforming uses | 14 days | Yes | All adjoining properties | Yes | Yes |
| "A" uses and Unlisted uses which have previously been approved and do not significantly increase the intensity of the site | 14 days | Yes | All adjoining properties | No | No |
| "X" uses | Will not be considered by the City | | | | |
| Residential Development | | | | | |
| All residential development subject to State Planning Policy 7.3 Residential Design Codes | 14 days | Yes | All adjoining and adjacent properties ⁽⁵⁾ | No | No |
| Heritage Development | | | | | |
| Demolition of any structure/ building on a heritage protected place, unless: <ul style="list-style-type: none"> written notification is provided by the City confirming the proposed structure/ building to be demolished does not contribute to the significance of the heritage place; and/ or the works are exempt by a local planning policy. | 14 days | Yes | All adjoining and adjacent properties | No | No |

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



| Description | Minimum comment period (Calendar days) ^{(1) (2)} | Website | Extent of consultation ⁽³⁾ | Sign on site | Newspaper |
|--|---|---------|---|------------------------|------------------------|
| Any development application within a design guideline area, character retention area or heritage area adopted by Council through a local planning policy ⁽⁶⁾ | 14 days | Yes | All owners and occupiers located within that design guideline area, character retention area or heritage area | No | No |
| Complex development applications | | | | | |
| <ul style="list-style-type: none"> Telecommunications infrastructure Development on City owned and managed land Mandatory or Optional Form 1 DAP applications | 28 days | Yes | 200 metres radius | Yes | Yes |
| Form 2 DAP Application ⁽⁷⁾ | | | | | |
| Amendment to a DAP application where: <ul style="list-style-type: none"> discretion is required; and works may have an impact on the amenity of nearby properties | 14 days <i>OR</i> 28 days | Yes | All adjoining and adjacent properties <i>OR</i> 200 metres radius | No <i>OR</i> Yes | No <i>OR</i> Yes |
| Public Works or Applications of State Significance or when the City is not the decision maker | | | | | |
| All applications where the City is not the decision maker | Owners and occupiers are to be notified of the proposal as though it was a development application being determined by the City. Submitters are to provide their comments directly to the determining authority as per the information provided on the notification letter. | | | | |

Notes:

- (1) With exception of those time periods as outlined in Section 7 of this Policy in relation to advertising over weekends and holiday periods.
- (2) The advertising period commences on the date the notification letters are sent by the City and where applicable, the sign on site is erected.
- (3) The extent or radius of advertising may be extended at the discretion of the City.
- (4) Land use classifications are in accordance with Clause 18 of the City's Local Planning Scheme No. 2.
- (5) Where a departure may have an adverse impact on a specific property/ies, the City may reduce the extent of advertising to only those who may be affected.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



- (6) Does not include the William Street Design Guideline Area and structures above or adjacent to the Graham Farmer Freeway Tunnel Northbridge Design Guideline Area.
- (7) Advertising requirement options specified is dependent on the extent of discretion sought and the extent of potential impact on the amenity of nearby properties, in the opinion of the City.

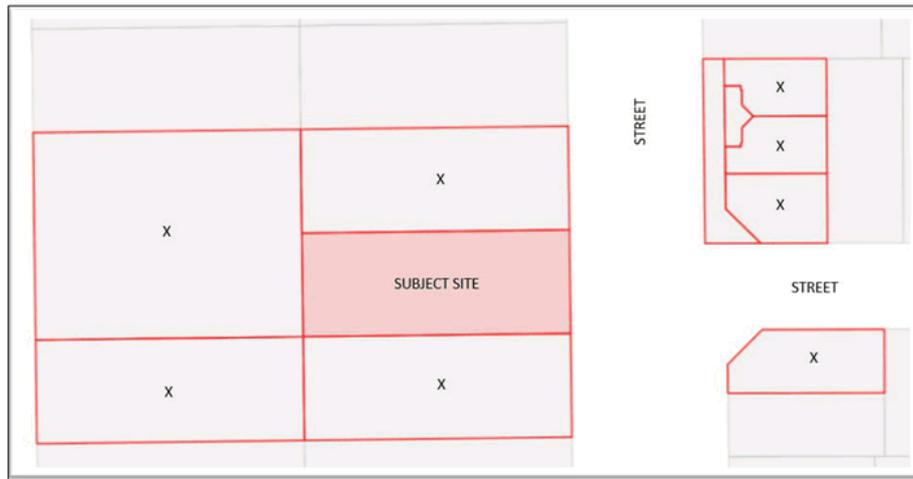


Figure 1 – Example of the extent of consultation to adjacent properties where there are varying lot layouts.

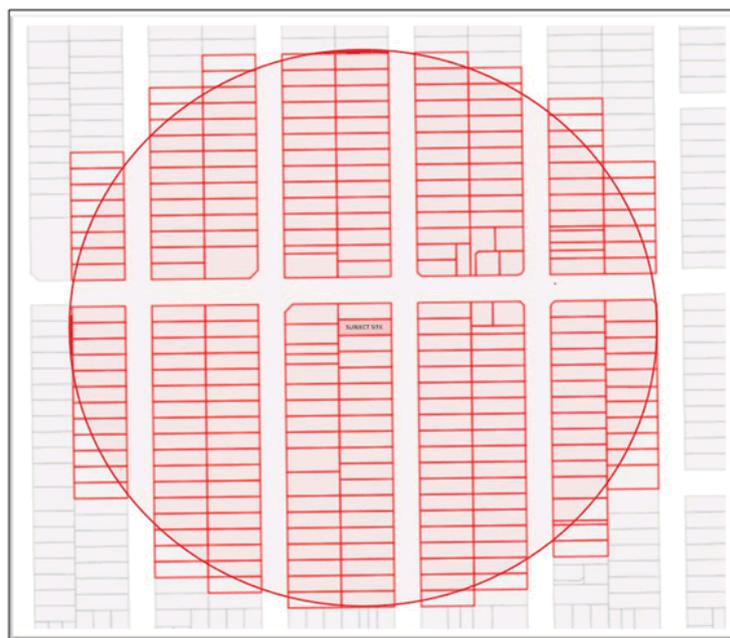


Figure 2 – Example of extent of consultation based on a radius from the boundary of a subject site

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



8.3 Re-advertising

Where a development application has been previously advertised and the City receives amended plans following the community consultation period, the application would be subject to a further consultation period where, in the opinion of the City:

- a) The amended plans propose new or greater departures to the deemed-to-comply or acceptable outcome (or equivalent) standard specified in the planning framework than that previously advertised and those departures may have an impact on the amenity of an adjoining property or the street; or
- b) The amended plans result in a significantly different proposal to that which was previously advertised; or
- c) Where a proposal has received opposition during advertising and subsequently significant amendments are made, the application shall be re-advertised for a minimum of 7 days. This will involve emailing or writing to all authors of previous submissions.

Where the City is satisfied the development would not have an impact on the amenity of adjoining properties and/or streetscape, community consultation may not be necessary.

Notwithstanding the above, any re-advertising may only be undertaken where it does not compromise the City's statutory obligations to comply with the timeframes and processes prescribed by the Planning and Development (Local Planning Scheme) Regulations 2015. In the instance the City is unable to re-advertise the proposal, the previous submitters are to be notified of the proposed changes to the development application only.

8.4 Variations to advertising

There may be need to vary the advertising requirements of this Policy due to details of a particular development application. These development applications will be considered on a case-by-case basis. The City may increase the length of the advertising period or require additional methods of advertising where it is deemed to be in the public interest, and relevant to the consideration of a proposal.

The City may increase the length of the advertising period or require additional methods of advertising where, in the opinion of the City, owners and/or occupiers of properties in the vicinity of the proposed development are likely to be affected by the granting of development approval.

Variations to the requirements of this Policy may only be possible where they do not compromise the City's statutory obligations to comply with the timeframes prescribed by the *Planning and Development (Local Planning Scheme) Regulations 2015*.

8.5 Other requirements

- Development plans, other supporting documentation and a summary of the proposal are to be available on the City's website and at the Administration and Civic Centre, and Library and Local History Centre during the comment period.
- In instances where the applicant submits to the City written documentary evidence that the owner(s) and occupier(s) of all or some adjacent affected properties have no objection to their

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY



- proposal, the City will still undertake consultation in accordance with this Policy. If the applicant does submit such documentary evidence, then this evidence will be considered together with the public submissions.
- Where the extent of consultation includes properties within another local government area, the City will obtain the owner and occupant details from the adjoining local government and advertise the proposal in accordance with the requirements of this Policy.
 - Where a subject or an adjacent affected property contains between one (1) unit and twenty (20) units, inclusive, the owner(s) and occupier(s) of all units on that property, are to be notified in writing.
 - Where a subject or an adjacent affected property contains more than twenty (20) units, the body corporate/strata company and the owner(s) and occupier(s) of the directly affected units, as determined by the City, are to be notified in writing.
 - The City will rely on its rate records for the purpose of notifying owner(s) and occupier(s) of the adjacent affected properties. The onus is on the owner(s) and occupier(s) of a property within Vincent to inform the City in writing of any changes in their address details as and when this occurs. The *Planning and Development (Local Planning Schemes) Regulations 2015* permits costs and expenses incurred by the City in advertising a proposal, in addition to any fees paid for the application, to be payable by the applicant.

This document is available in other formats and languages upon request.

| OFFICE USE ONLY | |
|---------------------------------|---|
| Responsible Officer | <<Please add position title>> |
| Initial Council adoption | DATE: <APPROVAL DATE>, REF# <TRIM REF> |
| Reviewed / Amended | DATE: <APPROVAL DATE>, REF#: <TRIM REF> |
| Next Review Date | DATE: <REVIEW DATE>, |

9.3 DRAFT LEEDERVILLE PRECINCT STRUCTURE PLAN; DRAFT LEEDERVILLE PLACE PLAN AND AMENDMENT NO. 7 TO LOCAL PLANNING SCHEME NO. 2

REPORT TO BE ISSUED PRIOR TO COUNCIL MEETING ON 27 APRIL 2021.

9.4 DRAFT BEAUFORT STREET TOWN CENTRE PLACE PLAN

Attachments: 1. **Draft Beaufort Street Town Centre Place Plan** [↓](#) 

RECOMMENDATION:**That Council:**

1. **ENDORSES** the Draft Volume 5: Beaufort Street Town Centre Place Plan for the purpose of advertising in accordance with the City's Policy No. 4.1.5 – Community Consultation; and
2. **NOTES** that the outcomes of advertising and Draft Volume 5: Beaufort Street Town Centre Place Plan will be presented to Council for endorsement following the 42 day advertising period.

PURPOSE OF REPORT:

To consider endorsing the draft Volume 5: Beaufort Street Town Centre Place Plan (BSTCPP) for advertising.

BACKGROUND:

On 23 August 2016 (Item 9.1.5) at its Ordinary Meeting of Council, Council endorsed Administration's approach to Place Management and the preparation of a Town Centre Place Plan for each of the City's five town centres.

Volume 1: Vincent Town Centres Place Plan (VTCPP) and Volume 2: North Perth Town Centre Plan (NPTCPP) were adopted in April 2018 and Volume 3: Mount Hawthorn Town Centre Place Plan (MHTCPP) was adopted September 2019.

A draft version of the BSTCPP was prepared in mid 2020 and the draft actions and initiatives were workshopped with the local town team, the Beaufort Street Network, on 11 July 2020. Based on feedback, the document was further refined and provided to the Beaufort Street Network on 13 November 2020 for additional comment. Following receipt of comments and further refinement, a revised version of the BSTCPP has been prepared and is included as **Attachment 1**.

DETAILS:

BSTCPP has been prepared to guide the City's allocation of funding and resources in the Beaufort Street Town Centre.

BSTCPP captures and builds upon the City's existing strategies and plans and those developed by the local town team, the Beaufort Street Network. The Beaufort Street Network's Brighter Beaufort Action Plan is a strategic action plan designed to proactively shape Beaufort Street's future direction and identity. The Brighter Beaufort Action Plan was developed in consultation with the local community and has directly informed the development of the BSTCPP.

To inform the development of the BSTCPP, Administration has completed an analysis of the Beaufort Street Town Centre in relation to the following informing strategies and plans:

- [Brighter Beaufort Action Plan 2019](#);
- Greening Plan 2018-2023;
- Sustainable Environment Strategy 2019-2024;
- Safer Vincent 2019-2022;
- Disability Access and Inclusion Plan 2017-2022;
- Reconciliation Action Plan | Innovate 2019-2021;
- Public Open Space Strategy 2018;
- Economic Development Strategy 2011-2016;
- Youth Action Plan 2020-2022;

- Public Health Plan 2020-2025;
- Arts Development Action Plan 2018-2020;
- Draft Accessible City Strategy 2020-2030; and
- Draft Asset Management and Sustainability Strategy.

The BSTCPP has been structured to align with the priorities set out in the City's Strategic Community Plan 2018-2028. This structure is reflected in the draft Volume 4: Leederville Town Centre Place Plan (LTCPP) and will be adopted for the draft Volume 07: Pickle District Place Plan.

BSTCPP outlines the scheduled work proposed to be undertaken in the Beaufort Street Town Centre over a four year period. If endorsed, the BSTCPP would enable the City to better manage service delivery and resources to support the Beaufort Street Town Centre now and into the future.

CONSULTATION/ADVERTISING:

If endorsed for the purpose of advertising, BSTCPP would be advertised for a period of 42 days by way of local public notice, display at the City of Vincent Library, letters to town centre businesses and the Beaufort Street Network, and publication on the City's website and social media platforms.

LEGAL/POLICY:

The Integrated Planning and Reporting Framework outlined by the *Local Government (Administration) Regulations 1996* requires the City to adopt a Strategic Community Plan and a Corporate Business Plan (CBP) to be supported by the Annual Budget and a range of informing strategies. The BSTCPP is outlined as a project in the City's CBP.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to endorse the BSTCPP for the purpose of advertising.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

Our urban forest/canopy is maintained and increased.

Accessible City

Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.

Connected Community

An arts culture flourishes and is celebrated in the City of Vincent.

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

We recognise, engage and partner with the Whadjuk Noongar people and culture.

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

Thriving Places

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

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

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

Our physical assets are efficiently and effectively managed and maintained.

Sensitive Design

Our built form character and heritage is protected and enhanced.

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

*Urban Greening and Biodiversity
Sustainable Transport
Waste Reduction*

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the *City's Public Health Plan 2020-2025*:

Increased mental health and wellbeing

Increased physical activity

FINANCIAL/BUDGET IMPLICATIONS:

The cost of advertising will be met through the City's existing operational budget.

The implementation of actions within the BSTCPP would be supported through allocations within current and future City operating and project budgets as follows:

| | |
|--|-----------|
| Actions to be implemented through existing operating budgets or existing project budgets: 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 3.2, 4.2, 5.1, 6.1, 6.4 | |
| Actions that have requested budget for 21/22: | |
| 1.2 – Containers for Change Trial | \$3,000 |
| 2.4 - Trial Pedestrian Streets | \$10,000 |
| 4.1 – Streetscape Audit | \$10,000 |
| 4.3 – Mary Street Piazza Festoon Light Improvements | \$20,000 |
| 4.4 – Mural Maintenance and Renewal | \$5,000 |
| 6.2 – Beaufort Street Art Deco Median Lighting Pole Replacement and LED Lighting | \$220,000 |
| Actions that may require additional budget from 22/23 onwards: 4.4, 6.3 | |

COMMENTS:

BSTCPP aligns the City's activities and services with a clear plan for the area that is informed by the community. The ongoing review of the document would ensure that the City's service delivery in town centres keeps pace with emerging trends and community aspirations and ensures that the Beaufort Street Town Centre continues to thrive as a place for people to live, work and visit.

The City will continue to work closely with the Beaufort Street Network to support the continued improvement of the Brighter Beaufort Action Plan, which would continue to inform the evolution of the BSTCPP.



CITY OF VINCENT

BEAUFORT STREET TOWN CENTRE PLACE PLAN VOLUME 05





2 | CITY OF VINCENT

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| DATE | DETAILS | STATUS |
|----------|--|--------|
| 21/04/21 | Beaufort Street Town Centre Place Plan | Draft |

00. INTRODUCTION

The City of Vincent (City) Town Centre Place Plans series has been developed as a set of ‘place based’ strategic action plans to guide the allocation of funding and resources in the City’s town centres. The Place Plans direct the City’s service units to deliver a range of place-based initiatives and enable the City to effectively support and coordinate change.

Beaufort Street Town Centre Place Plan (Place Plan) is Volume 05 in the Town Centre Place Plan series and will guide the implementation of all major initiatives in the Beaufort Street Town Centre (Town Centre).

The Town Centre is situated largely in the City of Vincent with the portion north of Walcott Street located in the City of Stirling. Although a primary arterial route connecting Inglewood, Mount Lawley, Highgate, and extending through to Perth, Beaufort Street is home to some of Perth’s most eclectic restaurants, bars and shops.

BEAUFORT STREET SNAPSHOT

Historic

Beaufort Street forms part of Boorloo – Noongar land belonging to the Whadjuk people of the Noongar nation.

Prior to European settlement, camps and ceremonial grounds were associated with Stone’s Lake which is now drained and where the southern end of the Town Centre is sited.

Post European settlement, under the 1871 Municipal Institutions Act, the City of Perth was established with the northern boundary being Walcott Street. This northern extent would later become the City of Vincent in 1995.

Beaufort Street was named in 1838 after the Duke of Beaufort, who was the Secretary of State for the Colonies in the early 1830s. Construction in the Town Centre first began in 1889, with the first house being a small cottage on the corner of Barlee and Beaufort Streets.

In 1915 businesses between Bulwer and Walcott streets included 5 confectioners, 4 butchers, 4 bootmakers, 3 laundries, 2 grocers, 2 greengrocers, 2 hairdressers, 2 drapers, 2 chemists, 2 dressmakers, a milliner, a tailor, a bicycle shop, a fuel merchant, a produce merchant, a Chinese market garden, a pastry cook, a wood dealer, a plumber, a newsagent

with post office, a fancy goods and library, a blinds manufacturer, a French polisher, a wine merchant, a wine saloon and the Queens Hotel.

The street’s rich heritage remains prominent and can be easily identified through buildings such as the Queens Hotel and Alexander Buildings.

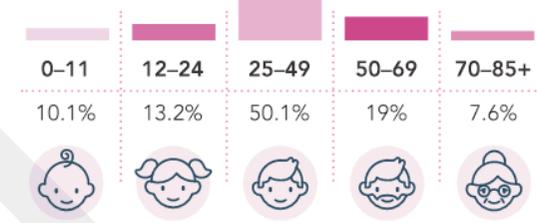
The Town Centre is primarily centred upon Beaufort Street extending from St Albans Avenue, Highgate to Queens Crescent, Mount Lawley. The Town Centre is largely situated in the City of Vincent, with the northern portion located in the City of Stirling, and Walcott Street being the boundary between the two local government areas.



BEAUFORT STREET TOWN CENTRE BOUNDARY MAP



SNAPSHOT
Community



Mount Lawley/Highgate households have a slightly higher proportion of high income households (more than \$2500/wk) at **27.8%** compared to **24.8% in Greater Perth**.

Mount Lawley population is **3,343** and Highgate population is **2,543**, combined **5,886**.

Transport

9.6% of Mount Lawley / Highgate residents do not own a car compared to **4.7% in Greater Perth**.

19.4% of residents travel to work on train or bus compared to **10.2% in Greater Perth**.

11.7% of residents commute using active modes compared to **3.1% in Greater Perth**.

PLACE PLAN PURPOSE

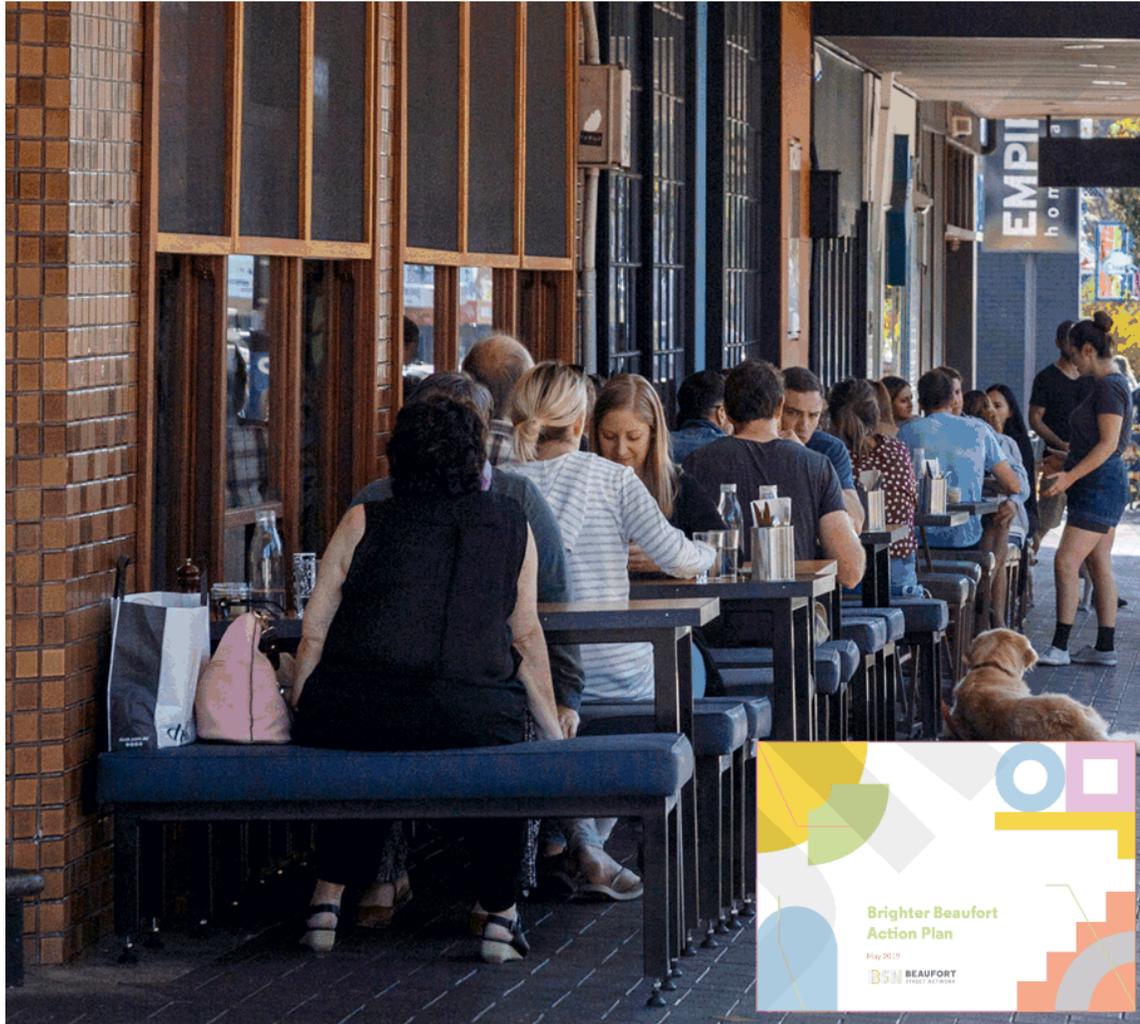
The Place Plan outlines the place-based initiatives and resources the City has specifically committed to the Town Centre.

The boundary of the Town Centre (refer **Beaufort Street Town Centre Boundary Map**) extends south beyond the City of Vincent’s Town Planning Scheme No. 2 District Centre Scheme Zone, to incorporate the commercial offerings along Beaufort Street from Vincent Street to St Albans Avenue.

The Integrated Planning and Reporting Framework outlined by the *Local Government (Administration) Regulations 1996* requires the City to adopt a Strategic Community Plan and a Corporate Business Plan. The Place Plan provides a filter for the place based initiatives within the City’s suite of informing strategies and plans, and directly informs the Corporate Business Plan. The role of the Place Plan within the City of Vincent Integrated Planning and Reporting Framework is illustrated below.



BEAUFORT STREET TOWN CENTRE PLACE PLAN | 5



BEAUFORT STREET NETWORK

Each of the City of Vincent town centres has a town team. The town teams are independently formed and incorporated bodies that aim to make their respective Town Centres the best places they can possibly be. The town teams are not an affiliate of the City, but do receive funding for community driven initiatives. The town teams are made up of a diverse range of members that include business owners, land owners, local residents and town centre visitors. Each town team member brings a different set of skills, interests, and life experiences to the table and these collectively shape the direction, composition, and identity of the six town teams.

The town teams and the City enjoy a symbiotic relationship. The City engages directly with each town team on a variety of issues that are specific to their respective town centres and the town teams are able to effectively communicate issues, solutions, and ideas to the City through their strategic action plans. The City works collaboratively with the town teams to deliver locally based activations and events, physical improvements, and economic and community development initiatives.

Beaufort Street Network (BSN) is the town team operating in the Town Centre. BSN's Brighter Beaufort Action Plan sets out a vision, key focus areas and a robust framework to proactively shape Beaufort Street's future direction and identity.

PLACE PLAN PROCESS

The Place Plan enables the range of initiatives identified in the City's suite of informing strategies and plans, and Beaufort Street Network's Action Plan, to be filtered, prioritised and resourced appropriately.

Some of the City's informing strategies and plans provide high level guidance for the direction and type of initiatives the City should be undertaking, while others provide specific actions.

The Place Plans provide a place based filter and cross-directorate lens on these strategies and plans to enable a robust, planned, and integrated approach to project identification and delivery.

Prior to being confirmed as a new action in the Place Plan, proposed initiatives and projects are cross checked against the vision and priorities set in the Strategic Community Plan and the following three sources:

- A. Local needs and wants (City strategies and plans and town team action plans);
- B. Best practice; and
- C. Data (collected through the implementation of the Town Centre Performance Measurement Strategy).

The process in which Place Plan actions are filtered is illustrated in the adjacent diagram.



The Place Plan outlines the implementation schedule for all of the actions to be undertaken in the Town Centre. These may include but are not limited to public realm upgrades, marketing initiatives, economic and community development projects, and policy and procedural improvements.

The Place Plan actions are organised into six sections which align with the six priorities of the Strategic Community Plan.

While the City remains responsible for planning and delivering the actions identified in the Place Plan, BSN is considered a key stakeholder and will be given opportunity to be involved in the ongoing development of the Place Plan actions.

The Place Plan is implemented, reviewed and updated annually. This allows the progress of actions to be reported on, including updating actions to reflect where they are in the action delivery cycle, and for newly identified actions to be included.

The Place Plan action delivery cycle is illustrated in the following diagram.



INFORMING STRATEGIES & PLANS

The City's Strategic Community Plan 2018 – 2028 identifies the community's vision and strategic priorities, as identified through the Imagine Vincent engagement campaign. The Place Plan actions are designed to respond to at least one priority, while many respond to multiple. Each action has been listed under the priority that is most applicable to the objectives of the action. The Place Plan is also informed by the following strategies and plans which have been developed through community engagement and previously adopted by Council.



**GREENING PLAN
2018 – 2023**
Actions 2.5, 2.4, 4.1 and 6.4 have the opportunity to increase tree canopy, native plantings, and green the Town Centre.



**SUSTAINABLE ENVIRONMENT
STRATEGY 2019 – 2024**
Actions 1.1, 1.2, 2.1, 2.2, 2.3, 2.4, 3.1, 4.1, 4.3 and 6.4 have the opportunity to support urban greening and biodiversity, and increased use of public and active transport modes.



SAFER VINCENT 2019 – 2022
Actions 1.2, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 4.2, 4.3 and 6.1 have the opportunity to support safer spaces, community connection, and apply Crime Prevention through Environmental Design (CPTED) principles.



**DISABILITY ACCESS AND INCLUSION
PLAN 2017 – 2022**
Actions 2.2, 2.3, 2.4, 4.1 and 6.4 have the opportunity to improve equitable access to buildings and infrastructure.



**RECONCILIATION ACTION PLAN |
INNOVATE 2019 – 2021**
Actions 2.7, 4.4 and 6.4 have the opportunity to celebrate Noongar artwork, culture and language in public spaces.



PUBLIC OPEN SPACE STRATEGY
Actions 4.3 and 6.4 have the opportunity to maximise the value of open spaces for the community through improved amenity, respond to the impacts of development and population growth, and improve access to and functionality of open space.



**ECONOMIC DEVELOPMENT
STRATEGY 2011 – 2016**
Each action in the Place Plan aims to support economic development in the Town Centre.



**YOUTH ACTION PLAN
2020 – 2022**
Actions 3.1 and 4.3 have the opportunity to provide opportunities for young people to connect with each other and the broader community, and support our youth to be strong, healthy, safe and active.



**PUBLIC HEALTH PLAN
2020 – 2025**
Each action in the Place Plan aims to support the Public Health Plan, specifically the social, built, and natural environment pillars.



ARTS DEVELOPMENT ACTION PLAN 2018 – 2020

Actions 4.2 and 4.4 have the opportunity to support the arts and creative economy in the Town Centre.



DRAFT ACCESSIBLE CITY STRATEGY 2020 – 2030

Actions 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 4.1, 4.2 and 6.3 have the opportunity to make getting around the Town Centre safe, easy, environmentally friendly, and enjoyable.



DRAFT ASSET MANAGEMENT AND SUSTAINABILITY STRATEGY

Each action in the Place Plan aims to support the Asset Management and Sustainability Strategy vision to plan and manage our resources and assets in an efficient and sustainable manner.

READING THIS DOCUMENT

All the projects and initiatives being undertaken in the Town Centre are listed as 'actions'. Each action is explained using the following three step process:



STEP 01 DIAGNOSIS

Diagnosing the issue or opportunity evident in the Town Centre. These may be identified in an informing strategy or plan, as an opportunity to achieve best practice or through the analysis of data..



STEP 02 ANALYSIS

Analysing the detail of the issue or opportunity to understand the best approach to solve the issue or seize the opportunity.



STEP 03 SOLUTION

Proposing a solution that solves the issue or seizes the opportunity.



ENHANCED ENVIRONMENT



ACCESSIBLE CITY



CONNECTED COMMUNITY



THRIVING PLACES



SENSITIVE DESIGN



INNOVATIVE & ACCOUNTABLE

The Place Plan highlights the broad range of projects and initiatives the City is undertaking to support and improve the Town Centre.

The Implementation Framework sets out the actions, time frames and the responsible teams for the delivery of all of the identified actions.

01. ENHANCED ENVIRONMENT

Sets out the actions and projects which assist the City to make the best use of our natural resources for the benefit of current and future visitors, residents, and businesses of the Town Centre.

ACTION 1.1 FAST-CHARGING ELECTRIC VEHICLE STATION

| | |
|------------------|--|
| Diagnosis | There is an opportunity for the Town Centre to become part of the electric vehicle fast-charging network |
| Analysis | <p>The City has been approached to nominate fast charging electric vehicle station locations, in town centres, as part of the expansion of the electric vehicle fast-charging network.</p> <p>The proximity of the northern Town Centre car parks to Beaufort Street, Walcott Street, late night supermarkets and lighting makes it an appealing electric vehicle charging location.</p> |
| Solution | Support the potential installation of a fast-charging electric vehicle station in the Beaufort Street Town Centre. |

ACTION 1.2 CONTAINERS FOR CHANGE TRIAL

| | |
|------------------|--|
| Diagnosis | Containers for Change began in October 2020 as WA's state-wide container deposit scheme, allowing the community to cash in eligible recyclable containers for 10-cents each. There is concern that members of the public seeking the discarded refundable containers from existing City bins may result in damage to the enclosure, injuries to people seeking to collect refundable containers, and the indignity of sifting through public waste. |
| Analysis | <p>The Containers for Change scheme aims to:</p> <ul style="list-style-type: none"> • Increase recovery and recycling and reduce litter and landfill; • Provide opportunities for social enterprise and benefits for community organisations; • Create opportunities for employment; and • Complement existing collection and recycling activities for recyclable waste. <p>Western Australia Return Recycle Renew (WARRRL) is the not-for-profit organisation created to set-up and run the scheme in Western Australia. The City's existing bin enclosures are designed to keep people out and waste inside. Now that the scheme is in place, there is concern that vulnerable members of the public will be seeking and retrieving discarded refundable containers from bin enclosures.</p> <p>WARRRL has reported that since the scheme commenced, there has been 'bin diving' and damage to public bin enclosures, where attempts have been made to force them open. The City has the opportunity to proactively find a solution to address this problem by providing an external shelf attachment on the bin enclosure for refundable containers to be easily placed and safely retrieved.</p> <p>This project aligns with Waste Strategy 2018-2023 Project 6: Waste and Recycling Education, Awareness, and Promotional Programs.</p> |
| Solution | Develop and implement a trial installation of a Containers for Change attachment for existing Beaufort Street Town Centre bins. |

02. ACCESSIBLE CITY

Sets out the actions and projects which enhance connectivity, improve the use of public transport, deliver parking efficiencies, and create a more pedestrian and cycle friendly Town Centre.

ACTION 2.1 CYCLE NETWORK IMPROVEMENTS

| | |
|------------------|---|
| Diagnosis | The Town Centre does not have a dedicated path for cyclists. This often creates conflict between pedestrians, cyclists, and vehicles. |
| Analysis | <p>Beaufort Street has been identified as a local route in the draft Long Term Cycling Network from Bulwer Street to Queens Crescent in City of Stirling.</p> <p>As Beaufort Street is currently not a suitable road to be shared by vehicles and bicycles due to the clearway, volume and speed of traffic, bicycles often share the footpath with pedestrians. This impacts the safety and amenity for both cyclists and pedestrians.</p> <p>There is an opportunity to plan improvements in the Town Centre to improve the safety and amenity for pedestrians and cyclists along Beaufort Street. There is also opportunity to improve the connection to William Street (primary route) & Hyde Park via Mary Street (local route), and/or to improve the access to Smith Street (secondary route) via Broome Street (local route).</p> |
| Solution | Plan improvements to Long Term Cycling Network. |

ACTION 2.2 IMPROVED PEDESTRIAN ENVIRONMENT

| | |
|------------------|---|
| Diagnosis | The volume of vehicle traffic and frequency of Public Transport Authority (PTA) buses along Beaufort Street does not support an enjoyable pedestrian environment. |
| Analysis | <p>Beaufort Street is currently four lanes, including a bus priority lane in each direction. The frequency and proximity of the buses to the footpath generates significant noise and negatively impacts people using the footpath and alfresco areas in the Town Centre.</p> <p>Engagement on the City's draft Accessible City Strategy has recently been undertaken. There is an opportunity to examine the Beaufort Street specific feedback, to inform the development of potential improvements to the pedestrian environment.</p> |
| Solution | Plan improvements to the Beaufort Street pedestrian environment. |

ACTION 2.3 PEDESTRIAN CROSSINGS

| | |
|------------------|--|
| Diagnosis | Beaufort Street at times is difficult to cross, especially for those with differing abilities. |
| Analysis | <p>The Town Centre has a lot of vibrant nodes of activity, which often requires pedestrians to cross Beaufort Street at multiple points throughout the Town Centre.</p> <p>The only formalised crosswalks in the Town Centre are at the Beaufort and Walcott Street intersection. There is an opportunity through good urban design to reduce the dominance on cars in the Town Centre and improve the pedestrian's ability to cross Beaufort Street in strategic locations.</p> <p>Item 17 within the Brighter Beaufort Action Plan identifies the need to improve safety and quantity of pedestrian crossings.</p> |
| Solution | Investigate pedestrian crossing improvements on Beaufort Street. |



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ACTION 2.4 TRIAL PEDESTRIAN STREETS

| | |
|------------------|--|
| Diagnosis | The volume of traffic and high frequency bus routes on Beaufort Street makes it difficult to host events and gatherings. At the same time, there are a number of side streets off Beaufort Street within the Town Centre that carry significantly less traffic and have activated tenancies that would suit a more pedestrian oriented streetscape. |
| Analysis | There is an opportunity to investigate and trial the pedestrianisation of key activated streets, including Grosvenor Road and Barlee Street. Trials can be undertaken to close these streets to understand if these spaces are suitable for a more permanent transformation of implementing a shared space similar to Leederville Village Square. |
| Solution | Trial pedestrianisation of Grosvenor Road and Barlee Street. |

ACTION 2.5 40 KM/H SPEED LIMIT ZONE

| | |
|------------------|---|
| Diagnosis | The variable speed limit in the Town Centre does not support the night time economy. |
| Analysis | In 2009 Main Roads introduced a Variable Speed Limit zone on Beaufort Street between Lincoln Street and Walcott Street. Electronic signs display a 40km/h speed limit during peak pedestrian periods, Sunday-Thursday: 7:30am-10pm and Friday and Saturday: 7:30am-1am. Removal of the variable speed limit to formalise Beaufort Street from Lincoln Street to Queens Crescent as a 40km/h zone will further support the Town Centre, which has a night time economy that extends later than the current variable speed limit times to improve pedestrian safety at all hours. |
| Solution | Advocate to Main Roads to formalise 40km/h along Beaufort Street. |

ACTION 2.6 ON-DEMAND TRANSPORT IMPROVEMENTS

| | |
|------------------|---|
| Diagnosis | On-demand transport drop off and pick up points are becoming increasingly congested along Beaufort Street. |
| Analysis | <p>The Beaufort Street area is identified as a high demand location for on-demand transport during peak hour commute periods, as well as on Friday and Saturday evenings, and Saturday and Sunday mornings¹. There is currently only one designated on-demand transport drop off and pick up point adjacent the Queens Hotel. This has become increasingly congested as the use of on-demand services have increased, particularly during key times that also correlate with activated/busy times within the Town Centre.</p> <p>As the Town Centre continues to accommodate mixed-use development incorporating diverse uses of residential and hospitality offerings, the demand for on-demand transport will likely continue to increase. The limited availability of designated pick up and drop off points for on-demand transport vehicles, results in vehicles double parking while loading and unloading passengers, increasing congestion, and impacting the pedestrian amenity in the Town Centre.</p> <p>There is an opportunity to improve the designated on-demand pick up and drop off point adjacent the Queens Hotel on the eastern side of Beaufort Street, between Harold Street and Mary Street, while investigating the potential to incorporate another pick up and drop off point on the western side of Beaufort Street. Increasing the number of designated points and improving the design of those existing will minimise congestion during peak times and improve the Town Centre visitor experience.</p> |
| Solution | Improve the on-demand transport drop off and pick up point adjacent the Queens Hotel and investigate the potential to incorporate another on the western side of Beaufort Street. |

1: <https://www.uber.com/en-AU/blog/perth/busy-spots-in-perth/>

ACTION 2.7 WAYFINDING STRATEGY

| | |
|------------------|---|
| Diagnosis | Wayfinding in Vincent's town centres is cluttered, unclear and limited. |
| Analysis | <p>Wayfinding is a critical component to the legibility and walkability of a place. Wayfinding can help determine how people decide to move through spaces. The decisions people make when moving through places are guided by architecture, urban design, landmarks and views.</p> <p>Wayfinding in Vincent's Town Centres has significant room for improvement. An over proliferation of signage and styles compete for attention and can result in confusion. Moreover, the previous Wayfinding Signage Strategy (2012) has an emphasis on vehicles and car parking.</p> <p>A Wayfinding Strategy should be prepared to:</p> <ul style="list-style-type: none"> • Create a comprehensive, clear and consistent visual communication system with concise messaging; • Only include the information that is relevant to the space, location and navigation path; and • Focus on active transportation mode users, particularly pedestrians. |
| Solution | Develop a Wayfinding Strategy. |



03. CONNECTED COMMUNITY

Sets out the actions and projects which contribute to Beaufort Street’s unique sense of place, and encourage the community to connect with each other to enhance their quality of life.

ACTION 3.1 TOWN TEAM GRANT PROGRAM

| | |
|------------------|--|
| Diagnosis | Town teams require financial support to deliver outcomes for their respective town centres and places and to make themselves more sustainable entities. |
| Analysis | Town teams can access grant funding through the Town Team Grant Program. This funding can be used to facilitate events, activities and/or initiatives that engage the local community, contribute to the local economy or improve the sustainability of the town team. |
| Solution | Manage the Town Team Grant Program. |



04. THRIVING PLACES

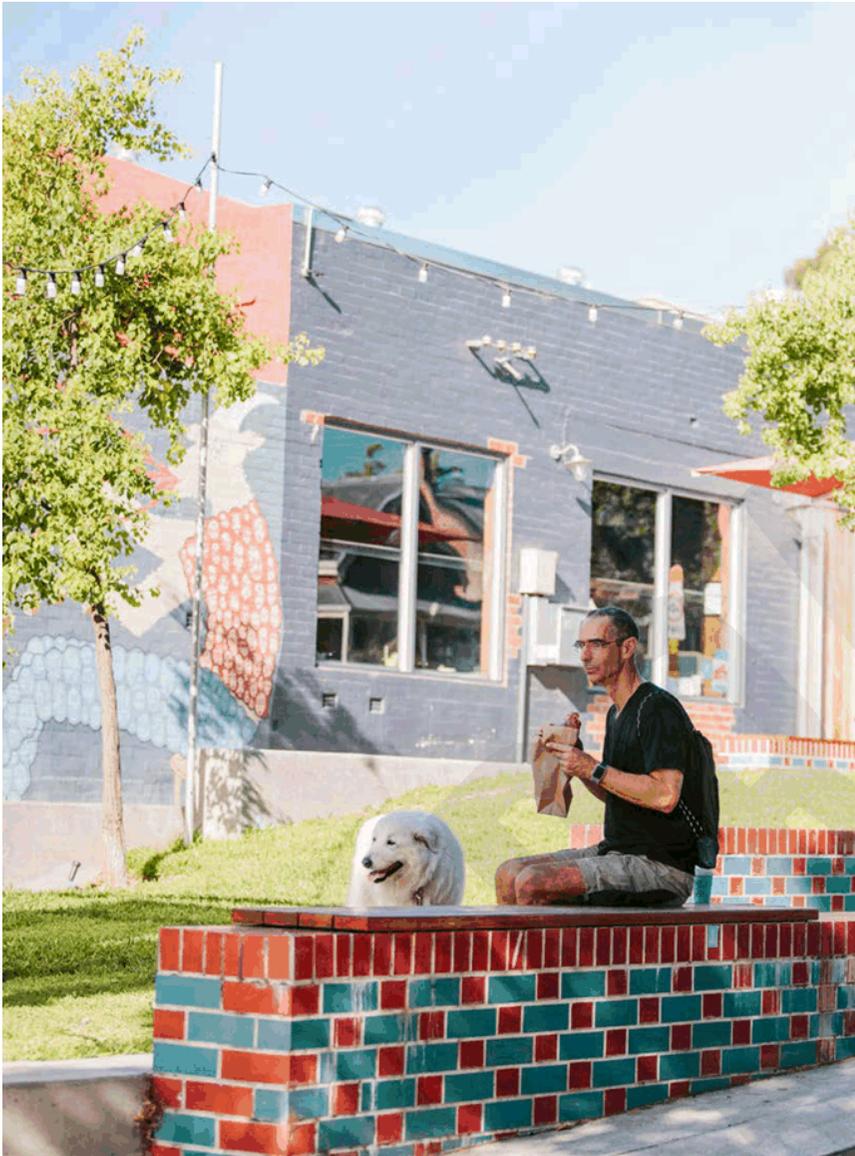
Sets out the actions and projects which assist the City to create, enhance, and promote great places and spaces in the Town Centre in order for it to reach its activation and economic potential.

4.1 STREETScape AUDIT

| | |
|------------------|--|
| Diagnosis | There is an opportunity to rationalise the location of existing street furniture with a potential to accommodate additional planting, furniture, and streetscape improvements. |
| Analysis | The City understands the importance of canopy cover, street furniture, and streetscape amenities, and the role they play in encouraging people to linger longer. |
| | The informal street furniture throughout the Town Centre is inconsistent and there are significant gaps between benches and/or public bins. |
| Analysis | To build on Beaufort Street’s existing character, an audit should be undertaken to determine any current deficiencies in the streetscape, to identify opportunities that build on the Town Centre’s unique and inviting character. This could include additional planting, beautification, urban design improvements, street art, and street furniture rationalization and upgrades. |
| | This supports Item 14 within the Brighter Beaufort Action Plan to identify areas within the Town Centre in need of improvement. |
| Solution | Undertake a Streetscape Audit to determine opportunities for streetscape improvements in collaboration with the City of Stirling. |

4.2 LIGHTING STRATEGY

| | |
|------------------|---|
| Diagnosis | The Town Centre spans across the City of Vincent and City of Stirling and has a number of food & beverage businesses, supporting a vibrant and exciting night time economy, that would benefit from increased evening activation. |
| Analysis | The lighting of the Beaufort Street sign and installation of Christmas lights in the verge trees have been small initiatives implemented to activate and support night time activity. |
| | There is an opportunity to explore permanent lighting options to light up elements such as the street trees and artworks as well as install festoon lighting in nodes and laneways. |
| Solution | There is also an opportunity to support and partner with property owners to up light iconic heritage building facades. |
| | This supports Item 21 within the Brighter Beaufort Action Plan to develop a lighting and projection strategy. |
| Solution | Partner with Beaufort Street Network and City of Stirling to prepare and implement a Lighting Strategy. |



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ACTION 4.3 MARY STREET PIAZZA

| | |
|------------------|---|
| Diagnosis | Mary Street Piazza is not well lit and lacks vibrancy after dark. |
| Analysis | Mary Street Piazza is the only green space in the Town Centre, which includes trees, turf, seating, and a stage. |
| | The Piazza previously had a single strand of festoon lights that zigzagged across the space. The festoons were a necessary addition to the Piazza and provided much needed lighting in the evening. They were removed in early 2021 due to maintenance issues and are yet to be replaced. |
| | There is an opportunity to replace the festoon lighting, to increase the vibrancy and feel of the Piazza after sunset. |
| | This supports Item 21 within the Brighter Beaufort Action Plan to bring the Town Centre to life after dark. |
| Solution | Implement festoon lighting improvements in Mary Street Piazza. |

ACTION 4.4 EXISTING MURALS

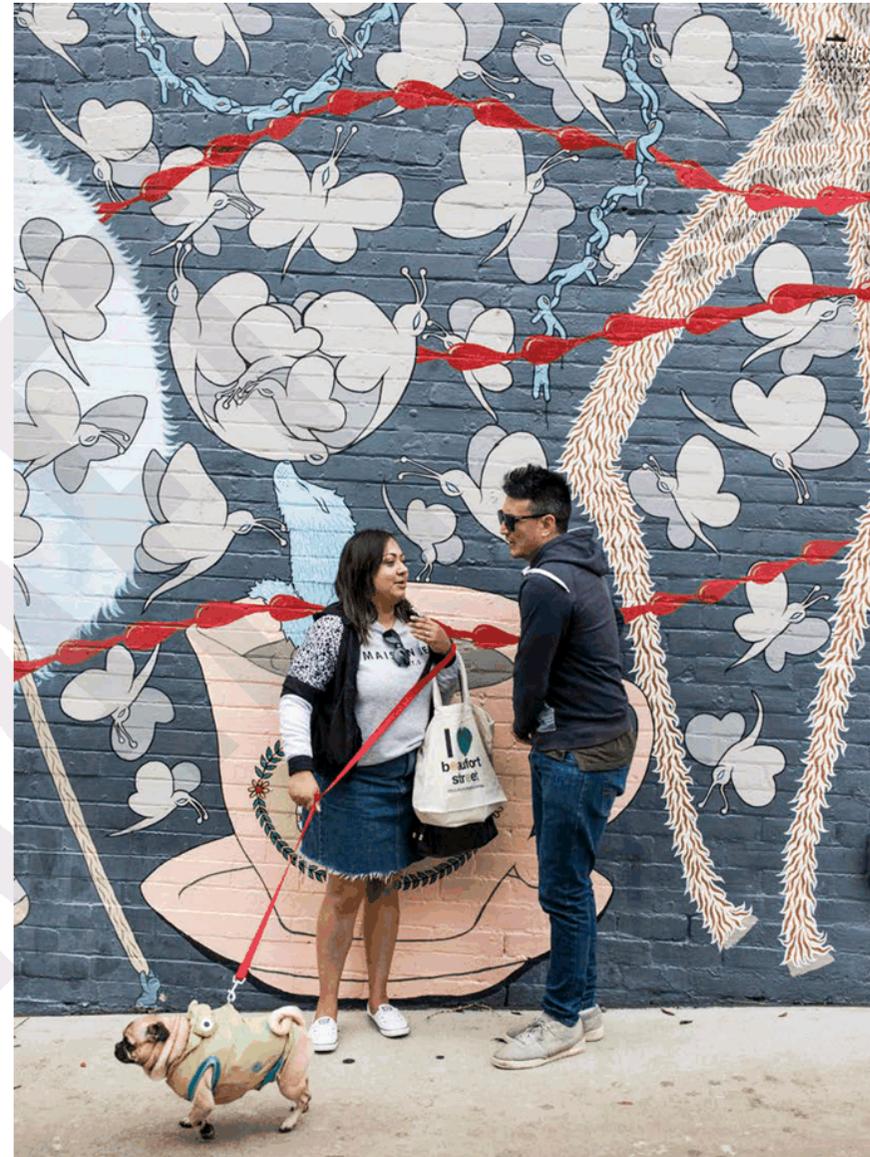
| | |
|------------------|--|
| Diagnosis | The Town Centre has a number of beautiful and interesting artworks in a number of forms. These artworks enhance the streetscape by adding interest and activation to the area. |
| Analysis | The Town Centre has a number of murals that require maintenance as they have received damage over time from graffiti, bill postings, and general wear. |
| | For the City of Vincent funded murals, the City will do an audit of these murals and determine if the damaged murals should be repaired, replaced or removed. |
| Solution | Investigate options for existing mural maintenance and renewal. |

05. SENSITIVE DESIGN

Sets out the actions and projects which assist the City encourage unique, high quality developments that respect and respond to the character and identity of the Town Centre.

ACTION 5.1 STREETScape PALETTE

| | |
|------------------|---|
| Diagnosis | The Town Centre has an eclectic character, embracing a colourful and playful aesthetic as well as referencing the heritage features found within the area. |
| Analysis | The Town Centre has a number of distinct pieces of urban furniture and colours in place. The development of a Streetscape Palette will ensure consistency in the Town Centre, while remaining eclectic and celebrating the area's heritage. |
| Solution | Develop a Beaufort Street Town Centre Streetscape Palette in collaboration with the City of Stirling. |



BEAUFORT STREET TOWN CENTRE PLACE PLAN | 17



18 | CITY OF VINCENT

06. INNOVATIVE & ACCOUNTABLE

Sets out the actions and projects which assist the City support the community to realise its vision. To achieve this, we will be an organisation that manages resources well, communicates effectively, and takes our stewardship role seriously.

ACTION 6.1 CITY OF STIRLING

| | |
|------------------|---|
| Diagnosis | The Town Centre area is governed by two separate local government authorities, the City of Vincent and City of Stirling (Cities). From a visitor or community perspective, the Town Centre operates as a whole regardless of the boundary between the Cities. |
| Analysis | <p>The Cities have identified an opportunity to approach the Town Centre in collaboration where possible and have agreed in principle to collaborate to improve outcomes for the Town Centre. Some of these collaborations will include:</p> <ul style="list-style-type: none"> • Working with and supporting Beaufort Street Network, residents, and local businesses; • Joint approaches on shared issues; • Sharing information and resources; and <p>Being open to innovation, experimentation, and new ideas that support positive growth and vibrancy for the Town Centre.</p> |
| Solution | Work collaboratively with the City of Stirling. |

ACTION 6.2 BEAUFORT & WALCOTT STREET LIGHTING RENEWAL

| | |
|------------------|---|
| Diagnosis | <p>The Art Deco street lights at the Beaufort and Walcott Street intersection are iconic Town Centre wayfinding elements that bridge the City of Vincent and City of Stirling local government areas. The lights are located at each end of the intersection, with five on the City of Vincent side in the central median, five on the City of Stirling side, and three on the shared boundary along Walcott Street.</p> <p>The City of Vincent median lights are nearly 40 years old, have not been well maintained and are near end of life. They do not provide sufficient street lighting, and do not highlight the established street trees or iconic Art Deco light features.</p> |
| Analysis | <p>Beaufort Street is a busy gateway into the City of Vincent, which includes the busiest bus route in the State. The presentation of the Town Centre is important and the Art Deco lights and kerbing should be renewed and maintained.</p> <p>Renewal works should include the replacement of posts, repair of kerbs and paving, and upgrade to LED lights. While undertaking these works, there is an opportunity to implement additional median upgrades including:</p> <ul style="list-style-type: none"> • Up-lighting the Art Deco crown features and six Eucalypts; • Changing the light post colour from the blue and white to the more vibrant red, orange, yellow, green and pink seen throughout the Town Centre; • Removal of the Palm tree fronds around trunks; and • Installation of bud lighting on the three Palms. <p>Item 21.3 within the Brighter Beaufort Action Plan identifies the opportunity to up-light large / iconic street trees.</p> |
| Solution | Plan and implement Beaufort Street median lighting renewal and improvement work in collaboration with the City of Stirling. |

ACTION 6.3 BEAUFORT STREET MEDIANS

| | |
|------------------|--|
| Diagnosis | There are central median islands along Beaufort Street that are damaged and in need of renewal. |
| Analysis | <p>The central median islands along Beaufort Street were planted with trees in 2009. As the trees have grown, the expansion of the trunk and root systems have caused portions of the median paving and kerbing to lift.</p> <p>As the trees continue to grow overtime, they will require further space to expand. The medians need repair, replacement, or removal to accommodate the current and future growth of the trees.</p> |
| Solution | Investigate options to repair, replace or remove medians along Beaufort Street. |

ACTION 6.4 SMOKE-FREE TOWN CENTRES

| | |
|------------------|---|
| Diagnosis | Exposure to second-hand smoke is harmful to public health. |
| Analysis | <p>The City's Public Health Plan sets a target of introducing smoke-free town centres by 2025 in response to the known health risks of both using tobacco and exposure to second-hand smoke. While the implementation of this target seeks to directly reduce exposure to second-hand smoke, it also seeks to de-normalise smoking.</p> <p>Additional benefits of smoke-free town centres include reduced litter from cigarette butts and maintaining the enjoyment for all users of the City's high-pedestrian main streets.</p> <p>There is an opportunity to work with the community, health partners, and local businesses to develop a project to achieve smoke-free town centres by 2025.</p> |
| Solution | Develop and deliver a smoke-free town centres project with involvement from the community, health partners, and local businesses. |

ACTION 6.5 BARLEE STREET CAR PARK

| | |
|------------------|---|
| Diagnosis | The Barlee Street Car Park is generally underused, runs at a financial loss and does not positively contribute to the streetscape. |
| Analysis | The City of Vincent owns lot 48 (596) Beaufort Street, while Lots 49 & 50 (596) Beaufort Street are privately owned and leased to the City. Together, these make the Barlee Street Car Park. |
| | Lots 49 and 50 have been leased to the City since 14 February 2001, with the final option term under the lease expiring 13 February 2021. At its 20 October 2020 Meeting, Council approved the extension of the lease for a further one year, expiring 13 February 2022. |
| | The City has the opportunity to determine the future of this site, whether the City owned lot should be sold with the funds from the sale going into a City of Vincent Public Open Space reserve fund, the City extend the lease and continue as the car park for a longer period, or the City land and private lots be swapped for the corner lot to be developed as a local park or square. |
| | In early 2021 the City undertook public consultation in respect to the potential future use and sale of the site, with the outcomes of consultation to be presented to Council. The future of the car park will be determined by Council following consideration of the community consultation. |
| | Item 15 within the Brighter Beaufort Action Plan suggests the need to facilitate activations during periods of low parking demand. |
| Solution | Investigate options for the future of Barlee Street Car Park. |



07. IMPLEMENTATION FRAMEWORK

| BEAUFORT STREET TOWN CENTRE PLACE PLAN IMPLEMENTATION FRAMEWORK | | | | | | | |
|---|---|--------------|---------|-------|-------|-------|---|
| KEY ACTION / PROJECT | RESPONSIBLE TEAM | SUPPORT TEAM | TIMING | | | | |
| | | | 21/22 | 22/23 | 23/24 | 24/25 | |
| PRIORITY AREA 1: ENHANCED ENVIRONMENT | | | | | | | |
| 1.1 | Support the potential installation of a fast-charging electric vehicle station in the Beaufort Street Town Centre. | CEO | I&E | ✓ | | | |
| 1.2 | Develop and implement a trial installation of a Containers for Change attachment for existing Beaufort Street Town Centre bins. | S&D | I&E | ✓ | | | |
| PRIORITY AREA 2: ACCESSIBLE CITY | | | | | | | |
| 2.1 | Plan improvements to Long Term Cycling Network. | I&E | S&D | | | ✓ | ✓ |
| 2.2 | Plan improvements to the pedestrian environment on Beaufort Street. | I&E | S&D | ✓ | | | |
| 2.3 | Investigate pedestrian crossing improvements on Beaufort Street. | I&E | S&D | ✓ | ✓ | | |
| 2.4 | Trial pedestrianisation of Grosvenor Road and Barlee Street. | I&E | S&D | ✓ | ✓ | ✓ | |
| 2.5 | Advocate to Main Roads to formalise 40km/h along Beaufort Street. | I&E | S&D | ✓ | ✓ | ✓ | ✓ |
| 2.6 | Improve the on-demand transport drop off and pick up point adjacent the Queens Hotel and investigate the potential to incorporate another on the western side of Beaufort Street. | I&E | S&D | ✓ | | | |
| 2.7 | Develop a Wayfinding Strategy. | S&D | I&E | ✓ | | | |
| PRIORITY AREA 3: CONNECTED COMMUNITY | | | | | | | |
| 3.1 | Manage the Town Team Grant Program. | S&D | I&E/C&B | ✓ | ✓ | ✓ | ✓ |
| PRIORITY AREA 4: THRIVING PLACES | | | | | | | |
| 4.1 | Undertake a Streetscape Audit to determine opportunities for streetscape improvements in collaboration with City of Stirling. | S&D | I&E | ✓ | | | |
| 4.2 | Partner with Beaufort Street Network and City of Stirling to prepare and implement a Lighting Strategy. | S&D | C&B | ✓ | ✓ | | |
| 4.3 | Implement festoon lighting improvements in Mary Street Piazza. | I&E | S&D | ✓ | ✓ | | |
| 4.4 | Investigate options for existing mural maintenance and renewal. | C&B | S&D | ✓ | ✓ | ✓ | ✓ |
| PRIORITY AREA 5: SENSITIVE DESIGN | | | | | | | |
| 5.1 | Develop a Beaufort Street Town Centre Streetscape Palette in collaboration with the City of Stirling. | S&D | C&B | ✓ | ✓ | | |
| PRIORITY AREA 6: INNOVATIVE & ACCOUNTABLE | | | | | | | |
| 6.1 | Work collaboratively with the City of Stirling. | S&D | I&E/C&B | ✓ | ✓ | ✓ | ✓ |
| 6.2 | Plan and implement Beaufort Street median lighting renewal and improvement work in collaboration with the City of Stirling. | I&E | S&D | ✓ | ✓ | | |
| 6.3 | Investigate options to repair, replace or remove medians along Beaufort Street. | I&E | S&D | | ✓ | | |
| 6.4 | Develop and deliver a smoke-free town centres project with involvement from the community, health partners, and local businesses. | S&D | C&B | ✓ | ✓ | ✓ | ✓ |
| 6.5 | Investigate options for the Barlee Street Car Park. | CEO | S&D/I&E | ✓ | ✓ | | |

Community & Business Services (C&B), Strategy & Development (S&D), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO)



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10 INFRASTRUCTURE & ENVIRONMENT**10.1 E-PERMITS IMPLEMENTATION PROGRESS REPORT**

Attachments: Nil

RECOMMENDATION:

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

PURPOSE OF REPORT:

To provide an update to Council on the progress of the implementation of the e-permits system.

BACKGROUND:

At the Ordinary Council Meeting of 23 March 2021, Council requested Administration to provide a monthly report on the progress of the implementation system.

This report has been prepared to address that request.

DETAILS:

Since the e-permit system went live on 2 November 2020, there has been a total of 3,258 residents who have created an account and are utilising the new system. This number consists of current permit holders and new residents. Of the current permit holders who were notified of the new system, approximately 72% have created an e-permits account.

There are 943 current permit holders who have not yet created an account despite two letters sent, an email and some have also been contacted by telephone. These residents have not made any contact with the City and so it appears that many of these existing permit holders either no longer live in Vincent or no longer require permits (e.g. have sufficient off street parking).

Telephone calls to current permit holders who have not yet registered will continue with the hope that they can be contacted to ascertain if they no longer reside within the City, or if they are experiencing any difficulty in accessing the system. From the 1st of April, Rangers began informal enforcement by issuing a caution to residents displaying paper permits. This approach did not occur over the Easter break period. The process does not attract a parking fine and the intention is to encourage eligible residents to make contact with the City or to register. To date there have been a total number of 32 cautions issued, which resulted in 11 accounts created and/or vehicle registrations activated.

CONSULTATION/ADVERTISING:

Two letters and an email have been sent to all current paper permit holders who have not registered for e-permits. Phone calls have also been made and will continue.

LEGAL/POLICY:

The City has run a security assessment against the e-permits system based on the Australian Cyber Security Centre framework, including confirmation of various security arrangements by the software vendor. The City is satisfied with data security controls that are in place for the e-permits system.

The City also reviewed the e-permits system against the Australian Privacy Principles. The Principles helped the City review how it intended to collect and use personally identifiable information for e-permits. The City has identified several opportunities to improve its management of the information captured by e-Permits and is working on its own policies and also with the software vendor on suitable changes.

The City's *Register of delegations, authorisations and appointments* identifies which users within Administration have access to the e-permits database. Any additional requests for access to this information must be authorised by the CEO directly. No other external authorities have access to the e-permits database, nor is there any intention to make this data available to any external authority.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to have the e-permits system implemented. There are a small number of residents who have ongoing concerns about the use of this technology for the City's residential parking permit system. Administration is working with these residents to address these concerns.

STRATEGIC IMPLICATIONS:

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

We have minimised our impact on the environment.
Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Waste Reduction

The replacement of approximately 10,000 paper permits with e-permits is a more sustainable option.

PUBLIC HEALTH IMPLICATIONS:

This is not in keeping with any of the priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

The e-permits system will result in an estimated financial saving of \$6,200 per annum.

E-permits also provides a more efficient and reliable system for enforcement of the residential parking permit policy to ensure only those residents entitled to the permits are using them.

| | |
|-------------|---|
| 10.2 | PROPOSED 12 MONTH TRIAL OF NEW AND AMENDED PARKING RESTRICTIONS IN THE STREETS SURROUNDING HYDE PARK - VINCENT, HYDE, WILLIAM, AND GLENDOWER STREETS, PERTH, NORTH PERTH, MT LAWLEY AND HIGHGATE |
|-------------|---|

REPORT TO BE ISSUED PRIOR TO COUNCIL MEETING ON 27 APRIL 2021.

11 COMMUNITY & BUSINESS SERVICES**11.1 LEEDERVILLE GARDENS TRUST - COVID-19 FUNDING - DERBARL YERRIGAN HEALTH SERVICE ABORIGINAL CORPORATION**

Attachments: Nil

RECOMMENDATION:

That Council:

1. **NOTES** the funding provided to Derbarl Yerrigan Health Services Aboriginal Corporation (Derbarl Yerrigan) under the Leederville Gardens Trust COVID-19 Relief Grant Funding program;
2. **APPROVES** the request from Derbarl Yerrigan to extend the end date of their Leederville Gardens Trust COVID-19 Grant Agreement from January 2021 to June 2021, to enable the remaining \$27,116 of unspent grant funding to be acquitted;
3. **NOTES** that the Executive Director, Community & Business Services will prepare and enter into a variation to the funding agreement for Derbarl Yerrigan; and
4. **NOTES** that Administration will provide a detailed report of the Leederville Gardens Trust COVID-19 Relief Grant Funding program, including measurable outcomes, to Council in August 2021.

PURPOSE OF REPORT:

To provide an update on the progress of the grant provided under the Leederville Gardens Trust COVID-19 Relief Funding program to Derbarl Yerrigan and to seek approval of a variation to the current grant agreement.

BACKGROUND:

At the Special Meeting of Council on 30 March 2020 it was resolved that Council:

1. *As trustee of the Leederville Gardens trust fund ENDORSES the allocation of up to \$1 million from those funds for the provision of urgent relief of people in need as a direct or indirect consequence of the conditions imposed by COVID-19;*
2. *INVITES Expressions of Interest from Registered Public Benevolent Institutions to be considered for funding under Recommendation 1 above; and*
3. *NOTES that the outcome of the expression of interest process in Recommendation 2 above will be presented to the City's COVID-19 Relief and Recovery Committee for consideration and approval.'*

Following this, administration invited suitable Public Benevolent Institutions (PBI's) to submit their Expression of Interest for funding under this program. Applications were assessed by Administration and funds approved to PBI's at the COVID-19 Relief and Recovery Committee meetings as per the below schedule:

| Meeting Date | PBI | Amount |
|---------------|---------------------------------|-----------|
| 28 April 2020 | St Vincent De Paul | \$200,000 |
| 28 April 2020 | Uniting Care West | \$129,000 |
| 5 May 2020 | RUAH Community Services | \$27,800 |
| 5 May 2020 | People Who Care | \$105,000 |
| 12 May 2020 | YMCA of WA | \$138,000 |
| 9 June 2020 | Foodbank WA | \$178,476 |
| 30 June 2020 | Derbarl Yerrigan Health Service | \$68,559 |

Agreements have been entered into for all organisations listed in the above schedule.

DETAILS:

Organisations delivering emergency relief and financial relief support have reported a slower than expected uptake in service, likely due to increased financial support measures at the Federal level.

Derbarl Yerrigan recently contacted Administration requesting an extension of time to enable them to use the remaining grant funds to provide COVID-19 vaccinations to people experiencing homeless and marginalised residents living in the City of Vincent. Derbarl Yerrigan have also requested this extension in order to provide emergency relief over the next few months to coincide with Centrelink payments reductions. The remaining funds would facilitate Derbarl Yerrigan's capacity to provide home visits and outreach support to Aboriginal people living in the City who are unable to otherwise access culturally appropriate health care.

The original intent of the COVID-19 Relief Funding program, as set out in the agenda paper presented on 30 March 2020 states:

"The current COVID-19 pandemic has raised the potential of imminent hardship being experienced by many of our more disadvantaged and at-risk community members. This may place extra strain on the services and programmes currently provided by various not-for-profit, charitable or volunteer organisations and exacerbate areas of underserved demand."

In considering this request, it is important to consider that the support provided by Derbarl Yerrigan provides a degree of support for persons who have the potential to experience imminent hardship, especially given the reduction in Centrelink payments set after 31 March 2021.

Derbarl Yerrigan's agreement was based on the following budget and outcomes. On reviewing the documentation provided by Derbarl Yerrigan in conjunction with the grant agreement, the reconciliation is noted

| Description | Amount Funded | Amount Spent | Unspent funds |
|---|-----------------|-----------------|-----------------|
| Health services and support (home visits and isolation support, influenza vaccinations, emergency relief support) | \$44,600 | \$23,727 | \$20,873 |
| One-off capital expenditure (laptops, printer and software to support mobile workforce) | \$10,900 | \$9,822 | \$1,078 |
| Administration | \$13,059 | \$7,894 | \$5,165 |
| | \$68,559 | \$41,494 | \$27,116 |

| Measurable Outcome | | Demonstrated Outcome |
|--------------------|---|--|
| 1 | Number of home visits or phone GP consults for vulnerable residents within 6 month period | 123 phone consultations and/or home consults |
| 2 | Number of influenza vaccinations provided to vulnerable residents within 6 month period | 321 influenza immunisations administered |
| 3 | Number of emergency relief vouchers or packages provided to Vincent residents/clients within 6 month period | 71 episodes of emergency relief funding for vouchers, 120 care packs for the homeless, 10 swags for homelessness people. |
| 4 | Referrals made to other agencies (e.g. Emergency support, accommodation, other health service) | 57 referrals to emergency support, accommodation. |

A Derbarl Yerrigan doctor and Aboriginal Health Worker have worked with Elders and the community to identify patients requiring the most assistance over the past six (6) months. Home visits and phone consultations have occurred.

In addition, the Resource Liaison Officer and social worker, worked to identify those most at risk including patients who were experiencing homelessness. All Derbarl Yerrigan doctors also identified patients at risk, and who had health conditions which were exacerbated through lack of food, shelter or clothing.

CONSULTATION/ADVERTISING:

Relevant programs have been promoted to residents and service providers to provide awareness of assistance available to residents.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to extend the grant period until the end of the financial year.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

This does not contribute to any environmental sustainability outcomes.

While the funding provided to Derbarl Yerrigan through the Leederville Gardens Trust – COVID-19 Funding is environmentally neutral, other community funding provided by the City addresses funding for environmental projects/initiatives.

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Increased mental health and wellbeing

FINANCIAL/BUDGET IMPLICATIONS:

Funding has already been allocated to Derbarl Yerrigan and there are no further financial or budget implications. This request relates to an extension of time to deliver the program.

COMMENTS:

Administration will continue to monitor the progress of all COVID-19 Relief grants and provide updates to Council. It is recommended that Council approves the request from Derbarl Yerrigan for an extension to their grant agreement and instructs Administration to prepare a variation to the grant agreement.

11.2 NORTH PERTH COMMUNITY GARDEN LICENCE FOR CONTAINERS FOR CHANGE COLLECTION BIN - 10 FARMER STREET, WOODVILLE RESERVE - WITHDRAWN BY ADMINISTRATION

This report has been withdrawn by Administration as the North Perth Community Garden have withdrawn their request for a licence.

| | |
|-------------|---|
| 11.3 | OUTCOME OF ADVERTISING AND ADOPTION OF LIBRARY AND LOCAL HISTORY COLLECTION POLICY |
|-------------|---|

- Attachments:**
1. **Library and Local History Collection Policy** [↓](#) 
 2. **Library Collection Management Policy** [↓](#) 
 3. **Local History Collection Management Policy** [↓](#) 

RECOMMENDATION:**That Council:**

1. **NOTES** that at the conclusion of the public notice period, no public submissions were received in relation to the Library and Local History Collection Policy;
2. **ADOPTS** the Library and Local History Collection Policy at Attachment 1; and
3. **REPEALS** the Library Collection Management Policy at Attachment 2 and the Local History Collection Management Policy at Attachment 3.

PURPOSE OF REPORT:

To present the outcome of public consultation and seek approval of the proposed Library and Local History Collection Policy and repeal of the previous policies which are now obsolete.

BACKGROUND:

At its 15 December 2020 Meeting, Council approved providing public notice of its intention to adopt the Library and Local History Collection Policy.

In accordance with the City's Community Consultation Policy, public notice was given for the period between 21 January 2021 and 15 February 2021, which was in excess of the 21 days required.

The policy was advertised on the City of Vincent website, social media and through the following public notices:

- Vincent Reporter – 20 January 2021;
- Perth Voice – 23 January 2021; and
- Notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

No public submissions were received.

DETAILS:Review of the Effectiveness of the Current Policies

The Librarians have completed a review of the two current policies, and provided the following assessment of their effectiveness:

| What is working well | What needs improvement |
|---|---|
| <p>Library Collection</p> <ul style="list-style-type: none"> • Library collection reflects ALIA standards • Librarians monitor community preferences which informs stock acquisition. • Content is available in a range of formats, reflecting current technology. This includes free access to online and digital resources. • Library is actively used by community members from different demographic groups, reflecting access and inclusion principles. | <ul style="list-style-type: none"> • Policy documents are long and include administrative processes. • Probably don't need two policies, as the objectives of the collection are similar (e.g. censorship), and can be made consistent. • 10 Objectives can be simplified down to 3 main objectives. • Need to establish specific success measures against each of the 3 main objectives. |

| | |
|---|--|
| <p>Local History Collection</p> <ul style="list-style-type: none"> • Local History Centre is a valued resource. • Local History Centre is progressively digitising and preserving content. • Events such as the Local History Awards encourages the community to capture Vincent stories and content. <p>Both Collections</p> <ul style="list-style-type: none"> • Librarians provide valued support and advice for users. • Low levels of community complaints. | |
|---|--|

Proposed Changes

Administration is proposing the following schedule of changes:

- Repeal the following two policies:
 - Library Collection Development Management Policy (3.11.1)
 - Local History Collection Management Policy (3.11.2)
- Create a new policy entitled 'Library and Local History Collection Policy' that:
 - Applies to both the Library and Local History Management Collections
 - Facilitates a consistent policy approach to both collections
 - Aligns the policy statement to reflect the priorities of the Strategic Community Plan
- Deletes the administrative and procedural elements of the old policies, which are now included in Management Practice documents; and
- Use of contemporary and clear language in the policy.

Industry Standards and Agreements

The City's Library Policies and Management Practice must comply with the following industry standards, which are referenced in the Policy:

- Australian Library and Information Association (ALIA) Statement ('**Statement**') on free access to information
- Public Libraries WA Framework Agreement 2010 ('**Framework**')

ALIA is the national body governing library and information services, and the **Statement** addresses the free flow of information and ideas to ensure a thriving culture and democracy in the interests of all Australians, and focuses on equity of access and inclusivity, and balanced with the powers of censorship legally vested in state and federal governments.

The **Framework** is the agreement that sits between State and Local Government for the provision of public library services in WA. It creates a shared vision for Western Australia's public library service as a sustainable and responsive network of vibrant, connected and well resourced, free public libraries that are hubs of community life. The Public Library system operating under this framework agrees the following benefits:

- Location and operation of public library services in response to local community needs
- A linked, statewide library service
- Effective utilisation of existing infrastructure and expertise within the State Library and within Local Government libraries across the State
- Centralised purchasing of library resources
- A statewide online catalogue

Management Practice documents

The Library and Local History Collection have created Management Practice documents to administer matters such as stock selection, deselection, resource formats, preservation of items, access and subject areas.

Some of the standards that are set out in the **Management Practice – Library Collection Development and Management** (Record: D20/220660), and reflecting the ALIA Statement, include:

- 50% of the Library collection is to have been published within the past 5 years, although some formats, such as DVD, may have a shorter shelf life.
- Collections have a balanced cross section of interesting material while also noting preferences in the local population. For example, the Vincent population currently has a preference for biographies, travel and cooking – but this is monitored as it may change.
- Collections acknowledge that reading preferences change over time and new technologies make alternative formats available from time to time (e.g. eBooks).
- Censorship standards require that items are not to be selected or rejected on moral, political, racial, religious, or sexist grounds alone.

The **Management Practice – Local History Collection** (Record: D20/220663), focuses on the selection, preservation and management of content relevant to Vincent. The Local History Librarian protects content of a sensitive nature, such as oral history transcripts where the donor has requested some parts of the transcript are to be kept private.

The management practice documents also set out how the donation of materials, requests for materials and complaints are managed.

CONSULTATION/ADVERTISING:

No further consultation is required.

LEGAL/POLICY:

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

The City's [Policy Development and Review Policy](#) sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS

Low: Adopting the proposed policy is low risk

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Innovative and Accountable

We are open and accountable to an engaged community.

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 priority health outcomes of the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil

COMMENTS:

The Library Collection Management Policy and the Local History Collection Management Policy have not been reviewed for some time. It is considered good practice and a contemporary approach to consolidate the two policy statements and objectives into one policy document. There was an excessive amount of text in both policies that was administrative in nature and superfluous to the intent. It is proposed that a management practice be created to contain the administrative tasks.

LIBRARY AND LOCAL HISTORY COLLECTION



| | |
|--|---|
| Legislation / local law requirements | Nil |
| Relevant delegations | Nil |
| Related policies, procedures and supporting documentation | Public Libraries WA Framework Agreement 2010 (D20/172082). ALIA free access to information statement 2018 (D20/172196) |

PURPOSE

To guide the development and management of the Library and Local History Collections in order to meet the needs of the community.

OBJECTIVE

The objectives of the Library and Local History Collections are to ensure they:

1. Cover a wide range of interests;
2. Are unbiased and uncensored; and
3. Support and enrich community understanding of the history, culture and heritage of the City of Vincent.

SCOPE

This policy applies to the Library and Local History Collections.

POLICY

The City of Vincent aims to provide the community free and equitable access to high quality and comprehensive Library and Local History Collections, supported by contemporary technology and services. The Collections and associated services aim to promote literacy, lifelong learning and an appreciation of the history and heritage of Vincent.

To ensure equitable access to the Collections, a balance between digital and physical content will be maintained. Our commitment to learning and technology considers the needs and preferences of different demographic groups, such as youth, aged and multi-cultural.

Librarians will adhere to the Australian Library and Information Association (ALIA) Statement on free access to information. This statement addresses the free flow of information and ideas to ensure a thriving culture and democracy in the interests of all Australians, and focuses on equity of access and inclusivity, balanced with the powers of censorship legally vested in state and federal governments.

LIBRARY AND LOCAL HISTORY COLLECTION



| OFFICE USE ONLY | |
|--------------------------|---|
| Responsible Officer | Manager Customer and Library Services, Branch Librarian and Senior Local History Librarian |
| Initial Council Adoption | DD/MM/YYYY |
| Previous Title | Library Collection Management Policy (3.11.1) and Local History Collection Management Policy (3.11.2) |
| Reviewed / Amended | DD/MM/YYYY |
| Next Review Date | MM/YYYY |



CITY OF VINCENT

LIBRARY AND LOCAL HISTORY SERVICES

LIBRARY COLLECTION MANAGEMENT POLICY



POLICY NO: 3.11.2**LIBRARY COLLECTION MANAGEMENT POLICY****OBJECTIVES**

- To inform the community of the Library's Collection Management principles;
- To ensure the Collection meets the needs of the community it serves;
- To provide scope and guidelines in the selection of resources for inclusion in the Collection;
- To ensure that the Collection is unbiased and uncensored
- To provide Library staff with a guide to the development and maintenance of the Library's Collection;
- To highlight the overarching goals that the Library is to achieve in regards to its Collection; and
- To ensure the Collection and preservation of the community's heritage.

The scope of this Policy is to document the processes for developing and managing the City of Vincent Library and Local History Collection. It is also a tool for responding to community needs and expectations, including why materials and formats are selected. The scope of this Policy does not include materials accessed from the Worldwide Web using the Library public access computers.

This Policy refers to the Library's mission. (See Appendix 1, page 7).

This Policy includes reference to the following special collections, unless specified:

- Aboriginal Studies Collection;
- Community Languages Collection;
- Local History Collection;
- Local History Image Library;
- Local History Oral History Collection;
- Macedonian Literature Collection;
- Parents' Collection; and
- Rotary Collection of Western Australian History.

1. Description of the Collection

Total items in excess of 60,000; approximately 65% of the Collection is owned by the State Library of Western Australia (SLWA) with the remainder the property of the City of Vincent. All items have been selected by staff to meet customer expectations.

In keeping with the Australian Library and Information Association (ALIA) standards, the target age of the Collection is to have 50% published within the past five (5) years. The items held in the Local History Collection are not subject to this standard, as their age is not a criterion for disposal. On the other hand, items such as DVDs have a much shorter shelf life, and are expected to be replaced more frequently.

Formats currently in the Collection include:

- Books
- Books on Compact Disc
- Books on MP3 Disc
- CD ROMs
- DVDs
- eBooks and eAudiobooks
- Large Print items
- Magazines
- Maps and Plans
- Newspapers
- Puzzles
- Playaway Pods
- Photographs
- Music CDs
- Oral History Interviews
- Unpublished documents

1.1 Subject Areas Collected

This Library works to address topics of current affairs and controversy, with a balanced cross section of interesting material. The Library has identified that biographies, travel and cooking are the most popular topics to our members, with a second level of interest being interior and garden design and architecture, technology and the Arts.

The strength of this Collection is that all items are professionally selected to address members' preferences, and that the Library is supported with a healthy budget to purchase items to supplement those provided by SLWA. The Library is also able to provide items in a wide range of formats, as previously indicated.

The Library acknowledges that reading preferences change as the population changes and as new technologies make alternative formats (such as eBooks) available. Accordingly, it is important to remain flexible in the Collection planning.

The importance of ensuring that the Library hardware and software is maintained at best possible level, with regular upgrades is recognised, with the view to ensuring ready access to digital media.

1. Selection Guidelines

The Guidelines apply to all formats and categories in the Collection.

2.1 Responsibility

The Coordinator Library Services and the Young People's Services Librarian are responsible for the selection of Library stock. The Senior Librarian, Local History is responsible for selecting material for the Local History Centre.

2.2 Selection Tools

This list is a guide to the tools that Library staff may use to identify potential additions to the Library stock. Members of staff are encouraged to maintain current awareness of new releases, and changing trends in members' requirements or interests.

- Advance Order Lists (from SLWA);
- Awards Winners;
- Literary publications, including emails and websites;
- Rare book lists (for Local History Collection);
- Reviews in magazines and newspapers;
- Second Hand book sales (for Local History Collection); and
- Suggestions and requests submitted by staff and members.

2.3 Selection Principles

- Subject Matter: The Library will consider material that deals with topics that are popular, relevant to the community and at an appropriate reading level for the target reader. Australian content is highly supported.
- Quality: Items in all formats should be neatly presented, with clear indications of content and anticipated audience.
- Value to the Collection: Priority will be given to material that will strengthen the Collection, including availability in various formats.
- Cost: The cost is to be considered in relation to available funds and the availability of similar material or content within the Collection, or from alternative sources.
- Duplicates: Duplicates will be added to the Collection, subject to demand and historical value.

2.4 Censorship

The Library supports the Australian Library and Information Association (ALIA) Statement on Free Access to Information (See Appendix 2, page 8/9). The most significant element is:

- *Items cannot be selected or rejected on moral, political, racial, religious, sexist grounds alone.*

Parents are reminded that although due care is taken to shelve sensitive material in the adult shelves, that they are ultimately responsible for the items that their children select and read.

2.5 Donations

The Library is grateful for the generous donations of books from members of the community: items will only be accepted if they meet the standards established in this Policy. A simplified set of Guidelines is attached as Appendix 3, page 11.

2.6 Complaints

Members may use the *Request for Consideration of Library Item* form (see Appendix 4, page 12) to lodge a complaint about any item in the Collection. The Collection Management staff will review the complaint and advise the person of the outcome by mail within 10 working days, subject to the availability of the item for review.

Deselection and Disposal

Decisions relating to deselection and disposal of Council owned stock are based on the item's value to members. Items that have not had a process for more than two years are to be removed from the Collection and donated to a charity, such as the Save the Children Fund. Please note that items in poor condition should have been identified and removed prior to this stage. Items held in the Local History Collection are excluded from this process.

SLWA stock is returned when it no longer has value to our members.

2. Local History Collection

Whilst items collected for the Local History Collection meet standards set in this Policy, they are not available for loan, and may only be accessed inside the Local History Centre. See Policy No. 3.11.2 for comprehensive details.

APPENDIX 1**CITY OF VINCENT****LIBRARY AND LOCAL HISTORY CENTRE****MISSION AND VALUES STATEMENT**

“Enhancing and celebrating our diverse community”

The Library Mission:

We support our community

We provide free and equitable access to the finest possible collections, services, and technology. We promote lifelong learning and the love of reading, and support the exploration of ideas, culture, and knowledge in a modern and friendly atmosphere, which enriches the lives of our community and is a reflection of our cultural history and diversity. We provide expertly trained staff that is recognised for their excellent customer service.

The Library Vision:

We inspire our community

We are our community's gateway to contemporary and historical knowledge and information. We support their quest for knowledge, as it relates to their home, business, hobby and lifelong learning. The Library is a vibrant community hub which enriches the lives of all members of the community.

The Library Values:

We value our community

The Library service is dedicated to providing and supporting:

- Excellence and Service;
- Honesty and Integrity;
- Innovation and Diversity;
- Caring and Empathy; and
- Teamwork and Commitment.

APPENDIX 2**ALIA Statement on Free Access to Information****ALIA Objects Addressed**

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

- 1. Asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;*
- 2. Adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the Library and information service concerned, irrespective of the controversial nature of the information or ideas;*
- 3. Ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;*
- 4. Catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;*
- 5. Protecting the confidential relationships that exist between the Library and information service and its clients;*
- 6. Resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments; and*
- 7. Observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit Library and information services in meeting the obligations and responsibilities outlined in this Statement.*

APPENDIX 3

City of Vincent Library & Local History Centre

Guidelines Regarding Donation of Items

The City of Vincent Library and Local History Service and Library members are grateful for all items that are donated. The generosity of our community members is well known, and much appreciated by those who have access to a wider variety of items because of that generosity.

However, there are times when members of the community offer items that are not appropriate for use in a public Library. Library staff is then obliged to sort and store such items until an opportunity to donate them to charity arises. In order to ensure that staff is no longer required to take on this task, this Policy is in place as a guide for members of the community wishing to donate items to the Library.

The following items will not be accepted in the Library:

- Dirty or damaged items;
- Any books older than five years;
- Computer books older than two years;
- R-rated videos, DVDs or music CDs;
- Jigsaw puzzles in damaged boxes, or with pieces missing;
- Magazines, unless a previous agreement is in place;
- Used textbooks with highlighting, or other markings throughout;
- Paperback novels, that have been exchanged at a book exchange, and which bear the book exchange stamp;
- Sets of encyclopaedias, irrespective of age or condition; and
- Readers Digest condensed books.

Please contact the Save the Children Fund if you wish to donate your used books to a worthy cause. They hold an annual book sale to raise funds.

Magazines are often welcome at refuges, hospitals or medical surgeries.

The Library management reserves the right to reject items that are offered.

APPENDIX 4

**CITY OF VINCENT LIBRARY AND LOCAL HISTORY CENTRE
 REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

Thank you for your interest in the Library Collection. A team of qualified staff will review your request and provide a written response within 10 working days of receipt of your request. You may view the Library's Collection Management Policy No. 3.11.1 at

http://www.vincent.wa.gov.au/Your_Council/Council_Matters/Policies

You may mail your completed request to the Library at:

City of Vincent Library
 PO Box 82,
 LEEDERVILLE WA 6902

OR submit online at mail@vincent.wa.gov.au

PLEASE PROVIDE YOUR DETAILS:

Name: _____

Address: _____

Your Membership Number:

DETAILS OF LIBRARY ITEM – please tick format

| Book | DVD | Book on CD | Music CD | Magazine |
|-------|------------|------------|----------|----------|
| eBook | eAudiobook | CD-ROM | Magazine | |

Title: _____

Author: _____

Publisher: _____

Library Item Barcode

- Did you read/listen to/view the whole item? _____
- To which aspects of the item do you object? (Please provide page number, magazine edition, part of DVD etc)

- Can you explain why you object to these aspects? _____
- What do you recommend the Library do with this item?

- Any further comments _____

Please use the back of this form if more space is required.

POLICY NO: 3.11.2**LOCAL HISTORY COLLECTION MANGEMENT POLICY****OBJECTIVES**

The objectives of this Policy are to provide guidelines for the content, management, preservation, and promotion of the Local History Collection:

- To collect, document and permanently preserve all resource materials that reflect the history, development, culture and society of the City of Vincent area. The Collection may also cover Lake Monger and parts of Leederville not officially in the City Of Vincent but relevant to pre-1994 history, and other streets and places close to our boundaries, as boundaries may change;
- To promote the Collection as a significant part of the heritage of the area;
- To provide appropriate conditions for the conservation, storage and protection of the Collection and to maintain a permanent keeping place which includes an archival room for optimal preservation of unique documents and materials. This includes adequate storage for the digital archive of oral history interviews, photographs and various digital documents on a server as well as back up media, as it must remain future proof;
- To provide an information service to individuals, groups, elected members and council officers and to make the Collection accessible (where it is not to the detriment of original materials) to all interested people;
- To refer users to additional resources held by other institutions; and
- To provide access to, and guidance in family history research.

POLICY STATEMENT

It is anticipated that residents, former residents, those who currently work or formerly worked in the area, City of Vincent officers, researchers, students from primary to tertiary level, general library users and anyone interested in the social, cultural, and environmental history of the City will use and value the Local History Collection.

- The Collection should contain resources that will facilitate the study of local subjects in the greatest detail possible;
- The Collection should be thematically comprehensive, containing material on all aspects of the area: geographical, sociological, educational, historical, economic and political;
- The Collection will cover a time frame from the earliest recorded information about the area to the present day;
- The Collection should contain both current and retrospective materials;
- The Collection should consist of a wide variety of formats, including print materials, cartographic materials, photographic materials, audio-visual materials and digital formats;
- There will be both original materials and copies of original materials. Copies may be print or digital copies;
- The Collection should aim to be an archive for community organisations and businesses in the area;
- The Collection should be an archive for appropriate Council documents;
- The Collection should act as a reference point for researchers to sources of material both within and outside of the collection;
- The management of the Collection will be based on the premise that it is a permanent collection to be preserved and designed for long-term community use. It will be a reference collection, with items only loaned under special circumstances; and
- Monitor enquiries and usage to assist in collection development, access and promotion.

1. RESOURCES

The Collection will include:

(a) Monographs

- Published and unpublished monographs relating to the geography, history, social and political aspects of the City and its development;
- Published and unpublished works on the wider region including the City;
- Literary or research works by residents or organisations within the area or published locally;
- Fiction works based in the area;
- Genealogical texts; both instructional and including primary resource materials;
- Directories;
- Street Guides;
- Reports;
- Electoral Rolls; and
- Background and professional reference texts where helpful to historical and current research and collection management.

(b) Serial publications

- Newsletters and journals of local and general historical and genealogical interest; and
- Serial publications of local community organizations.

(c) Newspapers

- Local newspapers; and
- Relevant articles, both current and retrospective, from State and National newspapers.

(d) Ephemera

- Brochures;
- Pamphlets;
- Fliers and Leaflets;
- Programs;
- Posters;
- Timetables;
- Menus;
- Postcards;
- Calendars; and
- Other miscellaneous items relating to community activities both past and present.

-
- (e) **Images**
- Original prints or copies;
 - Negatives;
 - Transparencies;
 - Digital images reflecting the past and the present; and
 - Images of artefacts not held in the collection, but of local interest.
- (f) **Maps and Plans**
- Maps and plans created by the City of Vincent;
 - Maps and plans which have originated in State Government departments;
 - Published and unpublished maps;
 - Survey plans;
 - Land subdivision and real estate plans;
 - Architectural plans;
 - Aerial photographs; and
 - Maps relating to genealogy research.
- (g) **Archival Material**
- Manuscript materials, handwritten or printed;
 - Personal or family papers and memorabilia, such as journals, diaries, letters, greetings cards, invitations, drawings etc; and
 - Archives of current and former community organizations.
- (h) **Council archives for items of historical interest to researchers**
- Publications;
 - Reports and documents;
 - Plans;
 - Images;
 - Annual reports;
 - Budget statements;
 - Newsletters, brochures, pamphlets; and
 - Visitor's books.
- (i) **Oral Histories**
- Interviews with residents and former residents of the City of all ages and ethnic origins, relating to a variety of local subjects;
 - Interviews with people who work or have formerly worked in the City;
 - Interviews with people of note within the City or who were originally from the area;
 - Create regular interview projects to form the Oral History Collection;
 - Transcribe and index all interviews; and
 - Provide online access to edited interviews and transcripts.

(j) Visual Recordings

- Accept loans of movie films and video tapes for digitizing;
- DVDs created by residents, businesses or City of Vincent departments; and
- Audio visual recordings of some interviews for possible use on the Local History website page.

(k) Artefacts

The Collection will generally not include artefacts due to the problems of storing and preserving such material. Items of local interest may be photographed and the photographs included in the collection.

Smaller items of local interest and those associated with special projects, which fit easily into storage boxes and on the shelves in the archive, may be collected.

2. METHODS OF ACQUISITION

(a) Purchase

- An annual budget to be provided for the purchase of relevant materials;
- Acquisition will be based on cost, rarity, storage space and user demand;
- High priority will be placed on items which fill gaps in the Collection;
- Book stock should be purchased where possible as State Library of WA copies can be requested by other libraries and may not return or not be available when required by a researcher;
- Multiple copies of key local texts are desirable in order to ensure that there are adequate resources for present and future needs. One copy may also be required for a loan copy if a book is not suitable to be used solely for reference; and
- Historically significant photographs may be purchased.

(b) Donations

- These should form an important source of acquisitions. Items will be accepted only without encumbrance and when relevant to the collection policy;
- A 'donor form' should be completed for each donation;
- All donations should be acknowledged; and
- The Local History Centre reserves the right, under special circumstances, to dispose of material at a later date.

(c) Subscriptions: Journals, websites.

(d) Copying: Copies may be acquired as photocopies, scans or digital files.

(e) Exchange: May occur with collectors in other areas, e.g. City of Perth. Materials become part of the Collection in the same manner as donations.

- (f) **Deposit:** Archival deposits of materials from community organisations (especially those that have ceased operation), and City of Vincent generated items e.g. photographs. Consideration will be given to size of the Collection, value, permanency, space and funding before accepting.
- (g) **Creation:** The Local History Centre will create materials and publications in a variety of ways including:
- Oral History Interviews;
 - Photographic Projects;
 - Publishing Books;
 - Brochures and Pamphlets;
 - Newsletters; and
 - Notes and Guides.

3. LOCAL HISTORY AWARDS

Conduct annual Local History Awards to encourage people to contribute to the Collection. All entries become part of the Local History Collection. Categories will include photographs annually with written entries biennially. Special topics may be included to promote projects, topical subjects or gaps in the Collection.

4. ORGANISATION AND RECORDING

Items will be organised in a manner which gives the greatest access to their content, with consideration to the various formats in which they may be held.

(a) Books

- To be fully catalogued using Dewey Decimal Code as with the other library stock;
- A brief synopsis including keywords to be included in the 520 description field; and
- Subject headings to be added using Local Subject Headings list compiled by Local History Librarian.

(b) Newspapers

Local newspapers:

- One copy to be archived in archival box, with no public access;
- One copy to be stored in archival box, which may be accessed for enquiries; and
- Two copies to be used for clippings, to be copied onto archival paper and filed in subject vertical files.

West Australian, Sunday Times and other Newspapers:

- Relevant articles will be clipped and copied onto archival paper and filed in subject vertical files;
- The original plus an archival copy will be archived in an archival box. The original to be stored in an enclosure to prevent direct contact with archival copy; and
- Key Western Australian newspapers up to the mid 1950s can be accessed at www.trove.nla.gov.au/newspaper . Provide link on Local History desktop icons and website.

(c) Photographs

- All photographs are to be scanned to form a digital collection;
- An accession register will be kept detailing the accession number, brief description, and donor;
- A *Donation of Photographs* agreement form to be completed by the donor for all photographs, providing date, description, and other relevant information;
- Photographs will be uploaded to the Local History Image Library which is accessed through the City of Vincent Library and Local History Centre web page at <http://www.vincent.wa.gov.au/Library/home>;
Descriptive fields include: title or assigned title/description, date range, medium, photographer if relevant, donor, subject descriptors, keywords, added notes, copyright details and if original is held;
- All photographs to be printed with a description and filed by accession number in archival file; and
- Originals, copies, negatives and transparencies to be filed by accession number in archival files stored in the archive.

(d) Ephemera

- Paper based material such as fliers and brochures to be inserted into a copy safe enclosure which is dated and filed in the appropriate archival ephemera subject file;
- An accession number to be allocated to each item;
- A catalogue entry to be made in the library management system for each subject file, which will include subject descriptors, keywords and notes. Individual items will not be catalogued; and
- Larger items to be stored in archival boxes in the archive, with individual catalogue records.

(e) Maps, plans and subdivision posters

Maps:

- All maps to be catalogued on Library Management System. Records should include creating agency, series title, year span, related series as well as scale, inserts, projection, type of map and subject descriptors;
- To be stored by size in either horizontal or vertical map cabinets or on the folio shelves in A3 archival display books; and
- Vertical and horizontal map cabinets to be arranged by suburb followed by accession number.

Plans:

- All plans to be sorted by subject and filed in appropriate horizontal map cabinet drawer; and
- Individual plans generated by the City will not be catalogued; and A unit entry catalogue record for each subject will be created to guide user to each set of plans, with an accession number allocated to each plan. House plans may be catalogued individually.

Subdivision Posters:

- To be catalogued on Library Management System. Records should include creating agency, date or estimated date, description subject headings and keywords;
- To be stored by size in either vertical map cabinet or on the folio shelves in A3 archival display books; and
- Vertical map cabinet posters to be arranged by suburb followed by accession number.

(f) Oral Histories

- To be recorded in an accessions register with accession number, name of interviewee and date of interview;
- Digital interviews to have master record stored on server. Backup copies to be on two portable hard drives, one of which is stored in the local history safe box. An archival disk will also be stored in the archive;
- Recordings made on magnetic tape to be digitized. Master copies archived in a metal filing cabinet in accession order. (Copies in library cassette covers created prior to digital technology to be discarded);
- Interviews to be transcribed as edited (rather than verbatim) transcripts and sent to interviewee for corrections and additions;
- Final transcripts to be printed on archival paper and filed in accession order in vertical filing cabinet. Any accompanying photographs to be copied and added to transcripts;
- All transcripts to be indexed;
- All interviews and transcripts to be entered into library management system. Information to include interviewee, interviewer, an assigned title, subject descriptors, keywords, project title, duration or pagination, copyright, and accession number;

- All oral history recordings should be accompanied by an "Oral history interview: conditions of interview and use" agreement form; and
- Short extracts of interviews and transcripts or abstracts to be made available online, accessed via the Local History web page, to promote the Oral History Collection.

(g) Online resources

- Provide links and guides to websites developed by the City to assist in the interpretation of our history;
- Provide links and guides to subscription websites; and
- Provide links and guides to useful websites for researchers.

(h) Visual recordings

- To be catalogued and accessed within the Collection using the Library Management System.

PRESERVATION AND SAFE STORAGE

It is essential that all items in the collection are correctly stored utilising best practice standards to ensure their longevity. This can be achieved by: the following:

- Maintain an archival room, built to archival standards, which is in close proximity to the remainder of the Collection. This is temperature, dust and light controlled, insect free and fire proof to facilitate the optimal storage conditions for the preservation of archival materials. (Archival materials may include local newspapers, manuscripts, personal or family papers, memorabilia, photographs and negatives, original oral history tapes, and archives of current and former organisations.)
- Provide the most appropriate archival methods of storage and access for items utilising archival paper and folders, mylar and copy safe enclosures and display books, polypropylene boxes and metal cabinets and shelving.
- Create digital copies or records for preservation.
- Assess any preservation or conservation work required and obtain professional services if necessary or perform in-house.

5. ACCESS TO THE COLLECTION

- The Collection is reference only and no items may be borrowed, except under special circumstances at the discretion of the Local History Librarian;
- Access is provided to all parts of the Collection, except those of a sensitive or delicate nature. Items in the archive must be retrieved by the local history staff and brought into the Local History Centre for researchers;
- Access will only be available under staff supervision when the Local History Centre is open. The Local History Centre will be locked when no supervision is available due to the irreplaceable nature of the Collection;
- Supply large tables within the Local History Centre so that no items need to be removed from the Centre to be inspected;

- Photocopying facilities in the Centre to allow supervision of materials belonging to the collection at all times;
- Ability for researchers to save digital files to portable devices from computers;
- Access to the content of the Collection will be through the library management system, the Local History Image Library, Local History Centre vertical files and shelf guides and the Local History webpage;
- Staff will assist in guiding the public in accessing the Collection. Where a written enquiry or email is received from a researcher unable to visit the Centre, research may be carried out by staff, depending on anticipated time involved;
- Staff will assist the public in the use of online resources. Tutorials and workshops will be given on using subscription and other useful websites;
- To minimise damage to materials the use of pencils will be encouraged; and
- Guidance to appropriate websites and other collections will be given if the information is not held in the Collection.

6. PROMOTION

- Published books, pamphlets and brochures will be created to promote the Collection and history of the area. This will be promoted online and around the Vincent and wider community;
- Displays and exhibitions in the Local History Centre, library, council offices or other public areas and events;
- Use of the website, online newsletters and social media to foster awareness of the Local History Centre and to encourage use and participation in contributing to the Collection;
- Hold workshops, tutorials and regular speakers in the Local History Centre;
- To publish a quarterly newsletter, available in hard copy and online;
- To supply promotional articles for The Vine, (library monthly online newsletter) City of Vincent News and promotions in the local newspapers and West Australian "Can you Help?" column;
- To encourage involvement of local community groups;
- To establish a Friends of Local History Group and encourage volunteers;
- To continue with the annual Local History Awards to enhance awareness of and create acquisitions for the Collection; and
- Work with local schools to promote the use of the Collection. Encourage school visits or make classroom visits.

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
POLICY NO: 3.11.2
LOCAL HISTORY COLLECTION MANAGEMENT POLICY



CITY OF VINCENT

**DONATION OF PUBLISHED MATERIAL TO THE
CITY OF VINCENT LOCAL HISTORY COLLECTION**

Please complete in **BLOCK LETTERS** and strike out irrelevant parts.

I/ we

of (address)

EmailPhone

being the sole owner(s) donate the item(s) listed below to the City of Vincent Local History Collection.

I give it/them free of encumbrances and declare that I make the donation of my own free will.

Any ownership or other interest which I may possess in the donated item(s) is hereby transferred and assigned to the City of Vincent Local History Collection.

Special Conditions:

DESCRIPTION OF ITEMS

Signed by the DonorDated

Signed on behalf of the City Of Vincent Local History Collection

.....Dated

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
POLICY NO: 3.11.2
LOCAL HISTORY COLLECTION MANAGEMENT POLICY

**LOAN OF UNPUBLISHED MATERIAL FOR COPYING
TO THE CITY OF VINCENT LOCAL HISTORY COLLECTION**

Please complete in **BLOCK LETTERS** and strike out irrelevant parts:

I/We
Of (Address)
Email Phone

lend to the City of Vincent Local History Collection for copying the items listed in the schedule below, subject to the following conditions:

1. The copies made may be inspected or read by approved readers.
2. The Library may supply further copies for research or private study of any of the items listed below.
3. The Library may make further copies for display purposes both within the library, and at other locations at the discretion of the Librarian.
4. Special conditions:

DESCRIPTION OF ITEMS

Signed by the Donor Dated

Signed on behalf of the City Of Vincent Local History Collection

..... Dated

| | | |
|----------------------------------|-------------------------------|--|
| Original to be (please circle) | Returned by post Collected | Date returned..... Date returned..... |
|----------------------------------|-------------------------------|--|

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
POLICY NO: 3.11.2
LOCAL HISTORY COLLECTION MANAGEMENT POLICY



CITY OF VINCENT

**DONATION OF UNPUBLISHED MATERIAL TO
THE CITY OF VINCENT LOCAL HISTORY COLLECTION**

Please complete in **BLOCK LETTERS** and strike out irrelevant parts.

I/ we
Of (address).....
Email; Phone:

being the sole owner(s) donate the item(s) listed below to the City of Vincent Local History Collection.

I give it/them free of encumbrances and declare that I make the donation of my own free will.

Any ownership, copyright or other interest which I may possess in the donated item(s) is hereby transferred and assigned to the City of Vincent Local History Collection.

Special Conditions:

DESCRIPTION OF ITEMS

Signed by the Donor Dated

Signed on behalf of the City of Vincent Local History Collection
..... Dated

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
POLICY NO: 3.11.2
LOCAL HISTORY COLLECTION MANAGEMENT POLICY



CITY OF VINCENT

DONATION OF PHOTOGRAPHS TO THE LOCAL HISTORY COLLECTION

Please complete in **BLOCK LETTERS**

I/We

Of (Address).....

Email: Phone:

being the owner(s) hereby **donate originals / lend for copying** to the City of Vincent Local History Collection the photographs listed in the schedule below:

Schedule of Photo Numbers:

| | | | |
|-------|-------|-------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

(See attached sheets with photograph details)

Please initial the boxes

- I give permission to the City of Vincent Local History Centre to use the photographs I have provided for exhibition, library catalogues, web sites, documents and publications in any media without restriction.
- I agree that the City of Vincent Local History Centre may make minor modifications to the image by any digitisation process for design or other purposes as required.
- Copying:** The library may supply copies for the purpose of research and study, exhibition and publication to clients. I **do / do not** (please circle) wish to be contacted for permission each time a request is made to use photographs I have donated for exhibition or publication purposes.

Special conditions

Signed by the Donor..... Dated

Signed on behalf of the Local History Centre Dated

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
POLICY NO: 3.11.2
LOCAL HISTORY COLLECTION MANAGEMENT POLICY



CITY OF VINCENT
DONATION TO ARCHIVE OF
CITY OF VINCENT LOCAL HISTORY COLLECTION

Please complete in **BLOCK LETTERS** and strike out irrelevant parts.

I/ we
Of (address).....

Email Phone

donate the item(s) listed below/ attached to lodged in the City of Vincent Local History Collection Archives.

or

I donate the item(s)

On behalf of

I give it/them free of encumbrances.

Any ownership, copyright or other interest which the above may possess in the donated item(s) is hereby transferred and assigned to the City of Vincent Local History Collection.

Special Conditions:

DESCRIPTION OF ITEMS

Signed by the Donor Dated

Signed on behalf of the City of Vincent Local History Collection

..... Dated

CITY OF VINCENT POLICY MANUAL
COMMUNITY SERVICES
LIBRARY AND LOCAL HISTORY SERVICES
POLICY NO: 3.11.2
LOCAL HISTORY COLLECTION MANAGEMENT POLICY



CITY OF VINCENT

LOCAL HISTORY CENTRE

ORAL HISTORY INTERVIEW: CONDITIONS OF INTERVIEW AND USE

I.....agree to be interviewed by an officer or agent of the Local History Collection.

I understand that the following conditions apply:

1. Copyright in the recording and transcript of it belongs to the City of Vincent represented by the City of Vincent Local History Centre.
2. The interview will be transcribed and may be edited. I will be provided with a copy of it and may correct any errors which may have occurred, and make any additions or deletions I feel appropriate.
3. I understand that a copy of the edited transcript will be provided for my personal use. I will retain the right to quote from it or use it in part or in full. Where such use occurs, the contribution of the City of Vincent Local History Centre will be acknowledged.
4. The Local Studies & History Collection may provide access to the recording and transcript to researchers.
5. Copies of the recording and transcript will be lodged in the City of Vincent Library and Local History Centre for use by researchers and students.
6. The City of Vincent Local History Centre may at its discretion provide copies of the recording and / or transcript to researchers or family members. In each case, my contribution as the interviewee will be acknowledged.
7. I recognize that the interview may be of interest to future researchers, resulting in requests to publish or broadcast excerpts or the whole work. Where the City of Vincent Local History Centre arranges such publication or broadcast, my contribution as the interviewee will be acknowledged.
8. I may make special conditions about the use of my interview as detailed below.

I acknowledge the above as the conditions which will govern the interview and its recording, transcript and subsequent use.

| | |
|---------------------|------------|
| Interviewee Signed | Print Name |
| Address | |
| Phone | Date |
| Interviewer signed: | Print name |
| Date | |

Thank you for your participation and co-operation in our project. The recollections and personal observations contained in our Oral History Collection are a valuable addition to the knowledge of the City of Vincent.

11.4 REPEAL OF CODE OF TENDERING POLICY (1.2.2)

Attachments: 1. **Code of Tendering Policy (1.2.2)** [↓](#) 

RECOMMENDATION:

That Council REPEAL the Code of Tendering Policy (1.2.2) at Attachment 1.

PURPOSE OF REPORT:

To repeal the Code of Tendering Policy (1.2.2) which is now obsolete following adoption of the Purchasing Policy and Procurement Framework in November 2020.

BACKGROUND:

On 11 July 2000, Council adopted the Code of Tendering Policy. The objectives of the Policy were to provide tendering principles and processes that would ensure probity, transparency, consistency, value for money, accountability, and conflict of interest. The Policy was reviewed in 2005 and again in 2010 with no further amendments.

In July 2020 administration undertook a review of the City's Purchasing Policy and amendments reflected new legislative requirements, and updates to align with current practices and the City's strategic priorities.

On 17 November 2020, Council adopted the amended Purchasing Policy.

DETAILS:

The City's Purchasing Policy and Procurement Framework, adopted on 17 November 2020, incorporates the principles set out in the Code of Tendering Policy. Therefore, administration is proposing Council repeals the current Code of Tendering Policy.

The Code of Tendering Policy has now become obsolete and provides minimal direction in regard to the City's tendering process.

The elements set out in clause 1.3 of the Policy Development and Review Policy have been considered as set out below.

Proposed objective of the new policy:

The Policy is recommended to be repealed.

Requirement for a documented City position (including community need or legislative requirement):

The review and update of the City's new Purchasing Policy and updated Procurement Framework replaces the Code of Tendering Policy.

How the objectives align with the SCP:

The policy objectives, as set out above align with the City's Strategic Community Plan 2018-2028 as set out below.

Examples of current / best practice:

Not applicable.

Proposed level of community engagement required:

Not applicable.

An assessment of where the policy document sits within the local government decision making hierarchy:

The Code of Tendering Policy is being repealed and replaced by the recently updated Purchasing Policy.

The Purchasing Policy falls within the scope of a policy as its purpose is to be a “*general rule or principle which is required to provide clear direction to Administration on the day to day management of the City.*”

CONSULTATION/ADVERTISING:

Nil

LEGAL/POLICY:

Nil

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to repeal the Code of Tendering Policy

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes.

PUBLIC HEALTH IMPLICATIONS:

Nil

FINANCIAL/BUDGET IMPLICATIONS:

Nil

COMMENTS:

The objectives of the Code of Tendering Policy states that the policy “...provides guidelines for the Council’s tendering system, that will ensure probity, transparency of process, consistency, value for money, accountability, and conflict of interest are all properly addressed and documented”. These objectives have been included in the City’s Purchasing Policy and Purchasing Framework. The Purchasing Framework is the procedural document that advises and guides staff on the process to be used when purchasing goods and/or services on behalf of the City, while complying with the Local Government Act and Regulations and adhering to best practice.

The Code of Tendering Policy Statement states that the Council resolved to adopt the WALGA Model Code of Tendering with minor alterations and that the Policy is to be read in conjunction with the Code of Tendering document. However, WALGA replaced its Code of Tendering document with a Procurement Toolkit. The City’s current Purchasing Policy and Procurement Framework are based on the information provided in WALGA’s Procurement Toolkit.

POLICY NO: 1.2.2**CODE OF TENDERING****OBJECTIVES**

This policy provides guidelines for the Council's tendering system, that will ensure probity, transparency of process, consistency, value for money, accountability, and conflict of interest are all properly addressed and documented.

POLICY STATEMENT

The Council resolved, at its meeting held on 11 July 2000, to adopt the Western Australian Local Government Association (WALGA) Model Code of Tendering with minor alterations.

(This Policy is to be read in conjunction with the Code of Tendering document)

| | |
|-----------------------------|---------------------------------------|
| Date Adopted: | 11 July 2000 |
| Date Amended: | - |
| Date Reviewed: | 11 October 2005, November 2010 |
| Date of Next Review: | November 2015 |

11.5 INVESTMENT REPORT AS AT 28 FEBRUARY 2021

Attachments: 1. Investment Statistics as at 28 February 2021  

RECOMMENDATION:

That Council **NOTES** the Investment Statistics for the month ended 28 February 2021 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 28 February 2021 and the interest amounts earned year to date.

BACKGROUND:

The City's surplus funds are invested in bank term deposits for various terms to facilitate maximum investment returns in accordance to the City's Investment Policy (No. 1.2.4).

Details of the investments are included in **Attachment 1** and outline the following information:

- Investment performance and policy compliance charts;
- Investment portfolio data;
- Investment interest earnings; and
- Current investment holdings.

DETAILS:**Summary of key investment decisions in this reporting period**

- 3 new term deposits have been opened with Macquarie Bank. These deposits relate to the City's reserve funds.
 - (a)
- The City's non-fossil fuel exposure has been maintained at the same levels for the past few months due to the following reasons:
 - Record low interest rates offered by banks divested in fossil fuel activities; and
 - Smaller divested banks have capped the number of term deposits they can undertake due to surplus cash positions primarily fuelled by low borrowing costs in the market.

Investment Status

As at 28 February 2021, the total funds held in the City's operating account (including on call) is \$38,487,371. Interest bearing term deposits account for \$30,813,182 and the remaining \$7,674,189 is held in a non-interest bearing account.

The following table shows funds under management for the previous and current year: -

| Month Ended | 2019/20 | | 2020/21 | |
|-------------|------------------|---------------------|------------------|---------------------|
| | Total funds held | Total term deposits | Total funds held | Total term deposits |
| July | \$32,209,493 | \$26,105,854 | \$21,740,955 | \$17,906,824 |
| August | \$49,641,327 | \$44,977,692 | \$26,788,392 | \$16,238,861 |
| September | \$44,876,698 | \$41,017,535 | \$38,460,372 | \$23,921,321 |
| October | \$46,846,286 | \$37,782,515 | \$37,495,284 | \$34,251,899 |
| November | \$46,118,236 | \$36,123,083 | \$39,183,018 | \$35,651,552 |
| December | \$38,557,295 | \$34,633,796 | \$38,061,941 | \$33,065,398 |
| January | \$37,915,806 | \$33,773,707 | \$38,678,150 | \$33,457,047 |

| Month Ended | 2019/20 | | 2020/21 | |
|-------------|------------------|---------------------|------------------|---------------------|
| | Total funds held | Total term deposits | Total funds held | Total term deposits |
| February | \$35,377,640 | \$33,681,961 | \$38,487,371 | \$30,813,182 |
| March | \$33,969,162 | \$28,466,025 | | |
| April | \$30,832,893 | \$25,975,451 | | |
| May | \$28,935,398 | \$22,319,031 | | |
| June | \$25,079,463 | \$17,565,310 | | |

Total accrued interest earned on investments as at 28 February 2021 is:

| Total Accrued Interest Earned on Investment | Original Budget | Revised Budget | Budget YTD | Actual YTD | % of FY Budget |
|---|------------------|------------------|------------------|------------------|----------------|
| Municipal | \$230,000 | \$100,000 | \$54,785 | \$51,314 | 93.66% |
| Reserve | \$180,205 | \$130,205 | \$92,654 | \$64,194 | 69.3% |
| Subtotal | \$410,205 | \$230,205 | \$147,439 | \$115,508 | 78.34% |
| Leederville Gardens Inc. Surplus Trust* | \$0 | \$0 | \$0 | \$41,256 | 0.00% |
| Total | \$410,205 | \$230,205 | \$147,439 | \$156,764 | 106.32% |

*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2020/21 Budget as actual interest earned is restricted.

The City has a weighted average interest rate of 0.5% for current investments whereas the Reserve Bank 90 days accepted bill rate for February 2021 is 0.01%.

Commonwealth bank have advised administration that the online Saver interest rate of 0.2% will be reduced to 0.1% from the 1st April 2021 due to the current economic conditions.

Sustainable Investments

The City's investment policy requires that in the first instance, the City considers rate of return of the fund. All things being equal, the City then prioritises funds with no current record of funding fossil fuels. The City can increase the number of non-fossil fuel lenders but will potentially result in a lower rate of return.

Administration utilises 'Market Forces' to ascertain the level of exposure banks have in fossil fuel activities and utilises a platform called 'Yield Hub' to determine daily interest rates published by banks.

As at 28 February 2021, \$2,000,000 (5%) of the City's investments are held in Members Equity Bank (ME Bank) considered to be divested in fossil fuel related activities.

The following guidelines have been established to manage the City's investments, including maximum investment ratios:

| Short Term Rating (Standard & Poor's) or Equivalent | Direct Investments Maximum % with any one institution | | Maximum % of Total Portfolio | |
|---|---|------------------|------------------------------|------------------|
| | Policy | Current position | Policy | Current position |
| A1+ | 30% | 33.1%* | 90% | 55.6% |
| A-1 | 25% | 8.7% | 80% | 8.7% |
| A-2 | 20% | 16.2% | 60% | 35.6% |

* The portfolio limit has exceeded due to 2 term deposits maturing late in the month resulting in additional monies being held in the CBA account. These will be invested in March.

Administration will continuously explore options to ascertain if a balanced investment strategy can be developed where investments in divested banks can be increased with a minimal opportunity cost of loss in interest rate returns for instances when banks not divested in fossil fuel activities offer a higher rate of return.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The power to invest is governed by the *Local Government Act 1995*.

“6.14. Power to invest

- (1) *Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds under the Trustees Act 1962 Part III.*
- (2A) *A local government is to comply with the regulations when investing money referred to in subsection (1).*
- (2) *Regulations in relation to investments by local governments may —*
 - (a) *make provision in respect of the investment of money referred to in subsection (1); and*
 - (b) *deleted]*
 - (c) *prescribe circumstances in which a local government is required to invest money held by it; and*
 - (d) *provide for the application of investment earnings; and*
 - (e) *generally provide for the management of those investments.*

Further controls are established through the following provisions in the *Local Government (Financial Management) Regulations 1996*:

19. Investments, control procedures for

- (1) *A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*
- (2) *The control procedures are to enable the identification of —*
 - (a) *the nature and location of all investments; and*
 - (b) *the transactions related to each investment.*

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) *In this regulation —*
authorised institution means —
 - (a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
 - (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;***foreign currency** means a currency except the currency of Australia.
- (2) *When investing money under section 6.14(1), a local government may not do any of the following —*
 - (a) *deposit with an institution except an authorised institution;*
 - (b) *deposit for a fixed term of more than 3 years;*
 - (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
 - (d) *invest in bonds with a term to maturity of more than 3 years;*
 - (e) *invest in a foreign currency.”*

Council has delegated the authority to invest surplus funds to the Chief Executive Officer or his delegate to facilitate prudent and responsible investment.

RISK MANAGEMENT IMPLICATIONS:

Low: Administration has developed effective controls to ensure funds are invested in accordance with the City's Investment Policy. This report enhances transparency and accountability for the City's investments.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes.

PUBLIC HEALTH IMPLICATIONS:

This is not in keeping with any of the priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

**CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 28 FEBRUARY 2021**

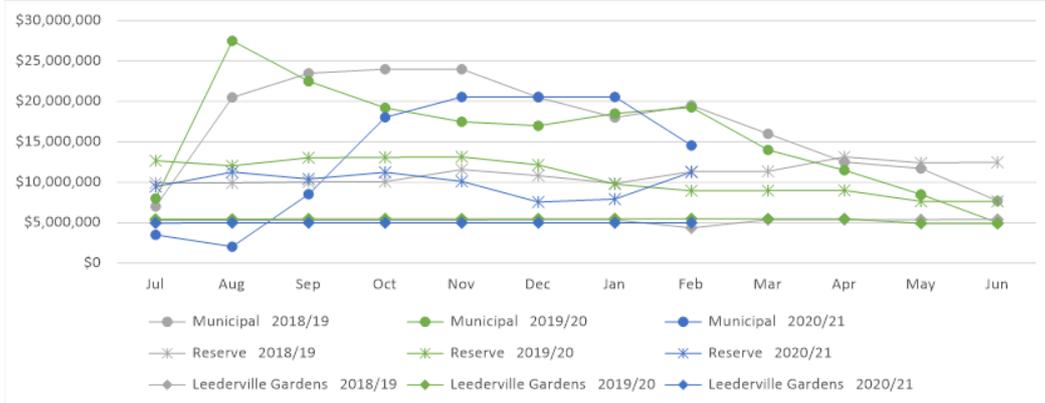
| | Municipal | Reserve | Leederville Gardens Inc Surplus Trust | Total | Total |
|---|-------------------|-------------------|---|-------------------|---------------|
| | \$ | \$ | \$ | \$ | % |
| BY INVESTMENT HOLDINGS | | | | | |
| Municipal Account | 7,592,046 | 82,143 | 0 | 7,674,189 | 19.9% |
| Online Saver | 5,067,609 | 0 | 0 | 5,067,609 | 13.2% |
| Term Deposits | 9,500,000 | 11,265,427 | 4,980,146 | 25,745,573 | 66.9% |
| | 22,159,655 | 11,347,570 | 4,980,146 | 38,487,371 | 100.0% |
| BY INSTITUTION | | | | | |
| Bank of Queensland | 3,500,000 | 1,100,396 | 892,499 | 5,492,895 | 14.3% |
| Commonwealth Bank of Australia | 12,659,655 | 82,143 | 0 | 12,741,798 | 33.1% |
| Members Equity Bank Ltd. | 2,000,000 | 0 | 0 | 2,000,000 | 5.2% |
| National Australia Bank | 1,500,000 | 1,500,000 | 0 | 3,000,000 | 7.8% |
| Westpac Banking Corp | 0 | 1,585,451 | 4,087,647 | 5,673,098 | 14.7% |
| AMP Bank | 2,500,000 | 3,725,729 | 0 | 6,225,729 | 16.2% |
| Macquarie Bank | 0 | 3,353,851 | 0 | 3,353,851 | 8.7% |
| | 22,159,655 | 11,347,570 | 4,980,146 | 38,487,371 | 100.0% |
| BY CREDIT RATINGS (SHORT-TERM ISSUE) | | | | | |
| A-1+ | 14,159,655 | 3,167,594 | 4,087,647 | 21,414,896 | 55.7% |
| A-1 | 0 | 3,353,851 | 0 | 3,353,851 | 8.7% |
| A-2 | 8,000,000 | 4,826,125 | 892,499 | 13,718,624 | 35.6% |
| | 22,159,655 | 11,347,570 | 4,980,146 | 38,487,371 | 100.0% |
| BY TERMS | | | | | |
| 0-30 days | 12,659,655 | 82,143 | 0 | 12,741,798 | 33.1% |
| 31-90 days | 0 | 0 | 0 | 0 | 0.0% |
| 91-180 days | 7,500,000 | 853,851 | 0 | 8,353,851 | 21.7% |
| 181-270 days | 2,000,000 | 5,685,847 | 892,499 | 8,578,346 | 22.3% |
| 270-365 days | 0 | 4,725,729 | 4,087,647 | 8,813,376 | 22.9% |
| | 22,159,655 | 11,347,570 | 4,980,146 | 38,487,371 | 100.0% |
| BY MATURITY | | | | | |
| 0-30 days | 14,659,655 | 1,182,539 | 892,499 | 16,734,693 | 43.5% |
| 31-90 days | 4,500,000 | 3,385,451 | 0 | 7,885,451 | 20.5% |
| 91-180 days | 3,000,000 | 4,279,580 | 4,087,647 | 11,367,227 | 29.5% |
| 181-270 days | 0 | 2,500,000 | 0 | 2,500,000 | 6.5% |
| | 22,159,655 | 11,347,570 | 4,980,146 | 38,487,371 | 100.0% |
| BY FOSSIL FUEL EXPOSURE (as determined by www.marketforces.org.au) | | | | | |
| Fossil Fuel Lending | 20,159,655 | 11,347,570 | 4,980,146 | 36,487,371 | 94.8% |
| Non Fossil Fuel Lending | 2,000,000 | 0 | 0 | 2,000,000 | 5.2% |
| | 22,159,655 | 11,347,570 | 4,980,146 | 38,487,371 | 100.0% |

**CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 28 FEBRUARY 2021**

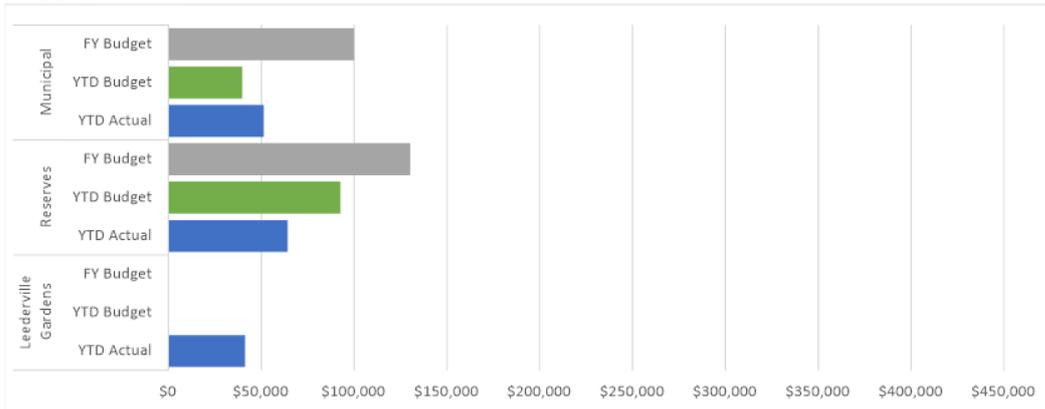
| Funds | Institution | Investment Date | Maturity Date | Term | Interest Rate | Principal \$ |
|---|--------------------------------|-----------------|---------------|------|---------------|-------------------|
| OPERATING ACCOUNTS | | | | | | |
| Municipal Reserve | Commonwealth Bank of Australia | | | | 0.00% | 7,592,046 |
| | Commonwealth Bank of Australia | | | | 0.00% | 82,143 |
| Total Operating Funds | | | | | | 7,674,189 |
| ONLINE SAVER | | | | | | |
| Municipal | Commonwealth Bank of Australia | | Ongoing | | 0.20% | 5,067,609 |
| Total | | | | | | 5,067,609 |
| TERM DEPOSITS | | | | | | |
| Reserve | Bank of Queensland | 18/06/2020 | 15/03/2021 | 270 | 1.08% | 1,100,396 |
| Leederville Gardens Inc Surplus Trust | Bank of Queensland | 18/06/2020 | 15/03/2021 | 270 | 1.08% | 892,499 |
| Leederville Gardens Inc Surplus Trust | Westpac Banking Corp | 22/07/2020 | 28/06/2021 | 341 | 0.95% | 2,147,499 |
| Reserve | Westpac Banking Corp | 18/08/2020 | 12/04/2021 | 237 | 0.75% | 1,585,451 |
| Reserve | AMP Bank | 18/08/2020 | 17/05/2021 | 272 | 0.80% | 1,800,000 |
| Leederville Gardens Inc Surplus Trust | Westpac Banking Corp | 01/09/2020 | 16/08/2021 | 349 | 0.80% | 1,940,148 |
| Reserve | AMP Bank | 27/10/2020 | 29/07/2021 | 275 | 0.55% | 1,925,729 |
| Municipal | Members Equity Bank Ltd. | 27/10/2020 | 15/03/2021 | 139 | 0.50% | 2,000,000 |
| Municipal | Bank of Queensland | 27/10/2020 | 27/04/2021 | 182 | 0.50% | 2,000,000 |
| Municipal | AMP Bank | 26/11/2020 | 24/05/2021 | 179 | 0.70% | 2,500,000 |
| Municipal | Bank of Queensland | 29/01/2021 | 28/06/2021 | 150 | 0.30% | 1,500,000 |
| Municipal | National Australia Bank | 29/01/2021 | 26/07/2021 | 178 | 0.30% | 1,500,000 |
| Reserve | National Australia Bank | 29/01/2021 | 20/09/2021 | 234 | 0.30% | 1,500,000 |
| Reserve | Macquarie Bank | 01/02/2021 | 16/08/2021 | 196 | 0.30% | 1,500,000 |
| Reserve | Macquarie Bank | 01/02/2021 | 01/11/2021 | 273 | 0.55% | 1,000,000 |
| Reserve | Macquarie Bank | 01/02/2021 | 15/06/2021 | 134 | 0.45% | 853,851 |
| Total Term Deposits | | | | | | 25,745,573 |
| Total Investment Including At Call | | | | | | 38,487,371 |

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 28 FEBRUARY 2021**

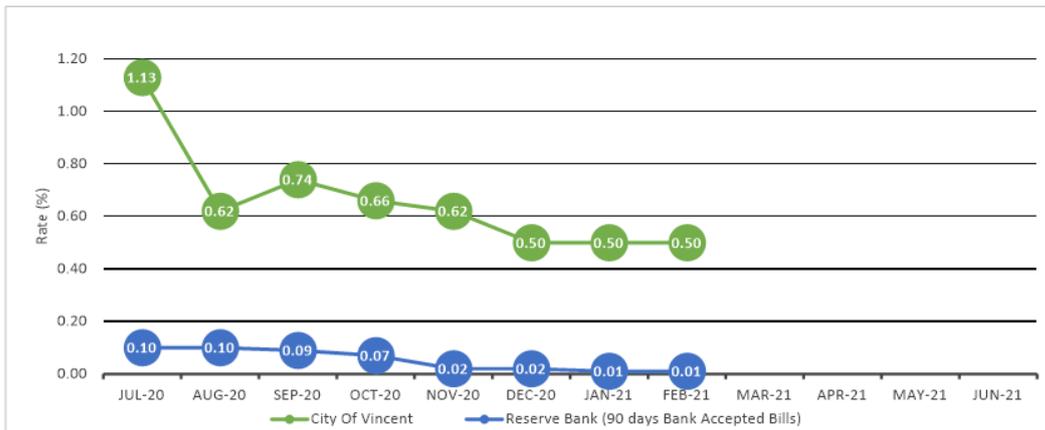
FUNDS INVESTED (ONLINE SAVER AND TERM DEPOSITS)



INTEREST EARNINGS

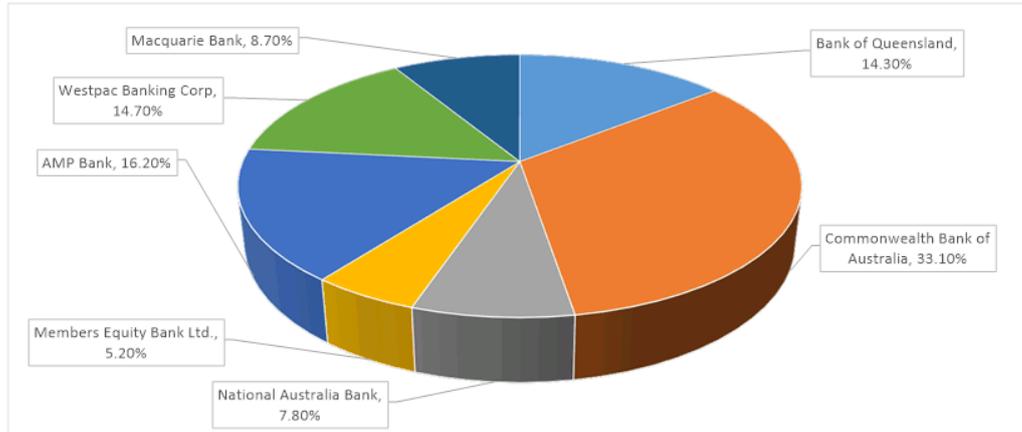


INTEREST RATE COMPARISON

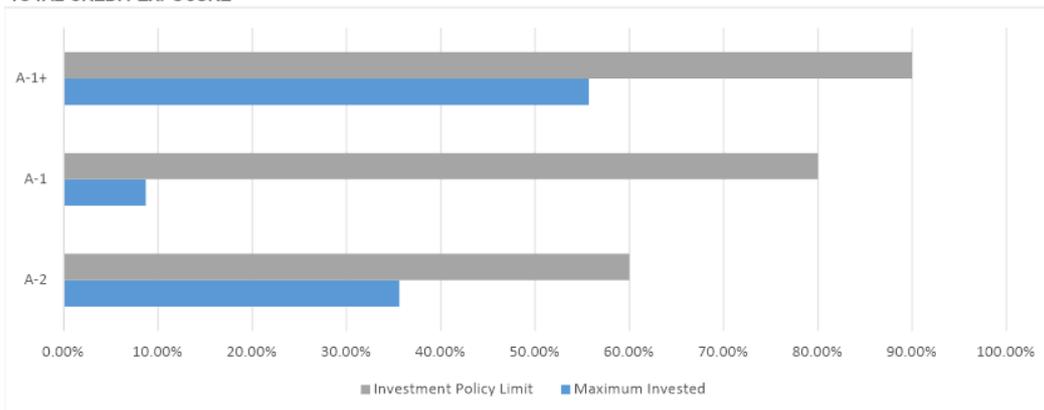


**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 28 FEBRUARY 2021**

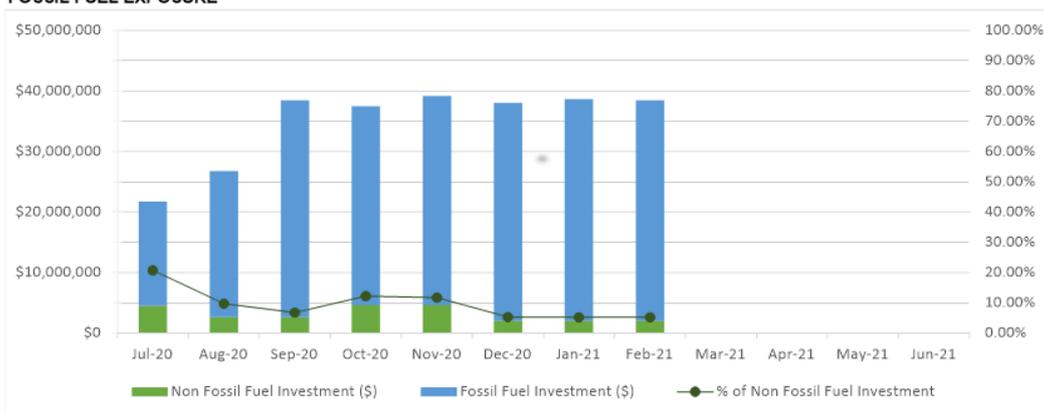
TOTAL PORTFOLIO EXPOSURE



TOTAL CREDIT EXPOSURE



FOSSIL FUEL EXPOSURE



* Selection of non fossil fuel investments is based on information provided by www.marketforces.org.au.

**CITY OF VINCENT
INVESTMENT INTEREST EARNINGS
AS AT 28 FEBRUARY 2021**

| | YTD 28/02/2021 \$ | YTD 28/02/2020 \$ | FY 2020/21 \$ | FY 2019/20 \$ |
|--|-------------------------|-------------------------|---------------------|---------------------|
| MUNICIPAL FUNDS | | | | |
| Budget | 39,785 | 280,000 | 100,000 | 250,000 |
| Interest Earnings | 51,314 | 229,490 | 51,314 | 297,684 |
| % Income to Budget | 128.98% | 81.96% | 51.31% | 119.07% |
| RESERVE FUNDS | | | | |
| Budget | 92,654 | 185,792 | 130,205 | 200,000 |
| Interest Earnings | 64,194 | 176,472 | 64,194 | 223,720 |
| % Income to Budget | 69.28% | 94.98% | 49.30% | 111.86% |
| LEEDERVILLE GARDENS INC SURPLUS TRUST | | | | |
| Budget | 0 | 0 | 0 | 0 |
| Interest Earnings | 41,256 | 64,178 | 33,239 | 29,316 |
| % Income to Budget | 0.00% | 0.00% | 0.00% | 0.00% |
| TOTAL | | | | |
| Budget | 132,439 | 465,792 | 230,205 | 450,000 |
| Interest Earnings | 156,764 | 470,140 | 148,747 | 550,720 |
| % Income to Budget | 118.37% | 100.93% | 64.62% | 122.38% |
| Variance | 24,325 | 4,348 | (81,458) | 100,720 |
| % Variance to Budget | 18.37% | 0.93% | -35.38% | 22.38% |
| TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST) | | | | |
| Budget | 132,439 | 465,792 | 230,205 | 450,000 |
| Interest Earnings | 115,508 | 405,962 | 115,508 | 521,404 |
| % Income to Budget | 87.22% | 87.16% | 50.18% | 115.87% |
| Variance | (16,931) | (59,830) | (114,697) | 71,404 |
| % Variance to Budget | -12.78% | -12.84% | -49.82% | 15.87% |

| | |
|-------------|--|
| 11.6 | AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 FEBRUARY 2021 TO 28 FEBRUARY 2021 |
|-------------|--|

- Attachments:**
1. **Payments by EFT and Payroll February 21** [↓](#) 
 2. **Payments by Cheque February 21** [↓](#) 
 3. **Payments by Direct Debit February 21** [↓](#) 

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 February 2021 to 28 February 2021 as detailed in Attachments 1, 2 and 3 as summarised below:

| | |
|---|-----------------------|
| EFT payments, including payroll | \$3,704,349.46 |
| Cheques | \$2,378.69 |
| Direct debits, including credit cards | \$172,090.20 |
| Total payments for February 2021 | \$3,878,818.35 |

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 February 2021 to 28 February 2021.

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 2.2.18) the power to make payments from the City's Municipal and Trust funds. In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

DETAILS:

The Schedule of Accounts paid for the period 1 February 2021 to 28 February 2021, covers the following:

| FUND | CHEQUE NUMBERS/ BATCH NUMBER | AMOUNT |
|--|---------------------------------|-----------------------|
| Municipal Account (Attachment 1, 2 and 3) | | |
| EFT Payments | 2641 – 2648 | \$2,531,465.95 |
| Payroll by Direct Credit | February 2021 | \$1,172,883.51 |
| Sub Total | | \$3,704,349.46 |
| Cheques | | |
| Cheques | 82651 - 82653 | \$2,378.69 |
| Sub Total | | \$2,378.69 |

Direct Debits (including Credit Cards)

| | |
|-----------------------|-----------------------|
| Lease Fees | \$395.84 |
| Loan Repayments | \$100,782.60 |
| Bank Charges – CBA | \$60,477.37 |
| Credit Cards | \$10,434.39 |
| Sub Total | \$172,090.20 |
| | |
| Total Payments | \$3,878,818.35 |

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Regulation 12(1) and (2) of the *Local Government (Financial Management) Regulations 1996* refers, i.e.-

“12. *Payments from municipal fund or trust fund, restrictions on making*

- (1) *A payment may only be made from the municipal fund or the trust fund —*
- *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - *otherwise, if the payment is authorised in advance by a resolution of Council.*
- (2) *Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to Council.”*

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996* refers, i.e.-

“13. *Lists of Accounts*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- *the payee’s name;*
 - *the amount of the payment;*
 - *the date of the payment; and*
 - *sufficient information to identify the transaction.*
- (2) *A list prepared under sub regulation (1) is to be —*
- *presented to Council at the next ordinary meeting of Council after the list is prepared; and*
 - *recorded in the minutes of that meeting.”*

RISK MANAGEMENT IMPLICATIONS:

Low: Management systems are in place that establish satisfactory controls, supported by the internal and external audit functions. Financial reporting to Council increases transparency and accountability.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Expenditure covered in this report includes various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure covered in this report includes various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

All municipal fund expenditure included in the list of payments is in accordance with Council's annual budget.

| Creditors Report - Payments by EFT and Payroll | | | |
|---|---------------------------------------|---|---------------|
| 01/02/21 to 28/02/21 | | | |
| Date | Payee | Description | Amount |
| 24/02/2021 | A Austin | Fitness instructor fees | \$ 56.84 |
| 03/02/2021 | A Di Marco | Refund of duplicate crossover bond payment | \$ 275.00 |
| 24/02/2021 | A Haygarth | Photography services - Big Blue Head | \$ 260.00 |
| 24/02/2021 | A Lazarus | Fitness instructor fees | \$ 113.68 |
| 24/02/2021 | A Marriott | Expense reimbursement - Lunch and Learn prize vouchers | \$ 80.00 |
| 03/02/2021 | A Thomson | Part refund of Beatty Park Leisure Centre fees | \$ 440.93 |
| 03/02/2021 | ABC Distributors WA | Supply of washroom consumables | \$ 3,588.20 |
| 03/02/2021 | Academy Services WA Pty Ltd | Cleaning services and cleaning materials - various locations | \$ 42,286.79 |
| 24/02/2021 | Access Icon Pty Ltd | Supply of conversion slabs | \$ 5,448.30 |
| 03/02/2021 | Acurix Networks Pty Ltd | Public Wi Fi service - various locations | \$ 1,419.00 |
| 24/02/2021 | Acurix Networks Pty Ltd | Public Wi Fi service - various locations | \$ 1,419.00 |
| 24/02/2021 | Addstyle Constructions Pty Ltd | Refund of infrastructure bond | \$ 4,000.00 |
| 03/02/2021 | Advanced Spatial Technologies Pty Ltd | File editing software - additional licence | \$ 555.50 |
| 24/02/2021 | Afgri Equipment Australia Pty Ltd | Plant repairs and maintenance | \$ 790.59 |
| 03/02/2021 | Akwaaba African Drumming | African drumming workshop - school holiday activity | \$ 385.00 |
| 24/02/2021 | Alerton Australia | Geothermal monitoring - BPLC | \$ 2,816.00 |
| 03/02/2021 | Alinta Energy | Gas charges - various locations | \$ 154.55 |
| 24/02/2021 | Alinta Energy | Gas charges - various locations | \$ 1,932.30 |
| 18/02/2021 | Ampol Australia Petroleum Pty Ltd | Fuel and oils | \$ 23,987.74 |
| 24/02/2021 | Andantino Pty Ltd T/A Outdoor World | Refund of infrastructure bond | \$ 750.00 |
| 03/02/2021 | Anna Cappelletta | Fitness instructor fees | \$ 420.00 |
| 24/02/2021 | Anna Cappelletta | Fitness instructor fees | \$ 1,260.00 |
| 24/02/2021 | Annagrove Pty Ltd | Reimbursement from heritage assistance fund | \$ 2,855.00 |
| 24/02/2021 | APARC | Central management system, software licensing, meter maintenance, sensor maintenance, credit card test transactions and Ticketor enforcement; remove, relocate and upgrade six parking meters | \$ 41,682.87 |
| 03/02/2021 | Apollo Plumbing and Gas Pty Ltd | Plumbing services - various locations | \$ 12,524.72 |
| 24/02/2021 | Apollo Plumbing and Gas Pty Ltd | Plumbing services - various locations | \$ 388.00 |
| 03/02/2021 | Aqueo Import & Distribution Pty Ltd | Merchandise - BPLC | \$ 7,299.71 |
| 24/02/2021 | Artery Media Solutions | Removal of eco Christmas tree from Mary Street Piazza; return to Depot | \$ 1,100.00 |
| 24/02/2021 | Asphaltech Pty Ltd | Asphalt supplies | \$ 4,545.41 |
| 24/02/2021 | ATF Services Pty Ltd | Security fence - Cheriton Street; installation of camera - Monmouth Street | \$ 966.46 |
| 24/02/2021 | Australia Post | Postage charges | \$ 4,877.92 |
| 24/02/2021 | Australia Post (Agency Commission) | Commission charges | \$ 670.19 |

| Date | Payee | Description | Amount |
|-------------|---|---|---------------|
| 03/02/2021 | Australian HVAC Services Pty Ltd | Air conditioning maintenance and repairs - Admin | \$ 330.00 |
| 11/02/2021 | Australian HVAC Services Pty Ltd | Air conditioning maintenance and repairs - various locations | \$ 660.00 |
| 24/02/2021 | Australian HVAC Services Pty Ltd | Air conditioning maintenance and repairs - various locations; ice machine repairs - Depot | \$ 2,970.00 |
| 03/02/2021 | Australian Native Nurseries Group | Supply of plants | \$ 1,165.00 |
| 24/02/2021 | Australian Outdoor Living (WA) Pty Ltd | Refund of infrastructure bond | \$ 750.00 |
| 08/02/2021 | Australian Services Union | Payroll deduction | \$ 310.80 |
| 08/02/2021 | Australian Taxation Office | Payroll deduction | \$ 179,973.00 |
| 24/02/2021 | Autosweep WA | Hire of road sweepers - various locations | \$ 7,431.88 |
| 24/02/2021 | Aveling | White card construction safety course | \$ 80.00 |
| 24/02/2021 | Aveling Homes | Refund of infrastructure bond | \$ 3,000.00 |
| 03/02/2021 | Award Contracting | Locating services - Litis Stadium | \$ 1,034.00 |
| 24/02/2021 | Award Contracting | Locating services - various locations | \$ 1,463.00 |
| 24/02/2021 | B Javid | Refund of parking permit | \$ 180.00 |
| 03/02/2021 | B Okpara | Part refund of Beatty Park Leisure Centre fees | \$ 86.62 |
| 24/02/2021 | Baileys Fertilisers | Supply of fertiliser | \$ 9,999.00 |
| 24/02/2021 | BCITF Building & Construction Industry Training | Levy collection | \$ 11,444.24 |
| 24/02/2021 | Benara Nurseries | Supply of plants | \$ 623.43 |
| 24/02/2021 | BikeDr Cycle Services Pty Ltd | Light for electric bicycle | \$ 20.95 |
| 03/02/2021 | Blackwoods | Hardware supplies - Depot | \$ 2,009.55 |
| 24/02/2021 | Blackwoods | Hardware supplies - Depot | \$ 3,645.81 |
| 24/02/2021 | Blank Clothing Australia | Supply of hats for swim school - BPLC | \$ 318.45 |
| 24/02/2021 | Blue Heeler Trading | Uniform embroidery - BPLC | \$ 940.50 |
| 24/02/2021 | Blue Zoo Holdings Pty Ltd | Staff training - cyber security | \$ 6,875.00 |
| 24/02/2021 | Blyth Enterprises Pty Ltd | Supply of trolley - Depot | \$ 275.00 |
| 11/02/2021 | Boral Construction Materials Group Limited | Concrete supplies | \$ 1,162.83 |
| 24/02/2021 | Boral Construction Materials Group Limited | Concrete supplies | \$ 4,780.95 |
| 24/02/2021 | Boya Equipment | Purchase of spray unit - Depot | \$ 23.10 |
| 03/02/2021 | Boyan Electrical Services | Electrical services - various locations | \$ 6,355.11 |
| 11/02/2021 | Boyan Electrical Services | Electrical services - West Parade | \$ 324.50 |
| 24/02/2021 | Boyan Electrical Services | Electrical services - various locations | \$ 3,391.33 |
| 03/02/2021 | Bridgestone Australia Ltd | Tyre services | \$ 276.43 |
| 24/02/2021 | Bridgestone Australia Ltd | Tyre services | \$ 102.85 |
| 03/02/2021 | Briskleen Supplies | Toiletry and cleaning products; sanipod service - BPLC | \$ 3,150.12 |
| 24/02/2021 | Briskleen Supplies | Toiletry and cleaning products - BPLC | \$ 5,133.00 |
| 03/02/2021 | Bucher Municipal Pty Ltd | Plant repairs and maintenance | \$ 3,472.05 |
| 24/02/2021 | Bucher Municipal Pty Ltd | Plant repairs and maintenance | \$ 1,759.51 |
| 03/02/2021 | Bunnings Trade | Hardware supplies - various locations | \$ 146.80 |
| 24/02/2021 | Bunnings Trade | Hardware supplies - various locations | \$ 1,140.29 |

| Date | Payee | Description | Amount |
|-------------|-----------------------------------|--|---------------|
| 03/02/2021 | C Finch | Expense reimbursement - parking at external meetings | \$ 106.03 |
| 03/02/2021 | C Mellitchey | Part refund of Beatty Park Leisure Centre fees | \$ 55.45 |
| 24/02/2021 | C Rossbach-Smith | Part refund of Beatty Park Leisure Centre fees | \$ 89.25 |
| 03/02/2021 | C Saffer | Fitness instructor fees | \$ 65.00 |
| 24/02/2021 | C Y Low | Part refund of dog registration | \$ 150.00 |
| 03/02/2021 | Camstruct Design & Build | Refund of infrastructure bond | \$ 3,000.00 |
| 24/02/2021 | Carramar Coastal Nursery | Supply of plants | \$ 123.75 |
| 03/02/2021 | Charmaine Amanda Magness | Fitness instructor fees | \$ 227.36 |
| 24/02/2021 | Charmaine Amanda Magness | Fitness instructor fees | \$ 170.52 |
| 08/02/2021 | Child Support Agency | Payroll deduction | \$ 941.42 |
| 24/02/2021 | Christou Nominees Pty Ltd | Design advisory fees | \$ 220.00 |
| 24/02/2021 | City Of Belmont | Long service leave liability | \$ 4,725.62 |
| 24/02/2021 | City Of Perth | BA archive retrievals - two months | \$ 330.77 |
| 03/02/2021 | City of Stirling | Mixed waste tipping fees | \$ 31,354.50 |
| 24/02/2021 | City of Stirling | Meals on Wheels | \$ 791.24 |
| 08/02/2021 | City of Vincent | Payroll deduction | \$ 1,270.14 |
| 08/02/2021 | City of Vincent Staff Social Club | Payroll deduction | \$ 476.00 |
| 03/02/2021 | City Toyota | Vehicle service and repairs | \$ 820.35 |
| 03/02/2021 | Civica Pty Limited | Consultancy - payroll system; EzyScan licence | \$ 13,490.10 |
| 03/02/2021 | Cleanaway | Recycling contract | \$ 90,380.04 |
| 24/02/2021 | Cleanaway | Supply of 240 litre and 360 litre bins | \$ 19,173.00 |
| 24/02/2021 | ClimateClever Pty Ltd | Data web program to monitor carbon footprint | \$ 544.50 |
| 03/02/2021 | Coates Hire Operations Pty Ltd | Plant hire - Depot | \$ 835.37 |
| 24/02/2021 | Coates Hire Operations Pty Ltd | Plant hire - Depot | \$ 76.18 |
| 24/02/2021 | Compu-Stor | Records digitisation and off-site storage | \$ 549.62 |
| 03/02/2021 | Connect Call Centre Services | After hours calls service | \$ 1,945.74 |
| 24/02/2021 | Contraflow Pty Ltd | Traffic management services - various locations | \$ 7,875.73 |
| 03/02/2021 | Corsign WA Pty Ltd | Sign supplies - various | \$ 2,467.30 |
| 24/02/2021 | Corsign WA Pty Ltd | Supply of grabrail and ring bracket | \$ 1,259.50 |
| 15/02/2021 | Cr A Castle | Council meeting fee | \$ 1,935.83 |
| 15/02/2021 | Cr Ashley Wallace | Council meeting fee | \$ 1,935.83 |
| 15/02/2021 | Cr D Loden | Council meeting fee | \$ 1,935.83 |
| 15/02/2021 | Cr J Fotakis | Council meeting fee | \$ 1,935.83 |
| 15/02/2021 | Cr J Hallett | Council meeting fee | \$ 1,935.83 |
| 15/02/2021 | Cr J Topelberg | Council meeting fee | \$ 1,935.83 |
| 15/02/2021 | Cr S Gontaszewski | Council meeting fee | \$ 3,255.70 |
| 15/02/2021 | Cr Sally Smith | Council meeting fee | \$ 1,935.83 |
| 24/02/2021 | Creative Kids Play | Aqua platforms for swimming lessons - BPLC | \$ 1,739.98 |
| 24/02/2021 | CSP Group Pty Ltd | Supply of brush cutter -Depot | \$ 509.00 |

| Date | Payee | Description | Amount |
|-------------|---|---|---------------|
| 24/02/2021 | CVP Electrical Co | Pool pump repairs - BPLC | \$ 286.00 |
| 24/02/2021 | D A Le Roy | Refund of infrastructure bond | \$ 1,000.00 |
| 03/02/2021 | D Dama | Fitness instructor fees | \$ 341.04 |
| 24/02/2021 | D Dama | Fitness instructor fees | \$ 113.68 |
| 03/02/2021 | D Harkness | Refund of infrastructure bond | \$ 1,000.00 |
| 03/02/2021 | D M Wilderspin | Rates refund - due to overpayment | \$ 258.83 |
| 24/02/2021 | Dalin Electrical Controls | Service geothermal system - BPLC | \$ 990.00 |
| 24/02/2021 | Dance Amanda | Refund of hall bond | \$ 250.00 |
| 24/02/2021 | Danica Zuks Photography | Photographic services - Citizenship ceremony | \$ 400.00 |
| 24/02/2021 | Darth Sidious Pty Ltd | Refund for annual food fee, paid twice in error | \$ 710.00 |
| 24/02/2021 | Data 3 | Software licences - Creative Cloud, Photoshop, Adobe Acrobat Pro | \$ 19,456.31 |
| 03/02/2021 | Department of Finance | Refund of actual outgoings for 246 Vincent street 2019/20 | \$ 16,134.39 |
| 24/02/2021 | Department of Mines, Industry Regulation and Safety | Building services levy collection | \$ 16,029.66 |
| 03/02/2021 | Department of Planning Lands and Heritage | Amended DAP fees | \$ 5,844.00 |
| 08/02/2021 | Depot Social Club | Payroll deduction | \$ 56.00 |
| 03/02/2021 | Devco Builders | Maintenance and repairs - various locations | \$ 89,152.66 |
| 24/02/2021 | Devco Builders | Maintenance and repairs - various locations | \$ 110,061.29 |
| 03/02/2021 | DG Global | Refund of bin bond | \$ 532.00 |
| 03/02/2021 | Di Lena Metal Sales | Hardware supplies - Depot | \$ 340.00 |
| 24/02/2021 | DND Building and Developments Pty Ltd | Refund of infrastructure bond | \$ 2,275.00 |
| 03/02/2021 | DNX Energy Pty Ltd | Inspection of solar panels - Library | \$ 220.00 |
| 24/02/2021 | DNX Energy Pty Ltd | Additional eniscope (energy management software) for solar panels - Library | \$ 198.00 |
| 24/02/2021 | Donegan Enterprises Pty Ltd | Playground repairs, maintenance and safety inspections - various locations | \$ 3,058.00 |
| 24/02/2021 | Douglas Partners | Geotechnical/soil contamination investigation - Litis Stadium | \$ 3,289.00 |
| 03/02/2021 | Driver Risk Management Pty Ltd | Driver assessment training | \$ 363.00 |
| 24/02/2021 | E Bentley | Expenses reimbursement - first aid course | \$ 160.00 |
| 24/02/2021 | E L Lawless | Open Streets grant - bouncy castle | \$ 900.00 |
| 24/02/2021 | Eastside Concrete Contracting | Kerbing services - various locations | \$ 5,526.97 |
| 03/02/2021 | EcoAdvance | Consultancy services - solar photovoltaic project | \$ 3,207.60 |
| 24/02/2021 | EJ Australia Pty Ltd | Supply of hydro wave grates | \$ 5,665.00 |
| 03/02/2021 | Elliotts Irrigation Pty Ltd | Consultancy services - solar photovoltaic project | \$ 3,805.05 |
| 24/02/2021 | Elliotts Irrigation Pty Ltd | Consultancy services - solar photovoltaic project | \$ 2,954.68 |
| 24/02/2021 | Enigin Partners Pty Ltd | Energy monitoring service - Admin/Library/BPLC | \$ 4,283.24 |
| 24/02/2021 | Enviroblast Cannington | Pressure cleaning services | \$ 1,574.10 |
| 24/02/2021 | Envirodry Towels | Merchandise - BPLC | \$ 170.50 |
| 03/02/2021 | Felicity Groom | Lightbox Laneway exhibition - Beaufort Street | \$ 1,000.00 |
| 03/02/2021 | Flexi Staff Pty Ltd | Temporary staff - various departments | \$ 31,548.45 |
| 24/02/2021 | Flexi Staff Pty Ltd | Temporary staff - various departments | \$ 10,481.30 |
| 03/02/2021 | Flick Anticimex Pty Ltd | Pest control services - various locations | \$ 2,117.91 |

| Date | Payee | Description | Amount |
|-------------|--|--|---------------|
| 03/02/2021 | Focus Networks | Manage corporate WiFi, firewall and onsite managed network support | \$ 27,789.40 |
| 24/02/2021 | Focus Networks | Manage corporate WiFi, firewall and onsite managed network support | \$ 6,565.90 |
| 03/02/2021 | Freestyle Now | BMX bike coaching sessions | \$ 726.00 |
| 24/02/2021 | Frostbland Pty Ltd | Merchandise - BPLC | \$ 1,577.83 |
| 03/02/2021 | G Cook | Part refund of Beatty Park Leisure Centre fees | \$ 533.83 |
| 03/02/2021 | G Edwards | Fitness instructor fees | \$ 56.84 |
| 03/02/2021 | G Phillips | Part refund of Beatty Park Leisure Centre fees | \$ 81.00 |
| 24/02/2021 | G Rose | Refund for cancelled 'on demand' fridge collection | \$ 46.00 |
| 24/02/2021 | Galvins Plumbing Supplies | Plumbing supplies - Depot | \$ 306.53 |
| 03/02/2021 | Game Vault | Social gaming session - School holiday programme | \$ 560.00 |
| 11/02/2021 | Great Aussie Patios | Refund of infrastructure bond | \$ 500.00 |
| 03/02/2021 | Great Lakes Community Resources | Street goods collection services | \$ 754.60 |
| 24/02/2021 | Great Lakes Community Resources | Street goods collection services | \$ 605.00 |
| 24/02/2021 | Gymcare | Gym equipment repairs and maintenance - BPLC | \$ 5,060.00 |
| 03/02/2021 | Hans Andresen | Removal of Christmas school banners | \$ 2,128.50 |
| 03/02/2021 | Hays Specialist Recruitment (Australia) Pty Ltd | Temporary staff - various departments | \$ 13,380.15 |
| 24/02/2021 | Hays Specialist Recruitment (Australia) Pty Ltd | Temporary staff - Building | \$ 2,773.85 |
| 08/02/2021 | Health Insurance Fund of WA | Payroll deduction | \$ 255.25 |
| 24/02/2021 | Holcim (Australia) Pty Ltd | Concrete supplies | \$ 741.40 |
| 03/02/2021 | I D Nash | Refund of infrastructure bond | \$ 1,000.00 |
| 24/02/2021 | Image Bollards | Bollard repairs - Newcastle Street | \$ 550.00 |
| 24/02/2021 | Inner City Newsagency | Newspaper delivery - Library | \$ 16.48 |
| 11/02/2021 | Innovations Catering | Catering for City event - Council | \$ 550.00 |
| 24/02/2021 | Innovations Catering | Catering for City event - Council | \$ 2,561.90 |
| 24/02/2021 | Instant Toilets & Showers Pty Ltd t/as Instant Products Hire | Hire of portable toilets - Banks Pavilion | \$ 1,748.58 |
| 03/02/2021 | Instant Windscreens | Supply and fit vehicle windscreen | \$ 715.00 |
| 03/02/2021 | J C Speer | Refund of planning application fee | \$ 73.00 |
| 24/02/2021 | J Eusden | Refund of infrastructure bond | \$ 1,000.00 |
| 24/02/2021 | J Green | Part refund of dog registration | \$ 150.00 |
| 03/02/2021 | J J Flynn | Part refund of Beatty Park Leisure Centre fees | \$ 53.55 |
| 03/02/2021 | J J Hockley | Refund of key deposit | \$ 100.00 |
| 03/02/2021 | J Nankivell | Refund of infrastructure bond | \$ 1,000.00 |
| 24/02/2021 | J O'Shea | Refund of infrastructure bond | \$ 500.00 |
| 24/02/2021 | J Roberts | Part refund of Beatty Park Leisure Centre fees | \$ 384.00 |
| 11/02/2021 | J T Reichelt | Rates refund - due to overpayment | \$ 377.55 |
| 03/02/2021 | J Wigham | Refund of infrastructure bond | \$ 1,000.00 |
| 24/02/2021 | Jack Lockers | Locker hire - BPLC | \$ 1,117.00 |
| 24/02/2021 | Janet Verburg | Fitness instructor fees | \$ 767.36 |
| 03/02/2021 | JBA Surveys | Surveying services - various locations | \$ 15,092.00 |

| Date | Payee | Description | Amount |
|-------------|---|---|---------------|
| 24/02/2021 | JBA Surveys | Surveying services - Hyde Street | \$ 3,927.00 |
| 24/02/2021 | K Grant | Fitness instructor fees | \$ 420.00 |
| 03/02/2021 | K Harcus | Fitness instructor fees | \$ 600.00 |
| 24/02/2021 | K Harcus | Fitness instructor fees | \$ 540.00 |
| 24/02/2021 | K Nettleton | Part refund of Beatty Park Leisure Centre fees | \$ 42.84 |
| 03/02/2021 | K T and P V Devereux | Rates refund - due to overpayment | \$ 12,431.30 |
| 03/02/2021 | Karri Real Estate | Parking revenue distribution | \$ 36,439.75 |
| 24/02/2021 | Kennards Hire | Equipment hire - Depot | \$ 2,140.00 |
| 24/02/2021 | Kerbing West | Kerbing services - various locations | \$ 15,796.83 |
| 18/02/2021 | KJ Concha Pty Ltd ATF HODL Superannuation Fund | Superannuation | \$ 679.48 |
| 24/02/2021 | Konica Minolta Business Solutions Australia Pty Ltd | Copy costs - various departments | \$ 1,402.59 |
| 03/02/2021 | KS Black Pty Ltd | Electrical works - various locations | \$ 607.75 |
| 24/02/2021 | KS Black Pty Ltd | Bore/pump maintenance - Charles Veryard | \$ 8,873.70 |
| 03/02/2021 | L A Stott | Rates refund - due to overpayment | \$ 596.75 |
| 24/02/2021 | L Bade | Part refund of Beatty Park Leisure Centre fees | \$ 491.11 |
| 24/02/2021 | L R Scott | Reimbursement from heritage assistance fund | \$ 1,394.00 |
| 03/02/2021 | L Ren | Part refund of Beatty Park Leisure Centre fees | \$ 114.24 |
| 24/02/2021 | L Ren | Part refund of Beatty Park Leisure Centre fees | \$ 49.14 |
| 08/02/2021 | L.G.R.C.E.U. | Payroll deduction | \$ 20.50 |
| 03/02/2021 | Landgate | Gross rental valuations for interims; land enquiries | \$ 470.32 |
| 24/02/2021 | Leederville Early Childhood Centre Inc | Expense reimbursement - plumbing repair (COV building) | \$ 1,358.12 |
| 03/02/2021 | Leo Heaney Pty Ltd | Street tree watering and pruning services - various locations | \$ 55,465.50 |
| 24/02/2021 | Leo Heaney Pty Ltd | Street tree watering and pruning services - various locations | \$ 36,267.00 |
| 24/02/2021 | Les Mills Asia Pacific Industries | Purchase of gym equipment - BPLC | \$ 337.78 |
| 24/02/2021 | LG Professionals Australia NSW | Performance excellence program 2020 | \$ 1,100.00 |
| 24/02/2021 | LGISWA | Performance based adjustment 30.6.18 - 30.6.19 | \$ 28,898.10 |
| 03/02/2021 | Line Marking Specialists | Line marking services - various locations | \$ 4,133.58 |
| 24/02/2021 | Line Marking Specialists | Line marking services - various locations | \$ 11,047.30 |
| 03/02/2021 | Lion Dairy and Drinks (LD&D) Australia Pty Ltd | Milk supplies - BPLC | \$ 25.07 |
| 24/02/2021 | Local Government Professionals Australia WA | Finance professionals conference 2021 | \$ 1,280.00 |
| 03/02/2021 | M Bamford | Consultancy services - radio licence application | \$ 350.00 |
| 24/02/2021 | M Blanch | Refund of parking permit | \$ 180.00 |
| 03/02/2021 | M E McKahey | Expense reimbursement - catering for City event - Council | \$ 152.00 |
| 03/02/2021 | M G Jajko | Fitness instructor fees | \$ 113.68 |
| 24/02/2021 | M G Jajko | Fitness instructor fees | \$ 56.84 |
| 24/02/2021 | M Gastaldi | Refund for cancellation of mattress collection | \$ 20.00 |
| 03/02/2021 | M Jikumar | Part refund of Beatty Park Leisure Centre fees | \$ 22.50 |
| 24/02/2021 | M L Humich | Fitness instructor fees | \$ 227.36 |
| 03/02/2021 | M Myers | Part refund of Beatty Park Leisure Centre fees | \$ 93.00 |

| Date | Payee | Description | Amount |
|-------------|----------------------------------|---|---------------|
| 24/02/2021 | M Salvi | Fitness instructor fees | \$ 65.00 |
| 03/02/2021 | M Slater | Fitness instructor fees | \$ 60.29 |
| 24/02/2021 | M Slater | Fitness instructor fees | \$ 60.29 |
| 24/02/2021 | M Smith | Refund of parking permit | \$ 180.00 |
| 24/02/2021 | M T Bonnal | Reimbursement from heritage assistance fund | \$ 1,980.00 |
| 11/02/2021 | M2M One Pty Ltd | Mobile SIMs for parks reticulation devices | \$ 303.60 |
| 03/02/2021 | Marketforce Pty Ltd | Advertising services - various departments | \$ 1,045.25 |
| 24/02/2021 | Marketforce Pty Ltd | Advertising services - various departments | \$ 10,342.47 |
| 03/02/2021 | Massey's Herd | Milk supplies - Depot | \$ 293.25 |
| 24/02/2021 | Massey's Herd | Milk supplies - Depot | \$ 364.65 |
| 15/02/2021 | Mayor E Cole | Council meeting fee | \$ 7,875.25 |
| 03/02/2021 | McGees Property | Rental consultancy advice - various alfresco areas | \$ 4,400.00 |
| 24/02/2021 | McLeods Barristers & Solicitors | Legal services - compliance matters and advice in respect of amendments to clause 77 of the deemed provisions | \$ 8,718.95 |
| 03/02/2021 | McSkips | Skip bin hire - BPLC | \$ 570.00 |
| 18/02/2021 | Mercer Spectrum | Superannuation | \$ 7,974.37 |
| 03/02/2021 | MessageMedia | SMS integrating for Phoenix | \$ 146.97 |
| 24/02/2021 | Midland Toyota | Purchase of vehicle, as per fleet management programme | \$ 25,280.74 |
| 24/02/2021 | Millbrook Construction | Refund of infrastructure bond | \$ 1,000.00 |
| 03/02/2021 | Mindarie Regional Council | Processable and non processable waste | \$ 153,206.96 |
| 24/02/2021 | Mindarie Regional Council | Processable and non processable waste | \$ 48,157.81 |
| 03/02/2021 | My Best Friend Veterinary Centre | Vet services | \$ 875.50 |
| 03/02/2021 | N Whale | Publication design - Local History Centre newsletter | \$ 660.00 |
| 24/02/2021 | Nao Williams | Fitness instructor fees | \$ 360.00 |
| 03/02/2021 | Natale Group Australia Pty Ltd | Security services - BPLC | \$ 715.00 |
| 24/02/2021 | Natale Group Australia Pty Ltd | Security services - BPLC | \$ 302.50 |
| 03/02/2021 | National Tools Pty Ltd | Plant repairs and maintenance | \$ 2,259.40 |
| 11/02/2021 | Natural Area Holdings Pty Ltd | Weed control - East Perth foreshore | \$ 1,225.38 |
| 24/02/2021 | Natural Area Holdings Pty Ltd | Fire fuel management - Tony Di Scerni | \$ 4,304.69 |
| 03/02/2021 | Nexus Home Improvements | Refund of infrastructure bond | \$ 2,500.00 |
| 03/02/2021 | Nightlife Music Pty Ltd | Crowd DJ and hire of audio/video equipment - BPLC | \$ 518.77 |
| 03/02/2021 | Node1 Internet | Fixed wireless internet charges - February 21 | \$ 199.00 |
| 24/02/2021 | Node1 Internet | Fixed wireless internet charges - March 21 | \$ 199.00 |
| 03/02/2021 | Noma Pty Ltd | Design advisory fees | \$ 220.00 |
| 24/02/2021 | Northsands Resources | Construction waste disposal services and sand supplies | \$ 2,939.20 |
| 03/02/2021 | Northshore Unit Inc. - SES | FESA SES contribution - 3rd quarter 2021 | \$ 15,765.20 |
| 03/02/2021 | NovoFit WA Pty Ltd | Gym equipment repairs - BPLC | \$ 154.00 |
| 03/02/2021 | Novus Construction | Refund of infrastructure bond | \$ 1,000.00 |
| 24/02/2021 | Nyoongar Patrol Systems Inc. | Nyoongar patrol services | \$ 13,750.00 |

| Date | Payee | Description | Amount |
|-------------|--------------------------------------|---|---------------|
| 24/02/2021 | Office of the Auditor General | Audit fee for the year ended 30 June 2020 | \$ 71,472.50 |
| 03/02/2021 | Officeworks Ltd | Office supplies and consumables | \$ 507.76 |
| 24/02/2021 | Officeworks Ltd | Office supplies and consumables | \$ 259.48 |
| 24/02/2021 | Optima Press | Printing services - infringement final demand notices | \$ 276.10 |
| 03/02/2021 | Optus Billing Services Pty Ltd | Telephone and internet charges - various locations | \$ 16,296.92 |
| 03/02/2021 | Osborne Park Volkswagen | Vehicle service and repairs | \$ 709.00 |
| 03/02/2021 | Overwatch Traffic Services | Traffic management services - William Street | \$ 484.00 |
| 24/02/2021 | Overwatch Traffic Services | Traffic management services - View Street | \$ 505.89 |
| 24/02/2021 | P Chuah | Refund of parking permit | \$ 180.00 |
| 03/02/2021 | P D and D J Crogan | Crossover subsidy and refund of infrastructure bond | \$ 860.00 |
| 24/02/2021 | P D Compagnone | Rates refund - due to overpayment | \$ 65.03 |
| 03/02/2021 | P Freedman | Part refund of Beatty Park Leisure Centre fees | \$ 502.50 |
| 03/02/2021 | P Sandberg | Part refund of dog registration | \$ 77.50 |
| 24/02/2021 | P Stokes | Fitness instructor fees | \$ 45.00 |
| 24/02/2021 | P Sullivan | Refund of parking permit | \$ 180.00 |
| 24/02/2021 | People on Bicycles | Social ride course and learn to ride course, including provision of bikes and helmets | \$ 3,600.00 |
| 24/02/2021 | Plastic Card Printing Pty Ltd | Supply of authorisation cards | \$ 36.30 |
| 03/02/2021 | Poolshop Online Pty Ltd | Pool chemicals - BPLC | \$ 847.00 |
| 03/02/2021 | Print and Sign Co | Printing services - various departments | \$ 985.77 |
| 24/02/2021 | Print and Sign Co | Printing services - various departments | \$ 1,917.03 |
| 03/02/2021 | Pro Turf Services | Plant repairs and maintenance - various | \$ 2,138.84 |
| 03/02/2021 | Professional Tree Surgeons | Tree pruning and removal services - various locations | \$ 3,473.25 |
| 24/02/2021 | Professional Tree Surgeons | Tree pruning and removal services - various locations | \$ 4,182.75 |
| 03/02/2021 | Programmed Integrated Workforce Ltd | Temporary staff - various departments | \$ 9,908.97 |
| 24/02/2021 | Programmed Integrated Workforce Ltd | Temporary staff - various departments | \$ 6,779.89 |
| 24/02/2021 | Programmed Skilled Workforce Limited | Temporary staff - Engineering | \$ 2,234.14 |
| 24/02/2021 | Protector Fire Services Pty Ltd | Fire equipment maintenance - various locations | \$ 979.00 |
| 03/02/2021 | Quality Press | Printing services - postcards | \$ 276.45 |
| 24/02/2021 | R Cavanagh | Part refund of dog registration | \$ 150.00 |
| 24/02/2021 | R J Ostle | Expense reimbursement - scissors | \$ 21.95 |
| 03/02/2021 | R Morgan | Part refund of Beatty Park Leisure Centre fees | \$ 551.98 |
| 03/02/2021 | Rada & Neso Services | Cleaning services - BPLC | \$ 3,975.00 |
| 03/02/2021 | Rawlinsons (WA) | Cost estimate report - Litis Stadium project | \$ 2,310.00 |
| 24/02/2021 | Raymond Sleeman | Fitness instructor fees | \$ 909.44 |
| 24/02/2021 | Red Spear Pty Ltd | Welcome to Country - Citizenship ceremony | \$ 600.00 |
| 24/02/2021 | Reece's Event Hire | Hire of marquee for 12 metre pool - BPLC | \$ 10,354.85 |
| 03/02/2021 | Regents Commercial | Rent - Barlee Street car park | \$ 7,608.50 |
| 24/02/2021 | Regents Commercial | Variable outgoings - Barlee Street car park | \$ 316.17 |

| Date | Payee | Description | Amount |
|-------------|-------------------------------------|--|---------------|
| 03/02/2021 | Renew Property Maintenance | Clearing rights of way and tipping fees - various locations | \$ 14,518.50 |
| 03/02/2021 | Rentokil Initial Pty Ltd | Pest control services - BPLC | \$ 2,033.76 |
| 24/02/2021 | Repco | Auto part supplies | \$ 40.70 |
| 24/02/2021 | Retech Rubber | Repairs to softfall play area - Britannia Reserve | \$ 302.50 |
| 03/02/2021 | Ringie | Onsite support - Cisco telephony service | \$ 2,310.00 |
| 24/02/2021 | Roadline Removal (WA) | Line marking removal services - Scarborough Beach Road | \$ 495.00 |
| 03/02/2021 | Rosemount Hotel | Parking revenue distribution | \$ 20,791.20 |
| 11/02/2021 | RPG Auto Electrics | Plant repairs and maintenance | \$ 2,187.96 |
| 24/02/2021 | RPG Auto Electrics | Plant repairs and maintenance | \$ 467.51 |
| 03/02/2021 | S Byron | Part refund of Beatty Park Leisure Centre fees | \$ 77.35 |
| 03/02/2021 | S Clark | Refund of planning application fee | \$ 295.00 |
| 03/02/2021 | S Newman | Expense reimbursement - Open Streets Christmas party | \$ 194.16 |
| 03/02/2021 | S Patchett | Fitness instructor fees | \$ 135.00 |
| 24/02/2021 | S Patchett | Fitness instructor fees | \$ 630.00 |
| 24/02/2021 | S Willis | Part refund of dog registration | \$ 51.66 |
| 24/02/2021 | Safari Building Products | Hardware supplies- Depot | \$ 31.90 |
| 24/02/2021 | Sage Consulting Engineers | Electrical consultancy - Britannia Reserve floodlighting | \$ 1,925.00 |
| 03/02/2021 | Sam's Repairs & Maintenance | Sign installation and maintenance - various locations | \$ 5,390.00 |
| 24/02/2021 | Sam's Repairs & Maintenance | Sign installation and maintenance - various locations | \$ 1,595.00 |
| 03/02/2021 | Sanderson's Outdoor Power Equipment | Plant repairs and maintenance | \$ 514.00 |
| 24/02/2021 | Sanderson's Outdoor Power Equipment | Plant repairs and maintenance | \$ 105.00 |
| 24/02/2021 | SAS Locksmiths | Key cutting and lock maintenance service - various locations | \$ 36.00 |
| 24/02/2021 | Scarboro Toyota | Vehicle service and repairs | \$ 452.20 |
| 24/02/2021 | Scitech Discovery Centre | Chemistry workshops - school holiday programme | \$ 420.00 |
| 24/02/2021 | Seaview Orthotics | Supply of litter grabbers | \$ 1,218.60 |
| 24/02/2021 | Securus | Security services - Woodville Reserve | \$ 98.49 |
| 24/02/2021 | Shaaron Taylor | Fitness instructor fees | \$ 130.00 |
| 24/02/2021 | Shop for Shops | Tag supplies - BPLC | \$ 58.75 |
| 24/02/2021 | Sigma Chemicals | Pool chemicals - BPLC | \$ 2,957.35 |
| 03/02/2021 | Signbiz WA Pty Ltd | Sign supplies - Admin | \$ 313.50 |
| 24/02/2021 | Signbiz WA Pty Ltd | Sign supplies - Admin | \$ 671.00 |
| 24/02/2021 | Simba Retail Pty Ltd | Merchandise - BPLC | \$ 1,203.40 |
| 24/02/2021 | Sirsidynix Pty Ltd | Additional library management system software | \$ 1,342.00 |
| 03/02/2021 | Skateboarding WA | Skateboard clinic - Leederville Skate Park | \$ 770.00 |
| 08/02/2021 | Smartsalary Pty Limited | Payroll deduction | \$ 675.58 |
| 24/02/2021 | Solo Resource Recovery | Pressure cleaning services - various locations | \$ 30,027.80 |
| 24/02/2021 | Specialty Timber Flooring WA | Floor resurfacing - various locations | \$ 19,371.00 |
| 03/02/2021 | Speedo Australia Pty Ltd | Merchandise - BPLC | \$ 1,988.80 |
| 24/02/2021 | Speedo Australia Pty Ltd | Merchandise - BPLC | \$ 7,612.55 |

| Date | Payee | Description | Amount |
|-------------|--|--|---------------|
| 03/02/2021 | Sportsworld Of WA | Merchandise - BPLC | \$ 3,656.40 |
| 03/02/2021 | Stantons International | Professional services - Reg.17 and Reg.5 audit | \$ 22,935.00 |
| 18/02/2021 | Steeg Banham Superannuation Fund | Superannuation | \$ 142.50 |
| 24/02/2021 | Stephen Carrick Architects Pty Ltd | Heritage advice | \$ 440.00 |
| 03/02/2021 | Subaru Osborne Park | Vehicle service and repairs | \$ 401.85 |
| 18/02/2021 | SuperChoice Services Pty Ltd | Superannuation | \$ 314,215.29 |
| 03/02/2021 | Synergy | Electricity and gas charges - various locations | \$ 40,197.16 |
| 24/02/2021 | Synergy | Electricity and gas charges - various locations | \$ 36,890.89 |
| 24/02/2021 | T Clarke | Refund of parking permit | \$ 180.00 |
| 24/02/2021 | T Facius | Refund for purchase of worm farm | \$ 15.00 |
| 03/02/2021 | T J Stevens | Refund of infrastructure bond | \$ 275.00 |
| 24/02/2021 | T Moran | Refund of infrastructure bond | \$ 2,000.00 |
| 24/02/2021 | T Riesch | ICT refund | \$ 595.00 |
| 11/02/2021 | T White | Rates refund - due to overpayment | \$ 1,096.54 |
| 03/02/2021 | T Zheng | Refund of parking permit | \$ 180.00 |
| 24/02/2021 | Technology One Ltd | GIS consulting services | \$ 4,312.00 |
| 03/02/2021 | Teena Smith | Fitness instructor fees | \$ 260.00 |
| 24/02/2021 | Teena Smith | Fitness instructor fees | \$ 360.00 |
| 03/02/2021 | Telstra Corporation Ltd | Telephone and internet charges - various locations | \$ 911.66 |
| 24/02/2021 | Telstra Corporation Ltd | Telephone and internet charges - various locations | \$ 285.23 |
| 24/02/2021 | The BBQ Man | BBQ and pressure cleaning services - various locations | \$ 6,062.64 |
| 24/02/2021 | The Children's Book Council Of Australia (WA Branch) | Annual institutional membership 2021 | \$ 75.00 |
| 03/02/2021 | The Factory (Australia) Pty Ltd | 2020 Christmas decorations - North Perth | \$ 20,146.50 |
| 03/02/2021 | The Little Bee Collective Pty Ltd | Refund of infrastructure bond | \$ 500.00 |
| 24/02/2021 | The Nappy Guru | Cloth nappy subsidy program | \$ 140.00 |
| 24/02/2021 | The Royal Life Saving Society Western Australia Inc | Servicing of AIDS memorial fountain; maintenance of Hyde Park water playground | \$ 7,698.05 |
| 18/02/2021 | The Trustee for Fergco Family Super Fund | Superannuation | \$ 2,881.11 |
| 18/02/2021 | The Trustee for Guild Retirement Fund | Superannuation | \$ 642.16 |
| 24/02/2021 | Tim Eva's Nursery | Supply of plants | \$ 165.00 |
| 03/02/2021 | Tom Lawton - Bobcat Hire | Bobcat hire | \$ 6,143.50 |
| 24/02/2021 | Tom Lawton - Bobcat Hire | Bobcat hire | \$ 3,836.80 |
| 24/02/2021 | Total Eden Pty Ltd | Reticulation supplies | \$ 1,017.21 |
| 03/02/2021 | Totally Workwear | Uniform supplies - Waste | \$ 224.75 |
| 24/02/2021 | Totally Workwear | Uniform supplies - various departments | \$ 2,980.09 |
| 03/02/2021 | T-Quip | Plant repairs and maintenance | \$ 69.05 |
| 03/02/2021 | Tree Amigos | Street trees and parks pruning/removal - various locations | \$ 7,703.34 |
| 24/02/2021 | Tree Amigos | Street trees and parks pruning/removal - various locations | \$ 887.30 |
| 03/02/2021 | Trisley's Hydraulic Services Pty Ltd | Pool equipment maintenance - BPLC | \$ 357.50 |

| Date | Payee | Description | Amount |
|-------------|---|---|---------------|
| 03/02/2021 | Truck Centre (WA) Pty Ltd | Truck repairs and maintenance | \$ 768.42 |
| 03/02/2021 | Turfmaster Facility Management | Turf maintenance - various locations | \$ 16,747.59 |
| 24/02/2021 | Turfmaster Facility Management | Turf maintenance - various locations | \$ 25,808.84 |
| 03/02/2021 | Tyres4U Pty Ltd | Tyre replacements and maintenance | \$ 1,278.31 |
| 24/02/2021 | Tyres4U Pty Ltd | Tyre replacements and maintenance | \$ 1,278.31 |
| 24/02/2021 | Universal Diggers | Plant hire - Depot | \$ 14,720.75 |
| 24/02/2021 | Urbanista Town Planning | Refund of planning application fee | \$ 295.00 |
| 24/02/2021 | V L Vu | Refund of planning application fee | \$ 147.00 |
| 03/02/2021 | Vigilant Traffic Management Group Pty Ltd | Traffic management services - various locations | \$ 938.74 |
| 03/02/2021 | Visual Inspirations Australia Pty Ltd | Dismantle and store Christmas decorations | \$ 24,853.55 |
| 24/02/2021 | W Barnard | Expense reimbursement - dry cleaning tablecloths | \$ 130.00 |
| 24/02/2021 | W.A. Limestone Co | Supply of limestone | \$ 1,776.83 |
| 03/02/2021 | WA Library Supplies | Library supplies - book covering | \$ 496.05 |
| 24/02/2021 | Wanneroo Plant Farm | Supply of plants | \$ 1,045.00 |
| 03/02/2021 | Water Corporation | Water charges - various locations | \$ 1,035.72 |
| 11/02/2021 | Water Corporation | Water charges - various locations | \$ 1,799.24 |
| 24/02/2021 | Water Corporation | Water charges - various locations | \$ 8,764.37 |
| 03/02/2021 | Way Funky Company Pty Ltd | Merchandise - BPLC | \$ 219.60 |
| 24/02/2021 | WC Convenience Management Pty Ltd | Maintenance of exelooos - various locations | \$ 3,992.44 |
| 03/02/2021 | Webb & Brown-Neaves Pty Ltd | Refund of infrastructure bond | \$ 3,000.00 |
| 03/02/2021 | West Australian Newspapers Limited | Library newspaper delivery | \$ 288.00 |
| 03/02/2021 | West Oz Wildlife | Wildlife session - school holiday activity | \$ 434.50 |
| 03/02/2021 | Western Power | Replacement of two streetlights - Victoria Street | \$ 5,242.00 |
| 03/02/2021 | Western Resource Recovery Pty Ltd | Grease trap maintenance - various locations | \$ 676.50 |
| 03/02/2021 | West-Sure Group Pty Ltd | Cash collection services - various locations | \$ 2,961.09 |
| 24/02/2021 | West-Sure Group Pty Ltd | Cash collection services - various locations | \$ 2,788.01 |
| 03/02/2021 | Wheelers Books | Supply of library books | \$ 911.23 |
| 24/02/2021 | Whitfords Event Hire | Hire of equipment - Young Makers Christmas Market | \$ 3,786.00 |
| 03/02/2021 | Wilson Security | Security services - Loftus Recreation Centre | \$ 99.00 |
| 03/02/2021 | Winc Australia Pty Ltd | Office supplies and consumables | \$ 190.08 |
| 24/02/2021 | Winc Australia Pty Ltd | Office supplies and consumables | \$ 615.73 |
| 03/02/2021 | Woocreative | Speaker fee - Hyde Park photography workshop | \$ 350.00 |
| 24/02/2021 | Work Metrics Pty Ltd | Online inductions - BPLC | \$ 110.00 |
| 24/02/2021 | Workwear Group Pty Ltd | Uniform supplies - Customer services | \$ 23.20 |
| 24/02/2021 | World's Best Graffiti Removers | Graffiti removal supplies | \$ 4,224.00 |
| 03/02/2021 | Worldwide East Perth | Printing services - business cards | \$ 99.00 |
| 24/02/2021 | Worldwide East Perth | Printing services - Citizenship booklets | \$ 165.00 |
| 24/02/2021 | YogaNut | Fitness instructor fees | \$ 180.00 |
| 03/02/2021 | Yolande Gomez | Fitness instructor fees | \$ 523.02 |

| Creditors Report - Payments by Cheque | | | | |
|--|--------------------|-------------------------------|---------------------------------|----------------------|
| 01/02/21 to 28/02/21 | | | | |
| <i>Creditor</i> | <i>Date</i> | <i>Payee</i> | <i>Description</i> | <i>Amount</i> |
| 00082651 | 16/02/2021 | H Wu | Refund of infrastructure bond | \$ 2,000.00 |
| 00082652 | 23/02/2021 | Commissioner of State Revenue | Refund for rates and ESL rebate | \$ 191.19 |
| 00082653 | 23/02/2021 | Petty Cash - Library | Petty cash recoup | \$ 187.50 |
| Total Nett Cheque Payments | | | | \$ 2,378.69 |

| Creditors Report - Payments by Direct Debit | | | | |
|---|-------------|------------------------------------|--|--------------------|
| 01/02/21 to 28/02/21 | | | | |
| Credit Card Transactions for the Period 7 January 2021 - 5 February 2021 | | | | |
| Card Holder | Date | Payee | Description | Amount |
| CEO | 27/01/2021 | West Australian Newspapers Limited | Newspaper subscription | \$ 83.60 |
| | | | | \$ 83.60 |
| Director Strategy & Development | 02/02/2021 | ASIC | Company search | \$ 9.00 |
| Director Infrastructure & Environment | 15/01/2021 | Perth Magistrates Court | Court lodgements - parking matters | \$ 311.40 |
| | 01/02/2021 | SP Au | PPE - reusable masks and replacement filters | \$ 6,050.00 |
| | | | | \$ 6,361.40 |
| Manager ICT | 07/01/2021 | Sendgrid | Application programming interface software | \$ 117.69 |
| | 07/01/2021 | International transaction fee | Application programming interface software | \$ 2.94 |
| | 18/01/2021 | Atlassian | Software licence renewal | \$ 14.36 |
| | 18/01/2021 | International transaction fee | Software licence renewal | \$ 0.36 |
| | 19/01/2021 | Officeworks | IT accessories | \$ 608.00 |
| | 19/01/2021 | Austin Computers | IT accessories | \$ 40.00 |
| | 19/01/2021 | Zoom | Video conferencing | \$ 369.47 |
| | 01/02/2021 | Safety Culture | Mobile inspection application | \$ 52.80 |
| | 02/02/2021 | Global Office Machines | Supply of bond paper | \$ 109.57 |
| | 02/02/2021 | Assetsonar.com | IT asset management software | \$ 262.93 |
| | 02/02/2021 | International transaction fee | IT asset management software | \$ 6.57 |
| | 03/02/2021 | Sendgrid | Application programming interface software | \$ 118.91 |
| | 03/02/2021 | International transaction fee | Application programming interface software | \$ 2.97 |
| | | | | \$ 1,706.57 |
| Manager Community Partnerships | 07/01/2021 | Sanity Webstore | Books for library | \$ 65.95 |
| | 08/01/2021 | Booktopia Pty Ltd | DVD for library | \$ 23.68 |
| | 08/01/2021 | Book Depository | Book for library | \$ 27.26 |
| | 08/01/2021 | JB Hifi | CDs for library | \$ 488.76 |
| | 13/01/2021 | CNP Architectural Digest | Library magazine subscription | \$ 88.47 |
| | 13/01/2021 | International transaction fee | Library magazine subscription | \$ 2.21 |
| | 13/01/2021 | Magshop Online | Library magazine subscription | \$ 89.00 |
| | 13/01/2021 | Magshop Online | Library magazine subscription | \$ 69.99 |
| | 15/01/2021 | Booktopia Pty Ltd | Refund for book | -\$ 28.40 |

| <i>Card Holder</i> | <i>Date</i> | <i>Payee</i> | <i>Description</i> | <i>Amount</i> |
|---|-------------|-------------------------------|---|----------------------|
| | | | | \$ 826.92 |
| Procurement and Contracts Officer | 10/01/2021 | Mailchimp | Email campaign | \$ 365.15 |
| | 11/01/2021 | Asana.com | Subscription - work flow graphic design tool | \$ 170.05 |
| | 11/01/2021 | International transaction fee | Subscription - work flow graphic design tool | \$ 4.25 |
| | 15/01/2021 | Shutterstock | Image download subscription | \$ 99.00 |
| | 22/01/2021 | Asana.com | Subscription - work flow graphic design tool | \$ 788.73 |
| | 22/01/2021 | International transaction fee | Subscription - work flow graphic design tool | \$ 19.72 |
| | | | | \$ 1,446.90 |
| Total Corporate Credit Cards | | | | \$ 10,434.39 |
| Direct Debits | | | | |
| Lease Fees | 23/02/2021 | Pitney Bowes Leasing | Postal scales | \$ 395.84 |
| | | | | |
| Loan Repayments | | Treasury Corporation | Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre | \$ 100,782.60 |
| Bank Fees and Charges | | Commonwealth Bank | Bank fees | \$ 60,477.37 |
| | | | | |
| Total Direct Debits including Credit Cards | | | | \$ 172,090.20 |
| | | | | |

11.7 FINANCIAL STATEMENTS AS AT 28 FEBRUARY 2021

Attachments: 1. Financial Statements as at 28 February 2021 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 28 February 2021 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 28 February 2021.

BACKGROUND:

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, as compared to the budget.

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending 28 February 2021:-

| Note | Description | Page |
|------|--|-------|
| 1. | Statement of Financial Activity by Program Report and Graph | 1-3 |
| 2. | Statement of Comprehensive Income by Nature or Type Report | 4 |
| 3. | Net Current Funding Position | 5 |
| 4. | Summary of Income and Expenditure by Service Areas | 6-46 |
| 5. | Capital Expenditure including Funding graph and Capital Works Schedule | 47-52 |
| 6. | Cash Backed Reserves | 53 |
| 7. | Rating Information and Graph | 54-55 |
| 8. | Debtors Report | 56 |
| 9. | Beatty Park Leisure Centre Financial Position | 57 |

Comments on the Statement of Financial Activity (as at Attachment 1)

Operating revenue is reported separately by 'Program' and 'Nature or Type' respectively. The significant difference between the two reports is that operating revenue by 'Program' includes 'Profit on sale of assets' and the report for 'Nature or Type' includes 'Rates revenue'.

Revenue by Program is tracking favourable compared to the YTD budget by an amount by \$2,366,691 (21%). The following items materially contributed to this position: -

- A favourable variance of \$610,807 primarily due to an increase in revenue generated from activity at Beatty Park, public halls and sporting grounds (**Recreation and Culture**); and
- A favourable variance of \$1,519,571 mainly due to an increase in revenue generated from parking activities and \$217,425 received as grant monies from Department of Fire and Emergency Services (DFES) for disaster recovery (**Transport**).

Revenue by Nature or Type is tracking favourable compared to the YTD budget by \$2,638,157 (5.7%). The following items materially contributed to this position: -

- A favourable variance of \$338,846 relating to an increase in interim rates (**Rates**);
- A favourable variance of \$1,968,831 for revenue generated primarily from increased activity at Beatty Park and parking facilities within the City (**Fees and charges**); and
- A favourable variance of \$356,275 for revenue primarily from the grant monies received from DFES for storm damage claims (**Other Revenue**).

Expenditure by Program reflects an over-spend of \$700,377 (1.9%) compared to the year to date budget. The following items materially contributed to this position: -

- An unfavourable variance of \$1,284,268 primarily contributed by the increase in depreciation at HBF Park (previously NIB stadium) (**Recreation and Culture**);
- An unfavourable variance of \$400,048 primarily contributed by depreciation and timing variance of works (**Transport**);
- A favourable variance of \$270,880 primarily contributed by tipping costs, bulk verge & recycling costs (**Community Amenities**); and
- A favourable variance of \$317,711 primarily contributed by a reduction in vehicle maintenance costs (**Other Property Services**).

Expenditure by Nature or Type reflects a slight overspend of \$769,716 (2.1%). The following items materially contributed to this position: -

- An unfavourable variance of \$532,768 primarily contributed by the following items (**Employee costs**)
 - Beatty Park - \$200k relating primarily to casual costs required due to additional activity; and
 - An additional pay run was processed in January 2021, resulting in a cumulative variance in most areas. However, this is expected to normalise in March as an additional payment has been budgeted for then.
- An unfavourable variance of \$1,412,344 primarily as a result of depreciation at HBF Park (Depreciation); and
- A favourable variance of \$729,986 primarily contributed by a timing variance of works in the following areas (Materials and Contracts):
 - Waste services - \$280k relating to tipping, bulk verge & recycling costs;
 - Vehicle maintenance costs - \$130k relating to fuel & repairs; and
 - Maintenance works - \$230k relating to building maintenance at various sites & street cleaning works.

The depreciation forecasts will be updated to align with actual expenditure as part of the second quarterly budget review in March 2021.

Surplus Position – 2020/2021

The audited surplus position brought forward to 2020/21 is \$2,122,499 compared to the adopted budget amount of \$1,615,763. The additional surplus of \$506,736 will be updated as part of the March 2021 budget review.

In addition, the closing deficit position for 2020/21 changed from \$405,905 to \$553,475 in February 2021. This was as a result of an additional budget amendments approved of \$147,570 relating to works at Beatty Park at the February Council meeting.

Content of Statement of Financial Activity

An explanation of each report in the Statement of Financial Activity (**Attachment 1**), along with some commentary, is below:

1. Statement of Financial Activity by Program Report (Note 1 Page 1)

This statement of financial activity shows operating revenue and expenditure classified by Program.

2. Statement of Comprehensive Income by Nature or Type Report (Note 2 Page 4)

This statement of Comprehensive Income shows operating revenue and expenditure classified by Nature or Type.

3. Net Current Funding Position (Note 3 Page 5)

'Net current assets' is the difference between the current assets and current liabilities, less committed assets and restricted assets.

4. Summary of Income and Expenditure by Service Areas (Note 4 Page 6 – 46)

This statement shows a summary of operating revenue and expenditure by service unit including variance commentary.

5. Capital Expenditure and Funding Summary (Note 5 Page 47 - 52)

Below is a summary of the year to date expenditure of each asset category and the funding source associated to the delivery of capital works.

| | Revised Budget | YTD Budget | YTD Actual | Remaining Budget |
|--------------------------------|-------------------|------------------|------------------|------------------|
| | \$ | \$ | \$ | % |
| Land and Buildings | 5,415,171 | 3,022,601 | 657,739 | 87.9% |
| Infrastructure Assets | 4,496,283 | 2,311,474 | 2,157,715 | 52.0% |
| Plant and Equipment | 378,812 | 348,550 | 285,155 | 24.7% |
| Furniture and Equipment | 1,272,100 | 572,800 | 244,431 | 80.8% |
| Total | 11,562,366 | 6,255,425 | 3,345,040 | 71.1% |
| | | | | |
| | | | | |
| FUNDING | Revised Budget | YTD Budget | YTD Actual | Remaining Budget |
| | \$ | \$ | \$ | % |
| Own Source Funding - Municipal | 5,719,033 | 3,866,275 | 1,514,200 | 73.5% |
| Cash Backed Reserves | 3,365,850 | 380,000 | 334,549 | 90.1% |
| Capital Grant and Contribution | 1,704,483 | 1,236,150 | 578,574 | 66.1% |
| Other (Disposals/Trade In) | 773,000 | 773,000 | 917,717 | -18.7% |
| Total | 11,562,366 | 6,255,425 | 3,345,040 | 71.1% |

The full capital works program is listed in detail in Note 5 in **Attachment 1**.

6. Cash Backed Reserves (Note 6 Page 53)

The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The balance as at 28 February 2021 is \$11,347,571.

7. Rating Information (Note 7 Page 54 - 55)

The notices for rates and charges levied for 2019/20 were issued on 7 August 2020. *The Local Government Act 1995* provides for ratepayers to pay rates by four instalments. The due dates for each instalment are:

| | Due Date |
|-------------------|-------------------|
| First Instalment | 18 September 2020 |
| Second Instalment | 18 November 2020 |
| Third Instalment | 18 January 2021 |
| Fourth Instalment | 18 March 2021 |

Rates debtors for 2020/21 was raised on 29 July 2020 after the adoption of the budget.

The outstanding rates debtors balance as at 28 February 2021 is \$5,565,755 excluding deferred rates of \$115,535. The outstanding rates percentage at 28 February 2021 is 14% compared to 11% for the similar period last year. This has been contributed by: -

- 368 ratepayers opting to pay their rates weekly, fortnightly or monthly (rates smoothing). This option has been offered for the first time this financial year; and
- Administration has also received 41 hardship applications and these ratepayer payments has been deferred until March 2021.

8. Receivables (Note 8 Page 56)

Total trade and other receivables as at 28 February 2021 are \$2,218,247.

Below is a summary of the significant items that have been outstanding for over 90 days: -

- \$1,336,809 (86%) relates to unpaid infringements (plus costs) over 90 days. Infringements that remain unpaid for more than two months are sent to the Fines Enforcement Registry (FER), which then collects the outstanding balance on behalf of the City for a fee.

\$971,183 of this amount has been transferred to long-term infringement debtors (non-current portion).

As some of the unpaid infringements are aged, a provisional amount of \$181,310 has been calculated as doubtful debts for the current portion (within 12 months) and a corresponding provisional amount of \$238,616 has been calculated as doubtful debts for the non-current portion (greater than 12 months). This treatment is in accordance to the new requirements of the changes in the Accounting standards (AASB 9).

- \$139,663 (9%) relates to cash-in-lieu of car parking debtors. In accordance with the *City's Policy 7.7.1 Non-residential parking*, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay their debt over a fixed term of five years.

However, on 8 April 2020, the Minister of Planning WA issued a provision that exempts proponents from making cash in lieu related payments for existing or new non-residential development to the City. This exemption is effective up to the earlier date of either: -

- a) 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked; or
- b) Midnight, 1 May 2023.

- Tenancy related debts have been dealt with in accordance to the direction approved by the City's COVID-19 Committee.
- Health licenses debtors are being followed up with final reminders. Thereafter, the debts will be sent to the debt collectors for further follow up.
-

9. Beatty Park Leisure Centre – Financial Position report (Note 9 Page 57)

As at 28 February 2021, the Centre's operating surplus position is \$137,038 (excluding depreciation) compared to the year to date deficit amount of \$43,310. This is contributed primarily by the cumulative increase in activity relating to swim school (before the indoor pool closure), fitness initiatives at the Centre and increased sales at the retail shop.

10. Explanation of Material Variances

The materiality thresholds used for reporting variances are 10% and \$20,000 respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year to date budget and where that variance exceeds \$20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2020/2021 and is used in the preparation of the statements of financial activity when highlighting material variance in accordance with *Financial Management Regulation 34(1) (d)*.

In accordance to the above, all material variances as at 28 February 2021 have been detailed in the variance comments report in **Attachment 1**.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Section 6.4 of the Local Government Act 1995 requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates. *Section 6.8 of the Local Government Act 1995*, specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

RISK MANAGEMENT IMPLICATIONS:

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

STRATEGIC IMPLICATIONS:

Reporting on the City's financial position is aligned with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

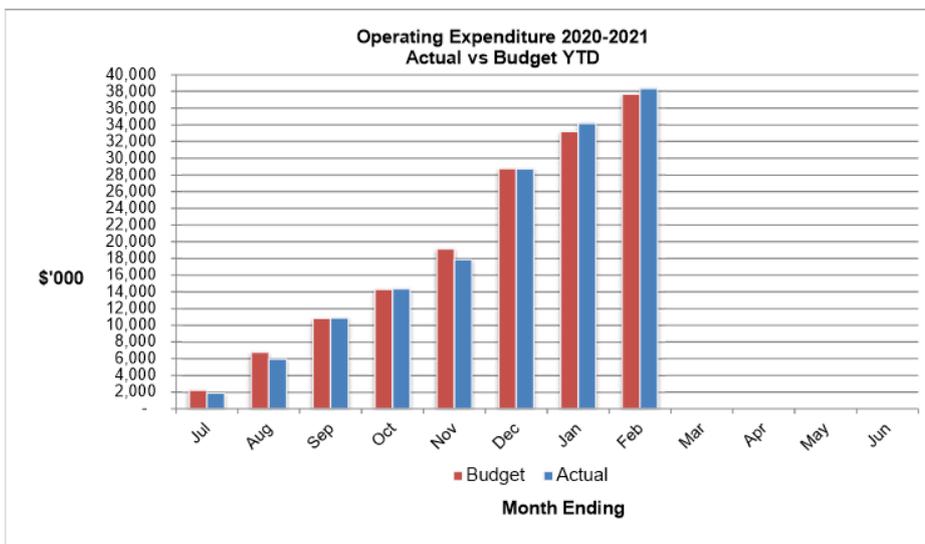
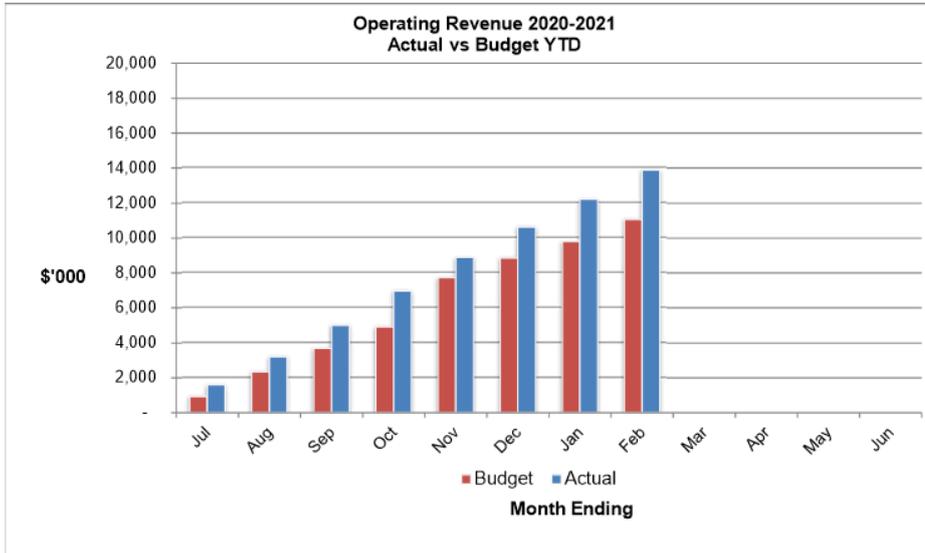
As contained in this report.

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 28 FEBRUARY 2021

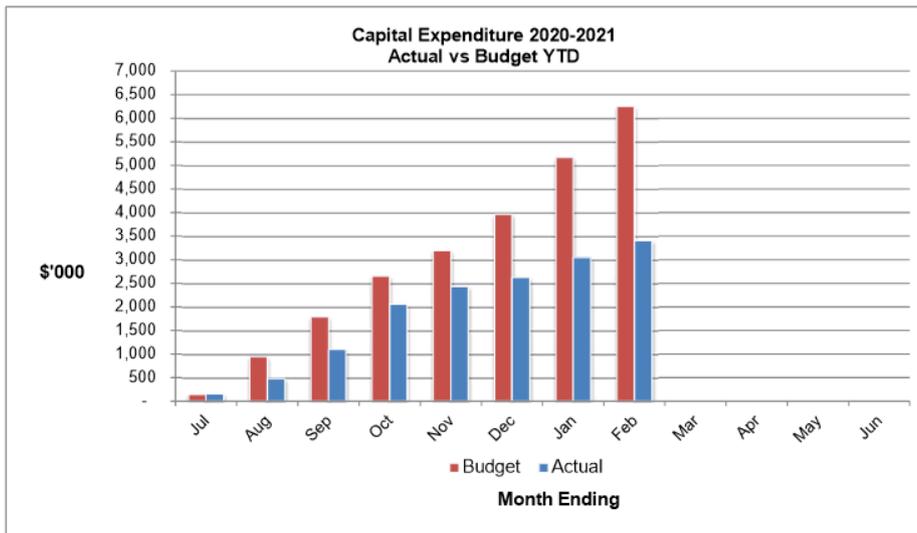
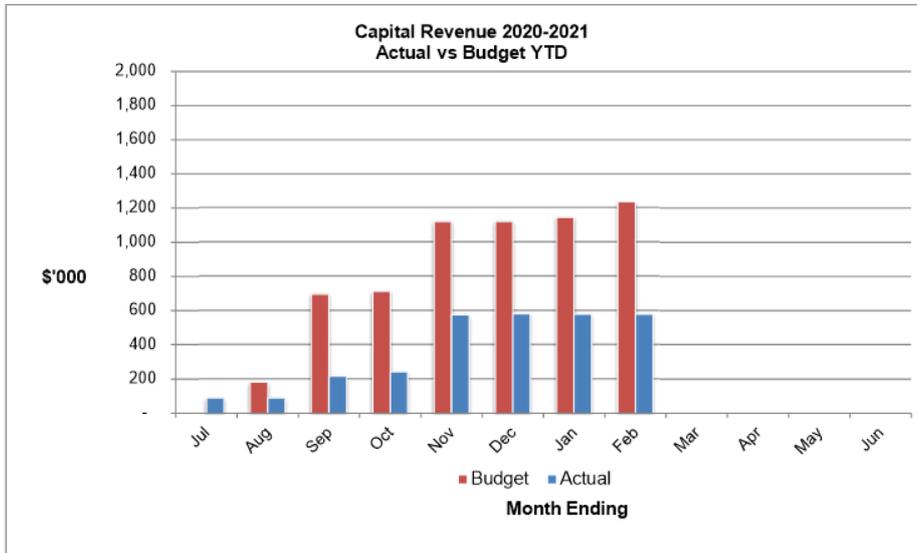


| | Revised Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | YTD Variance % |
|--|---------------------------------|-----------------------------------|-----------------------------------|-----------------------|----------------------|
| Opening Funding Surplus/(Deficit) | 1,615,763 | 1,615,763 | 2,122,499 | 506,736 | 31.4% |
| Revenue from operating activities | | | | | |
| Governance | 43,186 | 35,186 | 48,663 | 13,477 | 38.3% |
| General Purpose Funding | 1,301,757 | 1,001,442 | 1,050,309 | 48,867 | 4.9% |
| Law, Order and Public Safety | 300,000 | 176,428 | 196,173 | 19,745 | 11.2% |
| Health | 321,517 | 297,803 | 345,825 | 48,022 | 16.1% |
| Education and Welfare | 119,968 | 78,064 | 87,029 | 8,965 | 11.5% |
| Community Amenities | 910,344 | 724,043 | 658,900 | (65,143) | -9.0% |
| Recreation and Culture | 6,813,961 | 4,798,512 | 5,409,319 | 610,807 | 12.7% |
| Transport | 5,119,621 | 3,634,634 | 5,154,205 | 1,519,571 | 41.8% |
| Economic Services | 249,960 | 158,244 | 191,373 | 33,129 | 20.9% |
| Other Property and Services | 525,869 | 162,153 | 291,404 | 129,251 | 79.7% |
| | 15,706,183 | 11,066,509 | 13,433,200 | 2,366,691 | 21.4% |
| Expenditure from operating activities | | | | | |
| Governance | (3,491,595) | (2,236,864) | (2,049,652) | 187,212 | -8.4% |
| General Purpose Funding | (835,052) | (412,623) | (396,697) | 15,926 | -3.9% |
| Law, Order and Public Safety | (1,646,620) | (1,070,824) | (1,005,472) | 65,352 | -6.1% |
| Health | (1,725,084) | (1,097,158) | (1,011,628) | 85,530 | -7.8% |
| Education and Welfare | (352,855) | (228,704) | (260,059) | (31,355) | 13.7% |
| Community Amenities | (12,410,533) | (7,423,531) | (7,152,651) | 270,880 | -3.6% |
| Recreation and Culture | (20,984,153) | (14,156,488) | (15,440,756) | (1,284,268) | 9.1% |
| Transport | (13,340,099) | (9,084,807) | (9,484,855) | (400,048) | 4.4% |
| Economic Services | (626,226) | (431,662) | (358,979) | 72,683 | -16.8% |
| Other Property and Services | (2,402,572) | (1,521,994) | (1,204,283) | 317,711 | -20.9% |
| | (57,814,789) | (37,664,655) | (38,365,032) | (700,377) | 1.9% |
| Add Deferred Rates Adjustment | 0 | 0 | 15,886 | 15,886 | 0.0% |
| Add Back Depreciation | 11,857,595 | 7,905,087 | 9,317,431 | 1,412,344 | 17.9% |
| Adjust (Profit)/Loss on Asset Disposal | (79,199) | 170,801 | 39,395 | (131,406) | -76.9% |
| | 11,778,396 | 8,075,888 | 9,372,712 | 1,296,824 | 16.1% |
| Amount attributable to operating activities | (30,330,210) | (18,522,258) | (15,559,120) | 2,963,138 | -16.0% |
| Investing Activities | | | | | |
| Non-operating Grants, Subsidies and Contributions | 1,704,483 | 1,236,150 | 578,574 | (657,576) | -53.2% |
| Purchase Land and Buildings | (5,205,171) | (2,897,601) | (650,076) | 2,247,525 | -77.6% |
| Purchase Infrastructure Assets | (4,706,283) | (2,436,474) | (2,165,378) | 271,096 | -11.1% |
| Purchase Plant and Equipment | (378,812) | (348,550) | (285,155) | 63,395 | -18.2% |
| Purchase Furniture and Equipment | (1,272,100) | (572,800) | (244,431) | 328,369 | -57.3% |
| Proceeds from Joint Venture Operations | 250,000 | 0 | 0 | 0 | 0.0% |
| Proceeds from Disposal of Assets | 773,000 | 773,000 | 917,717 | 144,717 | 18.7% |
| Amount attributable to investing activities | (8,834,883) | (4,246,275) | (1,848,749) | 2,397,526 | -56.5% |
| Financing Activities | | | | | |
| Proceeds from Self Supporting Loan | 2,500 | 0 | 0 | 0 | 0.0% |
| Principal elements of finance lease payments | (91,377) | (68,532) | (68,533) | (1) | 0.0% |
| Repayment of Debentures | (887,431) | (571,178) | (571,178) | 0 | 0.0% |
| Proceeds from New Debentures | 0 | 0 | 0 | 0 | 0.0% |
| Transfer to Reserves | (1,692,450) | (1,189,296) | (1,404,879) | (215,583) | 18.1% |
| Transfer from Reserves | 4,051,183 | 2,743,276 | 1,033,833 | (1,709,443) | -62.3% |
| Amount attributable to financing activities | 1,382,425 | 914,270 | (1,010,757) | (1,925,027) | -210.6% |
| Surplus/(Deficit) before general rates | (36,166,905) | (20,238,500) | (16,296,127) | 3,942,373 | -19.5% |
| Total amount raised from general rates | 35,613,430 | 35,543,300 | 35,882,146 | 338,846 | 1.0% |
| Closing Funding Surplus/(Deficit) | (553,475) | 15,304,800 | 19,586,019 | 4,281,219 | 28.0% |

CITY OF VINCENT
 NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
 BY PROGRAM - GRAPH
 AS AT 28 FEBRUARY 2020



CITY OF VINCENT
 NOTE 1 - CAPITAL REVENUE / EXPENDITURE PROGRAM
 AS AT 28 FEBRUARY 2020



CITY OF VINCENT
 NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME
 BY NATURE OR TYPE
 FOR THE PERIOD ENDED 28 FEBRUARY 2021



| | Revised Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | YTD Variance % |
|---|---------------------------------|-----------------------------------|-----------------------------------|-----------------------|----------------------|
| Revenue | | | | | |
| Rates | 35,613,430 | 35,543,300 | 35,882,146 | 338,846 | 1% |
| Operating Grants, Subsidies and Contributions | 791,934 | 510,060 | 464,674 | (45,386) | -8.9% |
| Fees and Charges | 13,152,532 | 9,562,977 | 11,531,808 | 1,968,831 | 20.6% |
| Interest Earnings | 483,205 | 363,588 | 383,179 | 19,591 | 5.4% |
| Other Revenue | 1,022,010 | 623,382 | 979,657 | 356,275 | 57.2% |
| | <u>51,063,111</u> | <u>46,603,307</u> | <u>49,241,464</u> | <u>2,638,157</u> | <u>5.7%</u> |
| Expenses | | | | | |
| Employee Costs | (23,826,276) | (15,183,557) | (15,716,325) | (532,768) | 3.5% |
| Materials and Contracts | (16,289,825) | (10,558,940) | (9,828,954) | 729,986 | -6.9% |
| Utility Charges | (1,575,540) | (997,297) | (943,440) | 53,857 | -5.4% |
| Depreciation on Non-Current Assets | (11,857,595) | (7,905,087) | (9,317,431) | (1,412,344) | 17.9% |
| Interest Expenses | (491,960) | (295,354) | (284,494) | 10,860 | -3.7% |
| Insurance Expenses | (512,653) | (339,404) | (339,404) | 0 | 0.0% |
| Other Expenditure | (3,083,637) | (2,207,713) | (1,827,020) | 380,693 | -17.2% |
| | <u>(57,637,486)</u> | <u>(37,487,352)</u> | <u>(38,257,068)</u> | <u>(769,716)</u> | <u>2.1%</u> |
| | <u>(6,574,375)</u> | <u>9,115,955</u> | <u>10,984,396</u> | <u>1,868,441</u> | <u>20.5%</u> |
| Non-operating Grants, Subsidies and Contributions | 1,704,483 | 1,236,150 | 583,886 | (652,264) | -52.8% |
| Profit on Disposal of Assets | 6,502 | 6,502 | 83,599 | 77,097 | 1185.7% |
| Loss on Disposal of Assets | (177,303) | (177,303) | (122,994) | 54,309 | -30.6% |
| Profit on Assets Held for Sale (TPRC Joint Venture) | 250,000 | 0 | 0 | 0 | 0.0% |
| | <u>1,783,682</u> | <u>1,065,349</u> | <u>544,491</u> | <u>(520,858)</u> | <u>-48.9%</u> |
| Net result | (4,790,693) | 10,181,304 | 11,528,887 | 1,347,583 | 13.2% |
| Other comprehensive income | | | | | |
| <i>Items that will not be reclassified subsequently to profit or loss</i> | | | | | |
| Total other comprehensive income | 0 | 0 | 0 | 0 | 0.0% |
| Total comprehensive income | (4,790,693) | 10,181,304 | 11,528,887 | 1,347,583 | 13.2% |

CITY OF VINCENT
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 NOTE - NET CURRENT FUNDING POSITION
 FOR THE PERIOD ENDED 28 FEBRUARY 2021



| | Note | YTD Actual 28/02/2021 \$ | FY Actual 0/0 /2020 \$ |
|--|--------------------|--------------------------------|------------------------------|
| Current Assets | | | |
| Ca re tr ctcd | | 21,651,743 | ,206,624 |
| Ca Re tr ctcd | | 11,347,571 | 10, 76,522 |
| e t e t | | 11,000 | 11,000 |
| Rece a le -Rate | 7 | 5,565,755 | 1,066,726 |
| Rece a le - t er | 8 | 2,218,248 | 2,626,72 |
| e t r e | | 224,316 | 185,473 |
| | | <u>41,018,633</u> | <u>24,073,074</u> |
| Less Current Lia ilities | | | |
| a a le | | 7,187, 11 | 7, 34,281 |
| r -e l ee | | 4,265,606 | 4,378,760 |
| | | <u>11,453,517</u> | <u>12,313,041</u> |
| Unad usted Net Current Assets | | 2 11 11 0 0 | |
| Ad ust ents and exclusions per itted FM Reg 2 | | | |
| Le Re er e -re tr ctcd ca | 6 | 11,347,571 | 10, 76,525 |
| Le Re tr ctcd- u dr De t r | - er at g Gra t | 600,000 | 600,000 |
| Le are tra er red r | cur re ta et | 11,000 | 11,000 |
| Add Cur re t r t l gter | r r g | 15,81 | 887,431 |
| Add r ge e tDe t r tra | er red t cur re ta | 71,183 | 71,183 |
| Add Cur re t r t l gter | a celea el a l t e | 2,473 | 1,377 |
| | | <u>17,006</u> | <u>,637,534</u> |
| Ad usted Net Current Assets | | 1 8 020 2 122 | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|-------------|---|
| Chief Executive Officer | | | | | | |
| Chief Executive Officer Expenditure | | | | | | |
| Employee Costs | 478,350 | 297,291 | 253,232 | (44,059) | -17% | Favourable variance due to vacant position. |
| Other Employee Costs | 25,566 | 15,490 | 14,579 | (911) | -6% | |
| Other Expenses | 120,700 | 98,706 | 63,321 | (35,385) | -38% | Timing variance on Management programmes. |
| Operating Projects | 15,000 | 15,000 | 0 | (15,000) | | |
| Chief Executive Officer Expenditure Total | 639,616 | 426,487 | 331,132 | (95,355) | -26% | |
| Chief Executive Officer Indirect Costs | | | | | | |
| Allocations | (639,616) | (426,487) | (331,132) | 95,355 | -26% | |
| Chief Executive Officer Indirect Costs Total | (639,616) | (426,487) | (331,132) | 95,355 | -26% | |
| Chief Executive Officer Total | 1 | 0 | 0 | 0 | 100% | |
| Members of Council | | | | | | |
| Members Of Council Expenditure | | | | | | |
| Employee Costs | 124,855 | 76,309 | 67,086 | (9,223) | -14% | |
| Other Employee Costs | 20,000 | 13,336 | 0 | (13,336) | -114% | |
| Other Expenses | 352,600 | 230,356 | 226,291 | (4,065) | -2% | |
| Members Of Council Expenditure Total | 497,455 | 320,001 | 293,377 | (26,624) | -9% | |
| Members Of Council Indirect Costs | | | | | | |
| Allocations | 45,712 | 29,720 | 26,641 | (3,079) | -12% | |
| Members Of Council Indirect Costs Total | 45,712 | 29,720 | 26,641 | (3,079) | -12% | |
| Members of Council Total | 543,167 | 349,721 | 320,018 | (28,703) | -10% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Corporate Strategy and Governance Expenditure | | | | | | |
| Corporate Strategy and Governance Expenditure | | | | | | |
| Employee Costs | 718,502 | 449,120 | 473,299 | 24,179 | 6% | |
| Other Employee Costs | 12,000 | 8,000 | 993 | (7,007) | -100% | |
| Other Expenses | 148,950 | 99,312 | 71,326 | (27,986) | -32% | \$12k legal cost not yet required and other variances are individually immaterial. |
| Operating Projects | 67,000 | 41,500 | 32,250 | (9,250) | -28% | |
| Corporate Strategy and Governance Expenditure Total | 946,452 | 597,932 | 577,867 | (20,065) | -4% | |
| Corporate Strategy and Governance Indirect Costs | | | | | | |
| Corporate Strategy and Governance Indirect Costs | | | | | | |
| Allocations | 394,004 | 256,831 | 232,924 | (23,907) | -11% | |
| Corporate Strategy and Governance Indirect Costs Total | 394,004 | 256,831 | 232,924 | (23,907) | -11% | |
| Corporate Strategy and Governance Indirect Costs Total | 394,004 | 256,831 | 232,924 | (23,907) | -11% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Human Resources | | | | | | |
| Human Resources Revenue | | | | | | |
| Revenue | (35,000) | (35,000) | (48,250) | (13,250) | 38% | |
| Human Resources Revenue Total | (35,000) | (35,000) | (48,250) | (13,250) | 38% | |
| Human Resources Expenditure | | | | | | |
| Employee Costs | 774,811 | 518,732 | 602,936 | 84,204 | 18% | Timing variance relating to paid parental leave. This will be adjusted as part of March 2021 budget review. |
| Other Employee Costs | 144,100 | 98,969 | 22,424 | (76,545) | -89% | Favourable variance - \$13k external recruitment, \$16k training courses and \$22k agency labour cost not required yet. |
| Other Expenses | 103,829 | 71,702 | 45,455 | (26,247) | -41% | \$17k timing variance on subscriptions expense. |
| Human Resources Expenditure Total | 1,022,740 | 689,403 | 670,815 | (10,588) | -3% | |
| Human Resources Indirect Costs | | | | | | |
| Allocations | (987,740) | (654,403) | (622,566) | 31,837 | -5% | |
| Human Resources Indirect Costs Total | (987,740) | (654,403) | (622,566) | 31,837 | -5% | |
| Human Resources Total | 0 | 0 | 0 | 0 | 100% | |
| Information Technology | | | | | | |
| Information Technology Expenditure | | | | | | |
| Employee Costs | 476,432 | 296,421 | 282,777 | (13,644) | -5% | |
| Other Employee Costs | 6,000 | 3,000 | 527 | (2,473) | -82% | |
| Other Expenses | 1,489,900 | 1,088,264 | 1,080,943 | (7,321) | -1% | |
| Operating Projects | 80,000 | 53,336 | 45,750 | (7,586) | -16% | |
| Information Technology Expenditure Total | 2,052,332 | 1,441,021 | 1,409,997 | (31,024) | -2% | |
| Information Technology Indirect Costs | | | | | | |
| Allocations | (2,052,332) | (1,441,021) | (1,409,997) | 31,024 | -2% | |
| Information Technology Indirect Costs Total | (2,052,332) | (1,441,021) | (1,409,997) | 31,024 | -2% | |
| Information Technology Total | 0 | 0 | 0 | (0) | 100% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--------------------------|
| Records Management | | | | | | |
| Records Management Revenue | | | | | | |
| Revenue | (185) | (185) | (185) | 0 | 0% | |
| Records Management Revenue Total | (185) | (185) | (185) | 0 | 0% | |
| Records Management Expenditure | | | | | | |
| Employee Costs | 286,399 | 178,286 | 189,287 | 11,001 | 7% | |
| Other Employee Costs | 4,000 | 1,405 | (141) | (1,546) | -204% | |
| Other Expenses | 38,650 | 26,150 | 9,114 | (17,036) | -74% | |
| Operating Projects | 40,000 | 26,400 | 11,405 | (14,995) | -65% | |
| Records Management Expenditure Total | 369,049 | 232,241 | 209,666 | (22,575) | -11% | |
| Records Management Indirect Costs | | | | | | |
| Allocations | (368,863) | (232,055) | (209,480) | 22,575 | -11% | |
| Records Management Indirect Costs Total | (368,863) | (232,055) | (209,480) | 22,575 | -11% | |
| Records Management Total | 0 | 0 | 0 | (0) | 100% | |
| Director Community and Business Services | | | | | | |
| Director Community and Business Services | | | | | | |
| Revenue | 0 | 0 | 0 | 0 | | |
| Employee Costs | 297,506 | 186,695 | 209,701 | 23,006 | 14% | Budget phasing variance. |
| Other Employee Costs | 3,671 | 2,448 | 1,414 | (1,034) | -48% | |
| Other Expenses | 4,250 | 2,824 | 1,397 | (1,427) | -58% | |
| Director Community and Business Services Total | 305,427 | 191,967 | 212,513 | 20,546 | 12% | |
| Director Community and Business Services Total | 305,427 | 191,967 | 212,513 | 20,546 | 12% | |
| Director Community and Business Ser Indirect Costs | | | | | | |
| Director Community and Business Ser Indirect Costs | | | | | | |
| Allocations | (305,427) | (191,967) | (212,513) | (20,546) | 12% | |
| Director Community and Business Ser Indirect Costs Total | (305,427) | (191,967) | (212,513) | (20,546) | 12% | |
| Director Community and Business Ser Indirect Costs Total | (305,427) | (191,967) | (212,513) | (20,546) | 12% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---------------------|
| Finance Services | | | | | | |
| Finance Services Revenue | | | | | | |
| Revenue | (800) | (536) | (3,005) | (2,469) | 526% | |
| Finance Services Revenue Total | (800) | (536) | (3,005) | (2,469) | 526% | |
| Finance Services Expenditure | | | | | | |
| Employee Costs | 809,097 | 803,766 | 534,204 | 30,438 | 7% | |
| Other Employee Costs | 9,100 | 3,064 | 3,936 | 872 | 29% | |
| Other Expenses | 207,400 | 17,532 | 34,778 | 17,246 | 125% | |
| Finance Services Expenditure Total | 1,025,597 | 824,362 | 572,918 | 48,556 | 11% | |
| Finance Services Indirect Costs | | | | | | |
| Allocations | (1,024,797) | (823,826) | (569,913) | (46,087) | 10% | |
| Finance Services Indirect Costs Total | (1,024,797) | (823,826) | (569,913) | (46,087) | 10% | |
| Finance Services Total | 0 | 0 | 0 | 0 | | |
| Insurance Premium | | | | | | |
| Insurance Premium Expenditure | | | | | | |
| Other Expenses | 512,653 | 339,404 | 339,404 | 0 | 0% | |
| Insurance Premium Expenditure Total | 512,653 | 339,404 | 339,404 | 0 | 0% | |
| Insurance Premium Recovery | | | | | | |
| Allocations | (512,653) | (339,404) | (339,283) | 121 | 0% | |
| Insurance Premium Recovery Total | (512,653) | (339,404) | (339,283) | 121 | 0% | |
| Insurance Premium Total | 0 | 0 | 121 | 121 | 100% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Insurance Claim | | | | | | |
| Insurance Claim Recoup Revenue | (65,000) | (55,035) | (63,077) | (8,042) | 15% | |
| Insurance Claim Recoup Total | (65,000) | (55,035) | (63,077) | (8,042) | 15% | |
| Insurance Claim Expenditure Other Expenses | 5,000 | 3,251 | 4,955 | 1,704 | 61% | |
| Insurance Claim Expenditure Total | 5,000 | 3,251 | 4,955 | 1,704 | 61% | |
| Insurance Claim Total | (60,000) | (51,784) | (58,123) | (6,338) | 12% | |
| Mindarie Regional Council | | | | | | |
| Mindarie Regional Council Revenue | | | | | | |
| Revenue | (141,110) | (75,707) | (157,024) | (81,317) | 122% | Land sales withholding tax higher than anticipated. |
| Mindarie Regional Council Revenue Total | (141,110) | (75,707) | (157,024) | (81,317) | 122% | |
| Mindarie Regional Council Expenditure | | | | | | |
| Other Expenses | 32,000 | 32,000 | 28,617 | (3,383) | -11% | |
| Land - Revaluation Decrement | 0 | 0 | 0 | 0 | | |
| Mindarie Regional Council Expenditure Total | 32,000 | 32,000 | 28,617 | (3,383) | -11% | |
| Mindarie Regional Council Total | (109,110) | (43,707) | (128,407) | (84,700) | 243% | |
| General Purpose Revenue | | | | | | |
| General Purpose Revenue | | | | | | |
| Revenue | (808,757) | (575,853) | (543,221) | 32,632 | -8% | |
| General Purpose Revenue Total | (808,757) | (575,853) | (543,221) | 32,632 | -8% | |
| General Purpose Revenue Total | (808,757) | (575,853) | (543,221) | 32,632 | -8% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---------------------|
| Rates Services | | | | | | |
| Rates Services Revenue | | | | | | |
| Revenue | (36,106,430) | (35,968,889) | (36,389,234) | (420,345) | 1% | |
| Rates Services Revenue Total | (36,106,430) | (35,968,889) | (36,389,234) | (420,345) | 1% | |
| Rates Services Expenditure | | | | | | |
| Employee Costs | 258,785 | 161,065 | 172,671 | 11,606 | 8% | |
| Other Employee Costs | 0 | 0 | 0 | 0 | | |
| Other Expenses | 173,950 | 150,016 | 135,225 | (14,791) | -11% | |
| Operating Projects | 250,000 | 2,500 | 0 | (2,500) | | |
| Rates Services Expenditure Total | 682,735 | 313,581 | 307,896 | (5,685) | -2% | |
| Rates Services Indirect Costs | | | | | | |
| Allocations | 152,317 | 99,042 | 88,801 | (10,241) | -12% | |
| Rates Services Indirect Costs Total | 152,317 | 99,042 | 88,801 | (10,241) | -12% | |
| Rates Services Total | (35,271,378) | (35,556,266) | (35,992,537) | (436,271) | 1% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Marketing and Communications | | | | | | |
| Marketing and Communications Revenue | | | | | | |
| Revenue | (8,000) | 0 | (227) | (227) | 100% | |
| Marketing and Communications Revenue Total | (8,000) | 0 | (227) | (227) | 100% | |
| Marketing and Communications Expenditure | | | | | | |
| Employee Costs | 708,647 | 440,918 | 475,340 | 34,422 | 9% | |
| Other Employee Costs | 1,000 | 750 | 68 | (682) | -91% | |
| Other Expenses | 437,643 | 284,137 | 159,247 | (124,890) | -57% | Timing variance of works relating to advertising, community arts programmes, artwork maintenance and public relations. |
| Operating Projects | 50,000 | 27,300 | 15,223 | (12,077) | -47% | |
| Marketing and Communications Expenditure Total | 1,197,290 | 753,105 | 649,878 | (103,227) | -16% | |
| Marketing and Communications Indirect Costs | | | | | | |
| Allocations | 375,681 | 244,275 | 220,715 | (23,560) | -11% | |
| Marketing and Communications Indirect Costs Total | 375,681 | 244,275 | 220,715 | (23,560) | -11% | |
| Marketing and Communications Total | 1,564,971 | 997,380 | 870,366 | (127,014) | -15% | |
| Art and Culture | | | | | | |
| Art and Culture | | | | | | |
| Other Expenses | 46,000 | 8,250 | 14,346 | 6,096 | 74% | |
| Art and Culture Total | 46,000 | 8,250 | 14,346 | 6,096 | 74% | |
| Art and Culture Total | 46,000 | 8,250 | 14,346 | 6,096 | 74% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Community Partnerships Revenue | | | | | | |
| Community Partnerships Revenue | | | | | | |
| Revenue | (1,259) | (840) | (1,149) | (309) | 42% | |
| Community Partnerships Revenue Total | (1,259) | (840) | (1,149) | (309) | 42% | |
| Community Partnerships Revenue Total | | | | | | |
| | (1,259) | (840) | (1,149) | (309) | 42% | |
| Community Partnership Expenditure | | | | | | |
| Community Partnership Expenditure | | | | | | |
| Employee Costs | 419,497 | 261,317 | 278,938 | 17,621 | 8% | |
| Other Employee Costs | 9,430 | 7,952 | 2,952 | (5,000) | -66% | |
| Other Expenses | 252,300 | 130,716 | 47,790 | (82,926) | -68% | Timing variance relating to the delivery of events, recreational programmes and donations. |
| Community Partnership Expenditure Total | 681,197 | 399,985 | 329,680 | (70,305) | -20% | |
| Community Partnership Expenditure Total | | | | | | |
| | 681,197 | 399,985 | 329,680 | (70,305) | -20% | |
| Community Partnerships Indirect Costs | | | | | | |
| Community Partnerships Indirect Costs | | | | | | |
| Allocations | 236,384 | 153,742 | 146,364 | (7,378) | -5% | |
| Library Occupancy Costs Allocations | 0 | 0 | 0 | 0 | | |
| Community Partnerships Indirect Costs Total | 236,384 | 153,742 | 146,364 | (7,378) | -5% | |
| Community Partnerships Indirect Costs Total | | | | | | |
| | 236,384 | 153,742 | 146,364 | (7,378) | -5% | |
| Beatty Park Leisure Centre Administration | | | | | | |
| Beatty Park Leisure Centre Admin Revenue | | | | | | |
| Revenue | (1,894,500) | (1,520,255) | (1,578,486) | (58,231) | 4% | |
| Beatty Park Leisure Centre Admin Revenue Total | (1,894,500) | (1,520,255) | (1,578,486) | (58,231) | 4% | |
| Beatty Park Leisure Centre Admin Revenue Total | | | | | | |
| | (1,894,500) | (1,520,255) | (1,578,486) | (58,231) | 4% | |
| Beatty Park Leisure Centre Admin Indirect Revenue | | | | | | |
| Allocations | 1,894,500 | 1,520,255 | 1,578,367 | 58,112 | 4% | |
| Beatty Park Leisure Centre Admin Indirect Revenue Total | 1,894,500 | 1,520,255 | 1,578,367 | 58,112 | 4% | |
| Beatty Park Leisure Centre Admin Expenditure | | | | | | |
| Beatty Park Leisure Centre Admin Expenditure | | | | | | |
| Employee Costs | 812,325 | 485,526 | 470,556 | (14,970) | -4% | |
| Other Employee Costs | 19,128 | 13,368 | 6,794 | (6,574) | -59% | |
| Other Expenses | 130,280 | 80,778 | 82,495 | 1,717 | 2% | |
| Beatty Park Leisure Centre Admin Expenditure Total | 961,703 | 579,672 | 559,846 | (19,826) | -4% | |
| Beatty Park Leisure Centre Admin Indirect Costs | | | | | | |
| Beatty Park Leisure Centre Admin Indirect Costs | | | | | | |
| Allocations | (961,703) | (579,672) | (559,727) | 19,945 | -4% | |
| Beatty Park Leisure Centre Admin Indirect Costs Total | (961,703) | (579,672) | (559,727) | 19,945 | -4% | |
| Beatty Park Leisure Centre Administration Total | | | | | | |
| | 0 | 0 | 0 | (0) | 100% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Beatty Park Leisure Centre Building | | | | | | |
| Beatty Park Leisure Centre Building Revenue | | | | | | |
| Revenue | (292,386) | (121,748) | (94,961) | 26,788 | -30% | \$23k timing variance relating to lease and rental property income. |
| Beatty Park Leisure Centre Building Revenue Total | (292,386) | (121,748) | (94,961) | 26,788 | -30% | |
| Beatty Park Leisure Centre Occupancy Costs | | | | | | |
| Building Maintenance | 421,350 | 281,483 | 241,983 | (39,500) | -17% | Timing variance of works. |
| Ground Maintenance | 41,800 | 28,808 | 34,326 | 5,517 | 22% | |
| Other Expenses | 2,102,757 | 1,384,956 | 1,295,952 | (89,004) | -7% | |
| Beatty Park Leisure Centre Occupancy Costs Total | 2,565,907 | 1,695,247 | 1,572,260 | (122,987) | -8% | |
| Beatty Park Leisure Centre Indirect Costs | | | | | | |
| Allocations | (2,273,521) | (1,599,964) | (1,477,300) | 122,664 | -9% | |
| Beatty Park Leisure Centre Indirect Costs Total | (2,273,521) | (1,599,964) | (1,477,300) | 122,664 | -9% | |
| Beatty Park Leisure Centre Building Total | 0 | (26,465) | (0) | 26,465 | -100% | |
| Swimming Pool Areas | | | | | | |
| Swimming Pool Areas Revenue | | | | | | |
| Revenue | (1,128,250) | (832,975) | (942,003) | (109,028) | 15% | Revenue higher than budget estimates for admission fees. Budget will be adjusted as part of March 2021 budget review. |
| Swimming Pool Areas Revenue Total | (1,128,250) | (832,975) | (942,003) | (109,028) | 15% | |
| Swimming Pool Areas Indirect Revenue | | | | | | |
| Allocations | (305,589) | (245,220) | (254,748) | (9,528) | 4% | |
| Swimming Pool Areas Indirect Revenue Total | (305,589) | (245,220) | (254,748) | (9,528) | 4% | |
| Swimming Pool Areas Expenditure | | | | | | |
| Employee Costs | 882,057 | 572,096 | 654,460 | 82,364 | 16% | Salary cost to be adjusted as part of March 2021 budget review. |
| Other Employee Costs | 14,500 | 9,375 | 6,212 | (3,163) | -34% | |
| Other Expenses | 140,470 | 93,503 | 128,324 | 34,821 | 42% | Unfavourable variance. \$20k relates to water treatment and \$11k relates to plant maintenance, to be adjusted as part of the March 2021 budget review. |
| Swimming Pool Areas Expenditure Total | 1,037,027 | 674,974 | 788,996 | 114,022 | 19% | |
| Swimming Pool Areas Indirect Costs | | | | | | |
| Allocations | 2,515,969 | 1,700,198 | 1,593,416 | (106,782) | -7% | |
| Swimming Pool Areas Indirect Costs Total | 2,515,969 | 1,700,198 | 1,593,416 | (106,782) | -7% | |
| Swimming Pool Areas Total | 2,119,157 | 1,296,977 | 1,185,661 | (111,316) | -10% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Swim School | | | | | | |
| Swim School Revenue | | | | | | |
| Revenue | (1,078,500) | (786,250) | (894,044) | (107,794) | 15% | Revenue higher than anticipated. |
| Swim School Revenue Total | (1,078,500) | (786,250) | (894,044) | (107,794) | 15% | |
| Swim School Indirect Revenue | | | | | | |
| Allocations | (3,597) | (2,887) | (2,841) | 46 | -2% | |
| Swim School Indirect Revenue Total | (3,597) | (2,887) | (2,841) | 46 | -2% | |
| Swim School Expenditure | | | | | | |
| Employee Costs | 526,934 | 452,897 | 515,753 | 62,856 | 15% | Salary cost to be adjusted as part of March 2021 budget review. |
| Other Employee Costs | 6,000 | 3,750 | 1,415 | (2,335) | -62% | |
| Other Expenses | 27,750 | 16,858 | 15,817 | (1,041) | -7% | |
| Swim School Expenditure Total | 560,684 | 473,505 | 532,985 | 59,480 | 13% | |
| Swim School Indirect Costs | | | | | | |
| Allocations | 183,075 | 117,254 | 112,036 | (5,218) | -5% | |
| Swim School Indirect Costs Total | 183,075 | 117,254 | 112,036 | (5,218) | -5% | |
| Swim School Total | (338,338) | (198,378) | (251,864) | (53,486) | 34% | |
| Cafe | | | | | | |
| Cafe Expenditure | | | | | | |
| Employee Costs | 34,280 | 34,280 | 34,280 | 0 | 0% | |
| Other Employee Costs | 0 | 0 | 0 | 0 | | |
| Other Expenses | 0 | 0 | 728 | 728 | 100% | |
| Cafe Expenditure Total | 34,280 | 34,280 | 35,008 | 728 | 2% | |
| Cafe Total | 34,280 | 34,280 | 35,008 | 728 | 2% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Retail | | | | | | |
| Retail Revenue | | | | | | |
| Revenue | (355,000) | (308,000) | (426,741) | (118,741) | 41% | Revenue higher than anticipated. |
| Retail Revenue Total | (355,000) | (308,000) | (426,741) | (118,741) | 41% | |
| Retail Indirect Revenue | | | | | | |
| Allocations | (754) | (606) | (631) | (25) | 5% | |
| Retail Indirect Revenue Total | (754) | (606) | (631) | (25) | 5% | |
| Retail Expenditure | | | | | | |
| Employee Costs | 53,146 | 33,218 | 39,096 | 5,878 | 20% | |
| Other Employee Costs | 250 | 125 | 0 | (125) | -100% | |
| Other Expenses | 147,700 | 121,201 | 191,630 | 70,429 | 64% | Timing variance relating to the purchase of stock. |
| Retail Expenditure Total | 201,096 | 154,544 | 230,726 | 76,182 | 54% | |
| Retail Indirect Costs | | | | | | |
| Allocations | 74,954 | 49,108 | 46,563 | (2,545) | -6% | |
| Retail Indirect Costs Total | 74,954 | 49,108 | 46,563 | (2,545) | -6% | |
| Retail Total | (79,704) | (104,954) | (150,083) | (45,129) | 42% | |
| Health and Fitness | | | | | | |
| Health and Fitness Revenue | | | | | | |
| Revenue | (116,600) | (81,060) | (94,757) | (13,697) | 19% | |
| Health and Fitness Revenue Total | (116,600) | (81,060) | (94,757) | (13,697) | 19% | |
| Health and Fitness Indirect Revenue | | | | | | |
| Allocations | (1,048,418) | (841,311) | (873,078) | (31,767) | 4% | |
| Health and Fitness Indirect Revenue Total | (1,048,418) | (841,311) | (873,078) | (31,767) | 4% | |
| Health and Fitness Expenditure | | | | | | |
| Employee Costs | 521,416 | 358,284 | 412,623 | 54,339 | 17% | Due to increased activity at Beatty Park, casual staff hire costs have increased. This will be adjusted as part of the March 2021 budget review. |
| Other Employee Costs | 8,700 | 6,150 | 935 | (5,216) | -120% | |
| Other Expenses | 90,000 | 56,037 | 58,602 | 2,565 | 5% | |
| Health and Fitness Expenditure Total | 620,116 | 420,471 | 472,159 | 51,688 | 14% | |
| Health and Fitness Indirect Costs | | | | | | |
| Allocations | 519,775 | 347,707 | 327,225 | (20,482) | -7% | |
| Health and Fitness Indirect Costs Total | 519,775 | 347,707 | 327,225 | (20,482) | -7% | |
| Health and Fitness Total | (25,127) | (154,193) | (168,451) | (14,258) | 10% | |

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 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Group Fitness | | | | | | |
| Group Fitness Revenue | | | | | | |
| Revenue | (65,000) | (45,000) | (53,287) | (8,287) | 21% | |
| Group Fitness Revenue Total | (65,000) | (45,000) | (53,287) | (8,287) | 21% | |
| Group Fitness Indirect Revenue | | | | | | |
| Allocations | (355,377) | (285,656) | (296,575) | (10,919) | 4% | |
| Group Fitness Indirect Revenue Total | (355,377) | (285,656) | (296,575) | (10,919) | 4% | |
| Group Fitness Expenditure | | | | | | |
| Employee Costs | 165,428 | 119,918 | 146,786 | 26,868 | 25% | Due to increased activity at Beatty Park, casual staff hire costs have increased. This will be adjusted as part of the March 2021 budget review. |
| Other Employee Costs | 3,500 | 2,500 | 318 | (2,182) | -125% | |
| Other Expenses | 105,245 | 75,123 | 80,212 | 5,089 | 8% | |
| Group Fitness Expenditure Total | 274,173 | 197,541 | 227,315 | 29,774 | 17% | |
| Group Fitness Indirect Costs | | | | | | |
| Allocations | 183,213 | 121,423 | 114,431 | (6,992) | -7% | |
| Group Fitness Indirect Costs Total | 183,213 | 121,423 | 114,431 | (6,992) | -7% | |
| Group Fitness Total | 36,409 | (11,692) | (8,116) | 3,576 | -33% | |
| Aqua Fitness | | | | | | |
| Aqua Fitness Revenue | | | | | | |
| Revenue | (12,000) | (11,097) | (10,630) | 467 | -5% | |
| Aqua Fitness Revenue Total | (12,000) | (11,097) | (10,630) | 467 | -5% | |
| Aqua Fitness Indirect Revenue | | | | | | |
| Allocations | (150,802) | (121,012) | (125,638) | (4,626) | 4% | |
| Aqua Fitness Indirect Revenue Total | (150,802) | (121,012) | (125,638) | (4,626) | 4% | |
| Aqua Fitness Expenditure | | | | | | |
| Employee Costs | 18,284 | 11,429 | 16,979 | 5,550 | 55% | |
| Other Employee Costs | 480 | 225 | 0 | (255) | -100% | |
| Other Expenses | 14,100 | 10,950 | 4,925 | (6,025) | -62% | |
| Aqua Fitness Expenditure Total | 32,814 | 22,604 | 21,904 | (700) | -4% | |
| Aqua Fitness Indirect Costs | | | | | | |
| Allocations | 104,483 | 66,362 | 63,480 | (2,882) | -5% | |
| Aqua Fitness Indirect Costs Total | 104,483 | 66,362 | 63,480 | (2,882) | -5% | |
| Aqua Fitness Total | (25,525) | (43,143) | (50,884) | (7,741) | 20% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|-------------------------------|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---------------------|
| Crèche | | | | | | |
| Crèche Revenue | | | | | | |
| Revenue | (13,000) | (8,664) | (11,835) | (3,171) | 42% | |
| Crèche Revenue Total | (13,000) | (8,664) | (11,835) | (3,171) | 42% | |
| Allocations | (29,363) | (23,563) | (24,465) | (902) | 4% | |
| Crèche Indirect Revenue Total | (29,363) | (23,563) | (24,465) | (902) | 4% | |
| Crèche Expenditure | | | | | | |
| Employee Costs | 145,277 | 90,658 | 107,415 | 16,757 | 21% | |
| Other Employee Costs | 750 | 525 | 652 | 127 | 24% | |
| Other Expenses | 2,110 | 1,322 | 204 | (1,118) | -94% | |
| Crèche Expenditure Total | 148,137 | 92,505 | 108,270 | 15,765 | 19% | |
| Crèche Indirect Costs | | | | | | |
| Allocations | 91,546 | 60,310 | 56,975 | (3,335) | -5% | |
| Crèche Indirect Costs Total | 91,546 | 60,310 | 56,975 | (3,335) | -6% | |
| Crèche Total | 197,320 | 120,588 | 128,946 | 8,358 | 8% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Customer Service Centre | | | | | | |
| Customer Services Centre Expenditure | | | | | | |
| Employee Costs | 549,095 | 342,110 | 306,916 | (35,194) | -12% | Staff providing service within two areas therefore savings identified in this section will be offset against over spend in Loftus Community Centre section. |
| Other Employee Costs | 6,050 | 4,032 | 2,675 | (1,357) | -38% | |
| Other Expenses | 24,950 | 16,718 | 12,934 | (3,764) | -26% | |
| Customer Services Centre Expenditure Total | 580,095 | 362,860 | 322,525 | (40,335) | -13% | |
| Customer Services Centre Indirect Costs | | | | | | |
| Allocations | (580,095) | (362,860) | (322,525) | 40,335 | -13% | |
| Customer Service Centre Total | 0 | 0 | 0 | 0 | 100% | |
| Library Services | | | | | | |
| Library Services Revenue | | | | | | |
| Revenue | (10,100) | (6,728) | (7,485) | (757) | 13% | |
| Library Services Revenue Total | (10,100) | (6,728) | (7,485) | (757) | 13% | |
| Library Services Expenditure | | | | | | |
| Employee Costs | 973,812 | 605,841 | 630,045 | 24,204 | 5% | |
| Other Employee Costs | 7,100 | 4,728 | 5,043 | 315 | 8% | |
| Other Expenses | 99,000 | 66,024 | 42,809 | (23,215) | -40% | \$7k timing variance for Local History programmes, other positive variances are individually immaterial. |
| Library Services Expenditure Total | 1,079,912 | 676,593 | 677,896 | 1,303 | 0% | |
| Library Services Indirect Costs | | | | | | |
| Allocations | 423,638 | 272,157 | 264,774 | (7,383) | -3% | |
| Community Partnerships Mgmt Admin Alloca | 0 | 0 | 0 | 0 | | |
| Library Occupancy Costs Allocations | 12,814 | 8,633 | 41,269 | 32,636 | 447% | |
| Library Services Indirect Costs Total | 436,452 | 280,790 | 306,043 | 25,253 | 10% | |
| Library Services Total | 1,506,264 | 950,655 | 976,454 | 25,799 | 3% | |
| Library Building | | | | | | |
| Library Occupancy Costs | | | | | | |
| Building Maintenance | 94,700 | 65,478 | 60,532 | (4,946) | -9% | |
| Ground Maintenance | 5,000 | 2,500 | 0 | (2,500) | -100% | |
| Other Expenses | 154,564 | 103,371 | 105,235 | 1,864 | 2% | |
| Library Occupancy Costs Total | 254,264 | 171,349 | 165,767 | (5,582) | -4% | |
| Library Indirect Costs | | | | | | |
| Allocations | 6,185 | 4,120 | 4,120 | 0 | 0% | |
| Library Occupancy Costs Recovery | (52,089) | (35,093) | (167,827) | (132,734) | 447% | |
| Library Indirect Costs Total | (45,904) | (30,973) | (163,707) | (132,734) | 509% | |
| Library Building Total | 208,360 | 140,376 | 2,060 | (138,316) | -116% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Loftus Community Centre Revenue | | | | | | |
| Loftus Community Centre Revenue | | | | | | |
| Revenue | (46,000) | (30,664) | (44,657) | (13,993) | 52% | |
| Loftus Community Centre Revenue Total | (46,000) | (30,664) | (44,657) | (13,993) | 52% | |
| Loftus Community Centre Expenditure | | | | | | |
| Loftus Community Centre Expenditure | | | | | | |
| Employee Costs | 89,490 | 75,728 | 91,074 | 15,346 | 22% | Staff providing service within two areas therefore savings identified in this section will be offset against over spend in Loftus Community Centre section. |
| Other Employee Costs | 1,500 | 1,000 | 604 | (396) | -48% | |
| Building Maintenance | 16,272 | 10,848 | 0 | (10,848) | -114% | |
| Other Expenses | 36,160 | 23,659 | 8,539 | (15,120) | -74% | |
| Loftus Community Centre Expenditure Total | 143,392 | 111,235 | 100,217 | (11,018) | -11% | |
| Loftus Community Centre Indirect Costs | | | | | | |
| Loftus Community Centre indirect Costs | | | | | | |
| Allocations | 44,359 | 28,503 | 27,578 | (925) | -4% | |
| Loftus Community Centre Indirect Costs Total | 44,359 | 28,503 | 27,578 | (925) | -4% | |
| Loftus Community Centre Indirect Costs Total | 44,359 | 28,503 | 27,578 | (925) | -4% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--------------------------|
| Senior and Disability Services Revenue | | | | | | |
| Senior and Disability Services Revenue | | | | | | |
| Revenue | (13,500) | (4,750) | (1,750) | 3,000 | -63% | |
| Senior and Disability Services Revenue Total | (13,500) | (4,750) | (1,750) | 3,000 | -63% | |
| Senior and Disability Services Revenue Total | | | | | | |
| | (13,500) | (4,750) | (1,750) | 3,000 | -63% | |
| Senior and Disability Services Expenditure | | | | | | |
| Senior and Disability Services Expenditure | | | | | | |
| Other Expenses | 17,000 | 6,500 | 11,723 | 5,223 | 116% | |
| Senior and Disability Services Expenditure Total | 17,000 | 6,500 | 11,723 | 5,223 | 116% | |
| Senior and Disability Services Expenditure Total | | | | | | |
| | 17,000 | 6,500 | 11,723 | 5,223 | 116% | |
| Director Strategy and Development Services | | | | | | |
| Director Strategy and Development Services | | | | | | |
| Employee Costs | 316,345 | 196,944 | 230,340 | 33,395 | 19% | Budget phasing variance. |
| Other Employee Costs | 1,100 | 736 | 45 | (591) | -107% | |
| Other Expenses | 1,800 | 1,200 | 394 | (806) | -77% | |
| Director Strategy and Development Services Total | 319,245 | 198,880 | 230,779 | 31,859 | 18% | |
| Director Strategy and Development Services Total | | | | | | |
| | 319,245 | 198,880 | 230,779 | 31,859 | 18% | |
| Director Strategy and Development Ser Indirect Co | | | | | | |
| Director Strategy and Development Ser Indirect Co | | | | | | |
| Allocations | (319,245) | (198,880) | (230,779) | (31,899) | 18% | |
| Director Strategy and Development Ser Indirect Co Total | (319,245) | (198,880) | (230,779) | (31,899) | 18% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Health Administration and Inspection | | | | | | |
| Health Administration and Inspection Revenue | | | | | | |
| Revenue | (292,020) | (277,971) | (321,050) | (43,079) | 16% | Revenue higher than anticipated as a result of operations commencing back to normal. Budget to be adjusted as part of March 2021 budget review. |
| Health Administration and Inspection Revenue Total | (292,020) | (277,971) | (321,050) | (43,079) | 16% | |
| Health Administration and Inspection Expenditure | | | | | | |
| Employee Costs | 996,493 | 620,083 | 598,755 | (21,328) | -4% | |
| Other Employee Costs | 22,815 | 15,216 | 5,382 | (9,834) | -74% | |
| Other Expenses | 52,750 | 35,168 | 13,505 | (21,663) | -70% | \$21k relates to depreciation allocated, will be adjusted as part of March 2021 MYBR. |
| Health Administration and Inspection Expenditure Total | 1,072,058 | 670,467 | 617,641 | (52,826) | -9% | |
| Health Administration and Inspection Indirect Cost | | | | | | |
| Allocations | 558,451 | 363,449 | 332,922 | (30,527) | -10% | |
| Health Administration and Inspection Indirect Cost Total | 558,451 | 363,449 | 332,922 | (30,527) | -10% | |
| Health Administration and Inspection Total | 1,338,489 | 755,945 | 629,513 | (126,432) | -20% | |
| Food Control | | | | | | |
| Food Control Revenue | | | | | | |
| Revenue | (500) | (250) | 0 | 250 | -100% | |
| Food Control Revenue Total | (500) | (250) | 0 | 250 | -100% | |
| Food Control Expenditure | | | | | | |
| Other Expenses | 12,500 | 8,164 | 4,743 | (3,421) | -47% | |
| Food Control Expenditure Total | 12,500 | 8,164 | 4,743 | (3,421) | -47% | |
| Food Control Total | 12,000 | 7,914 | 4,743 | (3,171) | -46% | |
| Health Clinics | | | | | | |
| Health Clinics Revenue | | | | | | |
| Revenue | (28,997) | (19,582) | (24,775) | (5,193) | 27% | |
| Health Clinics Revenue Total | (28,997) | (19,582) | (24,775) | (5,193) | 27% | |
| Health Clinics Expenditure | | | | | | |
| Building Maintenance | 18,600 | 12,823 | 9,150 | (3,373) | -33% | |
| Ground Maintenance | 0 | 0 | 1,663 | 1,663 | 100% | |
| Other Expenses | 61,507 | 41,243 | 44,198 | 2,955 | 8% | |
| Health Clinics Expenditure Total | 80,107 | 53,766 | 55,010 | 1,244 | 3% | |
| Health Clinics Indirect Costs | | | | | | |
| Allocations | 1,968 | 1,312 | 1,312 | 0 | 0% | |
| Health Clinics Indirect Costs Total | 1,968 | 1,312 | 1,312 | 0 | 0% | |
| Health Clinics Total | 53,078 | 35,496 | 31,547 | (3,349) | -14% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Statutory Planning Services | | | | | | |
| Statutory Planning Services Revenue | | | | | | |
| Revenue | (404,684) | (277,206) | (285,352) | (8,146) | 3% | |
| Statutory Planning Services Revenue Total | (404,684) | (277,206) | (285,352) | (8,146) | 3% | |
| Statutory Planning Services Expenditure | | | | | | |
| Employee Costs | 1,097,029 | 682,542 | 675,067 | (7,475) | -1% | |
| Other Employee Costs | 11,074 | 7,384 | 5,387 | (1,997) | -31% | |
| Other Expenses | 184,500 | 88,656 | 58,857 | (29,799) | -41% | \$8k timing variance on design advisory committee member fee and other favourable variances that are individually immaterial. |
| Statutory Planning Services Expenditure Total | 1,292,603 | 778,582 | 739,311 | (39,271) | -6% | |
| Statutory Planning Services Indirect Costs | | | | | | |
| Allocations | 562,940 | 366,107 | 333,119 | (32,988) | -10% | |
| Statutory Planning Services Indirect Costs Total | 562,940 | 366,107 | 333,119 | (32,988) | -10% | |
| Statutory Planning Services Total | 1,450,859 | 867,483 | 787,078 | (80,405) | -11% | |
| Compliance Services | | | | | | |
| Compliance Services Revenue | | | | | | |
| Revenue | (43,313) | (34,400) | (43,628) | (9,228) | 29% | |
| Compliance Services Revenue Total | (43,313) | (34,400) | (43,628) | (9,228) | 29% | |
| Compliance Services Expenditure | | | | | | |
| Employee Costs | 443,833 | 276,171 | 276,883 | 712 | 0% | |
| Other Employee Costs | 8,221 | 5,480 | 4,001 | (1,479) | -31% | |
| Other Expenses | 67,100 | 44,728 | 33,189 | (11,539) | -29% | |
| Compliance Services Expenditure Total | 519,154 | 326,379 | 314,073 | (12,306) | -4% | |
| Compliance Services Indirect Costs | | | | | | |
| Allocations | 260,865 | 169,737 | 160,643 | (9,094) | -6% | |
| Compliance Services Indirect Costs Total | 260,865 | 169,737 | 160,643 | (9,094) | -6% | |
| Compliance Services Total | 736,706 | 451,716 | 431,088 | (30,628) | -8% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Policy and Place Services | | | | | | |
| Policy and Place Services Revenue | | | | | | |
| Revenue | (1,800) | (1,200) | (4,470) | (3,270) | 311% | |
| Policy and Place Services Revenue Total | (1,800) | (1,200) | (4,470) | (3,270) | 311% | |
| Policy and Place Serv Expenditure | | | | | | |
| Employee Costs | 1,229,521 | 755,336 | 819,717 | 54,381 | 8% | |
| Other Employee Costs | 13,600 | 9,064 | 6,694 | (2,370) | -30% | |
| Other Expenses | 726,346 | 240,137 | 90,298 | (149,839) | -72% | Timing variance of works relating to leisure and strategic planning programmes. |
| Operating Projects | 0 | 0 | 0 | 0 | | |
| Policy and Place Serv Expenditure Total | 1,969,467 | 1,014,537 | 916,710 | (97,827) | -11% | |
| Policy and Place Services Indirect Cost | | | | | | |
| Allocations | 686,210 | 446,282 | 407,485 | (38,797) | -10% | |
| Policy and Place Services Indirect Cost Total | 686,210 | 446,282 | 407,485 | (38,797) | -10% | |
| Policy and Place Services Total | 2,653,877 | 1,459,619 | 1,319,724 | (139,895) | -11% | |
| Building Control | | | | | | |
| Building Control Revenue | | | | | | |
| Revenue | (246,050) | (154,334) | (191,373) | (37,039) | 28% | Building licenses revenue higher than anticipated. |
| Building Control Revenue Total | (246,050) | (154,334) | (191,373) | (37,039) | 28% | |
| Building Control Expenditure | | | | | | |
| Employee Costs | 317,088 | 197,400 | 217,260 | 19,860 | 11% | |
| Other Employee Costs | 9,282 | 6,192 | 14,041 | 7,849 | 148% | |
| Other Expenses | 10,650 | 7,240 | 2,293 | (4,947) | -78% | |
| Building Control Expenditure Total | 337,220 | 210,832 | 233,593 | 22,761 | 12% | |
| Building Control Indirect Costs | | | | | | |
| Allocations | 188,006 | 122,330 | 124,124 | 1,794 | 2% | |
| Building Control Indirect Costs Total | 188,006 | 122,330 | 124,124 | 1,794 | 2% | |
| Building Control Total | 279,176 | 178,828 | 166,345 | (12,463) | -8% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Director Infrastructure and Environment Expe | | | | | | |
| Director Infrastructure and Environment Expe | | | | | | |
| Employee Costs | 394,112 | 245,393 | 261,170 | 15,777 | 7% | |
| Other Employee Costs | 7,518 | 5,008 | 6,155 | 1,147 | 26% | |
| Other Expenses | 48,450 | 22,737 | 21,510 | (1,227) | -8% | |
| Director Infrastructure and Environment Expe Total | 490,080 | 273,138 | 288,835 | 15,697 | 7% | |
| Director Infrastructure and Environment Expe Total | | | | | | |
| 490,080 | 273,138 | 288,835 | 15,697 | 7% | | |
| Director Infrastructure and Environment Indirect | | | | | | |
| Director Infrastructure and Environment Indirect | | | | | | |
| Allocations | (450,080) | (273,138) | (288,835) | (15,697) | 7% | |
| Director Infrastructure and Environment Indirect Total | (450,080) | (273,138) | (288,835) | (15,697) | 7% | |
| Director Infrastructure and Environment Indirect Total | | | | | | |
| (450,080) | (273,138) | (288,835) | (15,697) | 7% | | |
| Ranger Services Administration | | | | | | |
| Ranger Services Administration Revenue | | | | | | |
| Revenue | (3,000) | (2,047) | (1,816) | 231 | -13% | |
| Ranger Services Administration Revenue Total | (3,000) | (2,047) | (1,816) | 231 | -13% | |
| Ranger Services Administration Expenditure | | | | | | |
| Employee Costs | 2,298,535 | 1,442,531 | 1,504,547 | 62,016 | 5% | |
| Other Employee Costs | 51,034 | 34,295 | 22,095 | (12,200) | -39% | |
| Other Expenses | 196,000 | 130,355 | 109,656 | (20,699) | -18% | Favourable variance however Individually Immaterial. |
| Lease Expenses | 3,263 | 2,448 | 2,447 | (1) | 0% | |
| Ranger Services Administration Expenditure Total | 2,548,832 | 1,609,629 | 1,636,745 | 29,116 | 2% | |
| Ranger Services Administration Indirect Costs | | | | | | |
| Allocations | (2,545,832) | (1,607,582) | (1,636,930) | (29,348) | 2% | |
| Ranger Services Administration Indirect Costs Total | (2,545,832) | (1,607,582) | (1,636,930) | (29,348) | 2% | |
| Ranger Services Administration Total | | | | | | |
| 0 | 0 | 0 | 0 | 0 | 100% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---------------------|
| Fire Prevention | | | | | | |
| Fire Prevention Revenue | | | | | | |
| Revenue | (1,500) | 0 | (2,607) | (2,607) | 100% | |
| Fire Prevention Revenue Total | (1,500) | 0 | (2,607) | (2,607) | 100% | |
| Fire Prevention Expenditure | | | | | | |
| Other Expenses | 100 | 0 | 0 | 0 | | |
| Fire Prevention Expenditure Total | 100 | 0 | 0 | 0 | | |
| Fire Prevention Indirect Costs | | | | | | |
| Allocations | 35,148 | 22,340 | 24,668 | 2,328 | 12% | |
| Fire Prevention Indirect Costs Total | 35,148 | 22,340 | 24,668 | 2,328 | 12% | |
| Fire Prevention Total | 33,748 | 22,340 | 22,061 | (275) | -1% | |
| Animal Control | | | | | | |
| Animal Control Revenue | | | | | | |
| Revenue | (92,150) | (72,361) | (77,089) | (4,728) | 7% | |
| Animal Control Revenue Total | (92,150) | (72,361) | (77,089) | (4,728) | 7% | |
| Animal Control Expenditure | | | | | | |
| Other Expenses | 14,500 | 9,557 | 15,419 | 5,862 | 69% | |
| Animal Control Expenditure Total | 14,500 | 9,557 | 15,419 | 5,862 | 69% | |
| Animal Control Indirect Costs | | | | | | |
| Allocations | 281,290 | 178,783 | 186,106 | 7,323 | 5% | |
| Animal Control Indirect Costs Total | 281,290 | 178,783 | 186,106 | 7,323 | 5% | |
| Animal Control Total | 203,640 | 115,979 | 124,436 | 8,457 | 9% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---------------------|
| Local Laws (Law and Order) | | | | | | |
| Local Laws (Law and Order) Revenue | | | | | | |
| Revenue | (153,350) | (102,020) | (102,720) | (700) | 1% | |
| Local Laws (Law and Order) Revenue Total | (153,350) | (102,020) | (102,720) | (700) | 1% | |
| Local Laws (Law and Order) Indirect Costs | | | | | | |
| Allocations | 450,054 | 286,053 | 297,770 | 11,717 | 5% | |
| Local Laws (Law and Order) Indirect Costs Total | 450,054 | 286,053 | 297,770 | 11,717 | 5% | |
| Local Laws (Law and Order) Total | 296,714 | 184,033 | 195,050 | 11,017 | 7% | |
| Abandoned Vehicles | | | | | | |
| Abandoned Vehicles Revenue | | | | | | |
| Revenue | (9,500) | (5,059) | (6,421) | (1,362) | 34% | |
| Abandoned Vehicles Revenue Total | (9,500) | (5,059) | (6,421) | (1,362) | 34% | |
| Abandoned Vehicles Expenditure | | | | | | |
| Other Expenses | 6,000 | 3,253 | 755 | (2,498) | -97% | |
| Abandoned Vehicles Expenditure Total | 6,000 | 3,253 | 755 | (2,498) | -97% | |
| Abandoned Vehicles Indirect Costs | | | | | | |
| Allocations | 393,803 | 250,294 | 260,549 | 10,255 | 5% | |
| Abandoned Vehicles Indirect Costs Total | 393,803 | 250,294 | 260,549 | 10,255 | 5% | |
| Abandoned Vehicles Total | 390,303 | 248,488 | 254,883 | 6,395 | 3% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Inspectorial Control | | | | | | |
| Inspectorial Control Revenue | | | | | | |
| Revenue | (1,528,250) | (1,275,954) | (1,313,460) | (37,506) | 3% | |
| Inspectorial Control Revenue Total | (1,528,250) | (1,275,954) | (1,313,460) | (37,506) | 3% | |
| Inspectorial Control Expenditure | | | | | | |
| Other Expenses | 868,423 | 716,596 | 921,602 | 205,006 | 30% | Unfavourable variance due to higher than forecasted depreciation. To be adjusted as part of the March 2021 budget review. |
| Inspectorial Control Expenditure Total | 868,423 | 716,596 | 921,602 | 205,006 | 30% | |
| Inspectorial Control Indirect Costs | | | | | | |
| Allocations | 2,531,601 | 1,609,035 | 1,674,955 | 65,920 | 5% | |
| Inspectorial Control Indirect Costs Total | 2,531,601 | 1,609,035 | 1,674,955 | 65,920 | 5% | |
| Inspectorial Control Total | 1,871,774 | 1,049,677 | 1,283,097 | 233,420 | 25% | |
| Car Park Control | | | | | | |
| Car Park Control Revenue | | | | | | |
| Revenue | (1,818,854) | (1,201,974) | (1,745,718) | (543,744) | 51% | Revenue higher than anticipated as a result of increased visitor activity within the City. |
| Car Park Control Revenue Total | (1,818,854) | (1,201,974) | (1,745,718) | (543,744) | 51% | |
| Car Park Control Expenditure | | | | | | |
| Ground Maintenance | 149,000 | 88,120 | 134,437 | 46,317 | 60% | |
| Other Expenses | 637,730 | 452,807 | 482,764 | 29,957 | 8% | Timing variance relating to parking revenue distribution at two leased car parking facilities. |
| Car Park Control Expenditure Total | 786,730 | 540,927 | 617,200 | 76,273 | 16% | |
| Car Park Control Total | (1,032,124) | (661,047) | (1,128,518) | (467,471) | 78% | |
| Kerbside Parking Control | | | | | | |
| Kerbside Parking Control Revenue | | | | | | |
| Revenue | (1,627,608) | (1,078,848) | (1,796,189) | (717,341) | 76% | Revenue higher than anticipated as a result of increased visitor activity within the City. |
| Kerbside Parking Control Revenue Total | (1,627,608) | (1,078,848) | (1,796,189) | (717,341) | 76% | |
| Kerbside Parking Control Expenditure | | | | | | |
| Other Expenses | 490,252 | 304,994 | 324,442 | 19,448 | 7% | Unfavourable variance of \$22k relating to collection fees associated with the increase in revenue. |
| Kerbside Parking Control Expenditure Total | 490,252 | 304,994 | 324,442 | 19,448 | 7% | |
| Kerbside Parking Control Total | (1,137,356) | (773,854) | (1,471,747) | (697,893) | 103% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Dog Pound Expenditure | | | | | | |
| Dog Pound Expenditure | | | | | | |
| Building Maintenance | 1,500 | 750 | 1,030 | 280 | 37% | |
| Ground Maintenance | 0 | 0 | 653 | 653 | 100% | |
| Dog Pound Expenditure Total | 1,500 | 750 | 1,683 | 933 | 124% | |
| Dog Pound Expenditure Total | 1,500 | 750 | 1,683 | 933 | 124% | |
| Community Connections Revenue | | | | | | |
| Community Connections Revenue | | | | | | |
| Revenue | (50,000) | 0 | 0 | 0 | | |
| Community Connections Revenue Total | (50,000) | 0 | 0 | 0 | | |
| Community Connections Revenue Total | (50,000) | 0 | 0 | 0 | | |
| Community Connections | | | | | | |
| Community Connections Expenditure | | | | | | |
| Employee Costs | 50,468 | 31,439 | 33,240 | 1,801 | 7% | |
| Other Employee Costs | 0 | 0 | 0 | 0 | | |
| Other Expenses | 98,880 | 70,249 | 43,601 | (25,648) | -40% | Timing variance of works relating to community safety programmes. |
| Operating Projects | 50,000 | 10,000 | 9,061 | (939) | -19% | |
| Community Connections Expenditure Total | 199,348 | 111,688 | 86,902 | (25,786) | -26% | |
| Community Connections Indirect Costs | | | | | | |
| Allocations | 23,847 | 15,320 | 19,922 | 4,202 | 31% | |
| Community Partnerships Mgmt Admin Alloca | 0 | 0 | 0 | 0 | | |
| Library Occupancy Costs Allocations | 721 | 486 | 2,316 | 1,830 | 445% | |
| Community Connections Indirect Costs Total | 24,568 | 15,806 | 21,838 | 6,032 | 44% | |
| Community Connections Total | 223,916 | 127,494 | 107,740 | (19,754) | -18% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Engineering Design Services | | | | | | |
| Engineering Design Services Revenue | | | | | | |
| Revenue | (6,000) | (2,000) | (1,855) | 145 | -8% | |
| Engineering Design Services Revenue Total | (6,000) | (2,000) | (1,855) | 145 | -8% | |
| Engineering Design Services Expenditure | | | | | | |
| Employee Costs | 556,612 | 346,242 | 380,460 | 34,218 | 11% | Timing relating to the recruitment of staff & COVID 19 uncertainty has resulted in a budget variance. |
| Other Employee Costs | 37,713 | 25,425 | 49,220 | 23,795 | 110% | Unfavourable variance as a result of agency labour costs relating to a position within the section. This will be offset by the savings identified from the salaries budgeted for the same position. |
| Other Expenses | 124,950 | 96,676 | 65,648 | (20,928) | -29% | |
| Engineering Design Services Expenditure Total | 719,275 | 468,243 | 495,328 | 37,085 | 9% | |
| Engineering Design Services Indirect Costs | | | | | | |
| Allocations | 299,957 | 195,047 | 194,791 | (256) | 0% | |
| Engineering Design Services Indirect Costs Total | 299,957 | 195,047 | 194,791 | (256) | 0% | |
| Engineering Design Services Total | 1,013,232 | 651,290 | 686,264 | 36,974 | 7% | |
| Bike Station Expenditure | | | | | | |
| Bike Station Expenditure | | | | | | |
| Other Expenses | 6,000 | 4,500 | 1,009 | (3,491) | -116% | |
| Bike Station Expenditure Total | 6,000 | 4,500 | 1,009 | (3,491) | -116% | |
| Bike Station Expenditure Total | 6,000 | 4,500 | 1,009 | (3,491) | -116% | |
| Street Lighting | | | | | | |
| Street Lighting Revenue | | | | | | |
| Revenue | (24,500) | 0 | 0 | 0 | | |
| Street Lighting Revenue Total | (24,500) | 0 | 0 | 0 | | |
| Street Lighting Expenditure | | | | | | |
| Other Expenses | 756,000 | 438,831 | 363,494 | (75,337) | -20% | Timing variance on electricity expense. |
| Street Lighting Expenditure Total | 756,000 | 438,831 | 363,494 | (75,337) | -20% | |
| Street Lighting Total | 731,500 | 438,831 | 363,494 | (75,337) | -20% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Bus Shelter | | | | | | |
| Bus Shelter Revenue | | | | | | |
| Revenue | (64,000) | (27,500) | (14,445) | 13,054 | -47% | |
| Bus Shelter Revenue Total | (64,000) | (27,500) | (14,445) | 13,054 | -47% | |
| Bus Shelter Expenditure | | | | | | |
| Other Expenses | 97,005 | 64,671 | 95,048 | 30,377 | 54% | Unfavourable variance due to higher than forecasted depreciation. To be adjusted as part of the March 2021 budget review. |
| Street Furniture - Revaluation Decrement | 0 | 0 | 0 | 0 | | |
| Bus Shelter Expenditure Total | 97,005 | 64,671 | 95,048 | 30,377 | 54% | |
| Bus Shelter Total | 33,005 | 37,171 | 80,603 | 43,432 | 149% | |
| Parking and Street Name Signs Expenditure | | | | | | |
| Parking and Street Name Signs Expenditure | | | | | | |
| Other Expenses | 90,000 | 44,500 | 41,754 | (2,746) | -7% | |
| Parking and Street Name Signs Expenditure Total | 90,000 | 44,500 | 41,754 | (2,746) | -7% | |
| Parking and Street Name Signs Expenditure Total | 90,000 | 44,500 | 41,754 | (2,746) | -7% | |
| Crossovers | | | | | | |
| Crossovers Revenue | | | | | | |
| Revenue | (500) | (250) | 0 | 250 | -100% | |
| Crossovers Revenue Total | (500) | (250) | 0 | 250 | -100% | |
| Crossovers Expenditure | | | | | | |
| Other Expenses | 15,000 | 10,000 | 9,064 | (936) | -11% | |
| Crossovers Expenditure Total | 15,000 | 10,000 | 9,064 | (936) | -11% | |
| Crossovers Total | 14,500 | 9,750 | 9,064 | (686) | -8% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---------------------|
| Roads Linemarking Expenditure | | | | | | |
| Roads Linemarking Expenditure | | | | | | |
| Other Expenses | 68,000 | 45,336 | 47,235 | 1,899 | 5% | |
| Roads Linemarking Expenditure Total | 68,000 | 45,336 | 47,235 | 1,899 | 5% | |
| Roads Linemarking Expenditure Total | | | | | | |
| | 68,000 | 45,336 | 47,235 | 1,899 | 5% | |
| Tree Lighting Leederville Expenditure | | | | | | |
| Tree Lighting Leederville Expenditure | | | | | | |
| Other Expenses | 70,000 | 70,000 | 67,364 | (2,636) | -4% | |
| Tree Lighting Leederville Expenditure Total | 70,000 | 70,000 | 67,364 | (2,636) | -4% | |
| Tree Lighting Leederville Expenditure Total | | | | | | |
| | 70,000 | 70,000 | 67,364 | (2,636) | -4% | |
| Parklets Expenditure | | | | | | |
| Parklets Expenditure | | | | | | |
| Other Expenses | 3,500 | 1,750 | 518 | (1,232) | -70% | |
| Parklets Expenditure Total | 3,500 | 1,750 | 518 | (1,232) | -70% | |
| Parklets Expenditure Total | | | | | | |
| | 3,500 | 1,750 | 518 | (1,232) | -70% | |
| Environmental Services | | | | | | |
| Environmental Services Revenue | | | | | | |
| Revenue | (14,000) | (7,000) | (5,262) | 1,738 | -25% | |
| Environmental Services Revenue Total | (14,000) | (7,000) | (5,262) | 1,738 | -25% | |
| Environmental Services Expenditure | | | | | | |
| Environmental Services Expenditure | | | | | | |
| Employee Costs | 90,170 | 56,031 | 59,346 | 3,315 | 7% | |
| Other Employee Costs | 0 | 0 | 0 | 0 | | |
| Other Expenses | 202,290 | 92,856 | 97,461 | 4,605 | 6% | |
| Environmental Services Expenditure Total | 292,460 | 148,887 | 156,807 | 7,920 | 6% | |
| Environmental Services Indirect Costs | | | | | | |
| Environmental Services Indirect Costs | | | | | | |
| Allocations | 45,132 | 29,293 | 28,690 | (603) | -2% | |
| Environmental Services Indirect Costs Total | 45,132 | 29,293 | 28,690 | (603) | -2% | |
| Environmental Services Total | | | | | | |
| | 323,592 | 171,180 | 180,235 | 9,055 | 6% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Property Management Administration | | | | | | |
| Property Management Administration Revenue | | | | | | |
| Revenue | (2,000) | (1,336) | (1,549) | (213) | 18% | |
| Property Management Administration Revenue Total | (2,000) | (1,336) | (1,549) | (213) | 18% | |
| Property Management Administration Expenditure | | | | | | |
| Employee Costs | 305,942 | 190,262 | 197,507 | 7,245 | 4% | |
| Other Employee Costs | 5,100 | 3,400 | 3,400 | 0 | 0% | |
| Other Expenses | 0 | 0 | 17,307 | 17,307 | 100% | |
| Property Management Administration Expenditure Total | 311,042 | 193,662 | 218,214 | 24,552 | 14% | |
| Property Management Administration Indirect Costs | | | | | | |
| Allocations | 150,269 | 97,804 | 95,709 | (2,095) | -2% | |
| Property Management Administration Indirect Costs Total | 150,269 | 97,804 | 95,709 | (2,095) | -2% | |
| Property Management Administration Total | 459,311 | 290,130 | 312,374 | 22,244 | 9% | |
| Civic Centre Building | | | | | | |
| Civic Centre Building Expenditure | | | | | | |
| Building Maintenance | 182,000 | 131,414 | 118,190 | (13,224) | -12% | |
| Ground Maintenance | 52,050 | 35,110 | 22,070 | (13,040) | -44% | |
| Other Expenses | 895,891 | 600,038 | 360,034 | (240,004) | -46% | Timing variance relating to utilities. |
| Civic Centre Building Expenditure Total | 1,129,941 | 766,562 | 500,294 | (266,268) | -40% | |
| Civic Centre Building Indirect Costs | | | | | | |
| Allocations | (1,129,941) | (766,562) | (500,294) | 266,268 | -40% | |
| Civic Centre Building Indirect Costs Total | (1,129,941) | (766,562) | (500,294) | 266,268 | -40% | |
| Civic Centre Building Total | 0 | 0 | 0 | (0) | 100% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Child Care Centres and Play Groups | | | | | | |
| Child Care Centres and Play Groups Revenue | | | | | | |
| Revenue | (9,474) | (4,324) | (6,400) | (2,076) | 48% | |
| Child Care Centres and Play Groups Revenue Total | (9,474) | (4,324) | (6,400) | (2,076) | 48% | |
| Child Care Centres and Play Groups Expenditure | | | | | | |
| Building Maintenance | 7,150 | 3,575 | 28,704 | 25,129 | 703% | Storm damage works required at Early birds playgroup and general maintenance works at Mount Hawthorn playgroup. Budget will be adjusted as part of March 2021 budget review. |
| Ground Maintenance | 500 | 336 | 218 | (118) | -40% | |
| Other Expenses | 47,359 | 31,676 | 31,334 | (242) | -1% | |
| Child Care Centres and Play Groups Expenditure Total | 55,009 | 35,487 | 60,256 | 24,769 | 79% | |
| Child Care Centres and Play Groups Indirect Costs | | | | | | |
| Allocations | 2,441 | 1,632 | 1,632 | 0 | 0% | |
| Child Care Centres and Play Groups Indirect Costs Total | 2,441 | 1,632 | 1,632 | 0 | 0% | |
| Child Care Centres and Play Groups Total | 47,976 | 32,795 | 55,489 | 22,634 | 79% | |
| Pre Schools and Kindergartens | | | | | | |
| Pre Schools and Kindergartens Revenue | | | | | | |
| Revenue | (61,849) | (47,396) | (44,324) | 3,072 | -7% | |
| Pre Schools and Kindergartens Revenue Total | (61,849) | (47,396) | (44,324) | 3,072 | -7% | |
| Pre Schools and Kindergartens Expenditure | | | | | | |
| Building Maintenance | 2,725 | 1,719 | 2,387 | 668 | 49% | |
| Other Expenses | 50,577 | 33,720 | 35,146 | 1,426 | 5% | |
| Pre Schools and Kindergartens Expenditure Total | 53,302 | 35,439 | 37,533 | 2,094 | 7% | |
| Pre Schools and Kindergartens Indirect Costs | | | | | | |
| Allocations | 1,749 | 1,168 | 1,168 | 0 | 0% | |
| Pre Schools and Kindergartens Indirect Costs Total | 1,749 | 1,168 | 1,168 | 0 | 0% | |
| Pre Schools and Kindergartens Total | (6,798) | (10,789) | (5,622) | 5,167 | -43% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Community and Welfare Centres | | | | | | |
| Community and Welfare Centres Revenue | | | | | | |
| Revenue | (35,145) | (21,594) | (34,555) | (12,961) | 63% | |
| Community and Welfare Centres Revenue Total | (35,145) | (21,594) | (34,555) | (12,961) | 63% | |
| Community and Welfare Centres Expenditure | | | | | | |
| Building Maintenance | 31,050 | 19,656 | 26,078 | 6,422 | 40% | |
| Ground Maintenance | 8,350 | 5,568 | 780 | (4,768) | -98% | |
| Other Expenses | 176,277 | 118,134 | 115,677 | (2,457) | -2% | |
| Community and Welfare Centres Expenditure Total | 215,677 | 143,358 | 142,536 | (822) | -1% | |
| Community and Welfare Centres Indirect Costs | | | | | | |
| Allocations | 7,677 | 5,120 | 5,120 | 0 | 0% | |
| Community and Welfare Centres Indirect Costs Total | 7,677 | 5,120 | 5,120 | 0 | 0% | |
| Community and Welfare Centres Total | 186,209 | 126,884 | 113,101 | (13,763) | -13% | |
| Department of Sports and Recreation Building | | | | | | |
| Dept of Sports and Recreation Building Revenue | | | | | | |
| Revenue | (965,500) | (550,764) | (537,972) | 12,792 | -3% | |
| Dept of Sports and Recreation Building Revenue Total | (965,500) | (550,764) | (537,972) | 12,792 | -3% | |
| Dept of Sports and Recreation Building Expenditure | | | | | | |
| Building Maintenance | 97,000 | 70,836 | 41,883 | (28,953) | -58% | Favourable variance, no major maintenance yet required. |
| Ground Maintenance | 8,250 | 5,496 | 146 | (5,350) | -111% | |
| Other Expenses | 865,005 | 763,765 | 771,528 | 7,763 | 1% | |
| Dept of Sports and Recreation Building Expenditure Total | 968,255 | 840,097 | 813,556 | (26,539) | -3% | |
| Dept of Sports and Recreation Building Indirect Costs | | | | | | |
| Allocations | 12,811 | 8,544 | 8,544 | 0 | 0% | |
| Dept of Sports and Recreation Building Indirect Costs Total | 12,811 | 8,544 | 8,544 | 0 | 0% | |
| Department of Sports and Recreation Building Total | 15,566 | 297,877 | 284,130 | (13,747) | -4% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| nb Stadium | | | | | | |
| nb Stadium Revenue | | | | | | |
| Revenue | (27,847) | (27,847) | (27,847) | (0) | 0% | |
| nb Stadium Revenue Total | (27,847) | (27,847) | (27,847) | (0) | 0% | |
| nb Stadium Expenditure | | | | | | |
| Other Expenses | 17,786 | 11,857 | 1,352,540 | 1,340,683 | 12922% | Unfavourable variance due to higher than forecasted depreciation. To be adjusted as part of the March 2021 budget review. |
| nb Stadium Expenditure Total | 17,786 | 11,857 | 1,352,540 | 1,340,683 | 12922% | |
| nb Stadium Total | (10,061) | (15,990) | 1,324,693 | 1,340,683 | -7673% | |
| Leederville Oval | | | | | | |
| Leederville Oval Revenue | | | | | | |
| Revenue | (156,639) | (105,941) | (110,741) | (4,800) | 5% | |
| Leederville Oval Revenue Total | (156,639) | (105,941) | (110,741) | (4,800) | 5% | |
| Leederville Oval Expenditure | | | | | | |
| Building Maintenance | 19,700 | 13,850 | 12,243 | (1,607) | -17% | |
| Ground Maintenance | 100,000 | 66,664 | 63,518 | (3,146) | -5% | |
| Other Expenses | 453,697 | 308,344 | 309,363 | 1,019 | 0% | |
| Leederville Oval Expenditure Total | 573,397 | 388,858 | 385,123 | (3,735) | -1% | |
| Leederville Oval Indirect Costs | | | | | | |
| Allocations | 13,365 | 8,912 | 8,912 | 0 | 0% | |
| Leederville Oval Indirect Costs Total | 13,365 | 8,912 | 8,912 | 0 | 0% | |
| Leederville Oval Total | 430,123 | 291,829 | 283,294 | (8,535) | -3% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Loftus Centre | | | | | | |
| Loftus Centre Revenue | | | | | | |
| Revenue | (553,288) | (277,967) | (330,500) | (52,533) | 22% | Favourable variance as payment of deferred loan repayments have commenced. |
| Loftus Centre Revenue Total | (553,288) | (277,967) | (330,500) | (52,533) | 22% | |
| Loftus Centre Expenditure | | | | | | |
| Building Maintenance | 227,500 | 141,164 | 115,209 | (25,955) | -20% | Timing variance of works. |
| Ground Maintenance | 41,450 | 27,960 | 23,848 | (4,112) | -16% | |
| Other Expenses | 787,850 | 531,869 | 486,786 | (45,063) | -10% | Favourable variance. \$46k relates to depreciation, to be adjusted during M/YBR, other variances are individually immaterial. |
| Loftus Centre Expenditure Total | 1,056,800 | 700,993 | 625,843 | (75,150) | -12% | |
| Loftus Centre Indirect Costs | | | | | | |
| Allocations | 24,424 | 16,288 | 16,288 | 0 | 0% | |
| Loftus Centre Indirect Costs Total | 24,424 | 16,288 | 16,288 | 0 | 0% | |
| Loftus Centre Total | 527,336 | 439,314 | 311,631 | (127,683) | -32% | |
| Public Halls | | | | | | |
| Public Halls Revenue | | | | | | |
| Revenue | (42,659) | (40,011) | (113,601) | (73,590) | 186% | Revenue higher than anticipated. Budget to be adjusted at March 2021 budget review. |
| Public Halls Revenue Total | (42,659) | (40,011) | (113,601) | (73,590) | 186% | |
| Public Halls Expenditure | | | | | | |
| Building Maintenance | 192,000 | 142,623 | 140,228 | (2,395) | -2% | |
| Ground Maintenance | 22,500 | 19,500 | 17,604 | (1,896) | -16% | |
| Other Expenses | 266,352 | 179,422 | 190,580 | 11,158 | 7% | |
| Public Halls Expenditure Total | 480,852 | 341,545 | 348,412 | 6,867 | 2% | |
| Public Halls Indirect Costs | | | | | | |
| Allocations | 6,438 | 4,288 | 4,288 | 0 | 0% | |
| Public Halls Indirect Costs Total | 6,438 | 4,288 | 4,288 | 0 | 0% | |
| Public Halls Total | 446,631 | 305,822 | 239,100 | (66,722) | -25% | |

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 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Reserves Pavilions and Facilities | | | | | | |
| Reserves Pavilions and Facilities Revenue | | | | | | |
| Revenue | (10,415) | (8,422) | (12,908) | (4,486) | 58% | |
| Reserves Pavilions and Facilities Revenue Total | (10,415) | (8,422) | (12,908) | (4,486) | 58% | |
| Reserves Pavilions and Facilities Expenditure | | | | | | |
| Building Maintenance | 390,901 | 291,811 | 196,243 | (95,568) | -44% | Favourable variance, no major maintenance yet required. |
| Ground Maintenance | 3,500 | 1,750 | 0 | (1,750) | -100% | |
| Other Expenses | 280,527 | 186,713 | 205,662 | 16,949 | 10% | |
| Reserves Pavilions and Facilities Expenditure Total | 674,928 | 482,274 | 401,906 | (80,368) | -21% | |
| Reserves Pavilions and Facilities Indirect Costs | | | | | | |
| Allocations | 6,501 | 4,328 | 4,328 | 0 | 0% | |
| Reserves Pavilions and Facilities Indirect Costs Total | 6,501 | 4,328 | 4,328 | 0 | 0% | |
| Reserves Pavilions and Facilities Total | 671,014 | 478,180 | 393,326 | (84,854) | -22% | |
| Sporting Clubs Buildings | | | | | | |
| Sporting Clubs Buildings Revenue | | | | | | |
| Revenue | (119,720) | (80,076) | (83,216) | (3,140) | 5% | |
| Sporting Clubs Buildings Revenue Total | (119,720) | (80,076) | (83,216) | (3,140) | 5% | |
| Sporting Clubs Buildings Expenditure | | | | | | |
| Building Maintenance | 172,200 | 123,810 | 110,366 | (13,444) | -14% | |
| Ground Maintenance | 2,000 | 1,000 | 0 | (1,000) | -100% | |
| Other Expenses | 739,965 | 493,326 | 494,738 | 1,412 | 0% | |
| Sporting Clubs Buildings Expenditure Total | 914,165 | 618,136 | 605,104 | (13,032) | -2% | |
| Sporting Clubs Buildings Indirect Costs | | | | | | |
| Allocations | 31,149 | 20,760 | 20,760 | 0 | 0% | |
| Sporting Clubs Buildings Indirect Costs Total | 31,149 | 20,760 | 20,760 | 0 | 0% | |
| Sporting Clubs Buildings Total | 825,594 | 558,820 | 542,647 | (16,173) | -3% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Parks and Reserves Administration | | | | | | |
| Parks and Reserves Administration Revenue | | | | | | |
| Revenue | (3,200) | (2,136) | (2,130) | 6 | 0% | |
| Parks and Reserves Administration Revenue Total | (3,200) | (2,136) | (2,130) | 6 | 0% | |
| Parks and Reserves Administration Expenditure | | | | | | |
| Employee Costs | 1,044,500 | 631,098 | 675,365 | 44,267 | 8% | Budget phasing variance. |
| Other Employee Costs | 72,825 | 48,560 | 56,507 | 7,947 | 19% | |
| Other Expenses | 151,758 | 101,166 | 110,592 | 9,426 | 11% | |
| Parks and Reserves Administration Expenditure Total | 1,269,083 | 780,824 | 842,464 | 61,640 | 9% | |
| Parks and Reserves Administration Indirect Costs | | | | | | |
| Allocations | 1,470,046 | 952,449 | 953,448 | 999 | 0% | |
| On Costs Recovery | (1,497,018) | (988,008) | (804,389) | 193,619 | -22% | |
| Parks and Reserves Administration Indirect Costs Total | (26,972) | (45,559) | 149,059 | 194,618 | -501% | |
| Parks and Reserves Administration Total | 1,236,911 | 733,129 | 989,393 | 256,264 | 40% | |
| Parks and Reserves | | | | | | |
| Parks and Reserves Revenue | | | | | | |
| Revenue | (9,300) | (9,301) | (40,363) | (31,062) | 334% | Favourable variance, ground hire revenue higher than anticipated. |
| Parks and Reserves Revenue Total | (9,300) | (9,301) | (40,363) | (31,062) | 334% | |
| Parks and Reserves Expenditure | | | | | | |
| Ground Maintenance | 2,199,350 | 1,501,628 | 1,422,898 | (78,730) | -6% | |
| Other Expenses | 545,581 | 363,726 | 389,293 | 25,567 | 8% | |
| Parks and Reserves Expenditure Total | 2,744,931 | 1,865,354 | 1,812,191 | (53,163) | -3% | |
| Parks and Reserves Indirect Costs | | | | | | |
| Allocations | 364 | 240 | 240 | 0 | 0% | |
| Parks and Reserves Indirect Costs Total | 364 | 240 | 240 | 0 | 0% | |
| Parks and Reserves Total | 2,735,995 | 1,856,293 | 1,772,068 | (84,225) | -5% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Sporting Grounds | | | | | | |
| Sporting Grounds Revenue | | | | | | |
| Revenue | (1,134) | (566) | (24,769) | (24,203) | 4276% | Favourable variance, reserves and ground hire revenue higher than antopedated. |
| Sporting Grounds Revenue Total | (1,134) | (566) | (24,769) | (24,203) | 4276% | |
| Sporting Grounds Expenditure | | | | | | |
| Ground Maintenance | 1,234,850 | 837,564 | 827,339 | (10,225) | -1% | |
| Other Expenses | 564,444 | 376,292 | 319,200 | (57,092) | -17% | Favourable variance due to lower than forecasted depreciation. To be adjusted as part of the March 2021 budget review. |
| Sporting Grounds Expenditure Total | 1,799,294 | 1,213,856 | 1,146,539 | (67,317) | -6% | |
| Sporting Grounds Total | 1,798,160 | 1,213,290 | 1,121,770 | (91,520) | -9% | |
| Road Reserves Expenditure | | | | | | |
| Road Reserves Expenditure | | | | | | |
| Ground Maintenance | 328,005 | 219,768 | 243,694 | 23,926 | 12% | Incorrect allocation, to be corrected in March 2021. |
| Other Expenses | 0 | 0 | 10,139 | 10,139 | 100% | |
| Road Reserves Expenditure Total | 328,005 | 219,768 | 253,834 | 34,066 | 18% | |
| Road Reserves Expenditure Total | 328,005 | 219,768 | 253,834 | 34,066 | 18% | |
| Parks Other | | | | | | |
| Parks Other Revenue | | | | | | |
| Revenue | (2,000) | (2,000) | (217,425) | (215,425) | 10771% | Funding received from DFES for disaster recovery. Budget will be adjusted as part of March 2021 budget review. |
| Parks Other Revenue Total | (2,000) | (2,000) | (217,425) | (215,425) | 10771% | |
| Parks Other Expenditure | | | | | | |
| Other Expenses | 1,456,300 | 1,255,880 | 1,240,737 | (15,143) | -1% | |
| Money/Monger Street Trees Surgery | 22,000 | 22,000 | 0 | (22,000) | -100% | Timing variance of works. |
| Parks Other Expenditure Total | 1,478,300 | 1,277,880 | 1,240,737 | (37,143) | -3% | |
| Parks Other Total | 1,476,300 | 1,275,880 | 1,023,312 | (252,568) | -21% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Processable Waste Collection | | | | | | |
| Processable Waste Collection Revenue | | | | | | |
| Revenue | (375,654) | (370,646) | (286,495) | 84,151 | -23% | Unfavourable variance due to a reduction in revenue for additional rubbish bins. This will be reviewed on an on-going basis. |
| Processable Waste Collection Revenue Total | (375,654) | (370,646) | (286,495) | 84,151 | -23% | |
| Processable Waste Collection Expenditure | | | | | | |
| Employee Costs | 989,983 | 611,200 | 655,431 | 44,231 | 8% | |
| Other Employee Costs | 57,428 | 38,288 | 28,170 | (10,118) | -30% | |
| Other Expenses | 3,864,811 | 2,448,526 | 2,388,215 | (60,311) | -3% | |
| Operating Projects | 80,000 | 52,800 | 751 | (52,049) | -113% | Timing variance relating to FOGO marketing campaign. |
| Processable Waste Collection Expenditure Total | 4,992,222 | 3,150,814 | 3,072,567 | (78,247) | -3% | |
| Processable Waste Collection Indirect Costs | | | | | | |
| Allocations | 868,438 | 582,578 | 550,015 | (12,563) | -3% | |
| On Costs Recovery | (876,250) | (584,188) | (466,818) | 117,350 | -23% | |
| Processable Waste Collection Indirect Costs Total | (7,812) | (21,590) | 83,197 | 104,787 | -573% | |
| Processable Waste Collection Total | 4,608,756 | 2,758,578 | 2,869,270 | 110,692 | 5% | |
| Other Waste Services | | | | | | |
| Other Waste Services Revenue | | | | | | |
| Revenue | (10,065) | (6,704) | (10,069) | (3,365) | 57% | |
| Other Waste Services Revenue Total | (10,065) | (6,704) | (10,069) | (3,365) | 57% | |
| Other Waste Services Expenditure | | | | | | |
| Other Expenses | 580,192 | 341,682 | 310,605 | (31,077) | -10% | |
| Household Hazardous Waste Collection Day | 2,200 | 2,200 | 1,016 | (1,184) | -54% | |
| Other Waste Services Expenditure Total | 582,392 | 343,882 | 311,620 | (32,262) | -10% | |
| Other Waste Services Total | 572,327 | 337,178 | 301,552 | (35,626) | -11% | |
| Recycling Expenditure | | | | | | |
| Recycling Expenditure | 1,051,725 | 528,374 | 438,538 | (89,836) | -22% | \$70k timing variance on recycling collection. |
| Recycling Expenditure Total | 1,051,725 | 528,374 | 438,538 | (89,836) | -22% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---|
| Public Works Overhead | | | | | | |
| Public Works Overhead Revenue | | | | | | |
| Revenue | (61,700) | (28,035) | (38,760) | (10,725) | 41% | |
| Public Works Overhead Revenue Total | (61,700) | (28,035) | (38,760) | (10,725) | 41% | |
| Public Works Overhead Expenditure | | | | | | |
| Employee Costs | 436,713 | 268,767 | 270,187 | 1,420 | 1% | |
| Other Employee Costs | 45,059 | 30,040 | 20,882 | (9,168) | -38% | |
| Other Expenses | 58,850 | 40,232 | 46,471 | 6,239 | 17% | |
| Public Works Overhead Expenditure Total | 540,622 | 339,039 | 337,540 | (1,493) | -1% | |
| Public Works Overhead Indirect Costs | | | | | | |
| Allocations | 636,045 | 412,462 | 405,374 | (7,088) | -2% | |
| On Costs Recovery | (191,782) | (127,856) | (319,019) | (191,163) | 171% | |
| Public Works Overhead Indirect Costs Total | 444,263 | 284,606 | 86,355 | (198,251) | -79% | |
| Public Works Overhead Total | 923,185 | 595,610 | 385,135 | (210,475) | -40% | |
| Plant Operating | | | | | | |
| Plant Operating Expenditure | | | | | | |
| Other Expenses | 1,491,587 | 994,385 | 1,129,303 | 134,918 | 16% | Unfavourable variance due to higher than forecasted depreciation. To be adjusted in mid year budget review. |
| Plant Operating Expenditure Total | 1,491,587 | 994,385 | 1,129,303 | 134,918 | 16% | |
| Plant Operating Indirect Costs | | | | | | |
| Allocations | (1,102,377) | (765,303) | (1,056,504) | (291,201) | 43% | |
| Plant Operating Indirect Costs Total | (1,102,377) | (765,303) | (1,056,504) | (291,201) | 43% | |
| Plant Operating Total | 389,210 | 229,082 | 72,799 | (156,283) | -83% | |
| Recoverable Works | | | | | | |
| Recoverable Works Revenue | | | | | | |
| Revenue | (12,309) | (8,208) | (13,359) | (5,151) | 72% | |
| Recoverable Works Revenue Total | (12,309) | (8,208) | (13,359) | (5,151) | 72% | |
| Recoverable Works Expenditure | | | | | | |
| Other Expenses | 12,309 | 8,208 | 14,537 | 6,329 | 88% | |
| Recoverable Works Expenditure Total | 12,309 | 8,208 | 14,537 | 6,329 | 88% | |
| Recoverable Works Total | 0 | 0 | 1,178 | 1,178 | 100% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Drainage Expenditure | | | | | | |
| Drainage Expenditure | | | | | | |
| Other Expenses | 374,547 | 223,360 | 242,884 | 19,524 | 10% | |
| Drainage Expenditure Total | 374,547 | 223,360 | 242,884 | 19,524 | 10% | |
| Footpaths/Cycleways Expenditure | | | | | | |
| Footpaths/Cycleways Expenditure | | | | | | |
| Other Expenses | 1,041,319 | 696,613 | 759,596 | 62,983 | 10% | Timing variance relating to maintenance works. |
| Footpaths/Cycleways Expenditure Total | 1,041,319 | 696,613 | 759,596 | 62,983 | 10% | |
| Rights of Way Expenditure | | | | | | |
| Rights of Way Expenditure | | | | | | |
| Other Expenses | 281,467 | 187,649 | 179,501 | (8,148) | -5% | |
| Rights of Way Expenditure Total | 281,467 | 187,649 | 179,501 | (8,148) | -5% | |
| Roads Expenditure | | | | | | |
| Roads Expenditure | | | | | | |
| Other Expenses | 3,091,204 | 2,060,977 | 2,169,606 | 108,629 | 6% | |
| Roads Expenditure Total | 3,091,204 | 2,060,977 | 2,169,606 | 108,629 | 6% | |
| Street Cleaning Expenditure | | | | | | |
| Street Cleaning Expenditure | | | | | | |
| Other Expenses | 1,360,615 | 907,088 | 712,130 | (194,958) | -25% | Timing variance relating to maintenance works. |
| Street Cleaning Expenditure Total | 1,360,615 | 907,088 | 712,130 | (194,958) | -25% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021



| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|--|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|---------------------|
| Traffic Control for Roadworks Expenditure | | | | | | |
| Traffic Control for Roadworks Expenditure | | | | | | |
| Other Expenses | 85,000 | 60,110 | 65,421 | 5,311 | 10% | |
| Traffic Control for Roadworks Expenditure Total | 85,000 | 60,110 | 65,421 | 5,311 | 10% | |
| Traffic Control for Roadworks Expenditure Total | 85,000 | 60,110 | 65,421 | 5,311 | 10% | |
| Sump Expenditure | | | | | | |
| Sump Expenditure | | | | | | |
| Other Expenses | 500 | 91 | 325 | 234 | 258% | |
| Sump Expenditure Total | 500 | 91 | 325 | 234 | 258% | |
| Sump Expenditure Total | 500 | 91 | 325 | 234 | 258% | |
| Works Depot Revenue | | | | | | |
| Works Depot Revenue | | | | | | |
| Revenue | (1,259) | (840) | (629) | 211 | -29% | |
| Works Depot Revenue Total | (1,259) | (840) | (629) | 211 | -29% | |
| Works Depot Revenue Total | (1,259) | (840) | (629) | 211 | -29% | |

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 28 FEBRUARY 2021

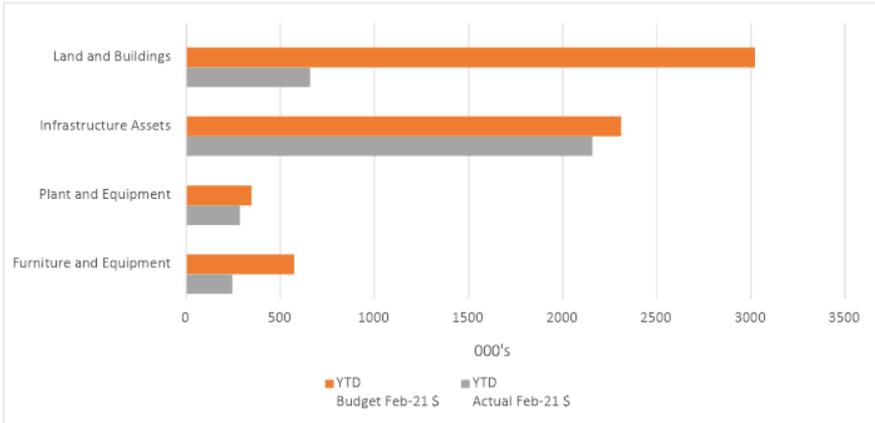


| | Current Budget 2020/21 \$ | YTD Budget 28/02/2021 \$ | YTD Actual 28/02/2021 \$ | YTD Variance \$ | Variance % | Variance Commentary |
|---|---------------------------------|--------------------------------|--------------------------------|--------------------|---------------|--|
| Works Depot | | | | | | |
| Works Depot Expenditure | | | | | | |
| Employee Costs | 183,767 | 114,267 | 116,262 | 1,995 | 2% | |
| Other Employee Costs | 2,500 | 1,664 | 872 | (793) | -54% | |
| Other Expenses | 9,750 | 6,504 | 965 | (5,539) | -97% | |
| Works Depot Expenditure Total | 196,017 | 122,435 | 118,099 | (4,336) | -4% | |
| Works Depot Indirect Costs | | | | | | |
| Allocations | (194,758) | (121,595) | (117,469) | 4,126 | -4% | |
| Works Depot Indirect Costs Total | (194,758) | (121,595) | (117,469) | 4,126 | -4% | |
| Works Depot Total | 1,259 | 840 | 629 | (211) | -29% | |
| Depot Building | | | | | | |
| Depot Occupancy Costs | | | | | | |
| Building Maintenance | 90,000 | 61,500 | 83,256 | 21,756 | 45% | Timing variance relating to maintenance works. |
| Ground Maintenance | 0 | 0 | 1,095 | 1,095 | 100% | |
| Other Expenses | 251,052 | 177,032 | 165,915 | (11,117) | -7% | |
| Depot Occupancy Costs Total | 341,052 | 238,532 | 250,266 | 11,734 | 6% | |
| Depot Indirect Costs | | | | | | |
| Allocations | (341,052) | (238,532) | (250,266) | (11,734) | 6% | |
| Depot Indirect Costs Total | (341,052) | (238,532) | (250,266) | (11,734) | 6% | |
| Depot Building Total | 0 | 0 | 0 | 0 | | |
| Net Operating | 6,574,375 | (5,115,955) | (10,384,395) | (1,868,441) | 15% | |

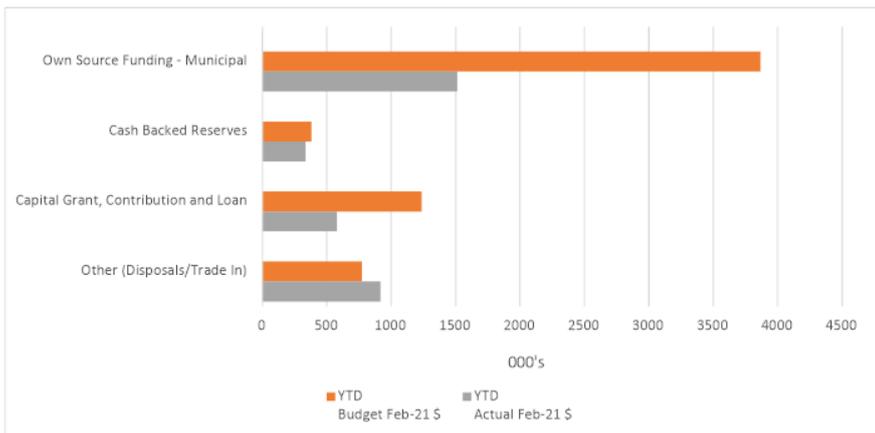
CITY OF VINCENT
 NOTE - CAPITAL BUDGETS SCHEDULE 2020/21
 AS AT 28 FEBRUARY 2021



| CAPITAL EXPENDITURE | Revised Budget 2020/21 | YTD Budget Fe -21 | YTD Actual Fe -21 | YTD Variance | Variance |
|-------------------------|------------------------|-------------------|-------------------|------------------|-------------|
| | \$ | \$ | \$ | \$ | |
| Land and Buildings | 5,415,171 | 3,022,601 | 657,73 | 2,364,862 | -78 |
| Infrastructure Assets | 4,462,283 | 2,311,474 | 2,157,715 | 153,75 | -7 |
| Plant and Equipment | 378,812 | 348,550 | 285,155 | 63,35 | -18 |
| Furniture and Equipment | 1,272,100 | 572,800 | 244,431 | 328,36 | -57 |
| Total | 11,272,100 | 5,722,800 | 2,444,431 | 3,278,369 | -108 |



| FUNDING | Revised Budget 2020/21 | YTD Budget Fe -21 | YTD Actual Fe -21 | YTD Variance | Variance |
|--------------------------------------|------------------------|-------------------|-------------------|------------------|-------------|
| | \$ | \$ | \$ | \$ | |
| Own Source Funding - Municipal | 5,710,033 | 3,866,275 | 1,514,200 | 2,352,075 | -61 |
| Cash Backed Reserves | 3,365,850 | 380,000 | 334,54 | 45,451 | -12 |
| Capital Grant, Contribution and Loan | 1,704,483 | 1,236,150 | 578,574 | 657,576 | -53 |
| Other (Disposals/Trade In) | 773,000 | 773,000 | 17,717 | 144,717 | 1 |
| Total | 11,272,100 | 5,722,800 | 2,444,431 | 3,278,369 | -108 |



**CITY OF VINCENT
NOTE - CAPITAL WORKS SCHEDULE 2020/21
AS AT 28 FEBRUARY 2021**

| Description | Revised Budget 2020/21 | YTD Budget 2020/21 | YTD Actual 2020/21 | YTD Variance | Variance | Commitment Balance | PO | Variance | Comments |
|---|---------------------------|--------------------------|--------------------------|------------------|----------|-----------------------|-----|----------|--|
| LAND BUILDING ASSETS | | | | | | | | | |
| ADMIN CENTRE | | | | | | | | | |
| Ar C d t g AC Re e al-Ad Bu ld g AC | 300,000 | 20,000 | 0 | 20,000 | -100 | | | | 0 u te e g ug t t e ar et |
| BEATTY PAR LEISURE CENTRE | | | | | | | | | |
| Beatt ar Le ureCe tre- ac l t e r a t r u c t u r e Re e al | 3,377,570 | 1,400,000 | 136,41 | 1,263,581 | - 0 | 1, 20,818 | | | r r gr e |
| Beatt ar -Re lace e t g car et | ,851 | ,851 | ,345 | 506 | -5 | | 506 | | r c leted |
| LIBRARY | | | | | | | | | |
| gr adeL r ar c u t e r t e a ce cu t e r e r ce del e r | 50,000 | 50,000 | 1,500 | 48,500 | - 7 | | | | 0 u te e g ug t t e ar et |
| LOFTUS CENTRE | | | | | | | | | |
| L tu C u t Ce tre ce l g a r c, l g t g a d a t r r e e | 170,000 | 170,000 | 81,370 | 88,630 | -52 | 1,250 | | | r r gr e |
| L tu Ce tre- t r a t e r e t e t a | 120,000 | 120,000 | 72,732 | 47,26 | -3 | 5,454 | | | r r gr e |
| L tu Recr eat Ce tre-C a ger u gr ade | 131,367 | 131,367 | 141,68 | 10,322 | 8 | | | | 0 r c leted Budget t e ad u ted M BR t al g t actu |
| DEPARTMENT OF SPORTS AND RECREATION | | | | | | | | | |
| DLG Cre e al u gr ade-Lea e l gat | 1 6,000 | 1 6,000 | 1,738 | 1 4,262 | - | 1,8 1 | | | r r gr e |
| MISCELLANEOUS | | | | | | | | | |
| lar t lta c a el te tallat -Mt a t r C u t Ce t e | 8, 00 | 8, 00 | 168 | 8,732 | - 8 | | | | 0 u te e ge aluated |
| lar t lta c a el te tallat - r t e r t T all | 8, 00 | 8, 00 | 0 | 8, 00 | -100 | | | | 0 u te e ge aluated |
| lar t lta c a el te tallat - ce t C u t Ce tre | 20,150 | 20,150 | 0 | 20,150 | -100 | | | | 0 u te e ge aluated |
| lar t lta c a el te tallat -Br ta a Re er e a l | 8, 00 | 8, 00 | 0 | 8, 00 | -100 | | | | 0 u te e ge aluated |
| lar t lta c a el te tallat - e r t c c e r C l u | 30,000 | 30,000 | 1,100 | 28, 00 | - 6 | | | | 0 e l u r t g l a r cedur e e g de el ed r t |
| L D l dl g tu gr ade-L eeder lle Te C l u | 21,548 | 21,548 | 21,548 | 0 | 0 | | | | 0 r c leted |
| R al ar all- t c e a d a e t e r e e al | 1 0,000 | 1 0,000 | 143,647 | 46,353 | -24 | 40,245 | | | r c leted-a a t g ce |
| R g Re e al-L t ar Te C l u R | 180,000 | 180,000 | 1,600 | 178,401 | - | | | | 0 r ect at c ce tual de g tage |
| Ar C d t g AC Re e al-Belgr a a Le ureCe tre | 50,000 | 0 | 3,323 | 3,323 | 100 | | | | 0 r r gr e |
| L eeder lle al tad u - lectr cal re e al-3 ar d | 300,000 | 300,000 | 1, 12 | 2 8,088 | - | | | | 0 Te der u at e aluat tage |
| u l c T let- de ar ea t- r e e al | 31, 85 | 31, 85 | 31, 85 | 0 | 0 | | | | 0 r c leted |
| r r e t ar l dl g t Re e al | 130,000 | 65,000 | 0 | 65,000 | -100 | 125,6 | | | r ect dela ed e cted t c e ce Ar l 2021 |
| B rd d uar e l dl g t Re e al | 20,000 | 10,000 | 0 | 10,000 | -100 | - | | | r ect dela ed e cted t c e ce Ar l 2021 |
| M r r a t r u c t u r e r e e t | 20,000 | 20,000 | 5,705 | 14,2 5 | -71 | 4,278 | | | r c eduled |
| L t tad u Br ta a Re d Le | 40,000 | 30,000 | 1, 5 | 28,041 | - 3 | 77,144 | | | r ect at la g tage |
| FOR LAND BUILDING ASSETS | 1 1 1 022 01 | | | 2 8 2 - 8 | | 2 1 28 | | | |

CITY OF VINCENT
 NOTE - CAPITAL OR S SCHEDULE 2020/21
 AS AT 28 FEBRUARY 2021

| Description | Revised Budget 2020/21 | YTD Budget 2020/21 | YTD Actual 2020/21 | YTD Variance | Variance | Co it ent PO Balance | Variance Co ent ar |
|------------------------------|---------------------------|--------------------------|--------------------------|-----------------|----------|-------------------------------|-----------------------|
| INFRASTRUCTURE ASSETS | | | | | | | |
| LOCAL ROADS PROGRAM | | | | | | | |
| Local Roads Program | 0 | 0 | 10,65 | 10,65 | 100 | 0 | |
| Local Roads Program | 61,02 | 61,02 | 58,484 | 2,545 | -4 | 0 | |
| Local Roads Program | 111,500 | 80,000 | 105,018 | 25,018 | 31 | 6,132 | |
| Local Roads Program | 42,000 | 27,000 | 55,588 | 28,588 | 106 | 0 | |
| Local Roads Program | 108,000 | 8,000 | 111,65 | 13,65 | 14 | 0 | |
| Local Roads Program | 27,238 | 27,238 | 26,318 | 20 | -3 | 0 | |
| Local Roads Program | 6,500 | 35,000 | 34,680 | 320 | -1 | 8,474 | |
| Local Roads Program | 4,500 | 40,000 | 3,717 | 53,717 | 134 | 20,604 | |
| Local Roads Program | 74,500 | 74,500 | 55,00 | 18,600 | -25 | 48 | |
| Local Roads Program | 8,000 | 50,000 | 63,781 | 13,781 | 28 | 6,51 | |
| Local Roads Program | 52,000 | 52,000 | 31,328 | 20,672 | -40 | 140 | |
| Local Roads Program | 43,212 | 37,000 | 42,027 | 5,027 | 14 | 1,185 | |
| Local Roads Program | 52,000 | 35,000 | 15,7 | 1,201 | -55 | 36,846 | |
| Local Roads Program | 6,25 | 6,25 | 6,25 | 0 | 0 | 0 | |
| Local Roads Program | 6,000 | 40,000 | 74,6 | 34,6 | 87 | 12,354 | |
| Local Roads Program | 155,808 | 0 | 0 | 0 | 0 | 0 | |
| Local Roads Program | 88,000 | 45,000 | 1,845 | 43,155 | -6 | 13,013 | |
| Local Roads Program | 5,000 | 5,000 | 0 | 5,000 | -100 | 535 | |
| Local Roads Program | 2,500 | 2,500 | 0 | 2,500 | -100 | 645 | |
| Local Roads Program | 1,250 | 1,250 | 0 | 1,250 | -100 | 530 | |
| Local Roads Program | 2,500 | 2,500 | 0 | 2,500 | -100 | 825 | |
| Local Roads Program | 1,800 | 1,800 | 0 | 1,800 | -100 | 840 | |
| Local Roads Program | 88,50 | 15,000 | 2,613 | 12,388 | -83 | 0 | |
| ROAD TO RECOVERY | | | | | | | |
| Road to Recovery | 212,10 | 212,10 | 206,42 | 5,68 | -3 | 320 | |
| Road to Recovery | 44,277 | 44,277 | 47,68 | 3,412 | 8 | 0 | |
| Road to Recovery | 2,762 | 2,762 | 1,847 | 15 | -33 | 0 | |

**CITY OF VINCENT
NOTE - CAPITAL OR S SCHEDULE 2020/21
AS AT 28 FEBRUARY 2021**

| Description | Revised Budget 2020/21 | YTD Budget 2020/21 | YTD Actual 2020/21 | YTD Variance | Variance | Co it ent Balance | PO | Variance | Co ent ar |
|---|---------------------------|--------------------------|--------------------------|-----------------|----------|-------------------------|--------|----------|---|
| TRAFFIC MANAGEMENT | | | | | | | | | |
| redede tr a cr g at gal ed ter ect | 24,100 | 24,100 | 24,100 | 0 | 0 | | 0 | r | c leted |
| alc tt t l a t , Bul er t t ger ald t | | | | | | | | | |
| Al a Cla er t L cal Ar ea Tra cMa age e t | 50,000 | 0 | 0 | 0 | 0 | | 0 | r | ect c e ced |
| ar l da d L r d t ter ect | 26,000 | 0 | 0 | 0 | 0 | | 0 | r | ect at la g tage |
| BLAC SPOT PROGRAM | | | | | | | | | |
| ce t- t ger ald tt C el r d R d | 72,800 | 0 | 56,453 | 56,453 | 100 | | 5, 7 | r | c leted, a a t g al ce |
| ter ect Br ad a d M It t, Mt a t r | 30,000 | 10,000 | 53,514 | 43,514 | 435 | | 500 | r | c lete, add t al u d all cated dur g M BR |
| ter ect Bul er a d t r l g t, er t | 100,000 | 15,000 | 4,040 | 10, 60 | -73 | | 0 | r | at de g tage |
| ter ect Gr ee ,T ler Mer red t, Mt a t r da a | 30,000 | 10,000 | 3,620 | 6, 380 | -64 | | 0 | r | at de g tage |
| ter ect Beau r ta d ar ld tr eet , g gate | 100,000 | 15,000 | 2,820 | 12, 180 | -81 | | 0 | r | at de g tage |
| ter ect L tu a d ce t tr eet , e t er t Leeder lle | 250,000 | 20,000 | 4,730 | 15, 270 | -76 | | 0 | r | at de g tage |
| ter ect t ger ald tr eet Ragla R ad, r t er t | 80,000 | 10,000 | 6,620 | 3, 380 | -34 | | 0 | r | at de g tage |
| M r Tra cMa age e t r e e t r gr a | 80,000 | 3 ,000 | 42,712 | 3,712 | 10 | | 6,5 0 | r | r gr e |
| STREETSCAPE IMPROVEMENTS | | | | | | | | | |
| M r tr eet ca e r e e t | 30,000 | 20,000 | 17,2 5 | 2,705 | -14 | | 110 | r | r gr e |
| tr eet ca e r e e t -Clea er t | 50,000 | 0 | 0 | 0 | 0 | | 0 | r | ect dela ed - u ectt gra ta l cat |
| tr eet ca e r e e t -A g e ta d t ger ald t | 13,000 | 0 | 0 | 0 | 0 | | 0 | r | ect at la g tage |
| ROAD OR S - REHABILITATION MRRG PROGRAM | | | | | | | | | |
| Bul er t-Beau r t tt ll a t | 68,154 | 68,154 | 30,747 | 37,407 | -55 | | 12,677 | r | c lete - a g tra er red t t er r ect dur |
| L tu t-B ur e tt car r ug Beac R d | 50,000 | 50,000 | 10,044 | 3 , 56 | -80 | | 0 | r | c lete - a g tra er red t t er r ect dur |
| e ca lle t-Beau r t tt L r d t- a t u d | 143,800 | 143,800 | 141,606 | 2,1 4 | -2 | | 11,288 | r | c lete - a a t gMa r ad c r at r |
| t t-Bul er t L c l t | 127,500 | 127,500 | 67,821 | 5 ,67 | -47 | | 5,437 | r | r gr e |
| Br a e t-Bul er tt t r l g t | 130, 00 | 130, 00 | 3,721 | 37,17 | -28 | | 0 | r | r gr e |
| RIGHTS OF AY | | | | | | | | | |
| A ualr e e a edu t e t r e c e t c d t a e e t ur e | 75,000 | 0 | 3,47 | 3,47 | 100 | | 4,235 | r | r gr e |
| SLAB FOOTPATH PROGRAMME | | | | | | | | | |
| G ld g t- e ca lle tt ldA er dee t | 38,180 | 38,180 | 0 | 38,180 | -100 | | 0 | r | t e c eduled |
| Br a e Trc r t -L a e tt Br a e lc | 27, 20 | 27, 20 | 1,272 | 26,648 | - 5 | | 0 | r | ect c e ced |
| Br a e Trc ut -L a e tt Br a e lc | 26,761 | 26,761 | 0 | 26,761 | -100 | | 0 | r | t e c eduled |
| L a e t-Br a e Trc t R A e ue | 5,603 | 1,500 | 2,811 | 1,311 | 87 | | 0 | r | c leted |
| L a e t- e ca lle tt r e R d | 2,310 | 500 | 2,262 | 1,762 | 352 | | 0 | r | c leted |
| Leeder t- uga tt Cul-de- ac | 3,353 | 1,000 | 0 | 1,000 | -100 | | 2,126 | r | t e c eduled |
| Ca er a t-Cla er R dt Cul-de- ac | 12,66 | 4,000 | 0 | 4,000 | -100 | | 7,624 | r | t e c eduled |
| Mar t r t - ll a tt Mer e La e | 8,800 | 8,800 | 0 | 8,800 | -100 | | 0 | r | t e c eduled |
| Mar t ut - ll a tt Mer e La e | 8,800 | 8,800 | 0 | 8,800 | -100 | | 0 | r | t e c eduled |
| Br e t- t tt Br gatt Gar de | 5,500 | 0 | 0 | 0 | 0 | | 4,500 | r | t e c eduled |
| L d t- ter ect car r ug Beac R ad | 60,104 | 20,000 | 0 | 20,000 | -100 | | 0 | r | t e c eduled |

**CITY OF VINCENT
NOTE - CAPITAL PROJECTS SCHEDULE 2020/21
AS AT 28 FEBRUARY 2021**

| Description | Revised Budget 2020/21 | YTD Budget 2020/21 | YTD Actual 2020/21 | YTD Variance | Variance | Commitment Balance | PO | Variance | Comments |
|---|---------------------------|--------------------------|--------------------------|-----------------|----------|-----------------------|----------|----------|--|
| BICYCLE NETWORK | | | | | | | | | |
| Street lighting | 300,000 | 0 | 22,133 | 22,133 | 100 | 0 | | | at de g tage |
| De g r r l t R ute | 50,000 | 0 | 41,365 | 41,365 | 100 | 0 | | | r gr e |
| De g r Gle dal ug t Br ad | 15,000 | 0 | 5,470 | 5,470 | 100 | 0 | | | r gr e |
| DRAINAGE | | | | | | | | | |
| Br ta aRe er eMa Dra Re e al tage1 2 | 80,000 | 0 | 0 | 0 | 0 | 16,364 | | | r t e c eduled |
| M r dr a age r e e t r gr a | 50,000 | 0 | 0 | 0 | 0 | 0 | | | r t e c eduled |
| Gull a - ell r gr a | 60,000 | 0 | 21,882 | 21,882 | 100 | 0 | | | r r gr e |
| CAR PARK DEVELOPMENT | | | | | | | | | |
| Car ar g gr ade-Melr e ta gled ar g | 55,000 | 0 | 64,625 | 64,625 | 100 | 12,205 | | | r r gr e , c e crea ed Add t al u d tr a dur g M BR |
| Car ar g gr ade- tr at c a ta gled ar g | 20,000 | 0 | 0 | 0 | 0 | 0 | | | r ect at de g tage |
| Car ar g gr ade-Al er t ta gled ar g tage3 | 55,000 | 0 | 4,040 | 4,040 | 100 | 0 | | | r ect at de g tage |
| De t-Car ar l g t gRe e al | 60,000 | 60,000 | 32, 7 | 27,021 | -45 | 32,356 | | | r r gr e |
| PARKS AND RESERVES | | | | | | | | | |
| Ba Re er eMa ter la le e tat - tage1 | 23 ,10 | 23 ,10 | 20 ,202 | 2 , 07 | -13 | 2,200 | | | r r gr e |
| Gr ee g la - a tr eet car ar | 25,000 | 25,000 | 5,251 | 1 ,74 | -7 | 3,708 | | | r c eduled r A r l 2021 |
| Gr ee g la - a tr eet | 5,000 | 5,000 | 250 | 4,750 | - 5 | 0 | | | r c eduled r A r l 2021 |
| Gr ee g la - e t dAr t r ec ct | 30,000 | 30,000 | 12,101 | 17,8 | -60 | 0 | | | r r gr e |
| Gr ee g la - r a tr eet | 15,000 | 15,000 | 0 | 15,000 | -100 | 500 | | | r ect at de g tage |
| Gr ee g la - g la d R ad | 10,000 | 10,000 | 0 | 10,000 | -100 | 0 | | | r ect at de g tage |
| Gr ee g la - a t r tr eet | 10,000 | 10,000 | 0 | 10,000 | -100 | 0 | | | r ect at de g tage |
| Gr ee g la -L ttle alc tt tr eet | 5,000 | 5,000 | 0 | 5,000 | -100 | 3,65 | | | r ect at de g tage |
| L t tr eet ar gr ade | 18,145 | 18,145 | 14,235 | 3, 10 | -22 | 3, 10 | | | r c leted, a a t g al ce |
| RETICULATION | | | | | | | | | |
| Br ta aRe er e-r e e gr u d ater r e ut ,40 | 45,000 | 0 | 40,381 | 40,381 | 100 | 0 | | | r c leted |
| lla ar -r e lace r r gat cu cle | 15,000 | 15,000 | 0 | 15,000 | -100 | 0 | | | r t e c eduled |
| STREET FURNITURE | | | | | | | | | |
| Bu elter Re lace e t | 20,000 | 0 | 0 | 0 | 0 | 235 | | | r t e c eduled |
| Bu elter - lla t | 15,000 | 0 | 4,465 | 4,465 | 100 | 2,325 | | | r c eduled |
| FOR INFRASTRUCTURE ASSETS | | | | | | | | | |
| | 28 | 2 | 11 | 2 | 1 | -1 | 1 | - | 2 |
| | | | | | | | 2 | | 2 |

**CITY OF VINCENT
NOTE - CAPITAL WORKS SCHEDULE 2020/21
AS AT 28 FEBRUARY 2021**

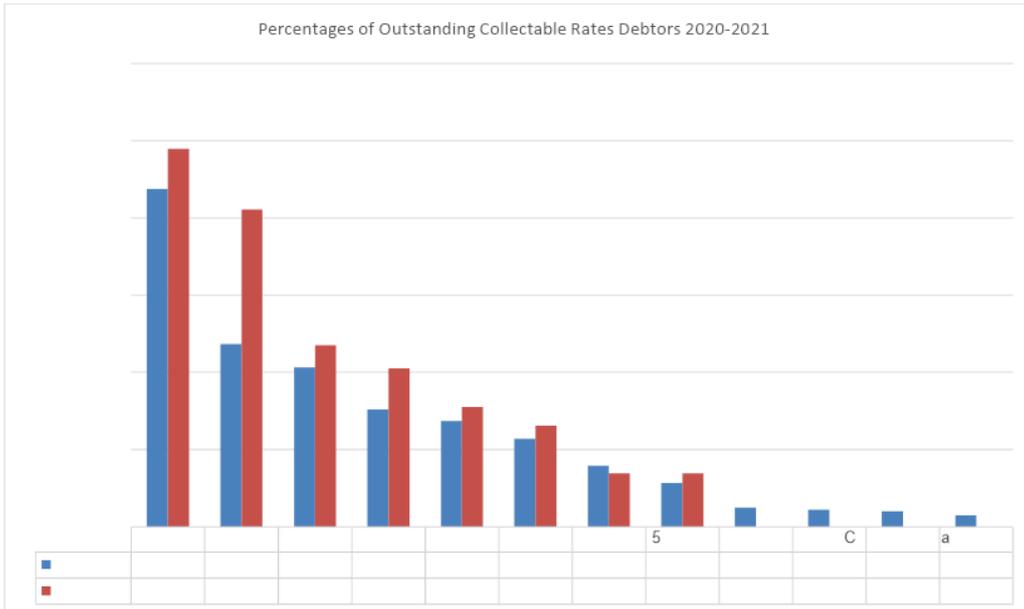
| Description | Revised Budget 2020/21 | YTD Budget 2020/21 | YTD Actual 2020/21 | YTD Variance | Variance | Commitment Balance | PO | Variance | Comments |
|--|---------------------------|--------------------------|--------------------------|-----------------|-------------|-----------------------|------------|-----------|--|
| PLANT EQUIPMENT ASSETS | | | | | | | | | |
| LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME Light fleet - Annual Capital Programme | 1,000,000 | 1,000,000 | 146,605 | 43,305 | -23 | | 52,500 | | Light fleet replacement programme agreed |
| MOTOR PLANT REPLACEMENT PROGRAMME Motor Plant - Annual Capital Programme | 138,550 | 138,550 | 138,550 | 0 | 0 | | 0 | | Motor plant replaced in 2020 |
| MISCELLANEOUS | | | | | | | | | |
| Advertising literature | 11,810 | 0 | 0 | 0 | 0 | 0 | 0 | | Advertising literature 2020-21 |
| Advertising contracts | 38,452 | 20,000 | 0 | 20,000 | -100 | 0 | 0 | | Advertising contracts |
| TOTAL EXPENDITURE FOR PLANT EQUIPMENT ASSETS | | | | | | | | | |
| | 8,812 | 8,028 | 1 | 28 | -18 | | 2 | 00 | |
| FURNITURE EQUIPMENT ASSETS | | | | | | | | | |
| INFORMATION TECHNOLOGY | | | | | | | | | |
| IT - Annual Capital Programme | 440,000 | 0,000 | 63,135 | 26,865 | -30 | 3,814 | | | IT - Annual Capital Programme |
| IT - Maintenance - Annual Capital Programme | 120,000 | 10,000 | 0 | 10,000 | -100 | 0 | | | IT - Maintenance - Annual Capital Programme |
| MARKETING COMMUNICATIONS | | | | | | | | | |
| CD-1 Advertising - Annual Capital Programme | 525,600 | 322,800 | 131,373 | 1,1427 | -5 | 18,500 | | | CD-1 Advertising - Annual Capital Programme |
| Beatt Park Leisure Centre Beatt Park Leisure Centre - Annual Capital Programme | 71,500 | 60,000 | 3,150 | 56,805 | -5 | 1,000 | | | Beatt Park Leisure Centre - Annual Capital Programme |
| MISCELLANEOUS | | | | | | | | | |
| Miscellaneous - Annual Capital Programme | 75,000 | 50,000 | 46,728 | 3,272 | -7 | 0 | | | Miscellaneous - Annual Capital Programme |
| CCTV - Annual Capital Programme | 40,000 | 40,000 | 0 | 40,000 | -100 | 23,320 | | | CCTV - Annual Capital Programme |
| TOTAL EXPENDITURE FOR FURNITURE EQUIPMENT ASSETS | | | | | | | | | |
| | 1,221,000 | 2,800 | 2 | 128 | - | | 200 | 00 | |
| TOTAL CAPITAL EXPENDITURE | | | | | | | | | |
| | 11,221,000 | 2,800 | 2 | 0,028 | 10,8 | - | 2 | 8 | |

CITY OF VINCENT
 NOTE - CASH BACKED RESERVES
 AS AT 28 FEBRUARY 2021



| Reserve Particulars | Budget | Actual | Budget | YTD Actual | Budget | YTD Actual | Budget | YTD Actual | Budget | YTD Actual | Budget | Actual | | |
|------------------------------------|-----------------|-----------------|----------------------|----------------------|-----------------|-----------------|----------------------|----------------------|----------------------|----------------------|-----------------|-----------------|-----|---|
| | Opening Balance | Opening Balance | Transfers to Reserve | Transfers to Reserve | Interest Earned | Interest Earned | Transfers to Reserve | Transfers to Reserve | Transfers to Reserve | Transfers to Reserve | Closing Balance | Closing Balance | | |
| | 01/01/2020 | 01/01/2020 | 01/01/2021 | 28/02/2021 | 01/01/2021 | 28/02/2021 | 01/01/2021 | 28/02/2021 | 01/01/2021 | 28/02/2021 | 01/01/2021 | 28/02/2021 | | |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | | |
| Adults and Children's Centre | 5,231.7 | 5,231.7 | 1,030.00 | 1,030.00 | 61,887 | 30,445 | 2,815.83 | 756,735 | 3,628,501 | 5,650.07 | | | | |
| Beattar Leisure Centre | 101,218 | 101,218 | 0 | 0 | 1,183 | 583 | 0 | 0 | 102,401 | 101,801 | | | | |
| Carleung Reserve | 1,261.2 | 1,261.2 | 0 | 3.44 | 22,521 | 11,078 | 510,000 | 143,87 | 1,438,713 | 1,76,732 | | | | |
| dear Lane Reserve | 15.26 | 15.26 | 0 | 0 | 1,862 | 16 | 0 | 0 | 161,131 | 160,185 | | | | |
| Ladad Building Acquisition Reserve | 2,747.1 | 2,747.1 | 0 | 0 | 3,478 | 1,711 | 0 | 0 | 300.4 | 2,182 | | | | |
| Leeder Memorial Reserve | 4.06 | 4.06 | 0 | 0 | 1,100 | 542 | 0 | 0 | 5.16 | 4,611 | | | | |
| Lutu Community Centre | 36.01 | 36.01 | 0 | 0 | 431 | 211 | 0 | 0 | 37,332 | 37,112 | | | | |
| Lutu Recreation Centre | 171,525 | 171,525 | 51,664 | 22,880 | 2,005 | 0 | 0 | 0 | 225,14 | 15,35 | | | | |
| ce Building Reserve-246 ce street | 401,156 | 401,156 | 0 | 0 | 4,60 | 2,307 | 16,000 | 1,738 | 20,846 | 401,725 | | | | |
| argacit Reserve | 105,607 | 105,607 | 0 | 0 | 1,235 | 607 | 0 | 0 | 106,842 | 106,214 | | | | |
| ercentage rural Art Reserve | 488,867 | 488,867 | 0 | 5,77 | 5,716 | 2,52 | 525,600 | 131,373 | 31,017 | 420,243 | | | | |
| lata duet Reserve | 22,483 | 22,483 | 0 | 0 | 263 | 12 | 0 | 0 | 22,746 | 22,612 | | | | |
| tate Gate Centre | 110,17 | 110,17 | 682 | 3,661 | 1,288 | 633 | 0 | 0 | 121,167 | 114,41 | | | | |
| strategic Management Reserve | 7,471 | 7,471 | 0 | 0 | 11,662 | 5,736 | 0 | 0 | 1,001,133 | 1,003,207 | | | | |
| Talar Ldale Reserve | 340.02 | 340.02 | 250,000 | 0 | 3,86 | 1,75 | 0 | 0 | 5,488 | 342,877 | | | | |
| dergruder Reserve | 210,051 | 210,051 | 0 | 0 | 2,456 | 1,208 | 0 | 0 | 212,507 | 211,25 | | | | |
| ate Management laladu et Reserve | 21,4 | 21,4 | 0 | 0 | 2,572 | 1,266 | 0 | 0 | 222,521 | 221,215 | | | | |
| reere-a street | 0 | 0 | 157.8 | 157.8 | 1,870 | 04 | 0 | 0 | 15,76 | 158,803 | | | | |
| | 10 | 210 | 21 | 221 | 0 | 8 | 1020 | 1 | 0 | 118 | 10 | 8 | 112 | 1 |

CITY OF VINCENT
 NOTE - RATING INFORMATION
 AS AT 28 FEBRUARY 2021



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CITY OF VINCENT
 NOTE - RATING INFORMATION
 FOR THE MONTH ENDED 28 FEBRUARY 2021



| | Rateable Value | Rate in Dollar | Budget | Actual | Rates Levied to Budget |
|--|--------------------|----------------|-------------------|-------------------|------------------------|
| | \$ | Cents | \$ | \$ | |
| Rate Revenue | | | | | |
| General Rate | | | | | |
| 10726 Residential | 240,742,009 | 0.0779 | 18,744,512 | 18,744,512 | 100.0% |
| 168 Vacant Residential | 4,110,000 | 0.0725 | 297,975 | 297,975 | 100.0% |
| 1610 Other | 122,800,566 | 0.0672 | 8,249,742 | 8,249,742 | 100.0% |
| 46 Vacant Commercial | 2,355,370 | 0.1282 | 301,888 | 301,888 | 100.0% |
| Minimum Rate | | | | | |
| 6184 Residential @ \$1,211.9 | 78,526,492 | | 7,494,390 | 7,494,390 | 100.0% |
| 157 Vacant Residential @ \$1,211.9 | 1,926,000 | | 190,268 | 190,268 | 100.0% |
| 150 Other @ \$1,197.7 | 1,873,844 | | 179,655 | 179,655 | 100.0% |
| 0 Vacant Commercial | | | 0 | 0 | |
| Interim Rates | 0 | | 300,000 | 551,577 | 183.9% |
| Rates Waiver | 0 | | (145,000) | (127,860) | 88.2% |
| Total Amount Made up for Rates | 452,334,281 | | 35,613,430 | 35,882,146 | |
| Non Payment Penalties | | | | | |
| Instalment Interest @ 5.5% | | | 160,000 | 161,078 | 100.7% |
| Penalty Interest @ 8% | | | 90,000 | 106,598 | 118.4% |
| Administration Charge - \$8 per instalment | | | 160,000 | 141,834 | 88.6% |
| Legal Costs Recovered | | | 0 | 116 | 100.0% |
| | | | 36,023,430 | 36,291,772 | |
| Other Revenue | | | | | |
| Exempt Bins - Non Rated Properties | | | 185,420 | 158,479 | 85.5% |
| Commercial / Residential Additional Bins | | | 174,534 | 119,142 | 68.3% |
| Swimming Pools Inspection Fees | | | 18,800 | 14,420 | 76.7% |
| | | | 36,402,184 | 36,583,813 | |
| Opening Balance | | | | 882 | |
| Total Collectible | | | 0218 | 20101 | |
| Less | | | | | |
| Cash Received | | | | 31,408,419 | |
| Rebates Allowed | | | | 1,104,548 | |
| Rates Balance To Be Collected | | | 0218 | 018 | |
| Add | | | | | |
| ESL Debtors | | | | 263,515 | |
| Pensioner Rebates Not Yet Claimed | | | | 357,802 | |
| ESL Rebates Not Yet Claimed | | | | 10,436 | |
| Less | | | | | |
| Deferred Rates Debtors | | | | (115,535) | |
| Current Rates Debtors Balance | | | | 516,028 | |



CITY OF VINCENT
NOTE 8 - DEBTOR REPORT
FOR THE MONTH ENDED 28 FEBRUARY 2021

| DESCRIPTION | CURRENT | 31-59 DAYS | 60-89 DAYS | OVER 90 DAYS | BALANCE |
|---|----------------|----------------|---------------|------------------|------------------|
| | \$ | \$ | \$ | \$ | \$ |
| DEBTOR CONTROL - HEALTH LICENCES | 3,574 | (224) | (27) | 194,108 | 197,428 |
| DEBTOR CONTROL - RUBBISH CHARGES | 0 | 0 | 0 | 0 | 0 |
| DEBTOR CONTROL - CASH IN LIEU CAR PARKING | (1) | 0 | 0 | 139,663 | 139,662 |
| DEBTOR CONTROL - PROPERTY INCOME | 80,757 | 68,973 | 19,941 | 8,510 | 178,181 |
| DEBTOR CONTROL - RECOVERABLE WORKS | 5,767 | 0 | 0 | 0 | 5,767 |
| DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE | 0 | 0 | 0 | 0 | 0 |
| DEBTOR CONTROL - OTHER | 65,229 | 4,072 | 0 | 116,835 | 186,136 |
| DEBTOR CONTROL - % ART CONTRIBUTIONS | 0 | 0 | 0 | 0 | 0 |
| DEBTOR CONTROL - PLANNING SERVICES FEES | 280 | 100 | (100) | 1,310 | 1,590 |
| DEBTOR CONTROL - GST | (169,323) | 78,515 | 0 | 90,820 | 12 |
| DEBTOR CONTROL - INFRINGEMENT | 129,000 | 55,955 | 26,537 | 1,336,809 | 1,548,301 |
| PROVISION FOR DOUBTFUL DEBT (CURRENT) | 0 | 0 | 0 | (181,310) | (181,310) |
| IMPAIRMENT OF RECEIVABLES | 0 | 0 | 0 | (194,671) | (194,671) |
| TOTAL DEBTORS OUTSTANDING AS AT 28/02/2021 | 115,282 | 207,391 | 46,351 | 1,512,071 | 1,881,095 |

| | |
|--|------------------|
| ACCRUED INCOME | 48,319 |
| ACCRUED INTEREST | 39,599 |
| PREPAYMENTS | 251,234 |
| TOTAL TRADE AND OTHER RECEIVABLES | 2,218,247 |

| DATE | SUNDRY DEBTORS OVER 90 DAYS | AMOUNT | DEBT DETAILS | Comments |
|--|----------------------------------|-------------------|---|--|
| 11/03/2019 | Tennis Seniors Western Australia | 5,728.05 | Building Insurance 2018/19 & 2019/20 | In the process to debt collection. |
| 18/11/2020 | Loton Park Tennis Club | 1,902.60 | Building Insurance and Pest Services | Payment expected to made in March. |
| 04/11/2018 | C Cafarelli | 28,800.00 | Breaches of Planning Development Act | Have been handed over to FER |
| 20/10/2020 | Department of Education | 1,687.70 | Building Insurance and Water Recoup | Payment expected to made in March. |
| 22/08/2018 | C D Hunter | 14,655.25 | Cost for court case | \$100 Monthly Repayment in progress from 27/10/20 |
| 21/01/2019 | Matthew Slinger | 21,800.30 | Outstanding court costs awarded to COV | Have been handed over to FER |
| 09/07/2019 | R Cox | 1,170.00 | Outstanding court costs awarded to COV | Have been handed over to FER. |
| 22/08/2019 | Primed Projects Pty Ltd | 318.28 | Outstanding court costs awarded to COV | On fortnightly payment plan |
| 22/08/2019 | Liam Howard | 576.87 | Outstanding court costs awarded to COV | On fortnightly payment plan |
| 28/11/2019 | A Kindu | 2,339.25 | Damage/vandalism to hired venue | Sent to debt collection agency. |
| 28/10/2020 | City of Rockingham | 5,413.55 | LSL Liability L Reeves | Awaiting payment. |
| 13/10/2020 | D Bianchi | 16,146.00 | Court fines and costs re: 193-195 Scarborough | \$200 Monthly Repayment in progress from Dec 20 |
| 21/07/2020 | Kamran Beykpour | 25,813.00 | Court fines and costs re: 155 Walcott St | Pleaded not guilty. Court trial set 15 February 2021 |
| BALANCE OF 90 DAY DEBTORS OVER \$500.00 | | 126,133.83 | | |

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 28 FEBRUARY 2021



| | Revised Budget 2020/21 \$ | YTD Budget Feb-21 \$ | YTD Actuals Feb-21 \$ | YTD Actuals Feb-20 \$ | Month Actuals Feb-21 \$ | Month Actuals Feb-20 \$ |
|-----------------------------|---------------------------------|-------------------------------|--------------------------------|--------------------------------|----------------------------------|----------------------------------|
| ADMINISTRATION | | | | | | |
| Revenue | 0 | 0 | 119 | (2,295) | (0) | (0) |
| Expenditure | 0 | 26,465 | (119) | 4,705 | (0) | 2,934 |
| Surplus/(Deficit) | 0 | 26,465 | 0 | 2,410 | (0) | 2,934 |
| SWIMMING POOLS AREA | | | | | | |
| Revenue | 1,474,851 | 1,122,075 | 1,196,751 | 1,580,782 | 86,369 | 192,185 |
| Expenditure | (3,491,712) | (2,324,520) | (2,382,413) | (2,747,185) | (274,200) | (379,367) |
| Surplus/(Deficit) | (2,016,861) | (1,202,445) | (1,185,661) | (1,166,403) | (187,831) | (187,181) |
| SWIM SCHOOL | | | | | | |
| Revenue | 1,072,146 | 779,081 | 896,885 | 1,084,736 | 78,890 | 125,260 |
| Expenditure | (928,770) | (645,041) | (645,020) | (764,250) | (74,024) | (119,779) |
| Surplus/(Deficit) | 143,376 | 134,040 | 251,864 | 320,485 | 4,865 | 5,481 |
| CAFÉ | | | | | | |
| Revenue | 0 | 0 | 0 | 503,725 | 0 | 58,290 |
| Expenditure | (34,280) | (34,280) | (35,008) | (545,450) | (4) | (80,931) |
| Surplus/(Deficit) | (34,280) | (34,280) | (35,008) | (41,726) | (4) | (22,641) |
| RETAIL SHOP | | | | | | |
| Revenue | 510,765 | 390,595 | 427,373 | 385,661 | 44,902 | 61,584 |
| Expenditure | (312,896) | (241,604) | (277,290) | (271,990) | (34,867) | (44,654) |
| Surplus/(Deficit) | 197,869 | 148,991 | 150,083 | 113,671 | 10,035 | 16,930 |
| HEALTH & FITNESS | | | | | | |
| Revenue | 1,181,798 | 908,950 | 967,835 | 1,144,522 | 77,717 | 148,912 |
| Expenditure | (1,257,384) | (808,556) | (799,384) | (879,142) | (91,289) | (114,293) |
| Surplus/(Deficit) | (75,586) | 100,394 | 168,451 | 265,380 | (13,571) | 34,618 |
| GROUP FITNESS | | | | | | |
| Revenue | 430,656 | 330,080 | 349,862 | 439,116 | 27,394 | 56,676 |
| Expenditure | (471,569) | (333,462) | (341,746) | (399,620) | (39,232) | (64,541) |
| Surplus/(Deficit) | (40,913) | (3,382) | 8,116 | 39,496 | (11,838) | (7,865) |
| AQUAROBICS | | | | | | |
| Revenue | 164,784 | 129,746 | 136,268 | 169,109 | 10,740 | 22,301 |
| Expenditure | (133,634) | (86,347) | (85,384) | (105,363) | (9,786) | (15,679) |
| Surplus/(Deficit) | 31,150 | 43,399 | 50,884 | 63,746 | 954 | 6,622 |
| CRECHE | | | | | | |
| Revenue | 49,750 | 36,477 | 36,300 | 47,358 | 2,567 | 5,929 |
| Expenditure | (237,899) | (150,819) | (165,246) | (217,887) | (18,483) | (34,498) |
| Surplus/(Deficit) | (188,149) | (114,342) | (128,946) | (170,529) | (15,916) | (28,568) |
| Net Surplus/(Deficit) | (1,983,394) | (901,160) | (720,218) | (573,470) | (213,306) | (179,670) |
| Less: Depreciation | (1,286,776) | (857,850) | (857,255) | (913,860) | (106,934) | (116,270) |
| Cash Surplus/(Deficit) | (696,618) | (43,310) | 137,038 | 340,390 | (106,372) | (63,399) |

12 CHIEF EXECUTIVE OFFICER**12.1 FUTURE USE AND MANAGEMENT OF 34 CHERITON STREET, PERTH**

- Attachments:**
1. Submission from the Museum of Perth dated 5 April 2021 - proposed future use of 34 Cheriton Street, Perth [↓](#) 
 2. Submission from the Norwood Neighbourhood Association dated 13 April 2021 in support of proposal [↓](#) 

RECOMMENDATION:**That Council:****1. NOTES that:**

- 1.1 the Norwood Neighbourhood Association which operated a community garden at the rear of 34 Cheriton Street, Perth is in the process of being wound up; and
- 1.2 the Perth History Association Inc (Museum of Perth) has requested that the Minister for Lands grant it use and management of 34 Cheriton Street, Perth (either through a long term peppercorn lease, a management order or disposal) in order to upgrade the property and operate its office and training operations from the property, and facilitate the ongoing operation of a community garden at the rear of the property.

2. ADVISES the Minister for Lands that:

- 2.1 it is no longer necessary for the community garden portion of 34 Cheriton Street, Perth to be excised from the lot as the City of Vincent will no longer be overseeing the operation of a community garden at this site;
- 2.2 the City of Vincent's management order in respect to 34 Cheriton Street, Perth, can be relinquished, effective immediately;
- 2.3 the City of Vincent supports the Perth History Association Inc (Museum of Perth) being granted future use and management of 34 Cheriton Street, Perth, and recommends this occur simultaneously with the City's management order being relinquished;
- 2.4 the Norwood Neighbourhood Association will be wound up upon the City's management order being relinquished; and
- 2.5 the City of Vincent will continue to maintain the site until a divestment decision by the Minister for Lands is made.

PURPOSE OF REPORT:

To relinquish the City's management order over 34 Cheriton Street, Perth on the basis that the Norwood Neighbourhood Association is being wound up. This means the City overseeing the management of a community garden at the rear of the lot is no longer required.

BACKGROUND:

At its 27 June 2017 Meeting (Item 12.1) Council resolved in part as follows:

- "2. *ADVISES the Department of Lands that the City of Vincent will not be extending the management order for No. 34 (Lot 1) Cheriton Street, Perth beyond the 30 June 2017 expiry date;*
3. *REQUESTS the Chief Executive Officer to liaise with the Department of Lands in order to seek approval for the Norwood Neighbourhood Garden portion of No. 34 (Lot 1) Cheriton Street, Perth to be excised through an agreement acceptable by all parties."*

In accordance with Council's resolution, Administration has been in discussion with the Department of Lands and the Norwood Neighbourhood Association since mid 2017.

DETAILS:

In late 2020 Administration received notice that the Norwood Neighbourhood Association was no longer actively operating a community garden at the rear of 34 Cheriton Street, Perth and was in the process of being wound up. This meant that the community garden at the rear of 34 Cheriton Street, Perth, is no longer open to the public and is not being maintained or managed.

Around the same time Administration was approached by the Perth History Association Inc (Museum of Perth) in respect to the future use of 34 Cheriton Street, Perth. The Museum of Perth has identified the land as an appropriate location for its office headquarters and for hosting community training sessions. The Museum of Perth has made a request to the Minister for Lands to acquire the management order for the land, and would upgrade the property to a standard suitable for this purpose. The Museum of Perth's proposal is at **Attachment 1**.

The Norwood Neighbourhood Association has provided input to the Museum of Perth in respect to the future of 34 Cheriton Street, Perth and is supportive of the proposal. It is intended that a community garden open to the public would be part of the Museum of Perth's upgrade of the lot. The following comments have been provided by the Norwood Neighbourhood Association:

"It is very positive and exciting to have a realistic proposal to save the Cheriton Street house, in particular to use it as a local history centre. I even understand that the Museum of Perth is proposing to house a historical railway carriage in the backyard, which connects to the house's railway heritage.

I have discussed the proposal with a number of residents associated with the NNA over the years and they are very supportive. There are a few more I would like to contact and discuss but I feel that they would be very supportive.

The Museum of Perth proposal as it currently stands seems to make provision for the community garden to be preserved, which is a key objective for our group. There is even a suggestion that it will be integrated with the house, which would be great - as you know, participation was always limited by lack of amenities such as toilets."

The Norwood Neighbourhood Association have also provided a submission in support of this proposal as at **Attachment 2**.

Administration is supportive of this proposal as it would result in the restoration of the property built in 1912. The house was built on land that had been subdivided and sold to a variety of owners from 1883 as part of the Norwood Estate in East Perth. The land title was resumed in 1911 from then owner George Anthony Lefroy for the purpose of establishing the East Perth Loco Depot. Unlike other resumed houses at the time, 34 Cheriton Street and the house opposite were saved for future use. The first residents were Mrs Christian Cowan and son Robert Cowan followed by a succession of occupants, many Railway Department employees. In 2007 it came under the jurisdiction of the City of Vincent and did not meet the threshold for inclusion in the Municipal Heritage Inventory or the State Heritage Register, despite having some cultural heritage significance relating to East Perth's rail heritage.

It will also mean that the community garden becomes open to the public and amenities, including toilets, will be available to those using the community garden.

The proposed Museum of Perth community centre including an open community garden will also increase the public amenity of Norwood Park, and provide a community space for the residents adjacent to Norwood Park, which includes residents in the affordable housing operated by the Department of Communities.

CONSULTATION/ADVERTISING:

No further consultation is required.

LEGAL/POLICY:

Section 46 of the *Land Administration Act 1997* deals with management orders.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to make this request to relinquish the management order.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

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

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

Thriving Places

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

Sensitive Design

Our built form character and heritage is protected and enhanced.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*, however will result in a community use of a currently vacant building.

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

The City currently spends \$4,000 per annum on the maintenance of 34 Cheriton Street, Perth, which includes \$1,500 per annum on a secure fence to prevent vandalism and trespass.

The City proposes to spend \$1,500 to bring the property to a suitable standard to be returned to the Minister for Lands. This will include cleaning of the gutters, tree pruning and removal of rubbish.



5 April 2021

David MacLennan
Chief Executive Officer
City of Vincent
99 Loftus Street
Leederville WA 6007

Dear Chief Executive,

34 Cheriton Street, Perth

Thank you for arranging our recent site visit of the property at Cheriton Street. The Perth History Association is familiar with the history of the property, and the plans over recent years for it to be developed into a community centre for surrounding residents operated by the City of Vincent.

We have engaged with representatives of the Norwood Community Garden located to the rear of the property, and have had productive conversations over a number of years with members of the local residential and business communities. I have read through the various reports and consultation papers regarding the property and have a good understanding of its potential.

We hope to work over the coming years to realise the vision of this property as an important community and cultural building, preserved and celebrated for future generations. In this letter I hope to outline our goals for the site, our model of operation, and propose a mutually-beneficial partnership with the City of Vincent.

Purpose of this letter

The Perth History Association seeks the support of the City of Vincent Council in our discussions with the WA State Government's Department of Planning, Lands & Heritage to either acquire the property through a disposal or transfer, or to enter into a long-term management order over the property with a peppercorn lease.

Works required

The property is in need of significant restoration including:

- replacement of ceilings;
- replacement of all exterior doors and windows;

- replacement of front, side and rear verandahs;
- plastering and repainting;
- full bathroom and kitchen renovation;
- installation of air conditioning;
- new fencing;
- landscaping to front, side and rear of the property;
- new planting and reticulation;
- new interior and exterior lighting.

The costs of these works, if procured by local or state government, would be prohibitive, and would seem in excess of the net value of such a restoration for the local community.

The Perth History Association has a vision for the site, and the necessary experience in heritage restoration, fundraising, research, project management and managing teams of contractors and volunteers to be able to restore and preserve the property while developing an expanded community garden to the rear, and a training and research facility for our legions of workplace training participants and local history staff.

The Station Master's house at Cheriton street is a generously proportioned building, near public transport and adjacent to an attractive local park. It is in a semi-commercial, residential zone which is in need of some care and attention. A restoration and activation of this property will contribute positively to the streetscape, and provide much needed activation and passive surveillance for the adjacent park, as well as an informal community and meeting space in the rear garden for neighbouring residents in State Government mid-rise public housing. We will establish a local history research office from the property, and create a bookable community meeting room in the front of the property; adding community amenity to the area for local residents, businesses and not for profit groups.

Our story

The Museum of Perth chronicles the social, cultural, political and architectural history of Perth. The Museum is run by the Perth History Association Incorporated (PHA), a not for profit association registered with the Australian Charities and Not-for-Profits Commission. Further information about our staff, constitution and Board of Directors can be found here:

www.museumofperth.com.au

In recent years the PHA has focused heavily on the built architecture of the City and broader metropolitan area. Our staff and board have a range of expertise including, historical research techniques, community engagement, traditional and social media, exhibition planning and design, heritage interpretation, oral history recordings, long-form writing, biographical and genealogical research, volunteer management and heritage restoration. Our Museum Gallery at 8-10 The Esplanade Perth has welcomed more than 16,000 visitors since opening its doors a few years ago.

We have developed Local Government Research Partnerships with the City of Bunbury and the Town of East Fremantle. Our 'Streets of East Freo' project is a good example of a successful local history activity which we have delivered with only in-kind support; otherwise self funded through our own operations. Our website www.streetsofeastfreo.com showcases all of our

research. We have written brief histories of more than 1,100 heritage places in the Town, for example www.streetsofeastfreo.com/eastfreohouses/32maystreet, as well as 84 biographies of notable people. Our website is interactive allowing members of the community, residents and property owners to contribute their own stories of buildings, places and people within the town. This research project and website, as well as all other local history projects into the future, are delivered to the Town at no cost, in return to a peppercorn rent on an otherwise empty building. Our initiative in Bunbury is along the same lines (www.streetsofbunbury.com).

Our point of difference is that we can provide financially self-sustaining research, outreach, communication and historical services in partnership with local governments and community institutions. The PHA operates with nine paid staff and the assistance of more than a hundred community volunteers who contribute to our exhibitions and research. It appears our organisation is unique, to this extent, in the State. We provide a range of services including:

- digitisation and transcription of archival materials (like rates books, records, minutes etc);
- exhibition research and curation;
- website design and maintenance;
- social media & community engagement;
- graphic design, video creation & photographic slideshows;
- data analysis, data entry & archival research;
- walking tours;
- heritage building interpretation and restoration.

Funding

The Perth History Association utilises funding from a variety of sources, but especially Work for the Dole (WFTD) programs funded by the Federal Government's Education and Training Budget. There is an identified need for placements in the Perth City area. Each placement carries with it funding which allows us to cover the costs of staff and operations. The PHA is also able to tap into Lotterywest and philanthropic funding to support our ongoing work.

The house at 34 Cheriton Street is sufficient to provide for a community meeting room / local history library as well as three research offices and a kitchen / lunch room and workspace to the rear.

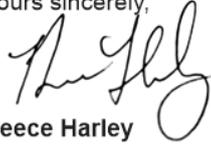
The rear garden is sufficiently large to accommodate a sizeable productive garden, delivered in partnership with the Norwood Neighbourhood Garden, and with the assistance of our federally funded training programs. The PHA owns an 1896 Midland Railways Train Carriage which we think would make a great addition to the community garden to the rear of the property to provide volunteers with a work-space and lunch-room as well as respite from the sun and rain. We would hope to work with the City of Vincent on the relevant approvals to achieve this.

We envisage being able to accommodate approximately 20 staff and volunteers within the building, and a further 10 or so in the rear gardens. Staff and volunteers will arrive by public transport to reduce impact on availability of parking in local areas. The additional impact of having 30 more daily workers in the area will assist neighbouring cafes with their trade.

I would be happy to present to City of Vincent Elected Members, or to other members of the City's Executive, about our plans for the site if you believe that would be helpful. The Board,

staff and volunteers of the Perth History Association look forward to a future partnership with the City of Vincent to document, restore and activate this property, and help to bring the City of Vincent's stories to life.

Yours sincerely,



Reece Harley
Executive Director
Perth History Association Inc.

8-10 The Esplanade

Perth WA 6000

m: 0402 901 766

e : reece@museumofperth.com.au

Enc. Please see over the page a series of photographs which show you our gallery and two research offices at Perth and Fremantle.

Gallery at 8-10 The Esplanade Perth (2020)



Prior to restoration (2017)



Research Offices at 8-10 The Esplanade Perth



Research Offices at East Fremantle



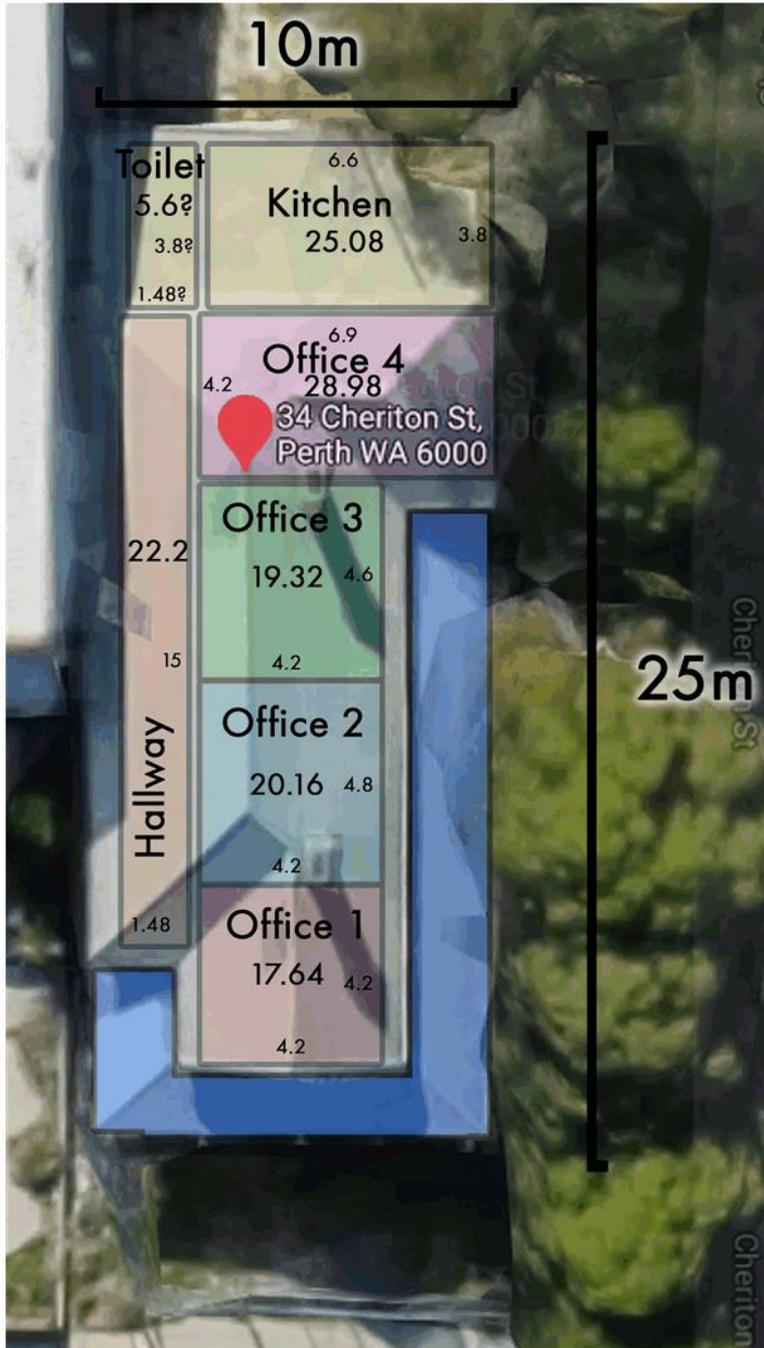
Research Offices in Bunbury



1896 Midland Railways Train Carriage



Site layout



Garden Vision

Raised planter beds, pathways in between, neat, accessible and beautiful to look at.



David Maclennan
Chief Executive Officer
City of Vincent
99 Loftus Street
Leederville, Western Australia.

Dear Mr Maclennan,

34 Cheriton Street Perth

I write in support of the recommendation being put to Council at its 27 April 2021 meeting concerning 34 Cheriton Street.

The Norwood Neighbourhood Association was incorporated in 2012 as a precinct group for the Norwood area, within the borders of Lord Street, the Graham Farmer Freeway and West Parade.

It was a functioning incorporated association from 2012 to 2018, subsisting on membership dues, grant funding from the City of Vincent and Lotterywest and miscellaneous fundraising.

Amongst its dedicated group of volunteers, the primary focus in recent years was the Norwood Neighbourhood Garden, located at the rear of 34 Cheriton Street. The community garden is small but well-run, with a self sustaining infrastructure of garden beds, composting stations, greenhouses, worm farms, a shed and a barbeque for 'kitchen garden' events.

Numerous events were held over the years, most recently just before Christmas 2020, bringing the Norwood community together over home made pizza and selling bottles of worm juice.

Overseeing the garden was the indomitable Anton Haynes of Summers Street. He was instrumental in setting up the garden, donating so much of his time and resources. Sadly for the community he passed away in January 2021.

As well as being passionate about the community garden, Anton was a passionate devotee of local history and had a particular interest in the railway heritage of 34 Cheriton Street. His dream of turning the house into a community centre was the subject of numerous discussions and correspondence over the years – with the City of Vincent, the Department of Lands and the National Trust.

With all the will in the world, and supportive councillors over the years, the proposal never got off the ground. The NNA simply didn't have the organisational capacity to take on the operation of a community centre, even if funding could be found to refurbish it (some 5 years ago the City funded the replacement of its roof).

The NNA in 2020 resolved that it ought to be wound up, reasoning that the operation of the community garden did not require the existence of an incorporated association.

The City had entered into a licence agreement with the NNA permitting it to access the garden, and requiring it to hold public liability insurance. That insurance policy remains on foot. The NNA's view was that it should be wound up upon expiry of the insurance but only if an arrangement could be made to retain the garden.

The situation remained in a holding pattern until communication from the Museum of Perth in February 2021 regarding the possibility of it taking over the 34 Cheriton Street site.

As immediate past Chair of the NNA, I consulted a range of residents and stakeholders linked to the NNA and Norwood area over the years. They all expressed support for the proposal.

In particular, support was expressed for keeping the existing house in some form (and not having it demolished and redeveloped), recognising the railway heritage of the house in some way, and keeping the community garden.

Further, Norwood Park and the community garden is lacking in toilet facilities, which has somewhat held back more active volunteer participation in the garden, particularly from elderly residents. A link between the garden and facilities in the house would remove this blocker to participation.

Finally, the prospect of volunteers becoming an adjunct of the Museum of Perth, would allow the NNA to disband formally, in accordance with its previously expressed intention.

The Museum of Perth is such an exciting and innovative initiative and would be a most welcome addition to the Norwood community.

On behalf of the residents I have consulted, I strongly support the recommendation to Council, with the clarification that, for liability reasons, it would make sense to disband the NNA upon expiry of its insurance policy (with a transition to either the Museum's insurance policy or the City's) given it has been prepaid, rather than immediately upon the relinquishment of the management order.

I would be happy to speak to any motion at the 27 April 2021 Council meeting.



Simon Thackrah

Immediate Past Chair, Norwood Neighbourhood Association

13 April 2021

12.2 EXTENSION OF LEASE - NORTH PERTH SPECIAL NEEDS (SHALOM COLEMAN) DENTAL CLINIC, 31 SYDNEY STREET, NORTH PERTH AND ADVERTISING OF SALE OF 25 SYDNEY STREET, NORTH PERTH

- Attachments:**
1. Letter from Executive Director Mental Health, Public Health and Dental Services dated 25 February 2021 requesting a lease extension [↓](#) 
 2. Letter from General Manager Dental Health Services dated 1 April 2021 - requesting a lease extension [↓](#) 
 3. Haynes Street Reserve Development Plan - Final [↓](#) 
 4. Haynes Street Reserve Development Plan - Proposed Transition Plan [↓](#) 
 5. Submission from petitioner in support of the lease extension [↓](#) 
 6. Submission from former dentist at the Special Needs Dental Clinic North Perth in support of lease extension [↓](#) 
 7. Submission from Kidz Galore Pty Ltd in respect to parking at 25 Sydney Street, North Perth [↓](#) 
 8. Market valuation for 25 Sydney Street, North Perth - Confidential
 9. Plan of parking restrictions [↓](#) 

RECOMMENDATION:**That Council:****1. NOTES:**

- 1.1 That the Minister for Health's (Dental Health Services) lease of 31 Sydney Street, North Perth, which operates as the North Perth Special Needs (Shalom Coleman) Dental Health Clinic, expires on 30 June 2021; and
- 1.2 The petition received at the 23 March 2021 Council Meeting requesting the extension of the Minister for Health's lease to enable the continuity of this service, on compassionate grounds, until December 2025 in parity with the Kidz Galore Pty Ltd lease extension;
2. **RECEIVES** the request from the Minister for Health (Dental Health Services), as set out in the letters at Attachments 1 and 2, for the lease referred to in Recommendation 1.1 above to be extended until December 2025, in parity with Kidz Galore Pty Ltd's lease extension, in order to ensure continuity of this service and prevent relocation prior to a final alternative site being secured;
3. **APPROVES** a short term extension of the current lease of 31 (Lot 100) Sydney Street, North Perth to the Minister for Health (Dental Health Services) and short-term licence of 9 car bays within the carpark at 25 (Lot 93) Sydney Street, North Perth, to provide the Dental Health Services with further time to secure an alternative site to operate the special needs dental clinic, on the following key terms:
 - 3.1 3 month extension of lease and licence term, commencing 1 July 2021 and expiring 30 September 2021;
 - 3.2 3 month further extension of lease and licence term, at the discretion of the City's Chief Executive Officer based on the progress made by the Minister for Health to secure an alternative site – the Minister for Health must submit its relocation plan and timeframe to the City by 31 August 2021; and
 - 3.3 All other lease and licence terms to remain the same.
4. **APPROVES** the following variations to the Haynes Street Reserve Transition Plan, as shown in the proposed revised Transition Plan at Attachment 4:
 - 4.1 timing for the conversion of 31 Sydney Street, North Perth to a park from June 2021 to January 2022; and

- 4.2 timing for sale of 25 Sydney Street, North Perth from 2020/21 to 2021/22;
5. NOTES that the variation to the Haynes Street Reserve Transition Plan, as set out in Recommendation 4. above, will be referred to the Attorney General for approval, without additional public comment;
6. Subject to final satisfactory negotiations being carried out between the Chief Executive Officer and the Minister for Health in respect to the variation of the lease and licence to extend the term as set out in Recommendation 3. above, **AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the Deed of Variation of Lease and Licence;
7. **APPROVES** the advertising of 25 (Lot 93) Sydney Street, North Perth for sale by a suitably qualified real-estate agent **SUBJECT** to:
- 7.1 Timing: Marketing to commence in May 2021 and to close after a minimum of 21 days;
- 7.2 Minimum price: To be based on the market valuation, as at Confidential Attachment 7;
- 7.3 Method of sale: Set date sale or auction; and
- 7.4 Public Notice: To be provided in accordance with section 3.58 of the *Local Government Act 1995*.
8. **APPROVES** the Chief Executive Officer providing public notice of the best offer as determined through the sale process as set out in Recommendation 7. above, in accordance with section 3.58 of the *Local Government Act 1995*;
9. NOTES that following the provision of public notice as set out in Recommendation 8. above, any offers and submissions will be presented to Council for consideration and approval;
10. **APPROVES**, in mutual agreement with Kidz Galore Pty Ltd, the variation of Kidz Galore Pty Ltd's lease of 15 Haynes Street, North Perth, to remove the car bay licence (licence to use 7 car park bays at 25 Sydney Street, North Perth) at Item 14.2, at the time of the transfer of 25 Sydney Street, North Perth, or at a later date subject to agreement with the purchaser subject to the parking changes set out in their submission at Attachment 7;
11. **APPROVES** seven on street parking spaces in Haynes Street, immediately adjacent to the child care centre, being restricted to 1/4P 8.00am to 5.30pm Monday to Friday, as shown in the plan at Attachment 9;
12. **CONFIRMS** that the variation of Kidz Galore Pty Ltd's lease as set out in Recommendation 10. above will have no impact on Kidz Galore Pty Ltd's operation of the commercial child care centre at 15 Haynes Street, North Perth (specifically staff parking requirements);
13. NOTES that the proceeds of the sale of 25 Sydney Street, North Perth would be used to fund the creation of a high quality public open space at the Haynes Sydney Street Reserve with any balance from the proceeds held in the Public Open Space Reserve to fund the implementation of other public open space projects in the City.

PURPOSE OF REPORT:

To consider the:

- short term extension of the lease for 31 (Lot 100) Sydney Street, North Perth, to allow the Minister for Health to secure a permanent alternative site for the Special Needs Dental Clinic;
- variation of the Haynes Street Reserve Transition Plan, which will be subject to the approval of the Attorney General;
- the sale of 25 Sydney Street, North Perth; and
- the variation of Kidz Galore Pty Ltd's lease of 15 Haynes Street, North Perth to remove the car bay licence.

BACKGROUND:

The land now comprising 31 Sydney Street, North Perth was resumed by the City of Perth in 1945, with the resumption being for the purpose of “*public works – recreation ground.*” The building at 31 Sydney Street, North Perth has been leased to the Minister for Health since about 1958 and used as a dental health clinic.

The Minister for Health’s current lease of the building expires on 30 June 2021. The Minister for Health also has a licence to use 9 of the car bays within the carpark at 25 Sydney Street, North Perth, expiring 30 June 2021.

The Minister for Health was advised in December 2017 that “*it is unlikely that Administration would recommend entering into long term arrangements with the Minister for Health following the expiry of the current lease on 30 June 2021.*” The rationale for Administration’s position was the purpose of the resumption of the land (recreation ground), the restriction on the use of the adjacent land (15 Haynes Street) for the purpose of recreation (due to it being included in a 1941 Deed of Trust) and the possible shortfall of public open space in the North Perth area, which was pending the completion of a Public Open Space Strategy.

In December 2018 the City’s Public Open Space Strategy was adopted, which identified a short fall of public open space in the North Perth area. Subsequent to the adoption of the Public Open Space Strategy, Administration prepared a plan and timing for the conversion of 15 Haynes Street and 31 Sydney Street to public open space. This plan was prepared in consultation with the community and the current users, which included the Minister for Health.

At its 28 May 2019 Meeting Council supported the conversion of this land to public open space, adopting the Haynes Street Development Plan (Development Plan). The Development Plan was subject to further community consultation and the approval of the Attorney General. The Development Plan was approved by the Attorney General on 5 March 2020. Following this the Development Plan was advertised for public comment from 15 June to 13 July 2020. The Development Plan was then adopted by Council at its October 2020 meeting.

The Minister for Health was updated throughout the preparation of the Development Plan, and advised that the adopted Development Plan would mean 31 Sydney Street would be converted to a park upon the expiring of the Minister for Health’s lease on 30 June 2021, The Minister for Health did not make a formal request for a lease extension until late 2020.

Kidz Galore Pty Ltd, who lease 15 Haynes Street for the purpose of a commercial child care centre, requested a lease extension until December 2025 as part of the initial consultation on the conversion of the lots to a park. On that basis, it was possible for this request to be incorporated into the timing of the conversion – with a staged approach to creating a park agreed on. Council considered and approved a 5 year lease extension at the 15 September 2020 Council Meeting, which provided Kidz Galore a new lease commencing 1 January 2021 and expiring 31 December 2025.

The other user of the Haynes Sydney Street site is the North Perth Playgroup. The Playgroup advised that they did not require use of the building beyond 30 June 2021 due to a lack of membership. Council subsequently approved the Playgroup’s request to surrender their lease effective 31 December 2020.

25 Sydney Street, North Perth

25 (Lot 93) Sydney Street, North Perth has an area of 561 square meters and is zoned Residential R20. It is currently used as a car park, with Kidz Galore Pty Ltd and the Minister for Health (Dental Health Services) each having a licence to use the bays (7 and 9 bays each, respectively) for staff parking.

As part of the preparation of the Development Plan, it was determined that this lot would be excess to the City’s requirements following the creation of the park. It was also determined that amalgamating this lot with the Haynes Street Reserve was not the best community outcome, as the proposed Haynes Street Reserve was an appropriate size for a Local Level Public Open Space. Selling the lot was considered to have a greater community value, as the proceeds could fund the creation of the park and potentially the acquisition of other lots for public open space within the City. Council noted this in its October 2020 decision.

The Minister for Health’s licence to use the 9 car bays expires 30 June 2021. If the Minister for Health’s lease was extended for 6 months as proposed, this should not impact the proposed sale, as this is unlikely to occur prior to January 2022.

Kidz Galore Pty Ltd's licence to use the remaining 7 car bays expires 31 December 2023. Kidz Galore has agreed to its right to use these bays expiring on the sale of the lot, provided there is no impact on the operation of their child care centre at 15 Haynes Street, which includes access to staff parking.

Kidz Galore Pty Ltd has requested some changes to parking on Haynes and Eton streets to ensure access to the child care centre is not impacted by the sale of 25 Sydney Street, as set out in **Attachment 7**. Administration is supportive of restricting the parking adjacent to the dental clinic and child care centre on Haynes Street to 15 minutes to ensure parents can use the street for drop-off and pick-up of their children. The use of the Eton Street bays for staff parking is not deemed necessary at this stage, but can be re-assessed in the future. The plan of the proposed restrictions is at **Attachment 9**.

DETAILS:

Extension of the Minister for Health's lease

The General Manager Dental Health Services, the Executive Director Mental Health, Public Health and Dental Services and clients of the dental clinic have provided submissions to support their request for a lease extension, as at **Attachments 1, 2 5 and 6**. A petition was also tabled at the 23 March 2021 Council Meeting requesting that the City extend its lease to the Minister for Health on compassionate grounds.

The City is committed to working with the Dental Health Services to facilitate the timely relocation of the dental clinic and ensure the continuity of this important community service.

The City is also committed to implementing the Development Plan for the new public park at the Haynes Sydney Street site which was agreed through extensive engagement with the community, stakeholders and approved by the Attorney General.

In light of the Dental Health Services still not having secured an alternative site Administration recommends that Council approve a short term lease extension to enable the transition arrangements to be finalised by the Dental Health Services.

As the lease extension will impact the timing of the creation of a public park at the Haynes Sydney Street site, this will impact the implementation timeline of the Development Plan.

Administration supports delaying the conversion of 31 Sydney Street to public open space until January 2022 (Stage 1 of the Development Plan), but not beyond this date at this stage (as requested). This would still allow for 31 Sydney Street to be converted to public open space within the 2021/22 financial year, while providing the Dental Health Service time to progress securing an alternative site. Providing parity with Kidz Galore at this stage is not possible, as further consultation with the community would first be required before a delay to the creation of the new park could be considered; the Dental Health Service have not provided any detail regarding their transition planning timeframes; and the Attorney General's Office have indicated that they would not consider any extension beyond December 2021 without the Dental Health Service transition planning timeframes.

The Development Plan is proposed to be updated to reflect the short delay proposed in the conversion of 31 Sydney Street to a park. **Attachment 3** shows the current Transition Plan, as approved by the Attorney General through the approval of the Development Plan. The proposed changes to the Transition Plan are outlined as at **Attachment 4**. This variation is subject to the approval of the Attorney General. The proposed Transition Plan has been provided to their office for comment. It is likely that the Attorney General's main concern will be whether this delay in the implementation of the Transition Plan will impact the conversion of 15 Haynes Street to a park – which would not occur as a result of the 3 to 6 month lease extension proposed.

It is also noted that Kidz Galore has secured an alternative site with the intention to commence construction of a replacement child care centre in mid-2021. This will result in Kidz Galore relocating from 15 Haynes Street within the 5 year lease extension, possibly in 2023. This will then result in the earlier creation of a park for the whole of the Haynes Sydney Street site.

Sale of 25 Sydney Street, North Perth

Bringing forward the sale of this residential lot will enable the City to fund the creation of the Haynes Sydney Street Reserve. Current market conditions indicate that it is an opportune time to sell the lot, and the sale will

be via a set date sale or auction process, as this should result in the highest value. The sale of this lot would not impact on client accessibility to the Dental Health Clinic, which has multiple access points for those who would utilise street parking.

It is estimated that the sale would not occur prior to January 2022. The proposed revised Transition Plan reflects this updated timing, as at **Attachment 4**.

The market valuation for this lot is at **Confidential Attachment 8** and provides that the current market value is \$815,000. The valuer has estimated that over the last year the value of this lot has increased by about \$50,000. The sale of this lot is comparable to the recent sale of 39 Marmion Street, North Perth, for over \$900,000. The valuer has advised that selling the lot within the next few months should result in the highest Value.

CONSULTATION/ADVERTISING:

Public notice of the extension of the Minister for Health's lease and licence is not required as this is an exempt disposition in accordance with section 3.58 of the *Local Government Act 1995*, as the lease and licence are to a state government entity. As a result, the exemption under Regulation 30(2)(c) of the *Local Government (Functions and General) Regulations 1996* applies.

Public notice of the sale of 25 Sydney Street, North Perth would be required in accordance with section 3.58.

LEGAL/POLICY:

- Section 3.58 of the *Local Government Act 1995*.
- Regulation 30(2)(c) of the *Local Government (Functions and General) Regulations 1996*.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve the short term extension of this lease, as it will assist in the continuity of the dental health clinic, and has minimal impacts on the implementation of the Development Plan.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

Our parks and reserves are maintained, enhanced and well utilised.

Connected Community

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

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

Innovative and Accountable

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Urban Greening and Biodiversity

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Increased mental health and wellbeing

Mitigate the impact of public health emergencies

FINANCIAL/BUDGET IMPLICATIONS:

The current annual rent is approximately \$14,500, and licence fee is \$3,600 per annum. This extension of lease and licence will result in an additional income of approximately \$9,000 (for 6 months).

The estimated cost of the conversion of 31 Sydney Street to a park (Stage 1 of the Development Plan) is \$250,000, which includes the costs associated with the demolition of the Dental Clinic and Playgroup buildings.

The sale of 25 Sydney Street would cover this cost, as well as the conversion of 15 Haynes Street (Stage 2). It is likely there will also be excess funds, which can be held in the City's Public Open Space Reserve.



Government of Western Australia
North Metropolitan Health Service



Your Ref: SC584/D21/23057
Our Ref: F/20/1920
Enquiries: Ms Ros Elmes
Ros.Elmes@health.wa.gov.au
93807702

Mr David MacLennan
Chief Executive Officer
City of Vincent
PO Box 82
Leederville Western Australia 6902

Via email: Manuela.McKahey@vincent.wa.gov.au
mail@vincent.wa.gov.au

Dear Mr MacLennan *David*

North Perth Special Needs (Shalom Coleman) Dental Clinic

Thank you for taking time to meet with representatives of the Dental Health Services and myself on Tuesday. I appreciated the opportunity to meet you, Meluka Bancroft and Emma Cole, the Mayor of the City of Vincent. I thought it was a very fruitful meeting. Summarising the discussion:

- The background to the City of Vincent's position regarding the development of the North Perth Land and the complex process that has been undertaken to achieve approval for the proposed development was explained and appreciated.
- The child care centre, Kidz Galore has now purchased land and has received development approval to relocate the child care centre. The timeframe for this relocation is somewhere between two to four years.
- The Director General of Health is seeking parity to align the transition of the Special Needs Clinic with the timeframe similar to that provided for Kidz Galore.
- Confirmed that the City of Vincent will not be requesting the Special Needs Clinic to vacate by end of June 2021.
- Agreed to work in partnership to progress a resolution to the situation and maintain this messaging from both parties.

It was described that any discussions regarding extension to the current lease will need to be held with the Council.

Dental Health Services have notified me of the email they received from Meluka on 23 February containing a wonderful offer from the City of Vincent to consider 25 Sydney St as

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Telephone (08) 6457 1488 | www.nmhs.health.wa.gov.au

2

an option for the relocation of the clinic. Thank you for identifying this option for the patients so quickly.

We appreciate the City of Vincent's support in working together to find a solution for our Special Needs Clinic clients.

Yours sincerely



Ros Elmes
EXECUTIVE DIRECTOR
MENTAL HEALTH, PUBLIC HEALTH AND DENTAL SERVICES

25th February 2021

Cc Meluka Bancroft
Executive Manager Corporate Strategy and Governance
meluka.bancroft@vincent.wa.gov.au

Cc Emma Cole
Mayor of the City of Vincent
Emma.Cole@vincent.wa.gov.au

Cc Sam Carrello
General Manager Dental Health Services
sam.carrello@health.wa.gov.au

RECEIVES the request from the General Manager Dental Health Services to extend the lease for the Special Needs Dental Clinic at 31 Sydney St North Perth in parity with the extension of lease offered to Kidz Galore

Background

The City of Vincent (CoV) first notified Dental Health Services (DHS) of an end of lease date of 30 June 2021 for the Special Needs Dental Clinic (SNDC) at 31 Sydney St, North Perth on the 18th Dec 2017. At that time, the CoV confirmed that it was unlikely that The City's Administration would recommend entering into long term arrangements with the Minister for Health following the expiry of the current lease. Since that time there has been regular contact between the CoV Administration and DHS. At the request of DHS, the CoV sent a "confirmation" letter on 24 March 2020, emphasising that there is no further option under the current lease and that the property needed to be vacated by 30 June 2021. DHS utilised this "confirmation" letter to commence the business case process to request funds for the relocation of the SNDC.

Requests were made to the CoV Administration by DHS for any potential extension of the current lease arrangements in September 2020 and January 2021. The CoV could not offer an extension to the lease but offered to help find an alternate location for the SNDC.

As part of the business case process, DHS prepared a risk mitigation strategy whereby SNDC clients could continue to be treated whilst the new clinic was built. DHS has only one other surgery that would be suitable for treating SNDC clients. This surgery is located within the Fremantle General Dental Clinic (GDC) in Fremantle Hospital. The surgery is of larger size and would enable easier access for SNDC patients. Another existing surgery at the Fremantle GDC would be converted to accommodate a wheel chair tipper. The identified issue of the "interim" solution is that there would be a reduction in available dental surgeries (from the current 4 at the SNDC to 2 at the Fremantle GDC). DHS would manage patient waiting lists based on clinical priorities during the transition phase until a new clinic was built.

On confirmation from the CoV that no extension was available to the current lease, DHS arranged a consumer forum to inform SNDC clients of the proposed interim solution. The consumer forum was scheduled on 19 January 2021 and was attended by approximately 20 carers, parents and clients. At the same meeting it was noted that Kidz Galore had been granted an extension to their lease until 2025 by the CoV.

The outcome of the forum was that:

- Parents and Carers were wary of having a Hospital based clinic as a clinic for special needs patients
- Parents and Carers were concerned that the dental care routine for their children would be disrupted twice---once for the interim solution and again when they move to a new clinic
- Parents and Carers wanted an "equivalent" service as an interim solution, i.e. 4 surgeries instead of 2
- Parents and Carers expressed concern regarding the lack of parity in lease extension as afforded to Kidz Galore

The parents and carers decided that they would approach the CoV themselves and have petitioned the CoV for an extension of lease in parity with Kidz Galore. They have also written to the Minister for Health regarding their concerns.

DHS, through its governing body, North Metropolitan Health Service, has continued to meet with the CoV to work together in resolving the situation. Any discussions regarding an extension to the current lease will need to be held with Council.

Special Needs Dental Clinic

Oral health is an important part of general health, with evidence showing clear links between poor oral health and a number of other diseases such as diabetes and cardiovascular disease. Good oral health enables people to participate in essential activities of daily life without pain, discomfort or embarrassment. At an individual level, a healthy mouth enables a person to eat, speak and socialise without pain, discomfort or embarrassment. At the community level, by improving oral health, we reduce acute preventable hospitalisations in Western Australia (WA).

While there have been improvements in our overall oral health over recent decades, there are strong variations across different population groups. People with disabilities are a priority population group that find it difficult to access oral health care. Often, people with disabilities have poor oral health as a consequence of their conditions. For people living with physical, intellectual and developmental disabilities including complex medical needs, poor oral health is only one among a number of other health care issues. Many people with a disability may not perceive the need for oral health care or may be unable to express their need. Carers may see oral health care as a lower priority or may lack time or energy for regular oral health visiting and daily oral hygiene.

People with additional or specialised health care needs may often receive a very fragmented service, resulting in less-than-optimal care experiences, outcomes and costs. Several factors make accessing dental care more difficult for this group, including:

- Difficulties in physically accessing appropriate dental treatment facilities including lack of ramps, grab bars, height-appropriate amenities, and inadequate space within which to manoeuvre wheelchairs.
- Treatment can also be more difficult when care is obtained due to complex medical conditions, physical and behavioural barriers to oral health.
- Many people with special needs require treatment in a hospital setting or a dedicated clinic.
- Lack of skilled dental health professionals with skills in special-needs dentistry.
 - In 2016 a study undertaken on the perception of Special Needs Dentistry amongst general dentists within WA found that over 50% of the respondents felt that they lacked experience in treating special needs dental patients.
 - Many patients with disabilities may require dental treatment under general anaesthesia and hence specialist anaesthetist staff are often required to provide such treatment.

Special Needs Public Dental Health Care in WA

In WA, the Shalom Coleman SNDC, operated by the DHS, provides public dental services to patients registered with the Department of Communities (DoC) in the following categories:

- Intellectual disability;
- Global Developmental Delay; and
- Autism Spectrum registered with DoC prior to 1 September 2006

In addition to the clients of the DoC, the SNDC also provides care to patients with an acquired brain injury and/or with spinal injury.

General dental treatment is provided at the clinic utilising local anaesthetic and, when necessary, under general anaesthetic at the St John of God Midland Public Hospital. All dental treatment provided to eligible SNDC patients is at no charge to the patient.

The SNDC is located in a purpose built four-dental chair surgery facility in North Perth. The facility is leased from the City of Vincent (CoV). The CoV have notified DHS that the SNDC needs to vacate the premises by 1 July 2021 because the site has been recommended for conversion into a park under the CoV's Public Open Space Strategy.

There are approximately 14,000 eligible patients for free public dental care at the SNDC. Of these, over 2,800 are current registered patients of the clinic and over 3,500 have been registered with the clinic since 2005. In 2019/20 the SNDC delivered clinical activity to 1,839 special needs dental patients through 2,962 patient visits (noting that activity was affected by COVID-19 restrictions). In 2018/2019 this clinical activity was 1,934 special needs dental patients provided through 3,178 patient visits.

Alignment with Government Policy and Priorities

The replacement of the SNDC is consistent with State Government policy and priorities including:

- It would deliver on the State Government's commitment within the Western Australian (WA) State Disability Strategy 2020-2030 Action Plan to relocate the SNDC.
- It supports the WA State Recovery Plan by developing patient centred infrastructure that is modern and attractive to a wide range of user and community groups, to support health and wellbeing.
- Aligns with the recommendations of the Sustainable Health Review including:
 - provision of accessible dental services to reduce inequity in health outcomes;
 - supporting care in the community hence reducing the need for frequent oral care related hospital presentations;
 - supporting the interface between health and disability services to enable care in the most appropriate setting and to ensure people with special needs do not fall between the gaps; and
 - building partnerships through consumer engagement.
- Aligns with the State Oral Health Plan which identifies Western Australians with additional and/or specialized health care needs as a priority population for improving oral health outcomes and reducing the impact of poor oral health across their life course.

Targeted Consumer Consultation Outcomes

The relocation plan contained within the business case has been informed by a targeted patient and carer consultation process held in January 2021. Feedback received from the patient and carers included:

- Contemporary design features for the refurbished/new build including single storey facility, wide doors, more than one accessible toilet, room to manoeuvre wheelchairs, open courtyard space, multiple therapeutic waiting rooms, fish tanks to create a calm waiting environment, and food/drinks options;
- Support for future workforce teaching and training opportunities;
- Carers noted that importance of supporting solutions that normalise disability in society;
- Whilst co-location with general dental services could have some benefits, it was important that the premises are accessible and fit-for-purpose, and that care was delivered by staff qualified to meet the needs of people with special needs;
- Carers expressed reservations about co-location with busy clinics and hospitals as having many people around tended to lead to anxiety amongst the people with special needs; and
- Concerns regarding the transitioning of services to the new/refurbished clinic once the lease of the current facility expired.

Investment Objectives

The investment objectives for the project include:

- Provision of appropriately accessible dental health services and care for special needs dental patients; and
- Provision of a contemporary facility to meet the needs of special needs dental patients.

Interim Clinic During the Transitioning Period

To provide for service continuity to SNDC clients during the refurbishment/construction of the new facility, the DHS is proposing an interim change of location for the dental surgery. The location of the interim clinic remains subject to further consumer consultation in April 2021.

DHS only has one other surgery suitable for some of the SNDC patients, the Fremantle GDC located within Fremantle Hospital. The Fremantle GDC is of larger size and would enable easier access by some SNDC patients.

The interim strategy noted above would result in a reduction in the number of available special needs dental chairs from four to two. Consequently, there would be reduced capacity during the transitioning period resulting in increased wait times. Subject to the location of the interim clinic, special needs dental patients may have to travel longer distances to access treatment. Consequently, this inconvenience may require management during the transition period.

As mentioned above, at the January 2021 Consumer Forum, SNDC clients, parents and carers noted that the CoV had extended the Kidz Galore lease until 2025. The consumers have subsequently requested and tabled a petition to the CoV to extend the SNDC lease in parity with that of Kidz Galore. The extension of the SNDC lease as requested by consumers would negate the need for an interim solution

Extract from the State Disability Strategy (2020-2030)**Outcome 11: People with disability have access to health and mental health services and attain the highest possible health and wellbeing outcomes throughout their lives****11.2 Person-centred dental care**

Improve access to oral health information and State-funded dental care for people with disability by:

- supporting the relocation of the Special Needs Dental Clinic
- reviewing the current provision of State-funded oral care for people with disability in Western Australia
- embedding and promoting two new publications to assist patients to access care:
 - a. Maggie goes to the Dentist' – A social story of going to the dentist to help prepare patients and their carers for the sights, sounds and experience of going to the dentist <https://www.dental.wa.gov.au/publications/maggie-goes-dentist>
 - b. Planning to go to the dentist - A Guide for Families and Carers of people with Autism' <https://ddwa.org.au/shop/planning-to-go-to-the-dentist>

Summary Comments

The SNDC provides care to a special group of Western Australian's with complex medical, social and behavioural requirements who have higher oral health care needs than the general population. These include people with intellectual disability, delays in cognitive and physical development, and autism.

Due to the nature of these disabilities, most do not cope well with change, they need continuity of care in terms of clinic location, clinic room and clinical team. They need to be slowly introduced into the service to desensitise them to accept dental care in a community setting. This desensitising can currently be undertaken in a number of ways at the SNDC including in a parked car in the SNDC's carpark, on the grass, under a tree in the clinic's grounds or in the purpose built and exclusive waiting room. These invaluable desensitising visits reduce the need for this group of patients to undergo procedures in hospital theatres which are potentially traumatic as well as placing additional cost on the health system.

DHS' request to the CoV is that the City extend the SNDC lease in parity to that of Kidz Galore. The extension will provide time for the business case to be reviewed and a new permanent clinic to be established. By doing so, this group of vulnerable patients will continue to receive care in a familiar and only purpose-built dental clinic in the State. It will maintain the current level of service to clients who already have poorer oral health than the general population and it will ensure that there is an orderly transition to a new purpose-built facility negating all of the issues associated with an interim solution.

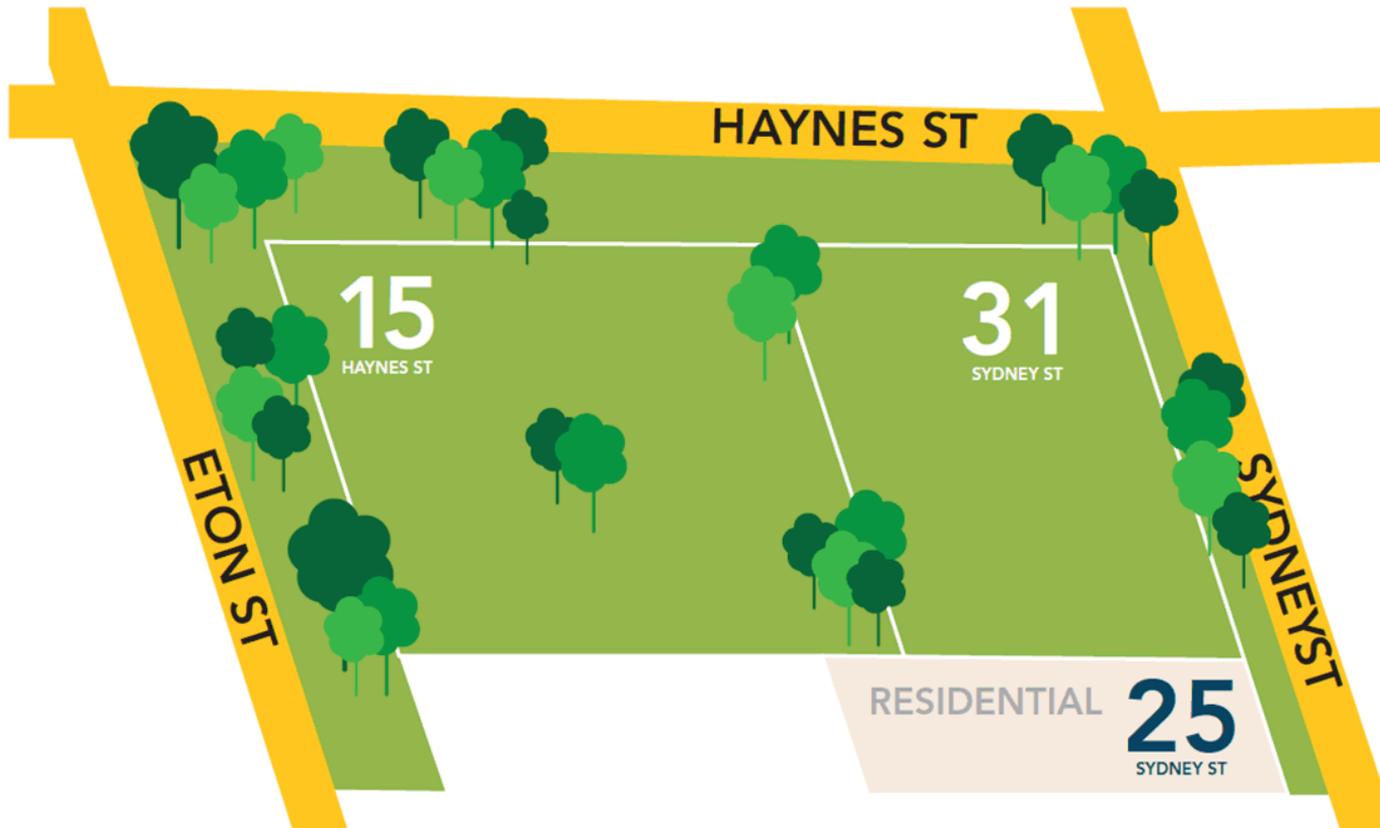
DHS hopes the CoV appreciates and understands the impact of asking SNDC clients to relocate twice and extend the SNDC lease in line with that of Kidz Galore.

HAYNES STREET RESERVE Development Plan

Final Outcome



CITY OF VINCENT



HAYNES STREET RESERVE Development Plan

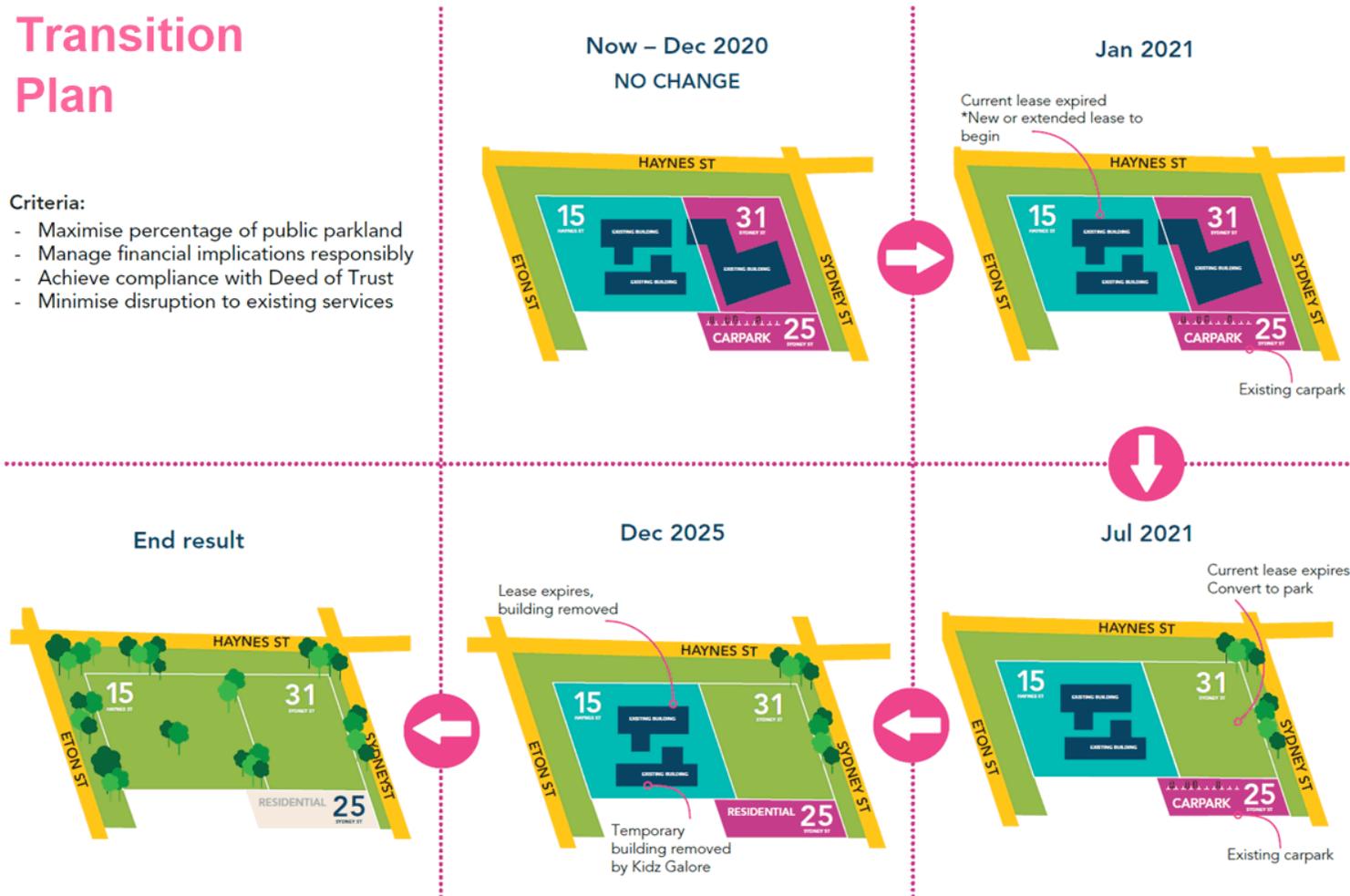


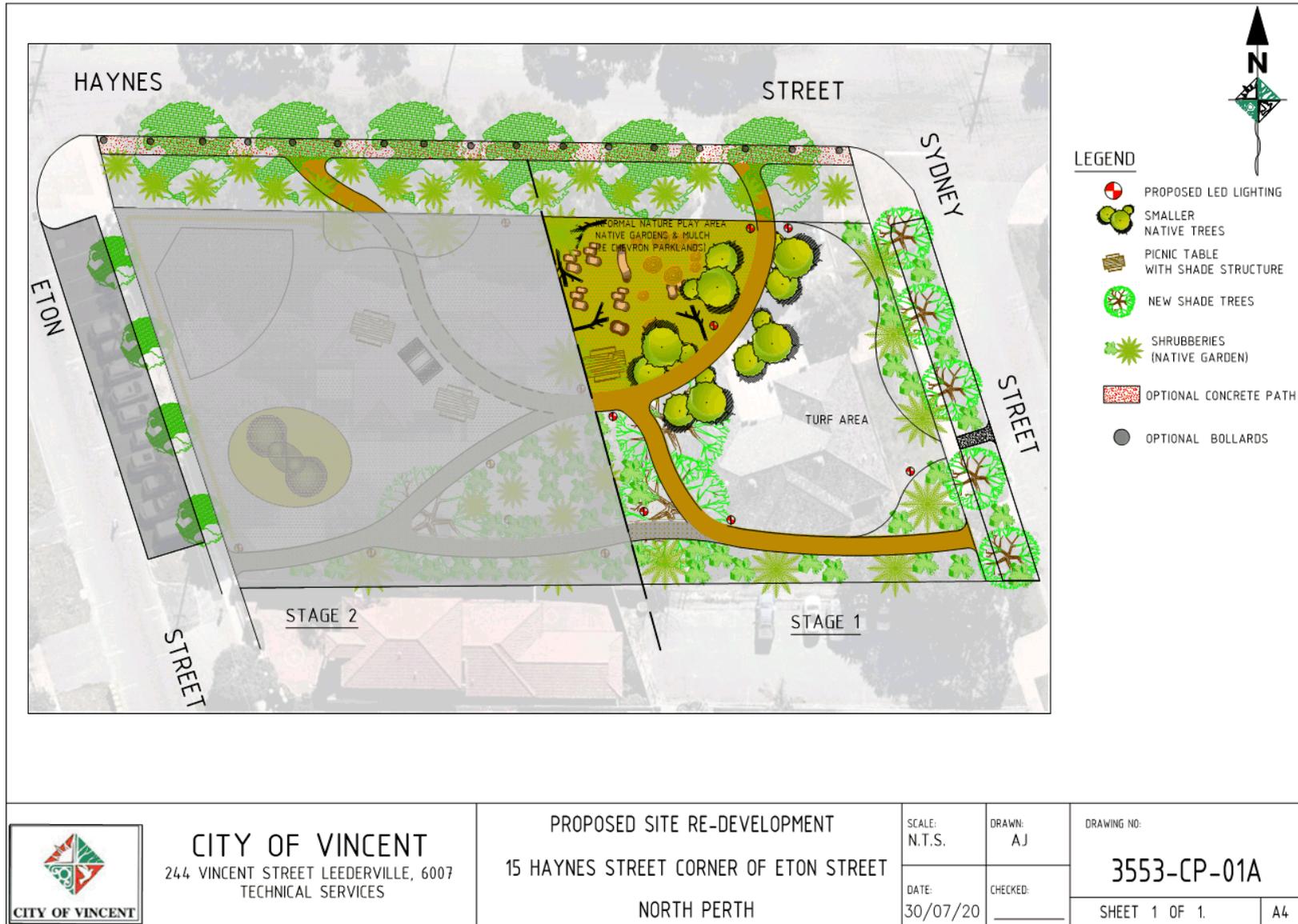
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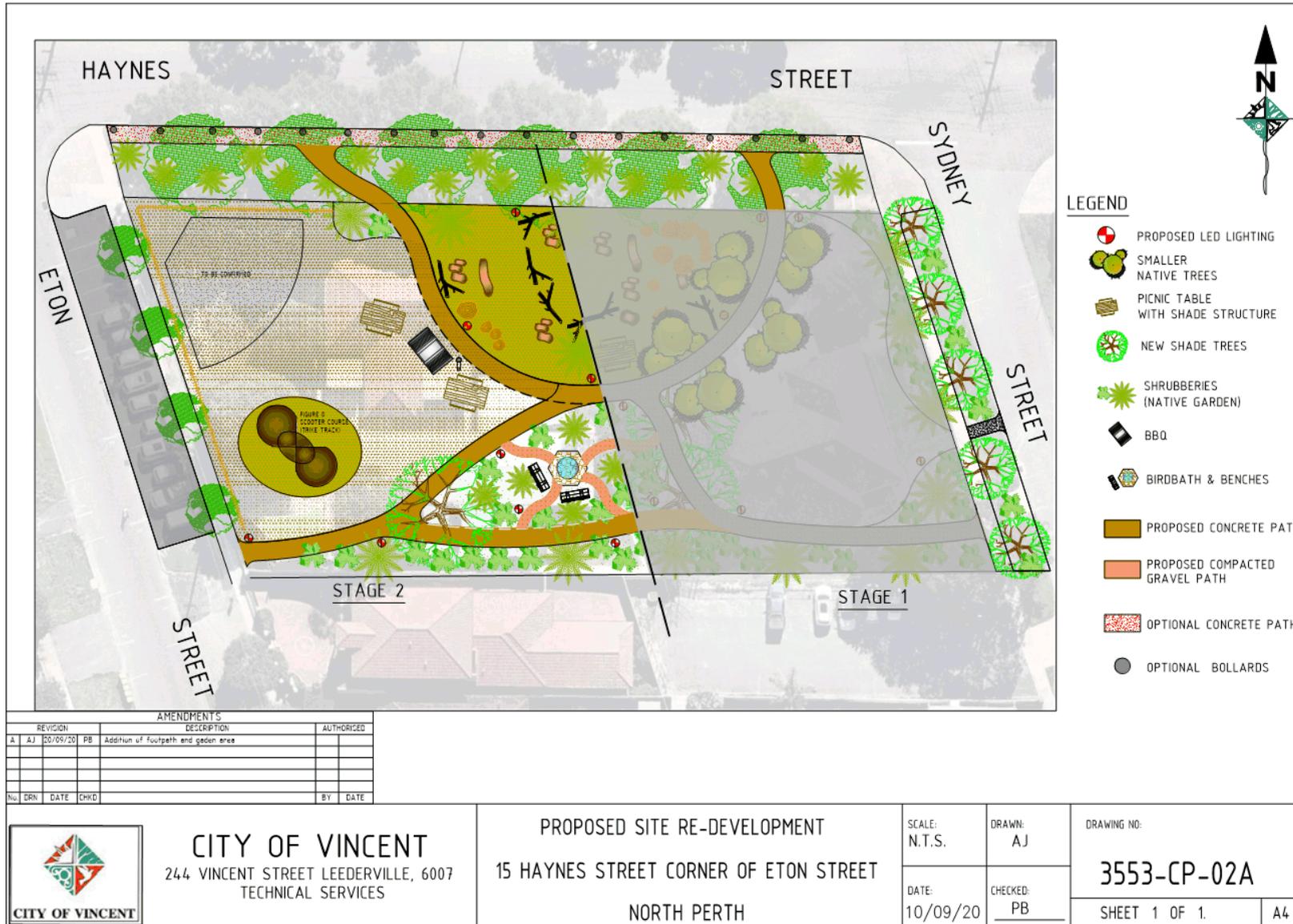
Transition Plan

Criteria:

- Maximise percentage of public parkland
- Manage financial implications responsibly
- Achieve compliance with Deed of Trust
- Minimise disruption to existing services







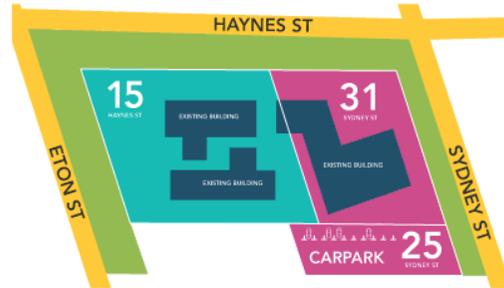
HAYNES STREET RESERVE

Proposed Transition Plan

Criteria:

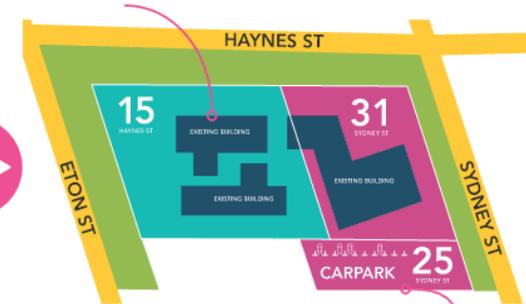
- Maximise percentage of public parkland
- Manage financial implications responsibly
- Achieve compliance with Deed of Trust
- Minimise disruption to existing services

Dec 2020
NO CHANGE



Jan 2021 – Jun 2021

Current lease expired
*New or extended lease to begin



Existing carpark



End result



Dec 2025

Lease expires,
building removed



Temporary building
removed by Kidz Galore

Jan 2022

Current lease expires
Convert to park



Existing carpark to
be sold as residential lot

The Service Provided by the SNDC @ 31 Sydney St North Perth and the need for an extension to the Dept of Health lease to mirror that of Kidz Galore at Lot 9, namely 31st Dec 2025.

There are two groups of disability clients that have their oral care needs met by the dentists that work at the Special Needs Dental Clinic, 31 Sydney St North Perth. The larger group are the developmental disability clients that have a level 3 intellectual disability associated with their condition. This group ranges from the ambulant autistic child to the nonverbal/nil by mouth/tactile defensive and wheelchair bound geriatric client. The other (smaller) group are the spinal injury clients commonly referred to as the quadriplegics and paraplegics. This clinic is the only one of its kind and it serves clients from all over Western Australia.

Both groups are treated for their general dental care – ranging from simple examinations to complex treatments like minor oral surgery, specialized oral prosthetics, and root canal treatment at this location. High anxiety levels and the inability to cope with stress would be the general issue that the staff face when treating these clients. The treating dentist and, if possible, the dental assistant that usually attends the client and even the room where treatment occurs is kept the same for this reason. One of the four surgeries has a wheelchair tipper for wheelchair bound clients whose wheelchair does not recline sufficiently. The other surgeries have the usual dental chairs but are larger than the typical dental surgery to allow clients to be treated in their own reclining wheelchair if needed and to also allow room for the parent or carer to be present while treatment is being offered. Being able to hold their mother's hand is reassuring for the client especially when at the dentist! Another important point is that this location is one of the critical placements for final year dental students to observe special needs dentistry and so a larger surgery accommodates this purpose also. This clinic takes pride in its desensitizing program where the client is slowly introduced to the dental surgery in a non-invasive and non-threatening way. A unique visual/sound social story book based on the current building was recently produced by the staff at Sydney St in-line with this desensitizing ethos. Patients with developmental disabilities are typically seen under General Anaesthetic at St John of God Hospital, in Midland for dental treatment and this clinic is aiming to reduce that pathway through this methodology. Disruptions to routine and familiarity is not well tolerated by this group and we ask that the City of Vincent be very mindful of this fact in their decision making regarding an extension to the lease. A lot of the progress made by these desensitizing appointments could potentially be set back because of the proposed double move for the clinic to cover the interim period after 30th June 2021 and until a new permanent location is achieved.

The building that the clinic currently occupies is in a leafy neighbourhood setting and not a hospital campus. This provides stress reduction for the clients who have a hospital phobia. In reference to the Department of Health's possible interim locations, only one location is potentially suitable and can be altered to offer two large surgeries (as opposed to the current four surgeries) but this location is hospital based. This is unsuitable both from a psychological aspect and a halving of service delivery. This is by no means an equivalent interim solution. Other factors that work against relocating to a hospital-based location are the crowded, noisy spaces and potential triggers (such as having to use the general-public waiting room) for harmful behaviour. Currently some clients are examined in the grassed area just outside the clinic when it is not in their best interest to come into the building. This will not be possible in a hospital parking lot where the clinic will be situated far away and on a different floor level. Some of the clients will not even ride in an elevator! A limited number of parking bays will also be an issue as many of the clients are brought in by carers who do not have an ACROD sticker. Any interim relocation while the new clinic is developed will not suit this clientele as their adaptability skills range from poor to zero.

The replacement of the SNDC is consistent with State Government policy and priorities including:

- It would deliver on the State Government's commitment within the Western Australian (WA) State Disability Strategy 2020-2030 Action Plan to relocate the SNDC.
- It supports the WA State Recovery Plan by developing patient centred infrastructure that is modern and attractive to a wide range of user and community groups, to support health and wellbeing.
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 - supporting care in the community hence reducing the need for frequent oral care related hospital presentations,
 - supporting the interface between health and disability services to enable care in the most appropriate setting and to ensure people with special needs do not fall between the gaps, and
 - building partnerships through consumer engagement.
- Aligns with the State Oral Health Plan which identifies Western Australians with additional and/or specialized health care needs as a priority population for improving oral health outcomes and reducing the impact of poor oral health across their life course.

In line with these priorities, a business case has been put forward for a new permanent home for the relocation of this clinic. A proposal for an interim relocation whilst waiting for this to be finalised, is not by any means the ideal situation. An extension to the lease at 31 Sydney St, would make disruption to service delivery, and the receiving of it, minimal for these vulnerable clients. Because there is no equivalent site for the interim relocation of the clinic this will also cause some of the staff (who are such a valuable resource) to be dispersed throughout Dental Health Services diluting the skill set for this clientele. In 2016 a study undertaken on the perception of Special Needs Dentistry amongst general dentists within WA found that over 50% of the respondents felt that they lacked experience in treating special needs dental patients. A minute percentage of dental graduates go on to study Special Needs Dentistry. Any alternative interim solution to remaining at Sydney St will greatly impact the service delivery and wait lists for this group. Currently clients are waiting up to fourteen months for a recall appointment so this, at the very least, would be doubled in time, even before taking into account, the need to keep appointment times available for emergencies. This will not be in the best interests of the special need clients as they have a higher incidence of oral health problems compared to someone who is able bodied.

I have also attached a letter from Dr Jee-Yun Leung, a former practitioner at the Sydney St Clinic who is currently completing her doctorate in Special Needs Dentistry at the University of Adelaide.

Once again, I appeal to the Mayor and Council of the City of Vincent to direct the administration to apply to the Attorney General's Office for a variation to the Haynes St Developmental Plan which will allow an extension to the Dept of Health lease at 31 Sydney St, North Perth to mirror that of Kidz Galore on the adjacent site of Lot 9, namely 31st Dec 2025.

Yours sincerely,
Barbara Joan Martin (Concerned parent)

20th February 2021

To the City of Vincent,

I am very disappointed to hear that the lease for the Special Needs Dental Clinic in North Perth will not be renewed beyond 30th June 2021.

The Special Needs Dental Clinic in North Perth is the only one of its type in WA, providing much-needed care for over 2,500 people with special needs. It provides government-funded dental care to those who may not otherwise be able to afford such services. It brings a diverse population to the City of Vincent, and has helped countless of people from a vulnerable population. The clinic is purpose built to be wheelchair accessible with widened corridors, doors, entryway and clinic space; has an ideally located and designed carpark; is centrally located; has specialised equipment; and (most importantly) is a familiar clinic to many who have been attending for years. Many patients of the clinic get anxious with changes in environment (e.g. Autism Spectrum Disorder). Moving clinics can set back their ability to cope with dental treatment, and as such these patients have to start again with familiarisation and desensitising programs before they will accept dental care.

People with special needs have poorer oral health and greater unmet treatment needs compared to the general population.¹ In addition to cognitive impairment, patients of the Special Needs Dental Clinic also often have associated medical conditions, physical disabilities and psychiatric conditions impacting their ability to clean their teeth, maintain healthy diet, attend appointments, and cooperate with dental care.

However, it is well-established that difficulties accessing dental services is also a significant factor to patients with special needs having disproportionate dental needs compared to their non-disabled counterparts. This may be due to financial barriers, lack of dentists with adequate skills/training to treat those with disability, waiting lists, lack of funding for services, and – of particular note – lack of appropriate, equipped and accessible dental clinics.²

As a result of these significant inequities, people with specialised health care needs are a priority population in the Australian Government's National Oral Health Plan 2015-2024.³ Additionally, the issue of neglect of people with disability has come to the fore with the Royal Commission into Violence,

¹ - Crall JJ. *Improving oral health for individuals with special health care needs. Pediatric Dent 2007; 29: 98-104.*
- Anders PL, Davis EL. *Oral health of patients with intellectual disabilities: a systematic review. Spec Care Dent 2010; 30: 110-7.*
- Oral Health Monitoring Group (COAG Health Council). *Priority Population 4 - People with additional and/or specialised health care needs. Health Mouths Healthy Lives Australia's National Oral Health Plan 2015 - 2024. Adelaide: South Australian Dental Service, COAG Health Council (Australian Government); 2015. p. 63-8. Available from: <http://www.coaghealthcouncil.gov.au/Publications/Reports>*

² - Crall JJ. *Improving oral health for individuals with special health care needs. Pediatric Dent 2007; 29: 98-104.*
- Edelstein BL. *Conceptual frameworks for understanding system capacity in the care of people with special health care needs. Pediatric Dent 2007; 29: 108-116.*
- Davis MJ. *Issues in access to oral health care for special care patients. Dent Clinics North Am 2009; 53: 169-181.*
- Pradhan A, Slade, GD, Spencer AJ. *Access to dental care among adults with physical and intellectual disabilities: residence factors. Aust Dent J 2009; 54: 204-211*
- Prabhu NT, Nunn JH, Evans DJ, Girdler NM. *Access to dental care parents' and caregivers' views on dental treatment services for people with disabilities. Spec Care Dent 2010; 30: 35-45.*
- Slack-Smith L, Ree M, Leonard H. *Oral health and children with an intellectual disability: A focus group study of parent issues and perceptions. J Disability Oral Health 2010; 11: 171-177.*
- Nelson LP, Getzin A, Graham D et al. *Unmet dental needs and barriers to care for children with significant special health care needs. Pediatric Dent 2011; 33: 29-36.*

³ *Oral Health Monitoring Group (COAG Health Council). Priority Population 4 - People with additional and/or specialised health care needs. Health Mouths Healthy Lives Australia's National Oral Health Plan 2015 - 2024. Adelaide: South Australian Dental Service, COAG Health Council (Australian Government); 2015. p. 63-8. Available from: <http://www.coaghealthcouncil.gov.au/Publications/Reports>*

Abuse, Neglect and Exploitation of People with Disability. In particular, concern has been raised regarding the oral health of people living with disability.⁴ The consequences of neglecting oral health are serious. These include pain, infection and loss of teeth, leading to functional difficulties with diet, speech and behaviour, as well as severe systemic health issues.

The City of Vincent's Access and Equity Policy (Policy 3.10.2)⁵ "provides the mechanism to ensure that the needs of different groups are recognised and addressed". Items in sections *1. Physical Inclusion* and *2. Community Inclusion and Participation* include (emphases underlined):

Encourages and supports local area needs based planning with reflected community needs and priorities.

Advocates for the inclusion of social justice principles into its strategic plan and all other planning and development processes and activities.

Implements strategies to ensure access into buildings, services and facilities is available to all members of the community.

Supports maintaining a diverse community and supports the concept that our community is derived of people of all abilities, from a variety of backgrounds.

Endeavour to offer services that are designed and delivered in ways which meet a range of needs and therefore enable all members of the community to participate.

Significant oral health inequity is faced by people living with special needs, often due to difficulty accessing appropriate services. Due to the building design requirements of a specialised dental clinic, should an alternative clinic be required, this will necessitate considerable time and resources to secure. As such, I implore the City of Vincent Council, in line with your policies and values, to re-consider the termination of the Special Needs Dentistry Clinic's lease on 30 June 2021.

Yours sincerely,



Dr Jee-Yun Leung

BDS (Hons), MSc (Special Care Dentistry), DSCD (RCS Eng)

Candidate for Doctor of Clinical Dentistry (Special Needs Dentistry)

Former Dentist, Special Needs Dental Clinic North Perth

⁴ Despott N, Punshon K, Zylan R. Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. Joint submission from: Disability and Oral Health Collaboration (DOHC), The University of Melbourne, Deakin University, Australian Society of Special Care in Dentistry (ASSCID), Your Dental Health (YDH) project team, Australasian Academy of Paediatric Dentistry (AAPD), Australian and New Zealand Academy of Special Needs Dentistry (ANZASND). Melbourne: DOHC, YDH, AAPD, ANZASND; 2019. Available from: <https://aapd.org.au/wp-content/uploads/2021/01/Royal-Commission-Oral-Health-Disability-YDH-ASSCID-DOHC-20200210.pdf>

⁵ <https://www.vincent.wa.gov.au/council/governance/policies.aspx>

13 April 2021

Hi Meluka,

Thank you for your email regarding the Haynes Street transition plan and Sydney street parking.

I just have a few questions / suggestions regarding the possible cancellation of our lease to 25 Sydney street prior to the cancellation of our lease on 15 Haynes Street,

1. What is the council's plan for the dentist centre staff parking going forward, mainly if the lease on their premises is extended beyond the lease of the 9 bays they currently have in Sydney Street, will their staff commence parking out the front on Haynes street?
2. Can the City of Vincent change the parking along Haynes (in front of Kidz Galore and the dentist centre) to - 15 minutes only to ensure no staff from Kidz Galore or the dentist centre park on Haynes street all day.

This would only be required on the services side of the road and therefor would not affect residents in the street, also remembering it would only be required from Monday to Friday.

3. Priority for parking on Haynes street must continue to be for our parents with young children and for the clients of the dentist.
4. Could the City of Vincent alter the bays on Eton street to Kidz Galore staff parking bays? (Keeping in mind Kidz Galore contributed \$45k to creating this parking area.)

Thank you for your consideration regarding these matters, Kidz Galore would also like in writing with the removal of our lease to the Sydney Street car park the City of Vincent will not reverse their decision at any point to enforce Kidz Galore to provide more bays on site or reduce the Child care centres occupancy if parking becomes an issue with the removal of the Sydney street car park going forward.

Kind regards,

Sue Turner
Director

Mob: 0411 691 505

North Perth • Kyilla • City West • Nedlands

kidzgalore.com.au



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12.3 APPOINTMENT OF AN ALTERNATE MEMBER FOR THE MINDARIE REGIONAL COUNCIL MEETING - 27 MAY 2021

Attachments: Nil

RECOMMENDATION:

That Council **APPROVES BY ABSOLUTE MAJORITY** the appointment of Councillor _____ as its Alternate Member (Deputy) for the Mindarie Regional Council meeting to be held on 27 May 2021, due to the inability of Council's appointed Member, Mayor Emma Cole, to attend on this occasion.

PURPOSE OF REPORT:

For the Council to appoint an Alternate Member (Deputy) to the Mindarie Regional Council (MRC) Meeting on 27 May 2021.

BACKGROUND:

It is a requirement of the Mindarie Regional Council Establishment Agreement that Council makes a specific resolution to nominate an Alternate Member for each occasion that the approved Member is unable to act.

DETAILS:

At the Special Meeting of Council on 22 October 2019, Council appointed Mayor Emma Cole as its nominated representative to the Mindarie Regional Council for the period 22 October 2019 to 16 October 2021. The Mayor is unable to attend the meeting scheduled for 27 May 2021 and therefore an Alternate Member (Deputy) will need to be appointed to attend on that occasion.

The 27 May 2021 Meeting will include a MRC Councillors and Member Council Officers' final Strategic Workshop from 6.30 – 8.30pm, prior to the Ordinary Council Meeting at 8.30pm.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Mindarie Regional Council Establishment Agreement.

RISK MANAGEMENT IMPLICATIONS:

Medium: Appointing an alternative member for the Mindarie Regional Council meeting on 27 May 2021 ensures the City is represented at this meeting.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This does not directly contribute to any environmental sustainability outcomes, but means the City's environmental interests as set out in the SES will be represented at the meeting.

PUBLIC HEALTH IMPLICATIONS:

This does not directly contribute to any public health outcomes, but means the City's public health interests as set out in the City's *Public Health Plan 2020-2025* will be represented at the meeting.

FINANCIAL/BUDGET IMPLICATIONS:

Nil. No fees are payable to alternate members.

12.4 INFORMATION BULLETIN

- Attachments:**
1. **Minutes of the Mindarie Regional Council - Special Meeting of Council held on 4 March 2021** [↓](#) 
 2. **Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 25 March 2021** [↓](#) 
 3. **Minutes Children and Young People's Advisory Group (CYPAG) 17 February 2021** [↓](#) 
 4. **Unconfirmed Minutes of the Sustainability and Transport Advisory Group held on 18 March 2021** [↓](#) 
 5. **Statistics for Development Services Applications as at March 2021** [↓](#) 
 6. **Quarterly Street Tree Removal Information** [↓](#) 
 7. **Register of Legal Action and Prosecutions Monthly - Confidential**
 8. **Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 8 April 2021** [↓](#) 
 9. **Register of Applications Referred to the MetroWest Development Assessment Panel - Current** [↓](#) 
 10. **Register of Applications Referred to the Design Review Panel - Current** [↓](#) 
 11. **Register of Petitions - Progress Report - March 2021** [↓](#) 
 12. **Register of Notices of Motion - Progress Report - March 2021** [↓](#) 
 13. **Register of Reports to be Actioned - Progress Report - March 2021** [↓](#) 
 14. **Letter confirming Cr Joshua Topelberg's appointment as alternate member of the DevelopmentWA Central Perth Land Redevelopment Committee until 16 October 2021** [↓](#) 
 15. **Confirmation of receipt of Uluru Statement from the Heart** [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated April 2021.



MINUTES

SPECIAL COUNCIL MEETING

TIME: 6.30 PM

04 MARCH 2021

CITY OF STIRLING

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting opened 6.31 pm

2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**Councillor Attendance**

| | |
|----------------------------|-----------------------|
| Cr D Boothman, JP (Chair) | City of Stirling |
| Cr K Vernon (Deputy Chair) | Town of Victoria Park |
| Cr R Gordon | City of Perth |
| Cr J Ferrante | City of Stirling |
| Cr S Proud, JP | City of Stirling |
| Cr K Sargent | City of Stirling |
| Cr F Cvitan, JP | City of Wanneroo |
| Cr D Newton, JP | City of Wanneroo |
| Cr K Shannon | Town of Cambridge |

Apologies

| | |
|------------------|-------------------|
| Cr A Jacob JP | City of Joondalup |
| Cr R Fishwick JP | City of Joondalup |
| Cr E Cole | City of Vincent |

Leave of Absence

Nil

Absent

Nil

MRC Officers

Mr G Hoppe (Chief Executive Officer)
Ms A Slater (Director Corporate Services)
Ms S Cherico (Manager Human Resources)
Ms D Toward (Executive Support)

Member Council Observers

Mr M Foley (City of Perth)

MRC Observers

Mr A Griffiths
Mr B Twine

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3 DECLARATION OF INTERESTS

Nil

4 PUBLIC QUESTION TIME

Nil

5 ANNOUNCEMENTS BY THE PRESIDING PERSON

Nil

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6 CHIEF EXECUTIVE OFFICER'S REPORTS

| | |
|-----------------------------|--|
| 6.1 | CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE - UPDATE OF THE TERMS OF REFERENCE |
| File No: | GF - 20 – 0001615 |
| Appendix(s) | Appendix 1: Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination |
| Date: | 23 February 2021 |
| Responsible Officer: | Chief Executive Officer |

SUMMARY

The purpose of this report is to consider the proposed amendments to the Mindarie Regional Council Chief Executive Officer Recruitment and Performance Review Committee terms of reference to comply with recent changes to legislation.

BACKGROUND

The MRC Chief Executive Officer Recruitment and Performance Review Committee ("the Committee") has been established in accordance with the LG Act. This committee was established in 2017 to combine recruitment and performance into one single committee consisting of a minimum of 4 Councillors.

The Chief Executive Officer's (CEO) performance is reviewed annually. The committee is supported in the performance review process by an independent consultant who undertakes a survey of all the Councillors and assists in the review of the CEO's performance in the previous year against pre-set performance measures and the setting of performance measures for the next year. The consultant provides a performance report to assist the Councillors in assessing the performance of the CEO.

Recruitment activities are conducted as required and should be supported by an independent recruitment consultant.

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The Committee Terms of Reference endorsed at the OCM 20 August 2020 as follows:

TITLE

Chief Executive Officer Recruitment and Performance Review Committee

MEMBERSHIP / SUPPORT CONSULTANT

Minimum of four Councillors
Support HR Consultant

MEETING FREQUENCY

The Committee shall meet as frequently as is required each year for the CEO Performance Review process and as required for the CEO Recruitment Process.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this committee are as follows:

CEO Performance Review

- a) Set Key Performance Indicators (KPIs) annually in discussion with the CEO and HR Consultant and assess the CEO's remuneration;
- b) Review the outcome of the:
 - Consultant report on the CEO's Performance based on:
 - the responses received by the Councillors on the survey prepared by the HR Consultant;
 - the report prepared by the CEO addressing performance against the KPI's set the previous year and addressing any other material issues affecting the performance of the CEO over the year; and
 - Assessment of the remuneration of the CEO.
- c) Periodically review the performance of the HR Consultant assisting the Committee; and
- d) Based on the Committee's review make recommendations to council on;
 - The level of performance of the CEO; and
 - The level of remuneration paid to the CEO, giving consideration to the Salaries and Allowances Tribunal (SAT) annual review of financial increases for CEO's and where the CEO sits on the Salary Band set by the SAT.

CEO Recruitment Process

- a) Review submissions from recruitment agencies (obtained by the MRC's HR Officer to assist the Committee in the recruitment process);
- b) Make recommendations to council to the preferred recruitment agency;
- c) Work with the preferred recruitment agency, with respect to content and timing, to advertise the CEO position;
- d) Assess applications received for the CEO position (shortlisted by the successful recruitment agency);
- e) Interview the shortlisted applicants together with a representative of the successful recruitment agency; and
- f) Make a recommendation to council on the preferred candidate.

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At the Ordinary Council Meeting on 21 November 2019, Council resolved to appoint Cr Boothman, Cr Newton, Cr Cole, Cr Cvitan and Cr Shannon onto the committee. On 20 August 2020 Council resolved to accept Cr Cole's withdrawal and to appoint Cr Vernon.

DETAIL

On 2 February 2021 an amendment to the *Local Government (Administration) Regulation 1996* ("the regulation") was passed. The regulation includes requirements for model standards covering the recruitment and selection, performance review and termination of employment of local government CEO's. The accompanying guidelines the "*Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*" (Appendix 1) will assist local governments to meet the model standards.

In summary the regulation requires changes to the CEO recruitment process as follows:

1. State-wide public notice provisions, if the position of the CEO becomes vacant the local government must give State-wide public notice of the position in accordance with the requirements of the LG Act sections 5.36(4) and 5.37(3).
2. State-wide public notice must include a website address where the job description form (JDF) for the position can be accessed.
3. The local government is required to determine the selection criteria for the position of the CEO prior to a recruitment process being undertaken. The local government must approve by a resolution of an absolute majority of council, a JDF which sets out the duties and responsibilities of the position and details the selection criteria.
4. The JDF must also be made available on the local government's official website.
5. The selection panel must be made up of council members and at least one independent person, this is separate to the independent recruitment consultant.
6. A final decision to make an offer of appointment to the position of the CEO must be made by absolute majority of council. The resolution must also approve the proposed terms of the contract.
7. The recruitment process is to be undertaken if a CEO has held the position for a period of 10 or more consecutive years upon expiry of the CEO's contract.

The following proposed changes to the terms of reference will assist the Committee comply with amended regulations:

1. Membership / Support Consultant, insert:

"Independent Person".

2. Duties and Responsibilities, CEO Recruitment Process, insert:

"g) Review the Chief Executive Officer job description form, selection criteria and the responsibilities of the position and make recommendation to Council";

"h) Make recommendation to council as to the preferred independent person".

3. Duties and Responsibilities, insert paragraph:

"The CEO Recruitment Process and the CEO Performance Review is to comply with the minimum standards as outlined in the Department of Local Government, Sport and Cultural Industries, *Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*".

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Extract from the Local Government Act 1995

"5.36. Local government employees

(1) A local government is to employ —

- (a) a person to be the CEO of the local government; and*
- (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed."*

Local Government (Administration) Regulations 1996

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —*
 - (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*
 - (b) a person who will be acting in the position for a term not exceeding one year.*
 - (2) The Statewide public notice must contain —*
 - (a) the details of the remuneration and benefits offered; and*
 - (b) details of the place where applications for the position are to be submitted; and*
 - (c) the date and time for the closing of applications for the position; and*
 - (d) the duration of the proposed contract; and*
 - (da) a website address where the job description form for the position can be accessed; and*
 - (e) contact details for a person who can provide further information about the position; and*
-

(f) any other information that the local government considers is relevant.

18B. *Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))*

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) *the value of one year's remuneration under the contract; or*
- (b) *the value of the remuneration that the person would have been entitled to had the contract not been terminated.*

18FA. *Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))*

Schedule 2 sets out model standards for local governments in relation to the following —

- (a) *the recruitment of CEOs;*
- (b) *the review of the performance of CEOs;*
- (c) *the termination of the employment of CEOs.*

18FB. *Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))*

(1) *In this regulation —*

adopted standards means —

- (a) *the standards adopted by a local government under section 5.39B; or*
- (b) *if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.*

(2) *This regulation applies if —*

- (a) *a local government employs a person in the position of CEO of the local government; and*
- (b) *the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.*

(3) *As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.*

** Absolute majority required.*

(4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.*

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18FC. *Certification of compliance with adopted standards for CEO termination (Act s. 5.39B(7))*

- (1) *In this regulation —
adopted standards has the meaning given in regulation 18FB(1).*
- (2) *This regulation applies if a local government terminates the employment of the CEO of the local government.*
- (3) *As soon as practicable after the CEO's employment is terminated, the local government must, by resolution*, certify that the CEO's employment was terminated in accordance with the local government's adopted standards in relation to the termination of the employment of CEOs.*
** Absolute majority required.*
- (4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government."*

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

COMMENT

Nil

VOTING REQUIREMENT

Simple majority

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RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Endorse the change to the Chief Executive Officer Recruitment and Performance Review Committee Terms of Reference and after:

- a) **Membership / Support Consultant insert: "Independent Person"; and**
- b) **Duties and Responsibilities, insert**
 - i. **"g) Review the Chief Executive Officer job description form, selection criteria and the responsibilities of the position and make recommendation to Council";**
 - ii. **"h) Make recommendation to council as to the preferred independent person"; and**
 - iii. **"The CEO Recruitment Process and the CEO Performance Review to comply with the minimum standards as outlined in the Department of Local Government, Sport and Cultural Industries, *Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*".**
(Simple majority)

Moved Cr Ferrante, seconded Cr Newton

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 9/0)

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| | |
|-----------------------------|--|
| 6.2 | APPOINTMENT OF AN INDEPENDENT PERSON ON TO THE CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE |
| File No: | GF - 21 – 0001615 |
| Appendix(s) | Appendix 1: Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination |
| Date: | 23 February 2021 |
| Responsible Officer: | Chief Executive Officer |

SUMMARY

The purpose of this report to seek the appointment of an Independent Person to the Mindarie Regional Council Chief Executive Officer Recruitment and Performance Review Committee.

BACKGROUND

The MRC Chief Executive Officer (CEO) Recruitment and Performance Review Committee (“the Committee”) has been established in accordance with the LG Act. This committee was established in 2017 to combine recruitment and performance into one single committee consisting of a minimum of 4 Councillors.

At the Ordinary Council Meeting on 21 November 2019, Council resolved to appoint Cr Boothman, Cr Newton, Cr Cole, Cr Cvitan and Cr Shannon onto the committee. On 20 August 2020 Council resolved to accept Cr Cole’s withdrawal and to appoint Cr Vernon.

DETAIL

On 2 February 2021 an amendment to the *Local Government (Administration) Regulation 1996* (“the regulation”) was passed. The regulation includes requirements for model standards covering the recruitment and selection, performance review and termination of employment of local government CEO’s. The accompanying guidelines the “*Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*” (Appendix 1) will assist local governments to meet the model standards.

The regulation requires the Committee to be made up of council members and at least one independent person.

On 18 February 2021 the Committee met electronically by Zoom to discuss the Independent Person appointment. Given the CEO recruitment process has commenced an appointment is required swiftly to comply with the regulations. The Committee nominated three (3) persons for consideration for the role as follows:

1. Dr Genevieve Armson (Leadership Consultant)
2. Mr Phillip Draber (Current Independent Member of the MRC Audit Committee)
3. Mr Geoff Glass (Retired CEO of the City of South Perth)

On 19 February 2021, the MRC Administration contacted all nominees to seek acceptance of the role, their responses were as follows:

1. Dr Genevieve Armson responded by respectfully declining and wished to thank the Committee for the offer.

-
2. Mr Phillip Draber accepted the nomination to assist the Committee pending Council approval of appointment.
 3. Mr Geoff Glass accepted the nomination to assist the Committee pending Council approval of appointment.

The Committee recommends the Council appoints one of the accepting nominees.

There is no mandated period for the Independent person, it would be appropriate for the period to be the duration of the current recruitment process. A letter of appointment will be provided to the appointed Independent Person which will include the primary functions of the committee and the period of appointment.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Extract from the Local Government Act 1995

"5.36. Local government employees

- (1) *A local government is to employ —*
 - (a) *a person to be the CEO of the local government; and*
 - (b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed."*

Local Government (Administration) Regulations 1996

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) *If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —*
 - (a) *a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*
 - (b) *a person who will be acting in the position for a term not exceeding one year.*
 - (2) *The Statewide public notice must contain —*
 - (a) *the details of the remuneration and benefits offered; and*
 - (b) *details of the place where applications for the position are to be submitted; and*
 - (c) *the date and time for the closing of applications for the position; and*
 - (d) *the duration of the proposed contract; and*
 - (da) *a website address where the job description form for the position can be accessed; and*
-

-
- (e) *contact details for a person who can provide further information about the position; and*
 - (f) *any other information that the local government considers is relevant.*

18B. *Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))*

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) *the value of one year's remuneration under the contract; or*
- (b) *the value of the remuneration that the person would have been entitled to had the contract not been terminated.*

18FA. *Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))*

Schedule 2 sets out model standards for local governments in relation to the following —

- (a) *the recruitment of CEOs;*
- (b) *the review of the performance of CEOs;*
- (c) *the termination of the employment of CEOs.*

18FB. *Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))*

- (1) *In this regulation —*
adopted standards means —
 - (a) *the standards adopted by a local government under section 5.39B; or*
 - (b) *if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.*
 - (2) *This regulation applies if —*
 - (a) *a local government employs a person in the position of CEO of the local government; and*
 - (b) *the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.*
 - (3) *As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.*
- * Absolute majority required.*
- (4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.*
-

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18FC. *Certification of compliance with adopted standards for CEO termination (Act s. 5.39B(7))*

- (1) *In this regulation —
adopted standards has the meaning given in regulation 18FB(1).*
- (2) *This regulation applies if a local government terminates the employment of the CEO of the local government.*
- (3) *As soon as practicable after the CEO's employment is terminated, the local government must, by resolution*, certify that the CEO's employment was terminated in accordance with the local government's adopted standards in relation to the termination of the employment of CEOs.*
** Absolute majority required.*
- (4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government."*

FINANCIAL IMPLICATIONS

There is no remuneration attached to the position.

COMMENT

Nil

VOTING REQUIREMENT

Absolute

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Appoint _____ as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

(Absolute majority)

Moved Cr Proud, seconded Cr Cvitan

That Council:

Appoint Mr Draber as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

LOST 6/3 – an absolute majority was not reached

*For: Cr's Boothman, Cvitan, Ferrante, Newton, Proud and Sargent
Against: Cr's Gordon, Shannon and Vernon*

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ALTERNATIVE MOTION

Moved Cr Vernon, Seconded Cr Shannon

That Council:

Appoint Mr Glass as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

PROCEDURAL MOTION

Moved Cr Sargent, seconded Cr Ferrante

To hold the item over to the Ordinary Council Meeting to be held on 25 March 2021 so that the Council can review the qualifications of the 2 nominees.

(CARRIED 6/3)

For: Cr's Boothman, Cvitan, Ferrante, Gordon, Newton, Sargent

Against: Cr's Proud, Shannon and Vernon

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| 6.3 CHIEF EXECUTIVE OFFICER JOB DESCRIPTION FORM AND SELECTION CRITERIA | |
|---|--|
| File No: | GF - 21 – 0001615 |
| Appendix(s): | Appendix 1 - Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination Appendix 2 – Chief Executive Officer – Job Description |
| Date: | 25 February 2021 |
| Responsible Officer: | Chief Executive Officer |

SUMMARY

The purpose of this report to seek the approval of the Mindarie Regional Council Chief Executive Officer job description form and selection criteria.

BACKGROUND

The MRC Chief Executive Officer (CEO) Recruitment and Performance Review Committee (“the Committee”) has been established in accordance with the LG Act. This committee was established in 2017 to combine recruitment and performance into one single committee consisting of a minimum of 4 Councillors.

At the Ordinary Council Meeting on 21 November 2019, Council resolved to appoint Cr Boothman, Cr Newton, Cr Cole, Cr Cvitan and Cr Shannon onto the committee. On 20 August 2020 Council resolved to accept Cr Cole’s withdrawal and to appoint Cr Vernon.

DETAIL

On 2 February 2021 an amendment to the *Local Government (Administration) Regulation 1996* (“the regulation”) was passed. The regulation includes requirements for model standards covering the recruitment and selection, performance review and termination of employment of local government CEO’s. The accompanying guidelines the “*Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*” (Appendix 1) will assist local governments to meet the model standards.

The regulation requires the Council, to approve, by absolute majority, the CEO Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position.

On 18 February 2021 the Committee met electronically by Zoom to discuss the JDF, the following amendments have been proposed:

- a. Essential Skills, insert “Sound financial literacy”
- b. Essential Knowledge, insert “Demonstrated knowledge of local government governance including report to and liaising with governing bodies”.
- c. Insert “Highly Desirable Experience, Demonstrated change management experience and the ability to lead in new directions as endorsed by the Council”.

-
- d. Qualifications and/or Training, Highly Desirable remove, "Knowledge of the waste management industry".

The complete CEO JDF and selection criteria with tracked changes is included at Appendix 2.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Extract from the Local Government Act 1995

"5.36. Local government employees

- (1) *A local government is to employ —*
- (a) *a person to be the CEO of the local government; and*
 - (b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed."*

Local Government (Administration) Regulations 1996

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) *If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —*
- (a) *a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*
 - (b) *a person who will be acting in the position for a term not exceeding one year.*
- (2) *The Statewide public notice must contain —*
- (a) *the details of the remuneration and benefits offered; and*
 - (b) *details of the place where applications for the position are to be submitted; and*
 - (c) *the date and time for the closing of applications for the position; and*
 - (d) *the duration of the proposed contract; and*
 - (da) *a website address where the job description form for the position can be accessed; and*
 - (e) *contact details for a person who can provide further information about the position; and*
 - (f) *any other information that the local government considers is relevant.*
-

18B. *Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))*

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) the value of one year's remuneration under the contract; or*
- (b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.*

18FA. *Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))*

Schedule 2 sets out model standards for local governments in relation to the following —

- (a) the recruitment of CEOs;*
- (b) the review of the performance of CEOs;*
- (c) the termination of the employment of CEOs.*

18FB. *Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))*

- (1) *In this regulation —*

adopted standards means —

- (a) the standards adopted by a local government under section 5.39B; or*
- (b) if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.*

- (2) *This regulation applies if —*

- (a) a local government employs a person in the position of CEO of the local government; and*
- (b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.*

- (3) *As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.*

** Absolute majority required.*

- (4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.*

18FC. *Certification of compliance with adopted standards for CEO termination (Act s. 5.39B(7))*

- (1) *In this regulation —*

adopted standards has the meaning given in regulation 18FB(1).

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-
- (2) *This regulation applies if a local government terminates the employment of the CEO of the local government.*
- (3) *As soon as practicable after the CEO's employment is terminated, the local government must, by resolution*, certify that the CEO's employment was terminated in accordance with the local government's adopted standards in relation to the termination of the employment of CEOs.*
- * Absolute majority required.*
- (4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.*

FINANCIAL IMPLICATIONS

Nil

COMMENT

Nil

VOTING REQUIREMENT

Absolute majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Approve the amendments to the Chief Executive Officer Job Description Form and selection criteria, and after:

- a. **Essential Skills**, insert "Sound financial literacy";
- b. **Essential Knowledge**, insert "Demonstrated knowledge of local government Governance including report to and liaising with governing bodies";
- c. Insert "Highly Desirable Experience, Demonstrated change management experience and the ability to lead in new directions as endorse by the Council"; and
- d. **Qualifications and/or Training**, Highly Desirable remove, "Knowledge of the waste management industry".

(Absolute majority)

Moved Cr Newton, seconded Cr Cvitan

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 9/0)

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7 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

The Chair requested that in accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, Council proceed to meet "behind closed doors" to allow the Council to consider item 7.1 as the item is of a confidential nature.

The Chair invited MRC Officers and Member Council Officers seated in the public gallery to remain in the gallery.

The Chair noted that there were no members of the public present in the gallery.

Moved Cr Boothman, seconded Cr Proud

RESOLVED

To close the meeting to the public.

(CARRIED UNANIMOUSLY 9/0)

Doors closed at 6.50 pm

Moved Cr Boothman, seconded Cr Proud

RESOLVED

Under clause 16.1 suspend the operation of clause 7.9, Speaking Twice, for the duration of the meeting behind closed doors

(CARRIED 8/1)

For: Cr's Boothman, Cvitan, Ferrante, Newton, Proud, Sargent, Shannon and Vernon

Against: Cr Gordon

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| | |
|--|---|
| This report is Confidential in accordance with Section 5.23 (2)(c) of the <i>Local Government Act 1995</i> as the report deals with a contract which may be entered into. | |
| 7.1 | CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE RECOMMENDED CONSULTANT TO ASSIST IN THE CEO RECRUITMENT PROCESS |
| File No: | GF – 21 - 0001615 |
| Appendix(s): | Appendix 3 Appendix 4 Appendix 5 Appendix 6 Appendix 7 Appendix 8 |
| Date: | 23 February 2021 |
| Responsible Officer: | Chief Executive Officer |

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Appoint Ms Sylvana Caranna, Executive Recruitment Consultant of Lo-go Appointments to assist the CEO Recruitment Committee in the recruitment of a new CEO at the cost outlined in the report.

(Simple majority)

Moved Cr Newton, seconded Cr Vernon

6.52 pm Cr Newton left the Council Chambers prior to voting on the item

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 8/0)

Moved Cr Boothman, seconded Cr Cvitan

RESOLVED

That the meeting be reopened
(CARRIED UNANIMOUSLY 8/0)

Doors were reopened at 6.57 pm and the Chair declared the meeting reopened.
No members of the public entered the public gallery.

The Chair noted the resolutions passed behind closed doors.

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8 NEXT MEETING

The next meeting will be an Ordinary Council Meeting to be held on Thursday 25 March 2021 at the City of Wanneroo commencing at 6.30 pm.

9 CLOSURE

The Chair closed the meeting at 7.00 pm and thanked the City of Stirling for their hospitality and use of their meeting facilities.

SignedChair

Dated day of2021



MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

25 MARCH 2021

CITY OF WANNEROO

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.32 pm.

2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Councillor Attendance

| | |
|--|-----------------------|
| Cr D Boothman, JP (Chair) | City of Stirling |
| Cr K Vernon (Deputy Chair) <i>entered at 6.42 pm</i> | Town of Victoria Park |
| Cr A Jacob, JP | City of Joondalup |
| Cr R Gordon | City of Perth |
| Cr J Ferrante | City of Stirling |
| Cr S Proud, JP | City of Stirling |
| Cr K Sargent | City of Stirling |
| Cr E Cole <i>entered at 6.34 pm</i> | City of Vincent |
| Cr F Cvitan, JP | City of Wanneroo |
| Cr D Newton, JP | City of Wanneroo |
| Cr K Shannon | Town of Cambridge |

Apologies

| | |
|-------------------|-------------------|
| Cr R Fishwick, JP | City of Joondalup |
|-------------------|-------------------|

Leave of Absence

Nil

Absent

Nil

MRC Officers

Mr G Hoppe (Chief Executive Officer)
Ms A Slater (Director Corporate Services)
Ms S Cherico (Manager Human Resources)
Ms D Toward (Executive Support)

Member Council Observers

Mr M MacPherson (City of Joondalup)
Mr R Bryant (City of Stirling)
Mr A Murphy (City of Vincent)
Ms Y Plimbley (City of Vincent)
Mr D Simms (City of Wanneroo)
Mr G Chettleburgh (City of Wanneroo)
Mr S Cairns (City of Wanneroo)
Mr M Foley (City of Perth)
Mr K Hincks (Town of Cambridge)
Mr J Wong (Town of Victoria Park)

MRC Observers

Mr B Twine
Mr A Griffiths

Visitors

Ms Rosalind Casey

3 DECLARATION OF INTERESTS

6.34 pm Councillor Emma Cole entered the meeting

Nil

4 PUBLIC QUESTION TIME

The following public questions from Ms Rosalind Casey of Merriwa WA, were submitted to the MRC at the meeting.

Ms Casey was seated in the public gallery and invited by the Chair to read out her questions. The Chair asked the Chief Executive Officer to respond to the questions. The Chief Executive Officer responded to the questions during the meeting, the questions and answers are as follows:

- Q1: Why are MRC member councils so badly lagging behind with FOGO?
A1: The MRC owns the Resource Recovery Facility (RRF) at Neerabup which has been operating for 10 years, diverting organics waste from landfill by producing a soil conditioner.
It takes time to transition from existing waste systems and contract to FOGO. A number of MRC Member Councils have already committed to implementing FOGO and are on track for the 2025 timeframe, in line with the State Waste Strategy.
Whilst it is acknowledged that some other smaller councils have already implemented FOGO, they are dealing with smaller waste volumes that the MRC.
- Q2: Why has valuable time been wasted looking for a third party to set up a FOGO plant on a for-profit basis when waste management is a key area of responsibility of local authorities as outlined in the WARR Act?
A2: The MRC already has an existing organics facility in place in the RRF which is diverting organics away from landfill.
Councils regularly use third party contractors to provide a variety of services to ratepayers. Each council will make these decisions based on what they believe will provide the best outcomes for their ratepayers.
- Q3: Could MRC member councils combine forces and resources to establish and operate a FOGO recycling plant, similar to that run by the City of Launceston, Tasmania?
A3: The MRC is not familiar with the site at Launceston. However, the MRC is similar in that its member councils have created a combined entity to carry out waste management activities on their behalf and the RRF is an example of this collaborative approach.
- Q4: Is there a suitable site available in Neerabup to build a FOGO recycling plant?
A4: The City of Wanneroo would be best placed to answer this question. The MRC does have a parcel of land adjacent to the RRF on Pederick road. The site's suitability or not would depend on the specific technology chosen and the DWER licence conditions imposed.
-

6.42pm Councillor Karen Vernon entered the meeting

- Q5: Can MRC obtain copies of State approved FOGO recycling plant plans to fast-forward planning approval?
- A5: The MRC is not aware that there is a blueprint available that the State Government has produced for any off-the-shelf plants.
- Q6: Approximately how long would it take to build a FOGO plant and for it to become operational?
- A6: The MRC has not investigated this. It would require a suitable parcel of land and appropriate DWER licencing. Assuming there is an available waste stream, a suitable parcel of land which is appropriately zoned and licenced exists, an estimated construction and commissioning timeframe could be 3 years. There would also need to be a transition period where existing waste contracts roll off and come to an end.
- Q7: Has any member council of MRC approached the State government regarding establishing a market for high volumes of FOGO produced compost for landscaping the new Mitchell Freeway extension, and for refurbishment of other main road verges, roundabouts and new or debilitated State owned sites?
- A7: A FOGO reference group exists which looks at the implementation, and the barriers to implementation at a State level with Local Government collaboration. The State Government is leading the consultation through DWER. It should be noted that soil conditioner produced at the RRF was successfully used for the recent Freeway extension to Hester Avenue.
- Q8: Has Wesfarmers/Bunnings been approached re a market for FOGO composts?
- A8: The MRC is not aware if any other local government or the State Government has done this, but the MRC has not.
- Q9: Will MRC ensure that when a FOGO system is introduced it will accept dog poo (as the aforementioned cities do), as dog poo is a particularly contentious issue for many residents and some members of council?
- A9: The acceptable inputs into a potential FOGO waste stream is one of the matters that the FOGO reference group is considering. This takes into account the views of local governments, as well as those of organics producers. The MRC is able to provide input into those discussions but is not able to mandate what the outcome will be.

6.48 pm Ms Rosalind Casey left the meeting

| |
|--|
| 5 ANNOUNCEMENTS BY THE PRESIDING PERSON |
|--|

Nil

| |
|--|
| 6 APPLICATIONS FOR LEAVE OF ABSENCE |
|--|

Nil

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7 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**8.1 ORDINARY COUNCIL MEETING – 28 January 2021**

The Minutes of the Ordinary Council Meeting held on 28 January 2021 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting of Council held on 28 January 2021 be confirmed as a true record of the proceedings.

8.2 SPECIAL COUNCIL MEETING – 4 March 2021

The Minutes of the Special Council Meeting held on 04 March 2021 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting of Council held on 4 March 2021 be confirmed as a true record of the proceedings.

Moved Cr Sargent, seconded Cr Gordon

RESOLVED

That the recommendations for items 8.1 and 8.2 be adopted.
(CARRIED UNANIMOUSLY 11/0)

9.1 CHIEF EXECUTIVE OFFICER REPORTS

| | |
|-----------------------------|---|
| 9.1 | FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 DECEMBER 2020 AND 31 JANUARY 2021 |
| File No: | GF-21-00000008 |
| Appendix(s): | Appendix No. 1 Appendix No. 2 Appendix No. 3 |
| Date: | 9 March 2021 |
| Responsible Officer: | DIRECTOR CORPORATE SERVICES |

SUMMARY

The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

BACKGROUND

Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

The financial statements presented for each month consist of:

- Operating Statement by Nature – Combined
- Operating Statement by Nature – RRF Only
- Operating Statement by Function
- Statement of Financial Activity
- Statement of Reserves
- Statement of Financial Position
- Statement of Investing Activities
- Information on Borrowings
- Tonnage Report

DETAIL

The Financial Statements for the months ended 31 December 2020 and 31 January 2021 are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 7 months to 31 January 2021 is attached at **Appendix No. 3**.

The financial statements are pending external auditor approval of the 2019/2020 final accounts.

The complete suite of Financial Statements which includes the Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the "air space" remaining and other relevant information.

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Summary of results for the year to date period ended 31 January 2021

| | Actual | Budget | Variance |
|------------------------------|------------------------|------------------------|----------------------|
| | t | t | t |
| Tonnes – Members | 143,437 | 144,902 | (1,465) |
| Tonnes – Others | 9,767 | 7,577 | 2,190 |
| TOTAL TONNES | 153,204 | 152,479 | 725 |
| | | | |
| | \$ | \$ | \$ |
| Revenue – Members | 29,440,586 | 29,704,947 | (264,361) |
| Revenue – Other | 2,725,054 | 2,326,187 | 398,867 |
| TOTAL REVENUE | 32,165,640 | 32,031,134 | 134,506 |
| Expenses | 32,234,214 | 33,089,545 | (1,144,670) |
| Profit on sale of assets | 56,441 | - | 56,441 |
| Loss on sale of assets | - | (7,963) | 7,963 |
| Impairment of assets | - | - | - |
| NET DEFICIT | (2,012,134) | (1,066,374) | (945,760) |

Commentary

Overall tonnages for the financial period ended 31 January 2021 were 725 tonnes more than budgeted, member councils bringing in more processable waste and less non processable waste than anticipated.

The net deficit result variance against budget of \$945,760 is mainly attributable to RRF expenditures, which is 3,546 tonnes ahead of budget, abated marginally by unbudgeted income received.

RRF

The Resource Recovery Facility residue tonnes have delivered 34,041 tonnes in total to Tamala Park year to date.

Trade & Casuals

The Casual and Trade tonnages are 2,190 tonnes higher than forecast for the financial year to date, 951 tonnes attributable to the discounted rate waste tender.

VOTING REQUIREMENT

Simple Majority

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RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Appendix No. 1 and Appendix No. 2 for the months ended 31 December 2020 and 31 January 2021.

Moved Cr Vernon, seconded Cr Cvitan

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

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| | |
|-----------------------------|--|
| 9.2 | LIST OF PAYMENTS MADE FOR THE MONTHS ENDED DECEMBER 2020 AND JANUARY 2021 |
| File No: | GF-21-00000008 |
| Appendix(s): | Appendix No. 4 and 5 |
| Date: | 9 March 2021 |
| Responsible Officer: | Director Corporate Services |

SUMMARY

The purpose of this report is to provide details of payments made during the periods identified. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

COMMENT

The lists of payments for the month ended 31 December 2020 and 31 January 2021 are at **Appendix 4 and 5** to this Item and is presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 24 September 2020, the Council delegated to the CEO the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

| Months Ended | Account | Vouchers | Amount |
|------------------|-------------------|-------------------------|-----------------------|
| 31 December 2020 | General Municipal | Cheques | \$14,168.12 |
| | | EFT | \$3,671,802.79 |
| | | DP | \$146,170.70 |
| | | Inter account transfers | \$0.00 |
| | | Total | \$3,832,141.61 |
| 31 January 2021 | General Municipal | Cheques | \$440.00 |
| | | EFT | \$6,356,847.85 |
| | | DP | \$152,369.69 |
| | | Inter account transfers | \$0.00 |
| | | Total | \$6,509,657.54 |

VOTING REQUIREMENT

Simple Majority

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RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 December 2020 and 31 January 2021.

Moved Cr Sargent, seconded Cr Ferrante

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

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| | |
|-----------------------------|---|
| 9.3 | ADOPTION OF THE 2020 ANNUAL REPORT |
| File No: | GF-20-000119 |
| Appendix(s): | Appendix No. 6 |
| Date: | 2 March 2021 |
| Responsible Officer: | DIRECTOR CORPORATE SERVICES |

BACKGROUND

The Mindarie Regional Council (MRC) is required to prepare an annual report in accordance with Section 5.53 of the Local Government Act 1995.

The annual audit of the Financial Statements for the financial year ended 30 June 2020 has been completed and the Financial Report has been considered by the Audit Committee.

The Annual Report, which includes the Financial Statements, is presented for consideration by Council.

The Annual Report for a Financial Year is to be accepted by the Local Government no later than 31 December after that Financial Year. 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.

DETAIL

The Annual Report includes the audited Financial Report for the financial year. The Auditor, in accordance with the Local Government (Audit) Regulations 1996 Sections 10.2 and 10.3 is required to issue an audit report after the completion of the annual audit that expresses an opinion on the financial position and results of the operations of the local government for each financial year. Under S7.9 of the Local Government Act 1995, the auditor must prepare and sign a report on the financial audit and present the report to the Chairperson, the CEO and the Minister.

The Auditor has completed the financial audit of the MRC and has issued an unqualified audit opinion in respect of the year ended 30 June 2020.

In addition, the Auditor has prepared an interim management letter and an audit completion letter which outline their observations in relation to the MRC's internal controls. These observations have been tabled with the Audit Committee for discussion.

The Audit Committee met on 25 February 2021 to consider the Financial Statements for the year ended 30 June 2020 and have recommended that these be adopted by the Council. The unconfirmed minutes of this meeting are included in the Members' Information Bulletin.

A copy of the Annual Report, including the Financial Statements, is included at **Appendix 6**.

The MRC, in accordance with the Local Government (Financial Management) Regulations 1996 Section 51.1, is required to include in the annual Financial Statements a signed Statement of

Declaration by the Chief Executive Officer after this report has been audited in accordance with the Local Government Act 1995. This declaration is included in the Annual Report.

STATUTORY ENVIRONMENT

Relevant Extracts from the Local Government Act 1995

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; and*
 - (b) *a report from the CEO; and*
 - [(c), (d) *deleted*]
 - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) *the financial report for the financial year; and*
 - (g) *such information as may be prescribed in relation to the payments made to employees; and*
 - (h) *the auditor's report prepared under section 7.9(1) or s7.12AD(1) for the financial year; and*
 - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (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;**and*
 - (i) *such other information as may be prescribed.*

[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6.]

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.*

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.

7.9. *Audit to be conducted*

- (1) *An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*
- (a) the mayor or president; and*
 - (b) the CEO of the local government; and*
 - (c) the Minister.”*

Relevant Extracts from the Local Government (Audit) Regulations 1996

“10. *Report by auditor*

- (1) *An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.*
- (2) *The report is to give the auditor's opinion on —*
- (a) the financial position of the local government; and*
 - (b) the results of the operations of the local government.*
- (3) *The report is to include —*
- (a) any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government; and*
 - (b) any matters indicating non-compliance with Part 6 of the Act, the Local Government (Financial Management) Regulations 1996 or applicable financial controls in any other written law; and*
 - (c) details of whether information and explanations were obtained by the auditor; and*
 - (d) a report on the conduct of the audit; and*
 - (e) the opinion of the auditor as to whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions —*
 - (i) the asset consumption ratio; and*
 - (ii) the asset renewal funding ratio.*

(4A) *In sub regulation (3)(e) —*

asset consumption ratio *has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2);*

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asset renewal funding ratio has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2).

- (4) *Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report."*

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

The MRC has a deficit from operations of \$2.3 million for the 2019/20 financial year, which will reduce retained earnings.

COMMENT

The Annual Report for the MRC has been prepared in accordance with the requirements of Local Government Act 1995 and applicable Australian Accounting Standards.

AMENDMENTS

There have been no amendments made to the Financial Statements presented to the Audit Committee.

VOTING REQUIREMENT

Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

1. notes the recommendation of the Audit Committee meeting held on 25 February 2021 to adopt the Financial Report for the year ended 30 June 2020;
2. adopts the Annual Report for the year ended 30 June 2020, which includes the Financial Report detailed in 1. above.

(Absolute Majority Required)

Moved Cr Newton, seconded Cr Cvitan

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

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| | |
|-----------------------------|--|
| 9.4 | LEASE AT TAMALA PARK – MARKET RENT REVIEW |
| File No: | GF-20-0000170 |
| Appendix(s): | Appendix 7 |
| Date: | 15 February 2021 |
| Responsible Officer: | DIRECTOR CORPORATE SERVICES |

SUMMARY

The purpose of this report is to brief the Council on the findings of the Market Rent Review on the Tamala Park lease, conducted by Landgate in line with the terms of the Lease Agreement between Mindarie Regional Council and the seven participating Member Councils.

BACKGROUND

The land on which the Tamala Park Landfill Facility resides, is owned by the seven participating member Councils namely; Cities of Joondalup, Perth, Stirling, Wanneroo and Vincent and Towns of Cambridge and Victoria Park. The land was leased to Mindarie Regional Council (MRC) for an initial term from 1 July 1990 to 30 June 2011 with an option for extension of the term to 30 June 2032.

The option to extend the lease was exercised and the lease was extended by a Deed of Variation dated 25 September 2006, from 1 January 2006 to 30 June 2032.

Under this Deed of Variation, a Market Rent Review need to be conducted every five years with the first review to be conducted on 1 January 2011.

Landgate was appointed in November 2020 to conduct a market review of the leased area and the findings can be found in the report at **Appendix 7**.

DETAIL

The Report has placed an annual Market Rental Value of \$816,000 on the lease of the land for the Tamala Park Landfill Facility. The lease rental, in accordance with the Deed of Variation, will be adjusted from 1 January 2021.

Financial Implications.

The Financial impact of the increase in rental of the land for the Tamala Park Facility, in line with this Market Rent Review, relating to the period 1 January 2021 to 30 June 2021 is summarised below:

| | |
|---|--------------------|
| Finance Interest Charges (1 January 2021 to 30 June 2021) | \$995.20 |
| Depreciation Charges (1 January 2021 to June 2021) | \$44,542.57 |
| | <u>\$45,537.77</u> |

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CONSULTATION

Consultation was carried out with the following:

- Landgate

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The shortfall in funding of approximately \$45,538 arising from the revision of the lease rental as a result of the Market Rental Review was reflected in the mid-year review.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Receive the Landgate Report, pertaining to the Market Value Review in respect of the land leased to the Tamala Park Landfill Facility.
2. Approve the adoption of the revised Lease Rental, as recommended in the Landgate Report, effective from 1 January 2021, in accordance with the Deed of Variation for the lease dated 25 September 2006.

Moved Cr Cole, seconded Cr Jacob

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

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| 9.5 ADOPTION OF 2020 ANNUAL COMPLIANCE RETURN | |
|---|-------------------------|
| File No: | GF-20-1460 |
| Appendix(s): | Appendix 8 |
| Date: | 19 February 2021 |
| Responsible Officer: | Chief Executive Officer |

SUMMARY

The purpose of this report is to provide Council with information on the completed Compliance Audit Return (1 January 2020 – 31 December 2020).

BACKGROUND

The 2020 Local Government Compliance Audit Return (CAR) covers the calendar year from 1 January to 31 December 2020.

The 2020 Compliance Audit Return is mandatory pursuant to the *Local Government (Audit) Regulations 1996* which requires all local governments to complete a Compliance Audit Return annually.

Local governments not only have to explain or qualify cases of non-compliance, but also provide details of any remedial action taken or proposed to be taken in regard to instances of non-compliance. The Administration has completed the Return.

The Return was placed on the agenda for the Audit Committee meeting on 25 February 2021 for consideration. The Return should be lodged with the Department of Local Government before 31st March, 2021.

DETAIL

The Compliance Audit covers a range of matters that require specific actions to be completed by Local Government authorities in performing their functions.

The Compliance Audit Return requires the responsible officer to indicate against each item whether the required action is relevant to Mindarie Regional Council (MRC) and if it has been completed by either answering;

- (a) Yes; or
- (b) No; or
- (c) N/A – Not applicable

Local Governments are required to provide feedback or comments on areas of non-compliance. This assists the Department of Local Government to have a better understanding of any problems or issues relating to a Local Government's inability to achieve full compliance in a particular area.

The following table summarises the MRC's performance in each of the relevant categories and a comparison with the 2019 Return is also provided.

The Compliance Audit Return for calendar year 2020 is at **Appendix 8**.

Table of CAR Comparison & Compliance

| Category ^A | 2020 Audit Questions | Compliant | 2019 Audit Questions | Compliant |
|---|----------------------|-------------|----------------------|-------------|
| Commercial Enterprises by Local Governments | 5 | 100% | 5 | 100% |
| Delegation of Power / Duty | 13 | 100% | 13 | 100% |
| Disclosure of Interest | 21 | 100% | 19 | 100% |
| Disposal of Property | 2 | 100% | 2 | 100% |
| Finance | 11 | 100% | 14 | 100% |
| Integrated Planning and Reporting | 3 | 100% | 7 | 100% |
| Local Government Employees | 6 | 100% | 5 | 100% |
| Official Conduct | 4 | 100% | 6 | 100% |
| Optional Questions | 10 | 100% | 4 | 100% |
| Tenders for Providing Goods and Services | 24 | 100% | 27 | 100% |
| TOTAL | 99 | 100% | 102 | 100% |

The Local Government is to submit the Compliance Audit Return to its Audit Committee for consideration so that it has the opportunity to examine the Return and report to council the results of that review.

A joint certification is also required to be completed by the Chairperson and Chief Executive Officer to the effect that the information contained in the Return is true and correct to the best of their knowledge. Several other requirements must be met in the Return process and these include: -

- The particulars of all matters of concern raised by Council should be recorded in the minutes of the meeting and a copy of the relevant page(s) attached to the Compliance Audit Return as an appendix; and
- The completed Compliance Audit Return and appendices should be forwarded to the Director General of the Department of Local Government by 31 March 2021.

The Section dealing with the Joint Certification by the Chairperson and Chief Executive Officer requires inter alia that:

-
- each Councillor has had the opportunity to review the return and to make comment to the Council;
 - particulars of any matters of concern relating to the return have been recorded in the minutes of the meeting; and
 - a true and correct copy of the relevant sections of the minutes covering Council's consideration of the return must be attached to it.

The Audit Committee, at its meeting on 25 February 2021, considered the Return and resolved the following:

“That the Audit Committee recommends that Council endorse the Compliance Audit Return for the 2020 calendar year, as presented.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Regional Councils are required to carry out a Return in accordance with the Local Government (Audit) Regulations 1996. The requirements set for the Return are contained in s.14 and 15 of the Regulations, which read as follows:

14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —*
 - (a) presented to the council at a meeting of the council; and*
 - (b) adopted by the council; and*
 - (c) recorded in the minutes of the meeting at which it is adopted.*

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) any additional information explaining or qualifying the compliance audit,*

is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

- (2) *In this regulation —*
- certified in relation to a compliance audit return means signed by —*
- (a) the mayor or president; and*
 - (b) the CEO.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMENT

In order to comply with Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* it is necessary for the MRC to complete the Local Government Compliance Audit Return in the form approved by the Minister.

The results contained in the Compliance Audit Return required by the Department of Local Government for the period 1 January to 31 December 2020 indicates that the Council is continuing to operate within the Local Government Legislative requirements.

The Audit Committee, at its meeting held on 25 February 2021, recommended that the Council adopts the Compliance Audit Return.

It is recommended that the Return be adopted by the Council and that the component comprising the form approved by the Minister be certified by the Chairperson and Chief Executive Officer and be forwarded to the Director General, Department of Local Government.

VOTING REQUIREMENT

Simple Majority

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RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. adopt the Local Government Compliance Audit Return in the form approved by the Minister for the period 1 January to 31 December 2020 as contained within the Appendices in accordance with the provisions of *Regulation 14(3) of the Local Government (Audit) Regulations 1996* and in line with the recommendation from the Audit Committee;
2. authorise the Chairperson and the Chief Executive Officer to complete the Joint Certification contained in the adopted Return detailed in (1) above; and
3. authorise the Chief Executive Officer to submit the adopted Return detailed in (1) to the Director General, Department of Local Government.

Moved Cr Vernon, seconded Cr Proud

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

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| | |
|-----------------------------|--|
| 9.6 | MODEL CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES |
| File No: | GF-21-0000117 |
| Appendix(s): | Appendix 9 Appendix 10 |
| Date: | 10 March 2021 |
| Responsible Officer: | Chief Executive Officer |

SUMMARY

The report seeks endorsement of the Model Code of Conduct for Council Members, Committee Members and Candidates, the Code of Conduct Alleged Breach Form and the appointment of a Complaints Officer.

BACKGROUND

Section 5.103 of the *Local Government Act 1995* (the Act) requires every local government to prepare and adopt a code of conduct to be observed by council members, committee members and candidates that incorporates the mandatory Model Code of Conduct (the Model Code).

The Mindarie Regional Council's (MRC) Code of Conduct Employees, Elected Members and Committee Members was prepared in 2017 and has been review annually to meet legislative changes.

DETAIL

On 3 February 2021, the Local Government (Model Code of Conduct) Regulations 2021 (included at **Appendix 9**) introduced the mandatory Model Code for council members, committee members and candidates.

The purpose of the Model Code is to guide decisions, actions and behaviours. It also recognises that there is a need for a separate code of conduct for council members, committee members and candidates to clearly reflect community expectations of behaviour and ensure consistency between local governments.

Each local government was previously required to develop their own code of conduct and manage behaviour in accordance with that code. These regulations replace those individual codes by introducing a Model Code that applies to all members and candidates. It also provides for a high-level process to deal with complaints to ensure a more consistent approach between local governments and across the sector. The intent of the Model Code is to address behaviour through education rather than sanctions.

If a Council Member does not comply with any action required by the local government following a breach of the Model Code, the local government may refer the matter to the Standards Panel as an alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions to resolve minor breaches.

Local governments will be required to prepare and adopt the Model Code within three months of these regulations coming into effect (by 3 May 2021). In adopting the Model Code, local

governments can include additional behaviours under Division 3 provided these are consistent with the Model Code.

As a result, the current MRC Code of Conduct Elected Members and Committee Members will be superseded by the new Model Code.

The Model Code, as drafted, provides a template for local governments to adopt the code as their own by inserting their local government name. To adopt the code, a resolution needs to be passed by an absolute majority. Once the code is adopted, it must be published on the local government's website.

Clause 11 of the Regulations requires the local governments to approve the Model Code of Conduct Alleged Breach Form (**Appendix 10**), which must then be published on the local government's website for access by complainants.

Clause 11 (3) of the Regulations requires the local governments, in writing, to authorise 1 or more persons to receive complaints and withdrawals of complaints regarding members and candidates.

Clause 12 of the Regulations outlines the process for dealing with complaints and leaves it open for local governments to determine the most appropriate and effective process for this to be undertaken. The MRC administration will be seeking assistance from the Department of Local Government in developing a process and will seek the approval of the process by Council at a later date.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Extract from the Local Government Act

- 5.103. *Model code of conduct for council members, committee members and candidates*
- (1) *Regulations must prescribe a model code of conduct for council members, committee members and candidates.*
 - (2) *The model code of conduct must include —*
 - (a) *general principles to guide behaviour; and*
 - (b) *requirements relating to behaviour; and*
 - (c) *provisions specified to be rules of conduct.*
 - (3) *The model code of conduct may include provisions about how the following are to be dealt with —*
 - (a) *alleged breaches of the requirements referred to in subsection (2)(b);*
 - (b) *alleged breaches of the rules of conduct by committee members.*
 - (4) *The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).*
-

(5) Regulations may amend the model code of conduct.

5.104. Adoption of model code of conduct

(1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.*

** Absolute majority required.*

(2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend the adopted code of conduct to incorporate the amendments made to the model code.*

** Absolute majority required.*

(3) A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements —

- (a) can only be expressed to apply to council members or committee members;*
- and*
- (b) are of no effect to the extent that they are inconsistent with the model code.*

(4) A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.

(5) The model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.

(6) An alleged breach of a local government's adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.

(7) The CEO must publish an up-to-date version of a local government's adopted code of conduct on the local government's official website.

5.105. Breaches by council members

(1) A council member commits a minor breach if the council member —

- (a) contravenes a rule of conduct; or*
- (b) contravenes a local law under this Act, contravention of which the regulations specify to be a minor breach.*

(1A) Subsection (1) extends to the contravention of a rule of conduct that occurred when the council member was a candidate.

(1B) Regulations cannot specify that contravention of a local law under this Act is a minor breach if contravention of the local law would, in addition to being a minor breach under subsection (1), also be a serious breach under subsection (3).

(2) A minor breach is a recurrent breach if it occurs after the council member has been found under this Division to have committed 2 or more other minor breaches.

(3) A council member who commits any offence under a written law, other than a

local law made under this Act, of which it is an element that the offender is a council member or is a person of a description that specifically includes a council member commits a serious breach.

Extract from the Local Government (Model Code of Conduct) Regulations 2021

Clause 11. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made —

- (a) in writing in the form approved by the local government; and*
- (b) to a person authorised under subclause (3); and*
- (c) within 1 month after the occurrence of the alleged breach.*

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

Clause 12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

- (a) take no further action; or*
- (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.*

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

- (a) engage in mediation;*
 - (b) undertake counselling;*
 - (c) undertake training;*
 - (d) take other action the local government considers appropriate.*
-

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(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of

- (a) its finding and the reasons for its finding; and*
- (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).*

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

COMMENT

Nil

VOTING REQUIREMENT

Absolute/Simple majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. **Endorse the adoption of the Local Government (Model Code of Conduct) Regulations 2021 at Schedule 1 of Appendix 1, as the Mindarie Regional Council's Model Code of Conduct for Elected Members and Committee Members.**
(Absolute majority)
2. **Endorse the Model Code of Conduct Alleged Breach Form at Appendix 2.**
(Simple Majority)
3. **Appoint the Mindarie Regional Council Chief Executive Officer to be the Complaints Officer to receive complaints and withdrawals of complaints.**
(Simple Majority)

Moved Cr Newton, seconded Cr Gordon

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

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| | |
|-----------------------------|---|
| 9.7 | APPOINTMENT OF AN INDEPENDENT PERSON ON TO THE CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE |
| File No: | GF - 21 – 0001615 |
| Appendix(s) | Appendix 11: Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination |
| Date: | 23 February 2021 |
| Responsible Officer: | Chief Executive Officer |

At the Special Council Meeting held on 4 March 2021, a procedural motion was carried to hold this item over to the Ordinary Council meeting on 25 March 2021.

SUMMARY

The purpose of this report to seek the appointment of an Independent Person to the Mindarie Regional Council Chief Executive Officer Recruitment and Performance Review Committee.

BACKGROUND

The MRC Chief Executive Officer (CEO) Recruitment and Performance Review Committee (“the Committee”) has been established in accordance with the LG Act. This committee was established in 2017 to combine recruitment and performance into one single committee consisting of a minimum of 4 Councillors.

At the Ordinary Council Meeting on 21 November 2019, Council resolved to appoint Cr Boothman, Cr Newton, Cr Cole, Cr Cvitan and Cr Shannon onto the committee. On 20 August 2020 Council resolved to accept Cr Cole’s withdrawal and to appoint Cr Vernon.

DETAIL

On 2 February 2021 an amendment to the *Local Government (Administration) Regulation 1996* (“the regulation”) was passed. The regulation includes requirements for model standards covering the recruitment and selection, performance review and termination of employment of local government CEO’s. The accompanying guidelines the “*Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*” (Appendix 1) will assist local governments to meet the model standards.

The regulation requires the Committee to be made up of council members and at least one independent person.

On 18 February 2021 the Committee met electronically by Zoom to discuss the Independent Person appointment. Given the CEO recruitment process has commenced an appointment is required swiftly to comply with the regulations. The Committee nominated three (3) persons for consideration for the role as follows:

1. Dr Genevieve Armson (Leadership Consultant)
2. Mr Phillip Draber (Current Independent Member of the MRC Audit Committee)
3. Mr Geoff Glass (Retired CEO of the City of South Perth)

On 19 February 2021, the MRC Administration contacted all nominees to seek acceptance of the role, their responses were as follows:

1. Dr Genevieve Armson responded by respectfully declining and wished to thank the Committee for the offer.
2. Mr Phillip Draber accepted the nomination to assist the Committee pending Council approval of appointment.
3. Mr Geoff Glass accepted the nomination to assist the Committee pending Council approval of appointment.

The Committee recommends the Council appoints one of the accepting nominees.

There is no mandated period for the Independent person, it would be appropriate for the period to be the duration of the current recruitment process. A letter of appointment will be provided to the appointed Independent Person which will include the primary functions of the committee and the period of appointment.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Extract from the Local Government Act 1995

“5.36. Local government employees

- (1) *A local government is to employ —*
 - (a) *a person to be the CEO of the local government; and*
 - (b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.”*

Local Government (Administration) Regulations 1996

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) *If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —*
 - (a) *a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*
 - (b) *a person who will be acting in the position for a term not exceeding one year.*
 - (2) *The Statewide public notice must contain —*
 - (a) *the details of the remuneration and benefits offered; and*
 - (b) *details of the place where applications for the position are to be submitted; and*
-

-
- (c) *the date and time for the closing of applications for the position; and*
 - (d) *the duration of the proposed contract; and*
 - (da) *a website address where the job description form for the position can be accessed; and*
 - (e) *contact details for a person who can provide further information about the position; and*
 - (f) *any other information that the local government considers is relevant.*
- 18B. *Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))*
- For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —*
- (a) *the value of one year's remuneration under the contract; or*
 - (b) *the value of the remuneration that the person would have been entitled to had the contract not been terminated.*
- 18FA. *Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))*
- Schedule 2 sets out model standards for local governments in relation to the following —*
- (a) *the recruitment of CEOs;*
 - (b) *the review of the performance of CEOs;*
 - (c) *the termination of the employment of CEOs.*
- 18FB. *Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))*
- (1) *In this regulation —*
adopted standards means —
 - (a) *the standards adopted by a local government under section 5.39B; or*
 - (b) *if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.*
 - (2) *This regulation applies if —*
 - (a) *a local government employs a person in the position of CEO of the local government; and*
 - (b) *the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.*
 - (3) *As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.*
-

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** Absolute majority required.*

- (4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.*

18FC. Certification of compliance with adopted standards for CEO termination (Act s. 5.39B(7))

- (1) *In this regulation —
adopted standards has the meaning given in regulation 18FB(1).*
- (2) *This regulation applies if a local government terminates the employment of the CEO of the local government.*
- (3) *As soon as practicable after the CEO's employment is terminated, the local government must, by resolution*, certify that the CEO's employment was terminated in accordance with the local government's adopted standards in relation to the termination of the employment of CEOs.*

** Absolute majority required.*

- (4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government."*

FINANCIAL IMPLICATIONS

There is no remuneration attached to the position.

COMMENT

Nil

VOTING REQUIREMENT

Absolute

ORIGINAL RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Appoint _____ as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

(Absolute majority)

Moved Cr Proud, seconded Cr Cvitan

That Council:

Appoint Mr Draber as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

LOST 6/3 – an absolute majority was not reached

For: Cr's Boothman, Cvitan, Ferrante, Newton, Proud and Sargent

Against: Cr's Gordon, Shannon and Vernon

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ALTERNANATIVE MOTION
Moved Cr Vernon, Seconded Cr Shannon

That Council:
Appoint Mr Glass as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

PROCEDURAL MOTION
Moved Cr Sargent, seconded Cr Ferrante

To hold the item over to the Ordinary Council Meeting to be held on 25 March 2021 so that the Council can review the qualifications of the 2 nominees.

(CARRIED 6/3)

For: Cr's Boothman, Cvitan, Ferrante, Gordon, Newton, Proud, Sargent
Against: Cr's Proud, Shannon and Vernon

Continuation of debate - Council meeting of 25 March 2021

The qualifications of each of the candidates has been sent to Member Council Councillors by confidential email.

At the Ordinary Council meeting on 25 March 2021, Council voted on the alternate motion from the Special Council meeting held on 04 March 2021.

That Council:
Appoint Mr Glass as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

(LOST 5/6)

For: Cr's Cole, Gordon, Sargent, Shannon, Vernon
Against: Cr's Boothman, Cvitan Jacob, Ferrante, Newton, Proud

ALTERNATIVE MOTION
Moved Cr Proud, Seconded Cr Cvitan

That Council:
Appoint Mr Draber as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

(CARRIED 8/3)

For: Cr's Boothman, Cvitan, Ferrante, Newton, Gordon, Jacob, Proud, Sargent
Against: Cr's Cole, Shannon, Vernon

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10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 59

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 59 be received.

Moved Cr Sargent, seconded Cr Proud

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

The Chair requested that in accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, Council proceed to meet “behind closed doors” to allow the Council to consider item 14.1 as the item is of a confidential nature.

The Chair invited MRC Officers and Member Council Officers seated in the public gallery to remain in the gallery.

The Chair noted that there were no members of the public present in the gallery.

Moved Cr Boothman, seconded Cr Proud

RESOLVED

To close the meeting to the public.

(CARRIED UNANIMOUSLY 11/0)

Doors closed at 7.24 pm

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| | |
|---|---|
| This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (c) of the <i>Local Government Act 1995</i> as the report deals with a matter where a contract is entered into. | |
| 14.1 | TENDER TO LANDFILL CAPACITY FINANCIAL YEAR 2021/22 |
| File No: | GF-21-0000127 |
| Attachment(s): | |
| Date: | 22 March 2021 |
| Responsible Officer: | Chief Executive Officer |

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

Authorise the CEO to undertake a public tender process for the supply of up to 150,000 tonnes of complying waste to Tamala Park landfill for the 2021/22 financial years at the nominated price detailed within the report.

(Simple majority)

Moved Cr Cole, seconded Cr Proud

RESOLVED

(CARRIED UNANIMOUSLY 11/0)

Cr Boothman moved, Cr Proud seconded

RESOLVED

To re-open the meeting

(CARRIED UNANIMOUSLY 11/0)

Doors were reopened at 7.30 pm and the Chair declared the meeting reopened.

No persons entered the meeting after the doors were reopened and no members of the public were present.

The Chair noted the resolution passed behind closed doors.

15 NEXT MEETING

The next Ordinary Council meeting to be held on Thursday 27 May 2021 at the City of Stirling commencing at 8.30 pm.

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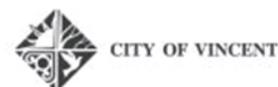
16 CLOSURE

The Chair closed the meeting at 7.31 pm and thanked the City of Wanneroo for their hospitality and use of their meeting facilities.

SignedChair

Dated day of2021

MINUTES



CHILDREN AND YOUNG PEOPLE ADVISORY GROUP

Wednesday 17 February 2021 at 6pm

Venue: Committee Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

City of Vincent Councillors
Cr Alex Castle (Chairperson)
Cr Sally Smith (Cr Smith)

Community Representatives
Laura Dunlop – o/b David Reid (LD)
Shari Stockdale (SS)
Abid Imam (AI)
Suzanne Lawrence (SL)
Daniel Langlands (DL)

City of Vincent Officers
Virginia Miltrup – Executive Director Community & Business Services (VM)
Kate Allen – Community Partner (KA)

1. Welcome/Declaration of Opening

The Chairperson opened the meeting at 6.08pm and delivered the Acknowledgement of Country.

2. Apologies

Nil

3. Confirmation of Previous Minutes

Noted.

4. Business

4.1 Implementation of Youth Action Plan

KA shared that she will be changing portfolios to Diversity, Access and Inclusion and will no longer be responsible for the Children and Young People portfolio. A new officer has been recruited and will commence next month.

KA advised of several upcoming events that are part of the Youth Action Plan implementation.

'Chill Inc' will be on Friday 26 February at the basketball court next to YMCA HQ. This event will feature a basketball clinic run by Perth Lynx as well as a DJ set by DJ Mondii and a free barbeque.

The Vincent Youth Network (VYN) are assisting with running the event. The Chairperson noted that the event was on the VYN Instagram but not on the City's main Instagram – KA to get marketing to add this. The group asked about where and how this was being promoted. KA advised that posters and flyers had been handed out at the library, YMCA HQ. More posters and flyers would be handed out this week at the Loftus Recreation Centre, North Perth Town Centre, The Mezz, around Leederville and at Beatty Park. VYN members at Churchlands will be promoting this. KA will promote in person to Aranmore at a visit/

presentation next week and is also requesting this be promoted via their newsletter and to send to all primary schools for year 6 students.

The group discussed that a marketing plan would be good for youth events to help the information get out to the target audience. It was noted that there is an action in the YAP to investigate a social media strategy – this could possibly include Snapchat and TikTok accounts.

The next event will be 'Shady Sounds', a concert featuring local acts The Washing Line Economy, Farraday's Cage and Churchlands Senior High School students who are looking for performance experience. The event will be 'all ages' targeted at 12-25's. The group asked about whether there would be other elements to the event e.g. Food Trucks and KA advised that this would depend on budget. The group suggested finding out whether the food trucks who commonly visit Hyde Park would be interested in being there for the event.

KA shared that the 'Youth Forum,' which was first held in 2019 (and was not held in 2020 due to COVID), would go ahead again this year in May. A date was currently being sorted out with Aranmore College, Churchlands Senior High and Mt Lawley Senior High, who are the main organisations that will send participants. Young people from Foyer Oxford and YMCA HQ will also be invited to attend. Facilitators and keynote speakers were being looked into. Discussed getting invites to Bob Hawke College students also – KA advised that contact attempts have been made with the College but with no responses as yet. Several members of the group suggested possible contacts.

KA advised that the Headspace mental health presentations were scheduled to start next week and YMCA HQ Youth Workers would also attend and undertake engagement during recess.

ACTION: 1) KA to request marketing add Chill Inc event to main Instagram page

2) KA to obtain contact details for Hyde Park food trucks and gauge their interest in attending Shady Sounds event.

3) KA to follow up various leads for contacts at Bob Hawke College

4.2 Vincent Youth Network Update

The VYN assisted this week with the City's Random Acts of Kindness campaign. This campaign aimed to spread awareness of the movement and encourage the community to take park. KA assisted the VYN to hand out flowers and Random Acts of Kindness information cards within the Town Centres.

The VYN have lost a few members as they have moved on to new jobs, study and even moved states. KA advised that they are attempting to recruit new members through the schools and our events. The group discussed various methods to get young people on board including making it informal, offering food, events targeted at different interests etc. It was also discussed that engaging the kids in primary school could assist with making them more interested in VYN and events as they get older.

KA advised she has been unable to get resolution from Churchlands about whether VYN volunteering would count towards students community service hours and will continue to follow up on this. It was noted that the requirements vary greatly across schools.

The Young Makers Christmas Market was successful and KA advised that the VYN did a fantastic job on the day dealing with stallholders and customers and assisting with set up and pack down.

ACTION: 1) KA to continue to liaise with Churchlands Senior High School about community service hours

4.3 Youth Week 2021

The Youth Heroes idea, that CYPAG had previously suggested, is being implemented. Nominations have been sought from youth organisations and schools and one nomination from Foyer Oxford has been submitted so far, with several schools and organisations indicating they would send through nominations in the coming weeks.

The Chairperson suggested discussing the social media campaign with the Marketing team to understand lessons learned from previous '12 Heroes of Christmas' campaign.

KA advised that a budgeting and finance workshop has also been planned for youth week and the VYN will be consulted on the specific topic to be covered. Other workshops and events will be scheduled in the coming weeks.

The group asked about whether the City could engage local businesses in youth week by asking if they wanted to offer a special deal to under 25's for the week or participate in some other way e.g. offering a day of work experience.

KA mentioned that a local café had expressed interest in offering barista training sessions and that she was going to meet with them to discuss further.

ACTION: 1) KA to meet with marketing to plan social media campaign for Youth Heroes and ask about engaging local businesses for youth week.

2) KA to send out request for nominations to sports clubs, Beatty Park and TAFE.

4.4 Other Business

The Chairperson asked whether the City would be running the Interschool Debating Competition again this year. KA advised that this was being investigated for Term 3 and they would look to engage WADL again for this. The group also discussed having school groups come to the City for tours to see how Local Government works and participate in mock Council meetings etc.

The group discussed further ideas for getting children and young people involved and interested in government such as 'kid cities' or opportunities for kids and young people to 'takeover' a City function such as Beatty Park, the Library etc for a day. It was suggested that the City could offer to sponsor a local young person to participate in Youth Parliament.

KA advised that RSA courses for young people had been looked into and there were several options that appeared to be suitable and cost effective. As these are online courses, the intention is to create an event with a speaker from a local hospitality business answering questions about working in the industry and then the option to either complete the RSA with assistance from staff after the talk or to complete this online at home.

AI asked about whether the coaching/ refereeing courses that were discussed at a previous meeting were being considered. KA advised that these would be investigated after RSA training had been looked into, and that the City would continue looking at training and employment offerings under the YAP.

ACTION: 1) KA to investigate youth parliament sponsorship.

5. Close/Next Meeting

The meeting was closed at 7.40pm.

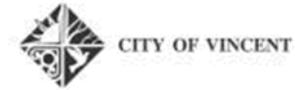
Next meeting is scheduled for Wednesday 21 April 2021

Signed

Councillor (Chairperson)

Dated this _____ day of _____ 20__

| Summary of Actions | Date | Status |
|--|-------------|---------------|
| KA to request marketing add Chill Inc event to main Instagram page | 18/2/21 | Completed |
| KA to obtain contact details for Hyde Park food trucks and gauge their interest in attending Shady Sounds event. | 5/3/21 | In progress |
| KA to follow up various leads for contacts at Bob Hawke College. | 7/4/21 | In progress |
| KA to continue to liaise with Churchlands Senior High School about community service hours | 7/4/21 | In progress |
| KA to meet with marketing to plan social media campaign for Youth Heroes and ask about engaging local businesses for youth week. | 26/2/21 | Completed |
| KA to send out request for nominations to sports clubs, Beatty Park and TAFE. | 26/2/21 | Completed |
| KA to investigate youth parliament sponsorship. | 7/4/21 | In progress |



SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

Thursday 18 March, 2021 at 6pm

**Venue: Function Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville
UNCONFIRMED MINUTES**

Attendees:

City of Vincent Councillors
Cr Loden (Chairperson), Cr Hallett

Community Representatives
Chris Cutress, Chris Wilson, Helen Griffiths, Ian Kininmonth, Jacinta Key, Julian Ledger, Adam Wilmot, Catrina Wold, Suzannah Randle

City of Vincent Officers
Chief Executive Officer, Sustainability & Innovation Advisors, Active Transport Officer, A/Project Officer Parks & Environment

.....

1. Welcome/Declaration of Opening

Councillor Loden opened the meeting at 6:04pm and delivered the Acknowledgement of Country.

2. Apologies

Executive Director Infrastructure & Environment, Manager Engineering, Katherine Celenza

3. Confirmation of the Minutes

That the Minutes of the meeting held on 29 October, 2020 be received and confirmed as true and correct record.

4. Business

4.1 Review of Sustainable Environment Strategy 2019-2024 Targets

The Senior Sustainability & Innovation Advisor provided an update on progress towards Sustainable Environment Strategy (SES) Targets and advised that the target for installed solar capacity by Vincent households was not in fact exceeded in 2019/20 as originally reported. Growth in installed capacity is tracking as expected and no revision of this target was sought.

Comments were sought from STAG members on the revision of targets that had been met or exceeded:

- Tree canopy cover on public land (percentage): and
- Total number of street trees.

A/Project Officer Parks & Environment provided an update on the challenges associated with increasing tree planting targets, including running out of appropriate planting spaces due to engineering constraints and maintenance issues. Acknowledged targets could be revised to reflect anticipated tree planting numbers leading up to 2023 and revise canopy percentage reflective of past years' increase trends.

STAG members provided advice relating to:

- Further reduction of barriers to the installation of domestic solar PV systems; and
- Potential mechanisms for overcoming barriers to further street tree planting.

RECOMMENDED ACTION: Administration will follow up and investigate information and advice provided by STAG members at this Meeting and use the findings to inform community education and revised targets. These will be presented at the next STAG meeting for support.

4.2 Power Purchase Agreement update

The Senior Sustainability & Innovation Advisor provided an update on a Western Australian Local Government Association (WALGA) led process to secure renewable energy at a competitive price for local government. The City is participating in this process, which if successful, will result in the City's operations transitioning to 100% renewable electricity as early as 1 April, 2021.

RECOMMENDED ACTION: STAG members to note update.

4.3 WALGA Road Safety Update – Katherine Celenza

Katherine Celenza was an apology for this meeting so was not able to provide a verbal update.

RECOMMENDED ACTION: STAG members to note the WALGA Road Safety report attachment provided with the meeting agenda.

4.4 Status Update of Previous Agenda Items

| Item | Current Status | Next Step |
|----------------------------------|------------------------------------|--|
| Accessible City Strategy | Advertising for Public Comment. | To be presented to Council for approval pending changes following Public Consultation. |
| Future Climate Technology Review | Discussed at 29 October 2020 STAG. | To be presented to Council to note. |

5. Close/Next Meeting

The Chairperson closed the meeting at 7:41pm. The next meeting will be held on Thursday 27 May at 6pm.

Signed

Councillor (Chairperson)

Dated this _____ day of _____ 20__

Statistics for Development Applications As at the end of March 2021

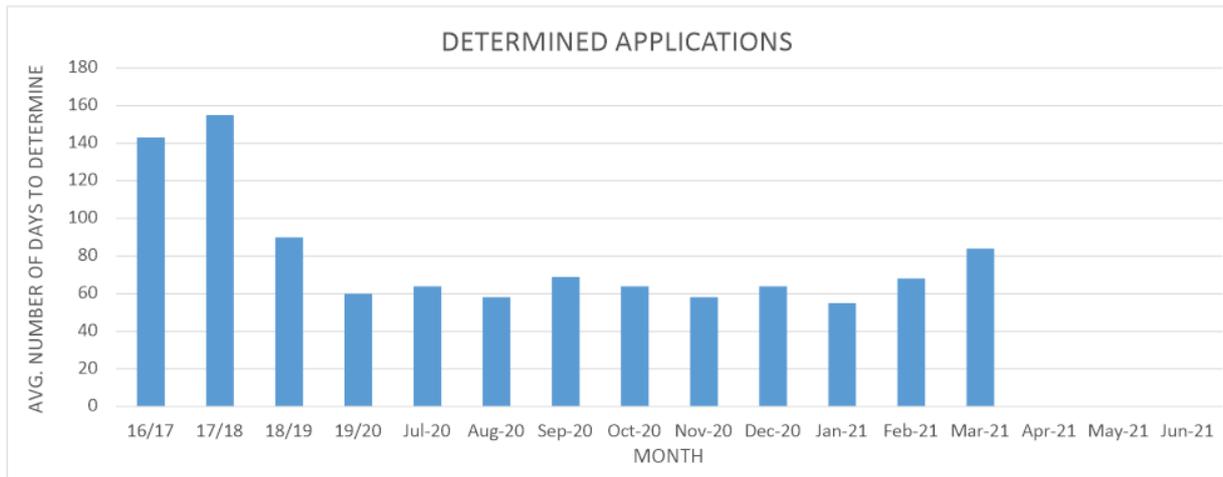


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2020.

| Processing Days | 16/17 | 17/18 | 18/19 | 19/20 | Jul-20 | Aug-20 | Sept-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 |
|-----------------|-------|-------|-------|-------|--------|--------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Minimum | 7 | 1 | 0 | 0 | 14 | 0 | 23 | 20 | 20 | 0 | 1 | 1 | 3 | | | |
| Average | 143 | 155 | 85 | 60 | 64 | 58 | 69 | 64 | 58 | 64 | 55 | 68 | 84 | | | |
| Maximum | 924 | 1008 | 787 | 499 | 113 | 132 | 191 | 110 | 141 | 268 | 90 | 128 | 225 | | | |

| | Jul-20 | Aug-20 | Sept-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 |
|--|--------|--------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| DA's Determined | 31 | 35 | 28 | 36 | 49 | 41 | 28 | 37 | 35 | | | |
| Value of Determined DA's (in millions) | 10.2 | 23.20 | 18.89 | 33.8 | 27.6 | 19.2 | 4.96 | 6.6 | 36.8 | | | |

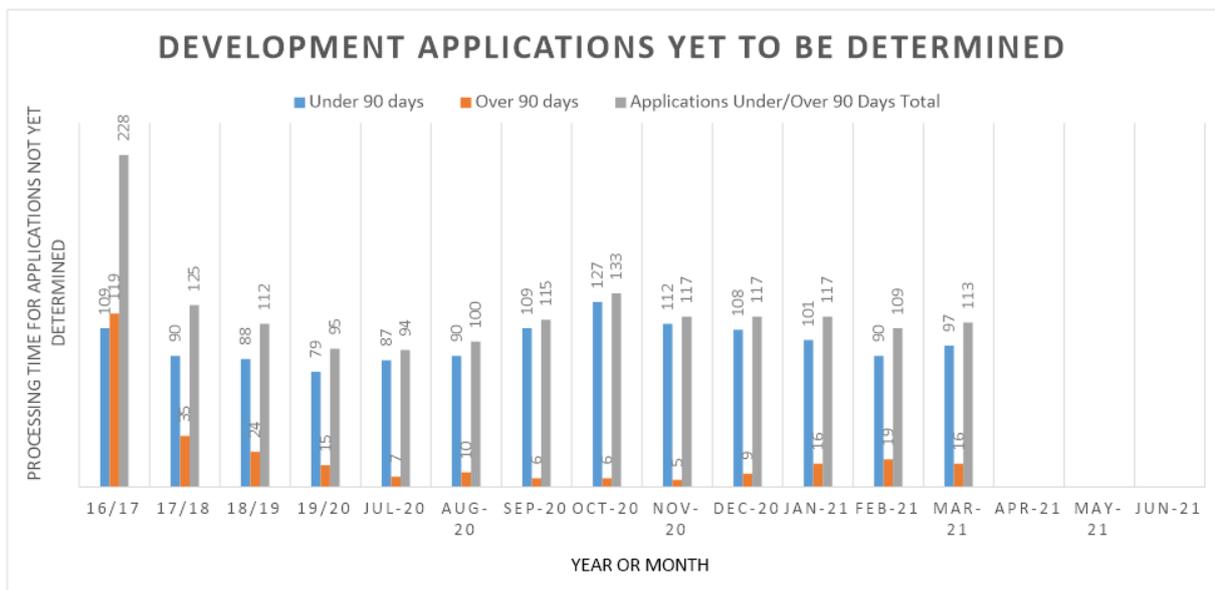


Table 2: No. of DA's to be determined

| | Jul-20 | Aug-20 | Sept-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 |
|--|--------|--------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| DA's lodged | 26 | 42 | 47 | 57 | 38 | 33 | 31 | 27 | 40 | | | |
| DA's to be Determined | 94 | 100 | 115 | 133 | 117 | 117 | 117 | 109 | 113 | | | |
| Value of DA's to be Determined (in millions) | 36.73 | 35.17 | 42.58 | 57.68 | 35.25 | 61.10 | 64.29 | 66.98 | 46.06 | | | |



CITY OF VINCENT

INFORMATION BULLETIN

| | |
|--------------------|---|
| SUBJECT: | Quarterly Street Tree Removal Request Report |
| DATE: | 11 January 2021 |
| AUTHOR: | Tracy Bilyk, Executive Assistant John Gourdis, Supervisor Parks Services |
| AUTHORISER: | Yvette Plimbley, Acting Executive Director Infrastructure & Environment |

PURPOSE:

To present Council with a quarterly update on street tree removal requests within the City of Vincent.

BACKGROUND:

At the Ordinary Meeting of Council on the 5 December 2017, a Notice of Motion was presented requesting Administration provide a monthly Information Bulletin to Council summarising all requests for street tree removal within the City and the outcome of each.

This decision was subsequently altered to require the report be provided on a quarterly basis at the 3 December 2019 Ordinary Meeting of Council.

COMMENTS:

Please find below listing for the period 1 October 2020 to 5 January 2021.



INFORMATION BULLETIN

| Date | Requested By | Location / Address | Reason for Removal | Tree Species | Inspection Comments | Number of Trees Removed | Approved for Removal (Y/N) | Replacement Tree (Y/N - species) |
|------------|------------------|-----------------------------------|--|--------------------------------|--|-------------------------|----------------------------|---|
| 14/09/2020 | Resident | 108 Eton Street, North Perth | Resident request to remove 2 x Queensland Box trees due to fruit drop and crossover trip hazard. | <i>Lophostemon conferta</i> | Trees are in healthy condition with no disruption to paths nor walls | 0 | No | N/A |
| 16/09/2020 | Resident | 109 Alma Road, North Perth | Trees were vandalised | <i>Jacaranda mimosaeifolia</i> | Tree vandalised - trunk snapped at base. | 2 | Yes | <i>Jacaranda mimosaeifolia</i> Note: resident request to match existing streetscape |
| 16/09/2020 | Supervisor Parks | 201 Carr Place, Leederville | Resident request/dead tree | <i>Lophostemon conferta</i> | Tree is confirmed dead | 1 | Yes | <i>Jacaranda mimosaeifolia</i> Note: resident request to match existing streetscape |
| 25/09/2020 | Resident | 105 Zebina Street, East Perth | Resident request/dead tree | <i>Jacaranda mimosaeifolia</i> | Tree is confirmed dead | 1 | Yes | <i>Jacaranda mimosaeifolia</i> Note: resident request to match existing streetscape |
| 13/10/2020 | Resident | 115 Coogee Street, Mount Hawthorn | Tree is dead - stump remains | <i>Agonis flexuosa</i> | Only stump remains. Stump to be removed | 1 | Yes | <i>Agonis flexuosa</i> |
| 21/10/2020 | Resident | 8 Forrest Street, Mount Lawley | Remove existing Tipuana and replace with WA native. Customer is tired of cleaning up leaves and flowers. Please call to advise if tree can/will be replaced. | <i>Tipuana tipu</i> | Tree is in perfect health | 0 | No | N/A |
| 21/10/2020 | Resident | 100 Palmerston Street, Perth | Resident request/tree is dying | <i>Callistemon K.P.S.</i> | Tree in serious decline | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 23/10/2020 | Resident | 49 Burt Street, North Perth | Resident request - tree will impede proposed crossover widening | <i>Olea europaea</i> | Waiting planning approval | 3 (TBD) | TBD | TBD, currently liaising with resident |
| 29/10/2020 | Supervisor Parks | 86 Edinboro Street, Mt Hawthorn | Resident requested/dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 29/10/2020 | Supervisor Parks | 119 Edinboro Street, Mt Hawthorn | Dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Melaleuca linarifolia</i> |
| 29/10/2020 | Supervisor Parks | 122 Edinboro Street, Mt Hawthorn | Dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Melaleuca linarifolia</i> |



CITY OF VINCENT

INFORMATION BULLETIN

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|------------|-------------------------|---|---|---------------------------|---|---|-----|------------------------------|
| 29/10/2020 | Supervisor Parks | 109 London Street, Mt Hawthorn | Dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 29/10/2020 | Supervisor Parks | 125 London Street, Mt Hawthorn | Dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 29/10/2020 | Supervisor Parks | 137 London Street, Mt Hawthorn | Dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 29/10/2020 | Supervisor Parks | 104 Raglan Road, Mt Lawley | Dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 29/10/2020 | Supervisor Parks | 116 Chelmsford Road, North Perth | Dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Sapium sebiferum</i> |
| 29/10/2020 | Supervisor Parks | 41 Joel Tce, Mt Lawley | Dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 29/10/2020 | Supervisor Parks | 122-124 Joel Tce, Mt Lawley | Dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 29/10/2020 | Supervisor Parks | 143 Joel Tce, Mt Lawley | Dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 16/11/2020 | Acting Supervisor Parks | 68 Shakespeare Street Mount Hawthorn | Dead tree | <i>Agonis flexuosa</i> | Tree is confirmed dead | 1 | Yes | <i>Agonis flexuosa</i> |
| 16/11/2020 | Acting Supervisor Parks | 19 Raglan Road Mount Lawley | Dead tree | <i>Callistemon K.P.S.</i> | Tree in serious decline | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 17/11/2020 | Resident | 5 Byron Street Leederville | Dead tree | <i>Callistemon K.P.S.</i> | Tree in serious decline | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 19/11/2020 | Resident | 31 Albert Street North Perth (Vine St frontage) | Resident suspects tree is dying - tree is hollow in centre and rats are living in it. | <i>Agonis flexuosa</i> | Tree in serious decline | 1 | Yes | <i>Agonis flexuosa</i> |
| 24/11/2020 | Resident | 17 Cliveden Street, North Perth | Tree leaning into street, causing issues for vehicles parking and passing. Please contact customer with outcome of request, he has safety concerns and has previously contacted us about this tree. | <i>Agonis flexuosa</i> | Tree is old and showing some signs of trunk opening with internal roots. Still looks sound and in reasonable health, despite having a slight lean to road side. | 0 | No | N/A |
| 25/11/2020 | Acting Supervisor Parks | 66 Redfern Street North Perth | Tree has been damaged by vandalism | <i>Agonis flexuosa</i> | Tree sawn off at ground level | 2 | Yes | <i>Agonis flexuosa</i> |
| 25/11/2020 | Resident | 116 Raglan Road Mount Lawley | Dead tree | <i>Callistemon K.P.S.</i> | Tree is confirmed dead | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 25/11/2020 | Resident | 31 Camelia Street North Perth | Dead tree | <i>Callistemon K.P.S.</i> | Tree in serious decline | 1 | Yes | <i>Melaleuca viridiflora</i> |



CITY OF VINCENT

INFORMATION BULLETIN

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|------------|----------|-------------------------------------|------------------------------------|--|-------------------------|---|-----|--|
| 25/11/2020 | Resident | 34 Camelia Street North Perth | Dead tree | <i>Callistemon</i> <i>K.P.S.</i> | Tree in serious decline | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 25/11/2020 | Resident | 26 Camelia Street North Perth | Dead tree | <i>Callistemon</i> <i>K.P.S.</i> | Tree in serious decline | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 25/11/2020 | Resident | 35 Camelia Street North Perth | Dead tree | <i>Callistemon</i> <i>K.P.S.</i> | Tree in serious decline | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 26/11/2020 | Resident | 107 Zebina Street East Perth | Dead tree | <i>Jacaranda</i> <i>mimosaeifolia</i> | Tree is confirmed dead | 1 | Yes | <i>Jacaranda</i> <i>mimosaeifolia</i> |
| 30/11/2020 | Resident | 23 Marian Street Leederville | Dead tree | <i>Lophostemon</i> <i>confertus</i> | Tree is confirmed dead | 1 | Yes | <i>Corymbia eximia</i> |
| 04/12/2020 | Resident | 2A Haynes Street North Perth | Dead tree | <i>Callistemon</i> <i>K.P.S.</i> | Tree in serious decline | 1 | Yes | <i>Melaleuca viridiflora</i> |
| 15/12/2020 | Resident | 119 Egina Street, Mount Hawthorn | Resident suspects tree is dying | <i>Agonis flexuosa</i> | Tree is confirmed dead | 1 | Yes | <i>Agonis flexuosa</i> |
| 05/01/2021 | Resident | 6b, 236 Lake Street, Perth | Dead tree | <i>Agonis flexuosa</i> | Tree is confirmed dead | 1 | Yes | <i>Agonis flexuosa</i> |

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 8 APRIL 2021

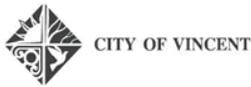
| NO. | ADDRESS & SAT REVIEW NO. | DATE RECEIVED | APPLICANT | REVIEW MATTER & COMMENTS |
|-----|---|------------------|----------------|---|
| 1. | No. 3 Bulwer Avenue, Perth (DR 202 of 2019) | 2 September 2019 | Justin Mortley | <p>Application for review of decision to give a direction under Section 214 of the <i>Planning and Development Act 2005</i> (Reinstatement of Façade).</p> <p>*****</p> <p>Directions Hearing held on 25 October 2019. Directions Hearing held on 28 February 2020. Directions Hearing held on 22 May 2020. Mediations held on 15 June 2020 and 7 July 2020. Directions Hearing held on 14 August 2020. SAT advised that it cannot reopen a withdrawn SAT matter and that a new Development Application may be submitted. Applicant advised that this could be lodged within 2-3 weeks (by 4 September 2020). New development application lodged with City on 11 September 2020. Currently under assessment by Administration. Directions Hearing held on 9 October 2020 matter adjourned to 4 December 2020 to await determination of the development application. Development application approved under delegated authority on 12 November 2020. Direction Hearing held on 4 December 2020 matter adjourned to 14 May 2021 to allow time to comply with the condition of development approval relating to the removal of render and painting of the façade.</p> <p><i>Representation by: McLeods</i></p> |

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 8 APRIL 2021**

| No. | ADDRESS | APPLICANT | PROPOSAL | DATE APPLICATION RECEIVED | DAP MEETING DATE | DAP DECISION |
|-----|--|-------------|---|---------------------------|------------------|--|
| 1. | No. 379 Beaufort Street, Perth | Serneke | Form 1 – Mixed Use Development | 15 September 2020 | No date set | Application deferred by DAP 15 February 2021. RAR due to DAP 6 April 2021. |
| 2. | No. 48 Cowle Street, West Perth | Element | Form 2 – 64 Multiple Dwellings (Amendment to Approved) | 17 December 2020 | 22 March 2021 | Application approved in accordance with officer recommendation. Minutes available here . Carried: 4/1 For: Ms Lee O'Donohue Ms Karen Hyde Mr John Syme Cr Joshua Topelberg Against: Cr Susan Gontaszewski |
| 3. | No. 116 West Parade, East Perth | Urbis | Public Works – Transport Control Centre | 4 January 2021 | 18 March 2021 | Public Works proposal – City referral agency only. Application approved in accordance with officer recommendation. Minutes available here . Carried Unanimously. |
| 4. | Nos. 521 – 525 Beaufort Street, Highgate | Studio Roam | Form 1 – Change of use from Shop to Tavern and associated Alterations and Additions | 27 January 2021 | No date set | RAR due to DAP 21 April 2021. |

**CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DRP
AS AT 8 APRIL 2021**

| NO. | ADDRESS | APPLICANT | PROPOSAL | DRP MEETING DATE | REASON FOR REFERRAL |
|-----|---|--|---|------------------|--|
| 1. | Nos. 79 Paddington Street & 432-434 Charles Street, North Perth | CF Town Planning and Development | Child Car Premises | 3/3/21 | Pre-lodgment Application – Previously Referred. To consider amendments to the proposal made in response to the comments of the Design Review Panel on 9 December 2020. No development application lodged. |
| 2. | No. 310 Oxford Street, Leederville | Urbanista Town Planning Pty Ltd | Four (4) Grouped Dwellings | 3/3/21 | The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and Residential Design Codes (R Codes), and the appropriateness of the development within its setting. Development application lodged. |
| 3. | No. 380-382 William Street, Perth | Gordon Chong | Three Storey Commercial Development | 3/3/21 | This proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy), William Street Design Guidelines and the appropriateness of the development within its setting. No development application lodged |
| 4. | No. 577 William Street, Mount Lawley | JA Constructions | Seven Multiple Dwellings | 24/3/21 | Pre-lodgment Application – Previously Referred To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 25 November 2020. No development application lodged. |



INFORMATION BULLETIN

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| TITLE: | Register of Petitions – Progress Report – March 2021 |
| DIRECTORATE: | Chief Executive Officer |

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

| | |
|-------------------|--|
| Key Index: | |
| CEO: | Chief Executive Officer |
| EDCBS: | Executive Director Community & Business Services |
| EDIE: | Executive Director Infrastructure & Environment |
| EDSD: | Executive Director Strategy & Development |

| Date Rcd | Subject | Action Officer | Action Taken |
|-----------|--|----------------|---|
| 26/2/2021 | Petition with 387 signatures requesting that Council rescind the Council decision that the Special Needs Dental Clinic at 31 Sydney Street, North Perth be vacated by 30 June 2021 and instead extend the lease until 2025, to mirror that of Kidz Galore. | CEO | Administration is currently in negotiation with the Dental Health Services in respect to the extension of the lease to allow an alternative location to be secured by the Dental Health Services for the clinic. A report recommending a short term extension of the lease will be presented to Council at its 27 April 2021 Meeting. |



INFORMATION BULLETIN

| | |
|---------------------|---|
| TITLE: | Register of Notices of Motion – Progress Report – March 2021 |
| DIRECTORATE: | Chief Executive Officer |

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

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|---|
| Key Index: |
| CEO: Office of the CEO |
| EDCBS: Executive Director Community & Business Services |
| EDIE: Executive Director Infrastructure & Environment |
| EDSD: Executive Director Strategy & Development |

| Details | Action Officer | Comment |
|---|----------------|---|
| 20 October 2020 – Submitted by Mayor Cole | | |
| Review of Graffiti Removal Service in City Owned Rights of Way | EDIE | A report is being presented to the 13 April 2021 Council Workshop. |
| 20 October 2020 – Submitted by Cr Topelberg | | |
| Review of Local Planning Policy No. 7.5.2 - Signs and Advertising | EDSD | Notice of Motion was moved and with the timeframe amended to state the revised completion date of December 2021. Administration working on amending the policy to include the words “, excluding Clause 3(iii),” after the words “particular standard or provision of this Policy”, pursuant to clause 5(1) of Schedule 2 of <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> . Administration also investigating the suitability of Billboard Signs in the City of Vincent. |



CITY OF VINCENT

INFORMATION BULLETIN

| | |
|---------------------|--|
| TITLE: | Register of Reports to be Actioned – Progress Report – March 2021 |
| DIRECTORATE: | Chief Executive Officer |

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following reports still require action or are in the process of being actioned.

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|---|
| Key Index: |
| CEO: Office of the CEO |
| EDCBS: Executive Director Community & Business Services |
| EDSD: Executive Director Strategy & Development |
| EDIE: Executive Director Infrastructure & Environment |

| Item | Report Details | Action Officer | Comments | Due Date / Timeframe for Completion / Completed |
|----------------------|---|----------------|--|--|
| 23 March 2021 | | | | |
| 9.5 | Community Sporting and Recreation Facilities Fund Small Grants Application – Forrest Park Croquet Club | EDSD | Grant application to be completed in March 2021. | The outcome of the grant application will be communicated to the City in June 2021. |
| 9.6 | Amendment No. 6 to Local Planning Scheme No. 2 and Amendment No. 1 to Local Planning Policy No. 7.4.5 - Temporary Accommodation | EDSD | The City will forward required documentation to the Western Australian Planning Commission pursuant to Regulation 53 of the Planning and Development (Local Planning Schemes) Regulations 2015. After the Western Australian Planning Commission has determined Amendment No. 6 to Local Planning Scheme No. 2, the City will publish notices of adoption. | Support by the Western Australian Planning Commission to be obtained in 2021. Following this both Amendment 6 to LPS2 and Amendment 1 to LPP 7.4.5 will be published simultaneously and come into effect together. |
| 9.7 | Amendment No. 4 to Local Planning Policy No. 7.5.15 - Character Retention and Heritage Areas. Relating to Guidelines for The Boulevard, Kalgoorlie Street, Matlock Street and Buxton Street | EDSD | A notice in the local newspaper will be published to inform the community of the adoption of Amendment No. 4. | The notice will be published in April 2021. Following this the City will adopt the associated Guidelines for the new Character Retention Area. |
| 10.1 | Tender no IE105/2020 Design, Supply and Install Solar Photovoltaic Systems at City of Vincent Sites | EDIE | Further information on how to recover costs of solar from leaseholders to be provided. | Report to be presented to 18 May 2021 Council Meeting. |
| 10.2 | Waste Strategy Project - 2 Bulk Hard Waste Options Appraisal | EDIE | Carry out one final scheduled collection in July 2021. Implement an 18 month trial of the WMRC Verge Valet from January 2022. Further report will be provide to council on the progress and the community feedback. | Carry out one final scheduled collection in July 2021. Implement an 18 month trial of the WMRC Verge Valet from January 2022. Report to be presented to Council in March 2023 |
| 10.3 | E-Permit Implementation Update | EDIE | A monthly report on the progress of the implementation system is to be provided to Council. | Report to be presented to 27 April 2021 Council Meeting, monthly thereafter. |

| Item | Report Details | Action Officer | Comments | Due Date / Timeframe for Completion / Completed |
|-------------------------|--|----------------|---|--|
| 11.1 | Management Agreement - Leederville Toy Library - Portion of Lot 10927, 99 Loftus Street, Leederville | EDCBS | Administration is drafting the Management Agreement. Once signed, this will be forwarded to the Mayor & CEO for final approval | 30 May 2021 |
| 12.2 | Amendment of Fraud and Corruption Prevention Policy | CEO | Policy to be advertised in April, results proposed for the June meeting | June 2021 |
| 12.6 | Results of community consultation - Future use of 10 Monmouth Street, Mount Lawley | EDIE | Sketch of the eco-zoning to be prepared in consultation with the community and presented to Council in early 2021/22. | Early 2021/22 |
| 12.7 | Minutes and Motions from the Annual General Meeting of Electors held on 9 February 2021 | CEO | Present a report to Council on affordable financial model and feasibility of underground power by November 2021 | November 2021 |
| 16 February 2021 | | | | |
| 9.5 | Amendment No. 6 to Local Planning Scheme No. 2 and Amendment No. 1 to Local Planning Policy No. 7.4.5 - Temporary Accommodation | EDSD | The motion was deferred to return key provisions to the policy and to ensure that the policy set out is unambiguous of Council's intent. | Complete Report regarding the consultation findings and Officer recommendation was presented to OMC in March 2021. |
| 10.1 | Proposed Parking Restriction - Broome and Wright Streets, Highgate | EDIE | Installation of signage will be completed by end of March 2021. | Complete March 2021 |
| 15 December 2020 | | | | |
| 9.1 | Development Application and Licence to locate a fence in the Gregson Street road reserve adjacent to No. 76 (Lot: 1; D/P: 52824) Newcastle Street, Perth | CEO | Licence is with strata company for signing by the strata owners. Signing will depend on timing of next strata meeting. | Complete April 2021 |
| 9.8 | Beatty Park 2062 - Project Update | EDCBS | Update to be provided to April OCM. Delayed due to response from Heritage Council not received. | April 2021 May 2021 |
| 9.9 | Review of Policy No. 4.1.22 - Prosecution and Enforcement | EDSD | Listed for July 2021 in Policy Review Schedule. | July 2021 |
| 10.3 | North Perth Traffic Report | EDIE | Implement a 12 month trial by extending the Fitzgerald street median island through the intersection. Undertake consultation with the businesses and residents in the area bounded by Angove, Charles, Vincent and Fitzgreald streets on the installation of mid-block traffic calming measures. Present a further report at the conclusion of public consultation in March 2021 Inform the petitioners of the Council's decision. Undertake traffic, speed and volume and data collection on Alma Road and present to council in March 2021. | Public consultation in February March-April with report March May 2021 OMC. |

| Item | Report Details | Action Officer | Comments | Due Date / Timeframe for Completion / Completed |
|-------------------------|--|----------------|--|---|
| 11.2 | Surrender of North Perth Playgroup Lease - 15 Haynes Street, North Perth | EDCBS | Administration is drafting a memo for CEO to formalise the surrender. | Completed |
| 11.3 | Advertising of Amendment to Community Funding Policy - Student Citizenship Awards | EDCBS | Report will be presented to OMC 23 March 20 for final endorsement. No comments were received. | Completed |
| 11.4 | Review of Library Collection Management Policy (3.11.1) and Local History Collection Management Policy (3.11.2) | EDCBS | Advertising of Policy ceased 15 February. Further item to be presented to OMC 27 April 2021 | 23 March 2021 27 April 2021 |
| 11.5 | Support for the Uluru Statement from the Heart | EDCBS | Administration has drafted a letter to be sent to WALGA, the Prime Minister and Federal Leader of the Opposition showing Council's support for the Uluru Statement from the Heart. | 15 February 2021 15 March 2021 Complete |
| 17 November 2020 | | | | |
| 9.2 | No. 305 (Lot: 4, D/P: 1602) Fitzgerald Street, West Perth - Change of Use from Warehouse to Recreation Private (Amendment to Approved) (Unauthorised Existing Development) | EDSD | Deferral to allow the applicant to arrange for an Acoustic Report to be prepared and submitted prior to consideration of the item at a future Council Meeting. Applicant is currently considering their options in how to progress the matter, with this expected to be confirmed prior to commencement of 2021. | During 2021 |
| 12.5 | Updated project plans for 5 strategic projects in the Corporate Business Plan 2020/21 - 2023/24 | EDSD | Project plans approved and will be completed as per the detailed timeframes and milestones. With following updates each quarter. | Due to be presented back to Council for an update on progress at the February May 2021 Council Meeting. |
| 12.6 | Advertising of new policy – Attendance at Events Policy | CEO | The policy was advertised in early 2021. No community comments were received. The policy is being presented to Council for adoption at its 23 March Meeting. | Complete 23 March 2021 |
| 20 October 2020 | | | | |
| 9.5 | Adoption of Amendments to Mobile Food Vendor Policy and Consideration of a Commercial Kiosk Proposal at Hyde Park | EDSD/ CEO | Consultation will occur in early March 2021. Results proposed to be presented to Council at April May Council Meeting. | Mid 2021 |
| 9.6 | Draft Haynes Street Reserve Development Plan | EDSD | Development plan complete. Implementation phase to commence in 2021. | Implementation phase to commence in 2021. |
| 9.7 | Accessible City Strategy | EDSD | Strategy approved for advertising with amendment. Advertising is open until February 2021. A report will be presented to Council following this. | A report will be presented to Council in mid April 2021. |
| 10.1 | Update on Manna Inc Meal Service at Weld Square | EDIE | Service ended 24 December 2020. | Further report to Council in October 2021. |
| 11.5 | Authorisation of Expenditure for the Period 1 August 2020 to 31 August 2020 (Amendment: REQUESTS that Council be provided with a report of expenditure | EDIE | This information has been added to the expenditure | Completed March 2021 |

| Item | Report Details | Action Officer | Comments | Due Date / Timeframe for Completion / Completed |
|--------------------------|---|----------------|---|--|
| | against the Devco maintenance and repairs contract, that has been issued under the tender, and how this spend is compared to previous years.) | | report that was presented to OMC on 23 March 2021 | |
| 12.2 | Request to the Minister for Lands to Acquire Six Rights of Way as Crown Land and Reserve as Public Rights of Way - Perth Precinct | EDCBS | Request submitted to the Minister for Lands in February 2021 Assessment expected to take 6 – 12 months. | Expected completion 31 December 2021. End of 2021/22 financial year. |
| 12.5 | Transfer of ANZAC Cottage, 38 Kalgoorlie Street, Mount Hawthorn, to the National Trust of Western Australia | CEO | Transfer of land and surrender of lease drafted. Waiting on VVAAWA for signing. Settlement scheduled for April 2021. | Estimated to occur by early 2021. |
| 12.6 | Extension of Lease - Barlee Street Car Park, 596 (Lots 49 & 50) Beaufort Street, Mount Lawley | CEO | Public notice for extension of lease occurring. Extension of lease signed. to be drafted and finalised for signing. Consultation on the potential sale of Lot 48 and the town square concept proposed to commenced in early February 2021. A report proposed to be presented to Council in mid April 2021. | Extension of lease to be signed by February 2021. Complete April 2021 |
| 15 September 2020 | | | | |
| 9.4 | City of Vincent Rebound Plan | EDSD | The Rebound Plan is a living document that will constantly update and evolve to meet the changing needs of businesses and the community. The plan will be updated and reported monthly to the Rebound Roundtable and COVID-19 Relief and Recovery Committee, and quarterly to Council. First update to council due December. With following updates each quarter. | First quarterly update due to 15 December 2020 Council meeting. The next quarterly update will be provided to Council at its meeting in April 2021. |
| 10.1 | Waste Strategy Project - 8 Commercial Waste Collections (Update Report) | EDIE | Administration currently preparing next steps for ending commercial services as per council approved Communications Strategy | Implementation review report to Council on the discontinuation of the commercial waste service will be provided six months after implementation. |
| 11.1 | Lease of Community Building at Woodville Reserve, 10 Farmer Street, North Perth, Wadjak Northside Aboriginal Community Group | EDCBS | Administration are waiting on Wadjak Northside Aboriginal Community Group to affix the common seal on the lease documentation. Once affixed a memo will be presented to the Mayor & CEO for final approval. | 18 April 2021 |
| 12.2 | Repeal of the City of Vincent Parking and Parking Facilities Amendment Local Law 2020 | CEO | The Joint Standing Committee has been advised of Council's decision. | Mid 2021. Complete 23 March OCM |

| Item | Report Details | Action Officer | Comments | Due Date / Timeframe for Completion / Completed |
|---|---|----------------|---|---|
| | | | Public notice of the repeal of the amendment local law occurred in January 2021. No public comments were received. A report is being presented to 23 March Council Meeting. A new local law is being drafted for Council's review in mid 2021. | |
| 12.4 | Outcome of advertising and adoption of Meeting Procedures policy | CEO | The Electronic Meeting Guidelines will be reviewed and updated in respect to the public question time process in early 2021. | 15 December 2020 Early 2021 |
| Council Meeting – 18 August 2020 | | | | |
| 12.1 | Progress update on the Sustainable Environment Strategy 2019-2024 | CEO EDSD | Consider the C40 principles as part of SES and Public Health Plan implementation. | Report back to Council on SES and PHP by May April March 2021. PHP implications to be included in CBP 26 Strategic Projects quarterly report in May 2021. |
| Council Meeting – 28 July 2020 | | | | |
| 12.7 | Advertising of new Local Government Property Local Law 2020 and new Election Signs | CEO | Public notice to be provided commenced in August 2020. Minister for Local Government to be provided with draft for comment. Minister's comments on draft local laws received, review ongoing. Report to Council on amendments proposed to draft local laws and present to Council in mid 2021. | Report to Council on amendments proposed to draft local laws and present to Council in Mid 2021. February 2021 on outcomes of public notice in November 2020. |
| 12.9 | Advertising of amended Development on City Owned and Managed Land Policy | CEO | Public notice to be provided in August 2020, extended to September to allow updated policy with diagrams to be provided to public. Public consultation complete, further internal revision and discussion with relevant stakeholders required due to comments received. Report to Council proposed for mid 2021. | Report to Council on outcomes of consultation by October 2020. Report to Council proposed for February/March Mid 2021. |
| Council Meeting – 19 May 2020 | | | | |
| 9.1 | Amendment No. 6 to Local Planning Scheme No. 2 and Amendment No. 1 to Local Planning Policy No. 7.4.5 - Temporary Accommodation | EDSD | Scheme and Policy has been advertised in accordance with Council's resolution. Advertising closed on 17 October with 9 responses. Scheduled to be presented to OMC in 2021. | Completed. Report regarding the consultation findings and Officer recommendation was presented to OMC in March 2021. |
| 12.3 | Grant of access easement over the City's Right of Way (Lot 303) for the benefit of Lot 49 (No.33) Scarborough Beach Road, North Perth and transfer of Lots 303 & 304 on Deposited Plan 28000 to the Crown | CEO | Land transfer with DPLH for registration. Expected to be completed by end February 2021. December 2020. The easement has been finalised. | December 2020. February 2021 Mid 2021 |
| Council Meeting – 7 April 2020 | | | | |

| Item | Report Details | Action Officer | Comments | Due Date / Timeframe for Completion / Completed |
|---|--|----------------|--|--|
| 12.3 | Sale of miscellaneous portions of City Freehold Land | CEO | Community consultation in respect to Brentham Street proposed for mid-2021. Consultation on Monmouth Street closed early 2021 and report to be presented to Council at 23 March Meeting. Administration liaising with adjacent owners regarding Barlee St car park lot. Barlee Street carpark lease extended and consultation on future use of lot occurring in March 2021. | 202 Vincent Street – Complete (Item 12.7) 150 Charles Street - Complete (Item 12.3). Community consultation in regard to 10 Monmouth Street ongoing – report will be presented to Council with outcome of consultation in February-March 2021. Barlee Street carpark – Complete (Item 12.6) Going to Council 27 April 23 March 2021 |
| Council Meeting – 17 March 2020 | | | | |
| 12.6 | Reimbursing the external members of the City's Audit Committee | CEO | Administration to present a report to Council prior to inviting expressions of interest for new external Audit Committee members in September 2021. | No later than July 2021 |
| Council Meeting – 11 February 2020 | | | | |
| 9.5 | Amendment No. 4 to Local Planning Policy No. 7.5.15 - Character Retention Areas and Heritage Areas to include Guidelines for The Boulevard, Kalgoorlie Street and Buxton Street | EDSD | The draft amendment has been advertised and a report will be presented to Council on the results of advertising in early 2021. | Completed. Report regarding the consultation findings and Officer recommendation was presented to OMC in March 2021. |
| 12.2 | Acquisition of Private Rights of Way - Lots 350 - 357 on Plan 2503, bounded by Scarborough Beach Road, Green, Fairfield and Matlock Streets, Mount Hawthorn as Crown Land, and vesting in the City as Public Rights of Way | CEO | Preparing public and utility provider notification documents, with public notice to be provided from end June 2020. Request will be made to Minister for Lands in August 2020. Advertising commenced, closing 1 October 2020. Request to Minister for Lands October 2020. | Minister for Lands estimated to make a decision by February March 2021 |
| Council Meeting – 10 December 2019 | | | | |
| 12.5 | Acquisition of the right of way known as Lot 305, bounded by Charles, Walcott and Hilda Streets, North Perth as Crown land, and vesting in the City as a public right of way | CEO | Department of Planning, Lands and Heritage considering the request. | Minister for Lands estimated to make a decision by October 2020. Late 2021 |
| Council Meeting – 15 October 2019 | | | | |
| 9.1 | No. 51 (Lot: 192; D/P: 56091) Albert Street, North Perth – Proposed Alterations and Additions to the Club Premises and Change of Use from Club Premises to Club Premises and Child Care Premises and Licence for Use of Car Park at No. 160 Albert Street, North Perth | CEO | Car parking licence has been drafted and sent to applicant for review. Waiting on start date of childcare centre to be determined, as that will be commencement date of licence. | Waiting on applicant. |
| 12.2 | Dedication of lots 889 and 890 as road – Corner Fitzgerald and Bulwer Streets, Perth and write-off of outstanding rates debt | CEO | Request made to Minister for Lands in March 2020. | Minister for Lands estimated to make a decision by October 2020 early 2021. |
| Council Meeting – 23 July 2019 | | | | |

| Item | Report Details | Action Officer | Comments | Due Date / Timeframe for Completion / Completed |
|--|--|----------------|--|--|
| 9.8 | Beaufort Street Change of Use Exemption and Amendment to Policy No. 7.5.1 - Minor Nature Development | EDSD | The trial has been implemented along with a number of additional exemptions implemented through the State Government in response to the COVID-19 pandemic. The draft Policy will be reviewed in the context of the current situation and will be advertised and presented back to Council for consideration. | The revised draft Policy will be presented to Council for consideration in the 2020/21 financial year. |
| Council Meeting – 30 April 2019 | | | | |
| 11.4 | Transfer and dedication of lots as road - Charles Street, North Perth | CEO | Main Roads to organise State Solicitors Office to prepare documents. Awaiting signing by both parties. Acquisition of Lot 66 on hold due to adverse possession claim. Resolution of adverse possession claim waiting on Landgate decision. | To be signed by 30 October 2020. Waiting on Landgate decision |
| Council Meeting – 2 April 2019 | | | | |
| 11.4 | Amendments to the Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008 | CEO | Local Government Property Local Laws and new Election Signs Policy report provided to Council 28 July 2020 for approval to advertise. Trading in Public Places Amendment Local Law will be redrafted in 20/21. | Local Government Property Local Law completed (Item 12.7 28 July 2020). Trading in Public Places Local Law will be redrafted mid in June 2021. |
| Council Meeting – 5 March 2019 | | | | |
| 10.1 | Business Case for the Adoption of a Three Bin Food Organic/Garden Organics System | EDIE | Report detailing implementation considerations and further financial modelling on the implications of the adoption of FOGO system will be presented to Council as it becomes available. | Report now to be presented into 2021, as a result of project postponement due to COVID-19. Implementation now scheduled from October 2021. RFQ outcome to be discussed at 2 February Budget Workshop. |
| Council Meeting – 27 June 2017 | | | | |
| 9.5 | Submission to WALGA – Third Party Appeal Rights in Planning | EDSD | Administration has forwarded the submission to WALGA. The Minister for Planning and the Attorney General were not advised of Council's position in relation to Third Party Appeal Rights. | Administration is preparing advice to the Minister for Planning and the Attorney General on WALGA's revised preferred model for Third Party Appeal Rights. This is scheduled to be sent in early 2021 2020. |
| 12.1 | No. 34 (Lot 1) Cheriton Street, Perth – Progress Report No. 8 | CEO | City is discussing tenure options and the feasibility of the community garden on this site with the Norwood Neighbourhood Association. An update will be provided to Council following the site meeting in March 2020. | September October 2020 Report to Council 27 April 2021 |
| Council Meeting – 30 May 2017 | | | | |
| 12.5 | Perth Parking Levy | EDIE | Awaiting outcomes of the Perth CBD Transport Plan and | Update scheduled to be provided in late 2021. |

| Item | Report Details | Action Officer | Comments | Due Date / Timeframe for Completion / Completed |
|---------------------------------------|---|----------------|---|---|
| | | | specific recommendations regarding the Perth Parking Levy- State Government yet to release results of consultation. | |
| Council Meeting – 7 March 2017 | | | | |
| 9.3.5 | Review of City of Vincent Local Laws under Section 3.16 of the Local Government Act 1995 (SC2688) | EDSD | Administration is reviewing the feedback received from the Department of Local Government, Sport and Cultural Industries in respect to the new Local Government Property Local Law. Drafting of the Animal Local Law will recommence, taking this into consideration. Administration expect to present the draft Animal Local Law to Council April 2021. In the interim, Administration is exercising its discretion in applying the poultry provisions of the current Health Local Law. | 31 March 2021 Draft proposed to be presented mid 2021. |
| Council Meeting – 27 May 2014 | | | | |
| 9.3.4 | East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium | CEO | Further discussions ongoing as part of broader discussions with Football Clubs. | September 2020- November 2020 Mid 2021 |



Hon Ben Wyatt MLA
Treasurer; Minister for Finance; Aboriginal Affairs; Lands

Our ref: 69-22829

Cr Joshua Topelberg
Councillor
City of Vincent

Via email: Cr.Topelberg@vincent.wa.gov.au

Dear Cr Topelberg

DEVELOPMENTWA CENTRAL PERTH LAND REDEVELOPMENT COMMITTEE

I am pleased to confirm, in accordance with section 90(2) of the *Metropolitan Redevelopment Authority Act 2011*, that you have been appointed as an alternate member of the DevelopmentWA Central Perth Land Redevelopment Committee for a term expiring on 16 October 2021.

Your contribution to the Central Perth Land Redevelopment Committee is appreciated.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Ben Wyatt', with a large flourish extending to the right.

Ben Wyatt MLA
MINISTER FOR LANDS
29 JAN 2021

Level 11, Dumas House, 2 Havelock Street, West Perth, Western Australia 6005
Telephone: +61 8 6552 5900 Facsimile: +61 8 6552 5901 Email: Minister.Wyatt@dpc.wa.gov.au

Hon Linda Burney MP

Shadow Minister for Families and Social Services
Shadow Minister for Indigenous Australians

Ref:cityofvincent/MB

30th March 2021

Ms Emma Cole
Mayor City of Vincent
PO Box 82
Leederville WA 6902

City Of Vincent Records
RECEIVED

08 APR 2021

CTN Ref: _____
REC No: _____

Dear Mayor *Emma*

Uluru Statement from the Heart

Thank you for writing to me re the Uluru Statement from the Heart.

The Federal Opposition is committed to the Uluru Statement in its entirety:

1. Enshrining a First Nations Voice to Parliament in the constitution
2. Makarrata Commission
3. Treaty process

As you would be aware the Federal Government is undertaking consultations around the country on a co-design process for a Voice. When the Government finalises their process and provides a report to parliament, the ALP will consider the report and proposal at such time.

Regards



Linda Burney
Shadow Minister for Families and Social Services
Shadow Minister for Indigenous Australians



Office: 203 / 13A Montgomery Street, Kogarah NSW 2217
Mail: PO Box 32, Kogarah NSW 2217
Phone: (02) 9587 1555 Email: Linda.Burney.MP@aph.gov.au



Authorised and Printed by Linda Burney MP, Australian Labor Party, 202-203/13A Montgomery St, Kogarah NSW, 2217

13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**13.1 NOTICE OF MOTION - CR JONATHAN HALLET - COMMUNITY ENGAGEMENT FOR ECO-ZONING**

Attachments: Nil

That Council

- 1. NOTES the role of meaningful public engagement and participation for good decision making.**
- 2. REQUIRES the Chief Executive Officer to ensure that future eco-zoning initiatives in public parks/reserves will involve prior public engagement with the local community and park users on the design and implementation.**

REASON

While eco-zoning is strongly supported, the actual implementation would be improved by engaging with local community prior to identify unique factors that should be accounted for. Completing works such as this is not an internal operational matter that only affects administration but has a direct impact on park users and therefore 'informing' is an insufficient level of public participation.

ADMINISTRATION COMMENTS

Administration supports this notice of motion and will ensure that future projects are consulted upon in line with the International Association of Public Participation (IAP2) spectrum engagement level "consult" . Administration will make improvements to the past methods of eco-zoning project consultation by amending communications to be clearer about seeking feedback from stakeholders before proceeding with the project. Future consultation will involve a local letter drop and location signage as a minimum.

**14 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
(WITHOUT DISCUSSION)**

Nil

15 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

16 URGENT BUSINESS

Nil

17 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**17.1 LEEDERVILLE GARDENS INC. - CONSIDERATION OF REQUEST BY LEEDERVILLE GARDENS TO REPAY TRUST MONIES**

The Chief Executive Officer is of the opinion that this report is of a confidential nature as it contains information concerning:

Local Government Act 1995 - Section 5.23(2):

- (e(iii)) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government

LEGAL:**2.14 Confidential business**

- (1) All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the Local Government (Rules of Conduct) Regulations 2007.

Confidential reports are provided separately to Council Members, the Chief Executive Officer and Directors.

In accordance with the legislation, confidential reports are to be kept confidential until determined by the Council to be released for public information.

At the conclusion of these matters, the Council may wish to make some details available to the public.

18 CLOSURE