

12.2 INFORMATION BULLETIN

- Attachments:**
1. Minutes of the Mindarie Regional Council meeting held on 21 September 2023
 2. Unrecoverable Parking Infringements Write-Off
 3. Minutes of the Catalina Regional Council - Special Council Meeting held on 21 September 2023
 4. Minutes of Arts Advisory Group Meeting held on 30 August 2023
 5. Statistics for Development Services Applications as at the end of September 2023
 6. Register of Legal Action and Prosecutions Monthly - Confidential
 7. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 2 October 2023
 8. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current
 9. Register of Applications Referred to the Design Review Panel - Current
 10. Register of Petitions - Progress Report - September 2023
 11. Register of Notices of Motion - Progress Report - September 2023
 12. Register of Reports to be Actioned - Progress Report - September 2023
 13. Council Workshop Items since 6 September 2023
 14. Council Meeting Statistics
 15. Council Briefing Notes - 12 September 2023

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated October 2023.



MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

21 SEPTEMBER 2023

CITY OF VINCENT

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 2

**MINDARIE REGIONAL COUNCIL
NOTICE OF MEETING**

14 September 2023

Councillors of the Mindarie Regional Council are advised that an Ordinary Meeting of the Council will be held at the City of Vincent at 6.30 pm on 21 September 2023.

The agenda pertaining to the meeting follows.

Your attendance is respectfully requested.



**SCOTT CAIRNS
CHIEF EXECUTIVE OFFICER**

MINDARIE REGIONAL COUNCIL - MEMBERSHIP

Cr P Miles (Paul) - Chair	City of Wanneroo
Cr K Shannon (Keri) – Deputy Chair	Town of Cambridge
Cr A Jacob (Albert)	City of Joondalup
Cr C May (Christopher)	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr C Hatton (Chris)	City of Stirling
Cr E Re (Elizabeth)	City of Stirling
Cr L Thornton (Lisa)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr F Cvitan, JP (Frank)	City of Wanneroo
Cr K Vernon (Karen)	Town of Victoria Park

NB: Although some Councils have nominated alternate members, it is a requirement that a Council carries a specific resolution for each occasion that the alternate member is to act.

CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	4
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	4
3	DECLARATION OF INTEREST	4
4	PUBLIC QUESTION TIME	5
5	ANNOUNCEMENT BY THE PRESIDING PERSON	5
6	APPLICATION FOR LEAVE OF ABSENCE.....	5
7	PETITIONS/DEPUTATIONS/PRESENTATIONS	5
8	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	6
8.1	ORDINARY COUNCIL MEETING – 13 July 2023	6
9	CHIEF EXECUTIVE OFFICER REPORTS.....	7
9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED	7
	31 JULY 2023 AND 31 AUGUST 2023	7
9.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED.....	10
	31 JULY 2023 AND 31 AUGUST 2023	10
9.3	REVIEW OF COUNCIL POLICIES AND DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER	12
10	MEMBERS INFORMATION BULLETIN – ISSUE NO. 78.....	37
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	37
12	URGENT BUSINESS	39
13	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	39
14	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC ..	40
14.1	MEMBER COUNCIL WASTE DISPOSAL REQUIREMENTS/ EXEMPTIONS	40
14.2	CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE – CONSIDERATION OF COMMITTEE’S RECOMMENDATIONS	41
15	NEXT MEETING	42
16	CLOSURE.....	42

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.32 pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Cr P Miles (Paul) - Chair	City of Wanneroo
Cr K Shannon (Keri) – Deputy Chair	Town of Cambridge
Cr A Jacob (Albert) <i>arrived 6.34 pm</i>	City of Joondalup
Cr C May (Christopher)	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr C Hatton (Chris)	City of Stirling
Cr E Re (Elizabeth) <i>arrived 7.20 pm</i>	City of Stirling
Cr L Thornton (Lisa)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr F Cvitan, JP (Frank)	City of Wanneroo
Cr K Vernon (Karen)	Town of Victoria Park

MRC Officers

Mr S Cairns (Chief Executive Officer)
Ms A Arapovic (Finance Manager)
Mr A Griffiths (Project and Procurement Manager)
Ms S Cherico (Human Resources Officer)
Ms D Toward (Executive Assistant)

Apologies

Nil

Approved leave of absence

Nil

Member Council Observers

Mr N Claassen	City of Joondalup
Mr M Pennington	City of Joondalup
Mr G Taylor	City of Perth
Mr A Murphy	City of Stirling
Mr P Varris	City of Vincent
Ms Y Plimbley	City of Vincent
Mr H Singh	City of Wanneroo
Mr J Wong	Town of Victoria Park

3 DECLARATION OF INTEREST

Nil.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 5

4 PUBLIC QUESTION TIME

Nil

5 ANNOUNCEMENT BY THE PRESIDING PERSON

Nil

6 APPLICATION FOR LEAVE OF ABSENCE

Nil

7 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 6

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 ORDINARY COUNCIL MEETING – 13 July 2023

The Minutes of the Ordinary Council Meeting held on 13 July 2023 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 13 July 2023 be confirmed as a true record of the proceedings.

**Moved Cr May, seconded Cr Gobbert
RESOLVED**

**That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)**

6.34pm Cr Re entered the Council Chamber

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 7

9 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 JULY 2023 AND 31 AUGUST 2023
Reference:	GF-23-000000019
Appendix(s):	Appendix No. 1, 2 and 3
Date:	13 September 2023
Responsible Officer:	EXECUTIVE MANAGER 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:

- Statement by Comprehensive Income by Nature and Type
- Operating Income Statement by Program
- Statement of Financial Activity
- Statement of Reserves
- Statement of Investing Activities
- Tonnage Report

DETAIL

The Interim Financial Statements for the months ended 31 July 2023 and 31 August 2023 are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the two months up to 31 August 2023 is attached at **Appendix No. 3**.

The complete suite of Financial Statements which includes the Income Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the "air space" remaining and other relevant information.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 8

Summary of results for the year to date period ended 31 August 2023

	YTD Budget	YTD Actual	Variance
	t	t	t
Tonnes – Members	29,578	29,103	(475)
Tonnes – Others	3,443	3,347	(96)
TOTAL TONNES	33,021	32,450	(571)
	\$	\$	\$
Revenue – User Charges	5,207,233	5,082,192	(125,041)
Revenue – Other	1,129,720	1,203,843	74,123
TOTAL REVENUE	6,336,953	6,286,035	(50,918)
EXPENSES	(5,909,920)	(5,488,729)	421,191
NET SURPLUS/(DEFICIT)	427,033	797,306	370,273

Mindarie Regional Council interim financial position for the period ending 31 August 2023 reflects its performance from 1 July 2023 to 31 August 2023. Council's operations have been conducted in line with the adopted budget. As a result of the MRC's 2023-2024 budget adopted at the OCM 13 July, also in line with materiality adopted by the Council, variances below \$50k do not attract comments.

User charges

Total user charges are \$125k below budget to date mainly due to less tonnages received from some of the Member Councils.

Member Councils have delivered 475t below budgeted to the end of August and casual and trade customers have delivered 96t below budgeted.

Other Revenue

A positive variance of \$74k in other revenue is due to the continuation of strong interest rates in cash savings, cash management accounts and term deposits.

Expenses

Total Expenses are \$421k below budget are impacted by timing difference in projects delivery.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 9

The interim net result variance is \$370k or 87% against year to date budget.

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 July 2023 and 31 August 2023.

Moved Cr Re, seconded Cr Cvitan

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 10

9.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 JULY 2023 AND 31 AUGUST 2023
File No:	GF-23-000019
Appendix(s):	Appendix No. 4 and 5
Date:	12 SEPTEMBER 2023
Responsible Officer:	Executive Manager Corporate Services

SUMMARY

The purpose of this report is to provide details of payments made during the periods identified above. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

COMMENT

The lists of payments for the months ended 31 July 2023 and 31 August 2023 is at **Appendix 4 and 5** to this Item and 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 29 September 2022, 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 July 2023	General Municipal	Cheques	\$600.00
		EFT	\$4,439,001.73
		DP	\$332,884.50
		Inter account transfers	\$0.00
		Total	\$4,772,486.23
31 August 2023	General Municipal	Cheques	\$2,379.80
		EFT	\$1,168,082.85
		DP	\$5,320,621.99
		Inter account transfers	\$0.00
		Total	\$6,491,084.64

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 11

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 July 2023 and 31 August 2023.

Moved Cr Thornton, seconded Cr Ferrante

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 12

9.3	REVIEW OF COUNCIL POLICIES AND DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER
File No:	GF-22-0000165
Attachment(s):	Attachment 1 – Summary of changes to the Register of Delegations 2022 Attachment 2 – Proposed Register of Delegations 2023
Appendix(s):	Appendix 6 - Council Policies – clean copy Appendix 7 - Council Policies – tracked changes
Date:	06 September 2023
Responsible Officer:	Chief Executive Officer

SUMMARY

The report seeks endorsement of the review undertaken by the Chief Executive Officer (CEO) on the current Council Policies and Delegations to the CEO.

BACKGROUND

Section 5.46 of the Local Government Act 1995 (the Act) requires that at least once every financial year, delegations are to be reviewed by the Council.

Council are asked to endorse the Delegations Register and Council Policies to ensure they are operating effectively, providing for efficient and timely administrative decisions and services relating to discretionary decisions the Council has the ability to make by virtue of the Act and other statutes.

DETAIL

The 2023 annual review of the Register of Delegations and Council Policies was undertaken to determine:

- the appropriateness of existing delegations and Council Policies
- whether to amend or remove any delegations and/or Council Policies
- the need for any additional delegations and/or Council Policies

The MRCs Register of Delegations 2022 was reviewed against the 'WALGA Decision Making – Template Delegation Register' which encompasses various subjects and functions applicable to Local Government. However, since the MRC exclusively focuses on waste management, a substantial number of delegations within the template register do not apply to the MRC.

The annual review of Delegations and Policies identified a number of changes as follows:

Delegations:

- A revised layout for each instrument of delegation, based on the 'WALGA Decision Making –Template Delegation Register'.
- Improvements to the wording and referencing of individual delegations.
- Removal of Delegations can be found at Attachment 1, page 16 of this report.
- New Delegations, as follows:
 - 1.1.2 Expressions of Interest for Goods and Services
 - 1.1.5 Tenders for Goods and Services – Exempt Procurement
 - 1.1.6 Panels of Pre-Qualified Suppliers for Goods and ServicesDetails of the new and updated delegations can be found at Attachment 2, page 18 of this report.

Policies:

- Proposed amendments to Council Policies as detailed below
- New Council Policy CP23 Conducting Electronic Meetings and Attendance by Electronic Means
- New Council Policy CP24 Fraud and Misconduct Control and Resilience

Other than minor wording or formatting changes, a summary of the proposed changes can be found below, together with the clean and tracked changed Council Policies located in the Appendices bundle, Appendices 6 and 7.

CP01 – Annual Fees, Allowances and Expenses for Councillors

- LG Allowances updated

CP02 – Affixing of the Common Seal

- No change

CP03 – Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference

- Clarity on Conference Arrangements inside and outside of the Perth Metropolitan area.

CP04 – Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference

- Clarity on Conference Arrangements inside and outside of the Perth Metropolitan area.

CP06 - Purchasing

- New title 'Purchasing' formerly called 'Purchase of Goods and Services'
- Revised layout and content of policy to align more closely with the WALGA Purchasing Policy template.
- Purchasing threshold changes:
 - Up to \$1,999, changed to up to \$5,000
 - \$2,000 to \$4999, changed to \$5,001 to \$20,000
 - \$5,000 to \$69,999, changed to \$20,001 to \$70,000
 - \$70,000 to \$249,999, changed to \$70,001 to 250,000

CP08 - Provision and Use of Council Vehicles

- Additional text to incorporate environmental factors and alignment to the Asset Management Plan (AMP).
- New section added 'employee responsibilities'
- Tables removed - not required as vehicle replacement is approved by Council in the Annual Budget.

CP09 - Investments

- Additional text to align with the *Local Government (Financial Management) Regulations 1996*.

CP10 – Donations – Financial Assistance/Support

- Improved wording to provide clarity that donations cover tipping fees only (no monetary donations).

CP11 – Use of Corporate Credit Cards

- Review to incorporate additional controls and fraud protection.

CP12 – Gate Fee Setting

- Removed Point 3 to reflect the Council Resolution of 2005/06 which approved the on-going strategy of deferred payment of operational surplus for the FY 2005/06 and future years in accordance with the Financial Precepts.

CP13 – Budget Variance Reporting Threshold

- Budget Variance reporting is covered under the *Local Government (Financial Management) Regulations 1996* and therefore it is proposed the Policy is removed.

CP14 – Acting Chief Executive Officer Appointment

- No change

CP15 – Employer/Employee Matching Community Contributions

- No change

CP16 – Legal Representation for Mindarie Regional Council Elected Members, Committee Members, Committee Members and Employees

- No change

CP17 – Continuing professional development for Council Members

- No change

CP18 - IT Policy

- No change

CP19 – Recordkeeping Policy

- No change

CP20 - Attendance at Events Policy

- No change
-

CP21 - Payments to Employees upon cessation of Employment

- No change

CP22 - MRC Councillors' Communication Policy

- New Policy

CP23 Conducting Electronic Meetings and Attendance by Electronic Means

- New Policy

CP24 – Fraud and Misconduct Control and Resilience

- New Policy

EP01 – Environmental Policy

- No change

CONSULTATION

Nil

STATUTORY ENVIRONMENT***Local Government Act 1995***

The following extracts from the Act relate to Council's obligations in the areas of policy development and delegations to the CEO.

2.7. Role of Council**(1) The Council —**

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the Council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

5.42. Delegation of some powers and duties to CEO**(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —**

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.**5.43. Limits on delegations to CEO**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
 - (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
 - (c) appointing an auditor;
-

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 16

- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A (4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed."*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Local Government Allowance increases detailed in CP01 Annual Fees, Allowances and Expenses for Councillors are accounted for in the Budget.

STRATEGIC COMMUNITY PLAN

Strategic Community Plan 2023 -2032	
OBJECTIVE 3	Deliver best practice governance processes and structures
Action	Ensure compliance with all legislative, probity, and regulatory requirements
This report is required by legislation to ensure that the Council has the opportunity to review its current policies and the delegations it has provided to the Chief Executive Officer thus maintaining the relevance of the documents.	

COMMENT

The MRC is to keep a register of the delegations made and review the delegations at least once every financial year.

The MRC plans to move the annual review of Delegations and Council Policies to April 2024 to align more closely to the budget development process, and the April schedule will be maintained for the future.

VOTING REQUIREMENT

Absolute Majority

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 17

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

1. **Endorses the changes to Council Policies as contained in Appendix 6 and 7 of this report.**
2. **Endorses the delegations made to the Chief Executive Officer as detailed in Attachment 2 of this report.**

Moved Cr May, seconded Cr Cvitan

Amendment

Moved Cr Castle, Seconded Cr Cvitan

1. **Add the following words at the end of point number 1. 'Subject to a further review of CP23 Conducting electronic meetings and attendance by electronic means'.**
2. **Add the following words at the end of point number 2. 'Subject to a further review of delegation 1.2.'**

(CARRIED UNANIMOUSLY 11/0)

Substantive Motion as Amended

1. **Endorses the changes to Council Policies as contained in Appendix 6 and 7 of this report, subject to a further review of CP23 'Conducting electronic meetings and attendance by electronic means'**
2. **Endorses the delegations made to the Chief Executive Officer as detailed in Attachment 2 of this report, subject to a further review of delegation 1.2.**

(CARRIED UNANIMOUSLY 11/0)

Attachment 1				
2022 Mindarie Regional Council – Delegations of Authority Register – REVIEW				
1. GOVERNANCE				
No.	Reference	Delegation	Outcome of Review: REMOVED or RETAINED	Reasons
1.1	LG Act 1995 s.9.10	Appoint persons or classes of persons to be authorised for the purpose of performing a particular function.	RETAINED	New layout and renumbered, Delegation Number 1.1.1
1.2	LG Act 1995 s.5.42	<i>Appoint an employee of the MRC to the position of Acting CEO where the CEO is unable or expected to be unable by reason of illness, temporary absence from WA, or any other reason, to perform the function of the position.</i>	REMOVED	<i>In line with the WALGA template, it is proposed to remove as it is not required. LG Act 1995, s5.39C negates the need for this delegation. Council Policy CP14 covers the appointment of an employee to act in the position of CEO.</i>
1. FINANCE				
2.1	LG (Functions and General) Regulations 1996 Reg. 11A	Approve requisitions and purchase orders for the supply of goods and services	REMOVED	Covered by a separate Delegation from the CEO to Staff
2.2	LG (Finance Management Regulations) 1996 Reg. 8	Open and close bank accounts, access accounts electronically and transfer funds electronically	REMOVED	Covered by a separate Delegation from the CEO to Staff
2.3	LG (Financial Management Regulations) 1996, Reg. 11, 12 and 13.	Approved and make payment of accounts	RETAINED	New layout and renumbered, Delegation Number 1.1.7
2.4	LG (Financial Management Regulations) 1996, Reg. 34 (1) (a)	Prepare monthly financial reports	REMOVED	Covered by a separate Delegation from the CEO to Staff
2.5	LG Act s.6.14	Invest funds surplus to the immediate needs of the Council	RETAINED	New layout and renumbered, Delegation Number 1.1.9
2.6	LG Act s.6.12	Waive fees and write off debts	RETAINED	New layout and renumbered, Delegation Number 1.1.6
2.7	LG Act s.3.57	Seek Expressions of Interest and/or call tenders for goods or services	RETAINED	New layout and renumbered, Delegation Number 1.1.4

MINDARIE REGIONAL COUNCIL
 ORDINARY COUNCIL MEETING MINUTES
 21 SEPTEMBER 2023

Page 19

2.8	LG (Functions and General) Reg. 14 (2a) and 20	Vary contracts up to \$50,000 or 10% of the contract value, whichever is the lesser.	RETAINED	New layout and renumbered, Delegation Number 1.1.3 Value of \$50,000 replaced with 10% up to a maximum of \$250,000
2.9	LG Act s.3.58 (5) and LG Functions and General) Reg. 30(3)	Dispose, which includes writing off, of property (assets)	RETAINED	Retained in new layout and renumbered, Delegation Number 1.1.8

ATTACHMENT 2

2023 PROPOSED DELEGATION REGISTER – COUNCIL TO CEO



DELEGATION REGISTER

September 2023

Table of Contents

1	Local Government Act 1995 Delegations	21
1.1	Council to CEO	21
1.1.1	Authorise a Persons to Perform Specified Functions under the Local Government Act 1995.....	21
1.1.2	Expressions of Interest for Goods and Services	22
1.1.3	Tenders for Goods and Services – Call Tenders	4
1.1.4	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	25
1.1.5	Tenders for Goods and Services - Exempt Procurement.....	8
1.1.6	Panels of Pre-Qualified Suppliers for Goods and Services	29
1.1.7	Disposing of Property	31
1.1.8	Payments from the Municipal or Trust Funds.....	33
1.1.9	Defer, Grant Discounts, Waive or Write Off Debts	34
1.1.10	Power to Invest and Manage Investments	15

1 Local Government Act 1995 Delegations**1.1 Council to CEO****1.1.1 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995**

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.24 Authorising persons s.9.24 Prosecutions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	Authority to authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Mindarie Regional Council Waste Facility Site Amendment Local Law 2022
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023.

Version Control:	
1	2023 Review – New Format

1.1.2 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. b. Details of the calling of expressions of interest must be recorded in the appropriate record and in the Tender Register.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023.

Version Control:

1	21.09.2023 New format
---	-----------------------

1.1.3 Tenders for Goods and Services – Call Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	<p>The invitation to tender is to be entered into the Tender Register in the prescribed manner.</p> <p>a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where :</p> <ol style="list-style-type: none"> i. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil

CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023.

Version Control:

1	21.09.2023 – new format
2	
3	

1.1.4 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$250,000 whichever is the lesser value [F&G r.21A(a)].

	9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: <ul style="list-style-type: none"> i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract. e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor’s performance has been reviewed and the review evidences the rationale for entering into the extended term.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023
Version Control:	
1	21.09.2023 – new format/ increase from \$50,000 to \$250,000
2	
3	

1.1.5 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (<i>exemptions</i>)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is equal to or less than \$250,000 in value and a sufficient budget allocation is included in the adopted Annual Budget b. Tender exempt procurement under F&G.r.11(2) may be approved for petrol, oil, or other liquid or gas used for internal combustion engines, regardless of value and a sufficient budget allocation is included in the adopted Annual Budget. c. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: <ol style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. d. Where the total consideration of a Tender Exempt procurement contract exceeds the \$250,000 delegated above, the decision is to be referred to Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Operations
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

1	21.09.2023 New Delegation
---	---------------------------

1.1.6 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3.. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].

MINDARIE REGIONAL COUNCIL
 ORDINARY COUNCIL MEETING MINUTES
 21 SEPTEMBER 2023

Page 30

Council Conditions on this Delegation:	In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:	
1	21.09.2023 New Delegation

1.1.7 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property <i>Local Government (Functions and General) Regulations 1996:</i> R.30 Dispositions of property excluded from Act s.3.58
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) the highest bidder at public auction [s.3.58(2)(a)]. (b) the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: <ol style="list-style-type: none"> (a) disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice[F&G.r.(2A) (b) disposal of property, other than land / buildings, where the market value is determined as less than \$20,000. [F&G r.30(3)(a)] (c) disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than \$75,000. [F&G.r.30(3)(b)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a value of less than \$20,000. c. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation.

	<ul style="list-style-type: none"> ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. • A disposal under Functions and General Regulations 30(2)(a),(f), (2A) or (3)(a),(b), the disposal method selected must obtain a best value outcome for the Local Government. • A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government. • Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:	
1	21.09.2023 New Format

1.1.8 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [FM.r.12(1)(a)].
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<ol style="list-style-type: none"> Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or the Executive Manager Corporate Services. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

1	21.09.2023 - New Format
---	-------------------------

1.1.9 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive debt which is owed to the MRC [s.6.12(1)(b)]. 2. Grant a discount in relation to MRC's fees and charges. 3. Write off an amount of money which is owed to the MRC [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the MRC <ol style="list-style-type: none"> i) Limited to individual debts valued below \$10,000 or cumulative debts of a debtor valued below \$10,000. Write off of debts greater than these values must be referred for Council decision. b. Discounts on MRCs fees and charges may only be made to charitable or not for profit community groups/in accordance with Policy CP10. c. Where debts have been waived, these are to be reported in the mid- year review, d. Where discounts on fees and charges have been granted these are to be reported to Council in accordance with CP10.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services to waive fee/provide a discount only.
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Executive Manager Corporate Services may waive fees/provide a discount in accordance with Council Policy CP10.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy CP10
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

1	21.09.2023 New Format, subdelegate added
---	--

1.1.10 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy CP09 - Investments. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 36

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy – CP09 - Investments
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

1	21.09.2023 – New Format
---	-------------------------

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 37

10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 78

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 78 be received.

Moved Cr Gobbert, seconded Cr Cvitan

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Date of submission	25 August 2023
Meeting date	21 September 2023
Item title	NOTICE OF MOTION – CR PAUL MILES – MRC CLASSIFICATION TO BAND 2.
Name of Councillor	Chair, Councillor Paul Miles
Notice of motion	
That Council:	
<ol style="list-style-type: none"> 1. REQUESTS the Chief Executive Officer to undertake a review of the MRC's current band classification, addressing the justification for a proposed reclassification from a band 3 to a band 2 Regional Council. 2. REQUESTS the Chief Executive Officer to write to the Department of Local Government to seek clarification on the procedural steps necessary to request a band reclassification. 3. REQUESTS that the Chief Executive Officer presents a report on this subject to Council on 30 November 2023. 	

Reason for Motion

The purpose of this Notice of Motion is to formally request the CEO to present a comprehensive report to Council. The report will focus on an evaluation of the MRC's band classification to determine whether sufficient grounds exist to warrant a submission to the Salaries and Allowances Tribunal (SAT) for a reclassification of the MRC from Band 3 to Band 2.

The SAT determines annually the band classification for all local governments in Western Australia, the fees, expenses and allowances to be paid to council members and the total reward package range for CEOs.

When a number of relevant variables are considered and then compared with the other Regional Local Governments in the Perth Metropolitan Area who deliver waste management services, the MRC's current classification appears inconsistent, as does a comparison with Catalina Regional Council (previously Tamala Park Regional Council). See table 1, below:

Table 1: Perth Metropolitan Area Regional Local Government Comparison

Council	Band	Services Delivered	Population Serviced (approx.)	Assets	Revenue
Catalina Regional Council (CRC)	2	Land Development	0	\$27M	\$0.9M
Eastern Metropolitan Regional Council (EMRC)	2	Waste Management	290,000	\$207M	\$45M
Mindarie Regional Council	3	Waste Management	750,000	\$151M	\$39M
Resource Recovery Group (RRG)	2	Waste Management	150,000	\$38M	\$19M
Rivers Regional Council (RRC)	3	Waste Management	440,000	\$0.35M	\$0.003M
Western Metropolitan Regional Council (WMRC)	4	Waste Management	45,000	\$1.5M	\$8M

The details above highlight that the MRC provides services which cover a population that is approximately 170% of the combined total of both the current Band 2 regional councils (EMRC and RRG) combined but is classed itself as Band 3. The MRC's financial size is also comparable with EMRC and demonstrably greater than RRG.

The activities delivered by the MRC are similar to those delivered by both the EMRC and RRG, and is arguably of both greater operational and financial complexity than those undertaken by CRC, which is currently also classed as Band 2. The CRC also does not deliver frontline services to any residents and employs only four persons.

Lately, the MRC has encountered difficulties in attracting high performing people due to limitations in salary offerings. Given the imperative of recruitment, staff retention and ensuring succession planning, in conjunction with the significant ongoing projects concerning Waste to Energy, FOGO and the Post Closure Management Plan, etc. it is proposed that a review of the MRC's band classification should be undertaken, and a report presented to Council for further consideration.

Officer response to Notice of Motion

Responsible officer	Chief Executive Officer
Voting requirement	Simple Majority

Officer comment:

- Administration supports the Notice of Motion
- Sufficient capacity exists to deliver the proposed recommendations within the timescale suggested.

Moved Cr Miles, seconded Cr Shannon**RESOLVED****That the motion be adopted**

(CARRIED UNANIMOUSLY 11/0)

12 URGENT BUSINESS

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

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, the Chair requests the Council to meet "behind closed doors" to allow the Council to consider items 14.1 and 14.2 as the items are of a confidential nature.

No member of the public were present in the gallery.

Moved Cr Shannon, seconded Cr Castle**Procedural Motion**

1. Closes the meeting to the members of the public at 7.10pm to consider items 14.1 and 14.2 in accordance with Section 5.23 of the *Local Government Act 1995*.
2. For item 14.1: Permits the MRC Chief Executive Officer, MRC staff and member council CEOs and officers seated in the gallery to remain in the Chamber during the discussion for item 14.1.
3. Permits the HR Officer and Executive Assistant to remain in the Chambers for item 14.2.

(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 40

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2) (c) of *The Local Government Act 1995* as the report deals with a where a contract may be entered into

14.1	MEMBER COUNCIL WASTE DISPOSAL REQUIREMENTS/EXEMPTIONS
File No:	GF-23-0003162
Attachment(s):	CONSTITUTION AGREEMENT (AS AMENDED)
Date:	27 July 2023
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION:

That Council:

1. Authorise the Mindarie Regional Council's constituent municipalities, being the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo and the Towns of Cambridge and Victoria Park, to be exempt from the provision of clause 4.A1 of the Constitution Agreement subject to the MRC no longer accepting constituent municipalities' kerbside waste at the Tamala Park Waste Management Facility.
2. Note that the date at which the exemption discussed in 1, above, will be determined by the MRC at a later date.
3. Request the MRC CEO to provide 12 months' written notice to constituent municipalities of the estimated date that the Tamala Park Waste Management Facility expects to no longer accept the constituent municipalities' kerbside waste.

RESPONSIBLE OFFICE RECOMMENDATION

Moved Cr Hatton, seconded Cr Shannon

Cr Jacob entered at 7.20 pm

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 12/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

Page 41

At 7.25pm Member Council Officers seated in the gallery, the MRC CEO and MRC Manager Projects and Procurement, left the meeting.

The MRC HR Officer and Executive Assistant remained present during the discussion for item 14.2.

This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2) (a) of <i>The Local Government Act 1995</i> as the report deals with a matter affecting an employee	
14.2	CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE – CONSIDERATION OF COMMITTEE'S RECOMMENDATIONS
File No:	GF-23-0000103
Attachment(s):	Attachment 1. MRC CEO Performance Review Report 2022/2023
Date:	11 September 2023
Responsible Officer:	Human Resources Manager

COMMITTEE RECOMMENDATION:

That Council:

1. Notes that the appraisal of Scott Cairns, Chief Executive Officer, has been undertaken for the period 1 July 2022 to 30 June 2023.
2. Endorses the findings of the MRC CEO Performance Review Report 2022/23 as per Confidential Attachment 1.
3. Reviews the CEO's Total Remuneration Package for 2023/24 and endorses the adjustment to the CEO's total reward package as specified in Confidential Attachment 1.
4. Approves the 2023/24 CEO Key Performance Indicators as specified in Confidential Attachment 1.

Moved Cr Vernon, seconded Cr Hatton

Meeting Note:

The Chair directed that point 3 be voted upon separately after points 1, 2 and 4.

Points 1, 2 and 4 were put:

That Council:

1. Notes that the appraisal of Scott Cairns, Chief Executive Officer, has been undertaken for the period 1 July 2022 to 30 June 2023.
2. Endorses the findings of the MRC CEO Performance Review Report 2022/23 as per Confidential Attachment 1.
4. Approves the 2023/24 CEO Key Performance Indicators as specified in Confidential Attachment 1.

(CARRIED UNANIMOUSLY 12/0)

Point 3 was put:

That Council:

3. Reviews the CEO’s Total Remuneration Package for 2023/24 and endorses the adjustment to the CEO’s total reward package as specified in Confidential Attachment 1.

(CARRIED by majority 9/3)

For: Crs Castle, Cvitan, Ferrante, Hatton, Miles, Re, Shannon, Thornton and Vernon

Against: Crs Gobbert, Jacob and May

Moved Cr Miles, seconded Cr Hatton

Procedural Motion:

That Council:

- **Reopen the meeting to members of the public at 8.30 pm**

To re-open the meeting to the public

(CARRIED UNANIMOUSLY 12/0)

Doors re-opened at 7.38 pm, the Chair declared the meeting re-opened. There were no members of the public present. The Chair read out the resolutions passed behind closed doors.

15 NEXT MEETING

The next Ordinary Council meeting is to be held on Thursday 30 November 2023 at the Town of Victoria Park commencing at 6.30 pm.

16 CLOSURE

The Chair closed the meeting at 7.40 pm and thanked the City of Vincent for their hospitality and use of their meeting facilities.

SignedChair

Dated.....day of2023



INFORMATION BULLETIN

SUBJECT:	Unrecoverable Parking Infringements Write-off for 2022/2023
DATE:	10 October 2023
AUTHOR:	Chris Dixon, Project & Strategy Officer, Ranger Services
AUTHORISER:	Peter Varris, Executive Director Infrastructure & Environment

PURPOSE:

To advise Council of the write-off of Parking Infringement Notices that the Fines Enforcement Registry have advised are unrecoverable for the 2022/2023 financial year.

BACKGROUND:

At the Ordinary Council Meeting of 20 June 2023, a report was presented on the total write-offs of parking infringements advised by the Fines Enforcement Registry for the 2021/2022 financial year. That report also noted that in October, following the completion of the 2022/2023 financial year, a new report would be provided advising the write-offs of unrecoverable infringements by the Fines Enforcement Registry for that financial year.

For the 2022/2023 financial year, there were a total of 744 Parking Infringement Notices, valued at \$118,702.31 withdrawn as advised by the Fines Enforcement Registry that these infringements are unrecoverable, and they will no longer be pursuing payment.

While these infringements have been deemed unrecoverable and subsequently withdrawn by the Fines Enforcement Registry, it should be noted that a total infringement value of \$513,887.60 has been recovered and paid through the Fines Enforcement Registry for the period 1 July 2022 to 30 June 2023.

COMMENTS:

It is recommended by Administration that future reports be provided on a quarterly basis from the 14 November 2023 Ordinary Council Meeting onwards.

Please find below listing for the period 1 July 2022 to the 30 June 2023.



INFORMATION BULLETIN

Infringement No.	FER Comment	Infringement Write-Off
19357486	Case reg over 4 years ago	163.25
19349968	Case reg over 4 years ago	187.95
19374941	Case reg over 4 years ago	188.25
20070111	Uneconomical to enf	0.10
19358675	Case reg over 4 years ago	187.95
19375716	Case reg over 4 years ago	163.25
19278638	Case reg over 4 years ago	167.55
19262976	Case reg over 8 years ago	138.00
19252137	Case reg over 8 years ago	128.00
19279095	Case reg over 8 years ago	128.00
19216315	Case reg over 8 years ago	118.00
19218126	Case reg over 8 years ago	118.00
19269805	Case reg over 8 years ago	203.00
19225729	Case reg over 8 years ago	128.00
19258621	Case reg over 8 years ago	128.00
19225304	Case reg over 8 years ago	118.00
19269965	Case reg over 8 years ago	178.00
19225532	Case reg over 8 years ago	118.00
19251378	Case reg over 8 years ago	118.00
19227973	Case reg over 8 years ago	118.00
19227989	Case reg over 8 years ago	118.00
19247853	Case reg over 8 years ago	153.00
19271548	Case reg over 8 years ago	138.00
19227318	Case reg over 8 years ago	118.00
19219599	Case reg over 8 years ago	193.00
19258290	Case reg over 8 years ago	128.00
19276106	Case reg over 8 years ago	138.00
19279449	Case reg over 8 years ago	138.00
19227277	Case reg over 8 years ago	193.00
19231507	Case reg over 8 years ago	118.00
19205043	Case reg over 8 years ago	153.00
19223922	Case reg over 8 years ago	118.00
19277635	Case reg over 8 years ago	138.00
19237424	Case reg over 8 years ago	118.00
1815250	Case reg over 8 years ago	128.00
19268350	Case reg over 8 years ago	128.00
19264964	Case reg over 8 years ago	128.00
19267267	Case reg over 8 years ago	128.00
19376152	Case reg over 4 years ago	188.25
19374636	Case reg over 4 years ago	153.25
19541017	Uneconomical to enf	0.40
19386245	Case reg over 4 years ago	155.25
20271408	Uneconomical to enf	0.10
19820092	Offender deceased	170.55
19641675	Offender deceased	256.60



INFORMATION BULLETIN

19581338	Offender deceased	256.60
200110	Insufficient details to enf	371.60
19365582	Company no longer registered	188.25
19820059	Offender deceased	170.55
19701903	Company no longer registered	191.60
19386560	Company no longer registered	168.95
19332645	Insufficient details to enf	224.90
19359918	Company no longer registered	227.95
19286289	Insufficient details to enf	142.55
19276744	Insufficient details to enf	142.55
19295283	Insufficient details to enf	174.10
19297789	Insufficient details to enf	174.10
19309156	Insufficient details to enf	139.10
19310140	Case reg over 8 years ago	139.10
19291605	Offender deceased	133.70
19281360	Insufficient details to enf	143.70
19292765	Insufficient details to enf	208.70
19292954	Case reg over 4 years ago	208.70
19282384	Insufficient details to enf	167.55
19278751	Insufficient details to enf	167.55
19280711	Insufficient details to enf	207.55
19304329	Insufficient details to enf	177.35
19306835	Insufficient details to enf	140.60
19299464	Insufficient details to enf	143.70
19295005	Insufficient details to enf	168.70
19290277	Offender deceased	208.70
19285364	Insufficient details to enf	343.70
19349621	Insufficient details to enf	361.70
19386727	Case reg over 4 years ago	158.95
19970198	Uneconomical to enf	0.80
19373323	Case reg over 4 years ago	195.35
19753643	Uneconomical to enf	0.90
19462704	Case reg over 4 years ago	170.35
19416852	Case reg over 4 years ago	168.95
19451032	Case reg over 4 years ago	158.95
19413553	Case reg over 4 years ago	115.47
19450951	Case reg over 4 years ago	158.95
19385896	Case reg over 4 years ago	158.95
19413299	Case reg over 4 years ago	168.95
19413024	Case reg over 4 years ago	158.95
19443529	Case reg over 4 years ago	160.35
19281219	Case reg over 8 years ago	132.55
19286374	Case reg over 8 years ago	142.55
19281534	Case reg over 8 years ago	132.55
19288114	Case reg over 8 years ago	142.55
19282635	Case reg over 8 years ago	132.55



INFORMATION BULLETIN

19282767	Case reg over 8 years ago	132.55
19282778	Case reg over 8 years ago	132.55
19283183	Case reg over 8 years ago	132.55
19283184	Case reg over 8 years ago	132.55
19283431	Case reg over 8 years ago	132.55
19283433	Case reg over 8 years ago	132.55
19283906	Case reg over 8 years ago	132.55
19277381	Case reg over 8 years ago	167.55
19284214	Case reg over 8 years ago	132.55
19284218	Case reg over 8 years ago	132.55
19284223	Case reg over 8 years ago	132.55
19284234	Case reg over 8 years ago	132.55
19284310	Case reg over 8 years ago	132.55
19284320	Case reg over 8 years ago	132.55
19280801	Case reg over 8 years ago	167.55
19285007	Case reg over 8 years ago	132.55
19282677	Case reg over 8 years ago	167.55
19283063	Case reg over 8 years ago	167.55
19285409	Case reg over 8 years ago	132.55
19285839	Case reg over 8 years ago	132.55
19283488	Case reg over 8 years ago	167.55
19283570	Case reg over 8 years ago	167.55
19288119	Case reg over 8 years ago	132.55
19276667	Case reg over 8 years ago	142.55
19273115	Case reg over 8 years ago	207.55
19273773	Case reg over 8 years ago	207.55
19276683	Case reg over 8 years ago	207.55
19282262	Case reg over 8 years ago	207.55
19286272	Case reg over 8 years ago	142.55
19286326	Case reg over 8 years ago	142.55
19286327	Case reg over 8 years ago	142.55
19283481	Case reg over 8 years ago	207.55
19288076	Case reg over 8 years ago	142.55
19284276	Case reg over 8 years ago	207.55
19278386	Case reg over 8 years ago	207.55
19287687	Case reg over 8 years ago	207.55
19267164	Case reg over 8 years ago	232.55
19275581	Case reg over 8 years ago	232.55
19277041	Case reg over 8 years ago	142.55
19256844	Case reg over 8 years ago	197.55
19262723	Case reg over 8 years ago	197.55
19270238	Case reg over 8 years ago	167.55
19278172	Case reg over 8 years ago	207.55
19273797	Case reg over 8 years ago	142.55
19281277	Case reg over 8 years ago	207.55
19271572	Case reg over 8 years ago	167.55



INFORMATION BULLETIN

19276610	Case reg over 8 years ago	142.55
19272440	Case reg over 8 years ago	167.55
19272941	Case reg over 8 years ago	167.55
19284237	Case reg over 8 years ago	207.55
19276712	Case reg over 8 years ago	142.55
19286905	Case reg over 8 years ago	207.55
19277190	Case reg over 8 years ago	142.55
19273071	Case reg over 8 years ago	142.55
19277260	Case reg over 8 years ago	142.55
19279386	Case reg over 8 years ago	142.55
19273922	Case reg over 8 years ago	167.55
19272912	Case reg over 8 years ago	207.55
19276793	Case reg over 8 years ago	207.55
19277544	Case reg over 8 years ago	207.55
19282425	Case reg over 8 years ago	207.55
19268392	Case reg over 8 years ago	167.55
19279197	Case reg over 8 years ago	167.55
19276639	Case reg over 8 years ago	167.55
19283814	Case reg over 8 years ago	167.55
19283815	Case reg over 8 years ago	167.55
19278643	Case reg over 8 years ago	182.55
19278691	Case reg over 8 years ago	182.55
19262546	Case reg over 8 years ago	142.55
19282319	Case reg over 8 years ago	167.55
19285464	Case reg over 8 years ago	167.55
19287006	Case reg over 8 years ago	142.55
19276279	Case reg over 8 years ago	142.55
19276280	Case reg over 8 years ago	142.55
19286397	Case reg over 8 years ago	167.55
19277302	Case reg over 8 years ago	142.55
19287076	Case reg over 8 years ago	167.55
19288177	Case reg over 8 years ago	142.55
19272931	Case reg over 8 years ago	342.55
19263419	Case reg over 8 years ago	122.55
19279906	Case reg over 8 years ago	142.55
19270948	Case reg over 8 years ago	132.55
19277627	Case reg over 8 years ago	342.55
19272954	Case reg over 8 years ago	132.55
19273985	Case reg over 8 years ago	132.55
19279275	Case reg over 8 years ago	342.55
19280052	Case reg over 8 years ago	342.55
19283503	Case reg over 8 years ago	142.55
19276275	Case reg over 8 years ago	132.55
19283087	Case reg over 8 years ago	342.55
19283577	Case reg over 8 years ago	142.55
19276729	Case reg over 8 years ago	132.55



INFORMATION BULLETIN

19283158	Case reg over 8 years ago	342.55
19283596	Case reg over 8 years ago	142.55
19277573	Case reg over 8 years ago	132.55
19278847	Case reg over 8 years ago	132.55
19278883	Case reg over 8 years ago	132.55
19286094	Case reg over 8 years ago	142.55
19278954	Case reg over 8 years ago	132.55
19286095	Case reg over 8 years ago	142.55
19286096	Case reg over 8 years ago	142.55
19279800	Case reg over 8 years ago	132.55
19286277	Case reg over 8 years ago	142.55
19286284	Case reg over 8 years ago	142.55
19276333	Case reg over 8 years ago	167.55
19266391	Case reg over 8 years ago	167.55
19271602	Case reg over 8 years ago	157.55
903369	Case reg over 8 years ago	207.55
19288821	Case reg over 8 years ago	207.55
19274899	Case reg over 8 years ago	167.55
19290058	Case reg over 8 years ago	207.55
19276987	Case reg over 8 years ago	167.55
19281599	Case reg over 8 years ago	167.55
19282840	Case reg over 8 years ago	167.55
19282861	Case reg over 8 years ago	167.55
19282888	Case reg over 8 years ago	167.55
19287188	Case reg over 8 years ago	142.55
19285202	Case reg over 8 years ago	167.55
19290104	Case reg over 8 years ago	167.55
19274807	Case reg over 8 years ago	132.55
19274913	Case reg over 8 years ago	132.55
19278095	Case reg over 8 years ago	132.55
19279799	Case reg over 8 years ago	132.55
19286665	Case reg over 8 years ago	132.55
19287198	Case reg over 8 years ago	132.55
19289059	Case reg over 8 years ago	132.55
19278784	Case reg over 8 years ago	142.55
19280603	Case reg over 8 years ago	207.55
19283179	Case reg over 8 years ago	207.55
19285253	Case reg over 8 years ago	207.55
19285573	Case reg over 8 years ago	207.55
19285933	Case reg over 8 years ago	207.55
19281348	Case reg over 8 years ago	207.55
19285226	Case reg over 8 years ago	207.55
19289921	Case reg over 8 years ago	207.55
19284968	Case reg over 8 years ago	142.55
19287115	Case reg over 8 years ago	142.55
19287127	Case reg over 8 years ago	142.55



INFORMATION BULLETIN

19273297	Case reg over 8 years ago	168.70
19273313	Case reg over 8 years ago	168.70
19274964	Case reg over 8 years ago	168.70
19291009	Case reg over 8 years ago	143.70
19289657	Case reg over 8 years ago	168.70
19286464	Case reg over 8 years ago	208.70
19290935	Case reg over 8 years ago	208.70
19263908	Case reg over 8 years ago	133.70
19271781	Case reg over 8 years ago	133.70
19273441	Case reg over 8 years ago	133.70
19286561	Case reg over 8 years ago	168.70
19289791	Case reg over 8 years ago	168.70
19283223	Case reg over 8 years ago	133.70
19287266	Case reg over 8 years ago	133.70
19293302	Case reg over 8 years ago	133.70
19293367	Case reg over 8 years ago	133.70
19286469	Case reg over 8 years ago	208.70
19261233	Case reg over 8 years ago	197.55
19273787	Case reg over 8 years ago	208.70
19284025	Case reg over 8 years ago	168.70
19275676	Case reg over 8 years ago	143.70
19275685	Case reg over 8 years ago	143.70
19267676	Case reg over 8 years ago	128.00
19281990	Case reg over 8 years ago	128.00
19279975	Case reg over 8 years ago	138.00
19271374	Case reg over 8 years ago	128.00
19262717	Case reg over 8 years ago	128.00
19265208	Case reg over 8 years ago	118.00
19276527	Case reg over 8 years ago	203.00
19269806	Case reg over 8 years ago	203.00
19271390	Case reg over 8 years ago	203.00
19279081	Case reg over 8 years ago	163.00
19275243	Case reg over 8 years ago	203.00
19279458	Case reg over 8 years ago	163.00
19226671	Case reg over 8 years ago	118.00
19226679	Case reg over 8 years ago	118.00
19272854	Case reg over 8 years ago	178.00
19237047	Case reg over 8 years ago	128.00
19273652	Case reg over 8 years ago	178.00
19251998	Case reg over 8 years ago	128.00
19273734	Case reg over 8 years ago	178.00
19226712	Case reg over 8 years ago	118.00
19276511	Case reg over 8 years ago	178.00
19273045	Case reg over 8 years ago	128.00
19223457	Case reg over 8 years ago	128.00
19258964	Case reg over 8 years ago	138.00



INFORMATION BULLETIN

19223578	Case reg over 8 years ago	128.00
1752176	Case reg over 8 years ago	118.00
19269460	Case reg over 8 years ago	138.00
19223045	Case reg over 8 years ago	118.00
19274689	Case reg over 8 years ago	138.00
19229357	Case reg over 8 years ago	118.00
19279082	Case reg over 8 years ago	138.00
19279084	Case reg over 8 years ago	138.00
1671809	Case reg over 8 years ago	118.00
19258418	Case reg over 8 years ago	193.00
19202255	Case reg over 8 years ago	193.00
19280368	Case reg over 8 years ago	138.00
19274722	Case reg over 8 years ago	188.00
19280400	Case reg over 8 years ago	138.00
1823317	Case reg over 8 years ago	118.00
19263636	Case reg over 8 years ago	128.00
19262384	Case reg over 8 years ago	163.00
19243526	Case reg over 8 years ago	163.00
19273054	Case reg over 8 years ago	203.00
19201701	Case reg over 8 years ago	153.00
19269811	Case reg over 8 years ago	188.00
19278276	Case reg over 8 years ago	188.00
19268651	Case reg over 8 years ago	138.00
19238734	Case reg over 8 years ago	153.00
19261814	Case reg over 8 years ago	188.00
19269848	Case reg over 8 years ago	163.00
19276449	Case reg over 8 years ago	338.00
19273214	Case reg over 8 years ago	163.00
19263492	Case reg over 8 years ago	118.00
19274002	Case reg over 8 years ago	138.00
19279044	Case reg over 8 years ago	138.00
19264515	Case reg over 8 years ago	128.00
19266921	Case reg over 8 years ago	128.00
19261476	Case reg over 8 years ago	118.00
19268275	Case reg over 8 years ago	128.00
19280487	Case reg over 8 years ago	138.00
19254540	Case reg over 8 years ago	193.00
19267175	Case reg over 8 years ago	128.00
19272420	Case reg over 8 years ago	163.00
1846385	Case reg over 8 years ago	193.00
19221521	Case reg over 8 years ago	193.00
19207662	Case reg over 8 years ago	128.00
19267347	Case reg over 8 years ago	128.00
19373980	Case reg over 4 years ago	158.95
19431956	Case reg over 4 years ago	158.95
19760483	Uneconomical to enf	6.34



INFORMATION BULLETIN

19378919	Case reg over 4 years ago	195.35
19381855	Case reg over 4 years ago	233.95
19443383	Case reg over 4 years ago	168.95
19383241	Case reg over 4 years ago	168.95
19315456	Company no longer registered	217.35
19398073	Company no longer registered	170.35
19322171	Company no longer registered	142.35
19390423	Company no longer registered	170.35
20250185	Offender deceased	262.30
19500497	Offender deceased	194.70
19335372	Insufficient details to enf	162.95
19257895	Offender deceased	167.55
19290556	Insufficient details to enf	174.10
19287329	Insufficient details to enf	208.70
19292691	Insufficient details to enf	133.70
19293389	Insufficient details to enf	133.70
19297104	Insufficient details to enf	143.70
19292126	Insufficient details to enf	168.70
19303419	Case reg over 4 years ago	133.70
19308267	Insufficient details to enf	168.70
19307018	Insufficient details to enf	343.70
19303277	Insufficient details to enf	133.70
19272003	Offender deceased	168.70
19309914	Offender deceased	74.00
19313963	Insufficient details to enf	142.35
19296944	Insufficient details to enf	208.70
19881367	Company no longer registered	216.60
19334701	Company no longer registered	188.25
19372827	Case reg over 4 years ago	188.25
19860673	Uneconomical to enf	0.20
19342163	Case reg over 4 years ago	122.80
19360099	Case reg over 4 years ago	187.95
19380971	Case reg over 4 years ago	153.25
19277980	Case reg over 8 years ago	167.55
19285009	Case reg over 8 years ago	132.55
19283484	Case reg over 8 years ago	167.55
19286178	Case reg over 8 years ago	132.55
19283950	Case reg over 8 years ago	167.55
19286847	Case reg over 8 years ago	167.55
19288129	Case reg over 8 years ago	132.55
19283191	Case reg over 8 years ago	142.55
19272972	Case reg over 8 years ago	207.55
19285803	Case reg over 8 years ago	207.55
19272991	Case reg over 8 years ago	207.55
19276618	Case reg over 8 years ago	182.55
19283807	Case reg over 8 years ago	167.55



INFORMATION BULLETIN

19284904	Case reg over 8 years ago	167.55
19283863	Case reg over 8 years ago	142.55
19301466	Case reg over 4 years ago	149.10
19283394	Case reg over 8 years ago	133.70
19294414	Case reg over 8 years ago	143.70
19294617	Case reg over 8 years ago	143.70
19286583	Case reg over 8 years ago	133.70
19288375	Case reg over 8 years ago	133.70
19284142	Case reg over 8 years ago	168.70
19289520	Case reg over 8 years ago	133.70
19292092	Case reg over 8 years ago	168.70
19275022	Case reg over 8 years ago	208.70
19275101	Case reg over 8 years ago	208.70
19283363	Case reg over 8 years ago	208.70
19287438	Case reg over 8 years ago	208.70
19289403	Case reg over 8 years ago	208.70
19289581	Case reg over 8 years ago	208.70
19292127	Case reg over 8 years ago	208.70
19292604	Case reg over 8 years ago	208.70
19294977	Case reg over 8 years ago	208.70
19292039	Case reg over 8 years ago	133.70
19292134	Case reg over 8 years ago	133.70
19292135	Case reg over 8 years ago	133.70
19275777	Case reg over 8 years ago	143.70
19292469	Case reg over 8 years ago	133.70
19284529	Case reg over 8 years ago	143.70
19292662	Case reg over 8 years ago	133.70
19292690	Case reg over 8 years ago	133.70
19288234	Case reg over 8 years ago	143.70
19292893	Case reg over 8 years ago	133.70
19291045	Case reg over 8 years ago	143.70
19293663	Case reg over 8 years ago	133.70
19294325	Case reg over 8 years ago	133.70
19294840	Case reg over 8 years ago	133.70
19297053	Case reg over 8 years ago	143.70
19300651	Case reg over 8 years ago	208.70
19292005	Case reg over 8 years ago	208.70
19298884	Case reg over 8 years ago	233.70
19263279	Case reg over 8 years ago	208.70
19288311	Case reg over 8 years ago	208.70
19300620	Case reg over 8 years ago	208.70
19281042	Case reg over 8 years ago	208.70
19284170	Case reg over 8 years ago	208.70
19263229	Case reg over 8 years ago	168.70
19263239	Case reg over 8 years ago	168.70
19263307	Case reg over 8 years ago	168.70



INFORMATION BULLETIN

19273370	Case reg over 8 years ago	168.70
19291979	Case reg over 8 years ago	208.70
19281095	Case reg over 8 years ago	168.70
19283706	Case reg over 8 years ago	168.70
19284190	Case reg over 8 years ago	168.70
19292014	Case reg over 8 years ago	183.70
19288702	Case reg over 8 years ago	168.70
19291955	Case reg over 8 years ago	168.70
19285665	Case reg over 8 years ago	143.70
19287250	Case reg over 8 years ago	143.70
19287370	Case reg over 8 years ago	143.70
19292944	Case reg over 8 years ago	168.70
19287371	Case reg over 8 years ago	143.70
19291149	Case reg over 8 years ago	143.70
19275075	Case reg over 8 years ago	133.70
19275153	Case reg over 8 years ago	133.70
19275728	Case reg over 8 years ago	133.70
19275750	Case reg over 8 years ago	133.70
19283333	Case reg over 8 years ago	133.70
19294364	Case reg over 8 years ago	143.70
19283389	Case reg over 8 years ago	133.70
19285100	Case reg over 8 years ago	167.55
19289001	Case reg over 8 years ago	142.55
19285895	Case reg over 8 years ago	167.55
19274891	Case reg over 8 years ago	132.55
19287167	Case reg over 8 years ago	132.55
19289919	Case reg over 8 years ago	142.55
19281316	Case reg over 8 years ago	207.55
19270324	Case reg over 8 years ago	142.55
19280974	Case reg over 8 years ago	143.70
19281075	Case reg over 8 years ago	143.70
19288994	Case reg over 8 years ago	143.70
19276309	Case reg over 8 years ago	167.55
19282894	Case reg over 8 years ago	167.55
19284452	Case reg over 8 years ago	168.70
19284984	Case reg over 8 years ago	167.55
19285248	Case reg over 8 years ago	167.55
19286544	Case reg over 8 years ago	168.70
19287841	Case reg over 8 years ago	168.70
19289200	Case reg over 8 years ago	168.70
19292279	Case reg over 8 years ago	133.70
19286471	Case reg over 8 years ago	233.70
19279335	Case reg over 8 years ago	207.55
19287263	Case reg over 8 years ago	208.70
19270377	Case reg over 8 years ago	143.70
19268345	Case reg over 8 years ago	138.00



INFORMATION BULLETIN

19278273	Case reg over 8 years ago	128.00
19208094	Case reg over 8 years ago	128.00
19206823	Case reg over 8 years ago	128.00
19269895	Case reg over 8 years ago	128.00
19206866	Case reg over 8 years ago	101.00
19264612	Case reg over 8 years ago	118.00
19264493	Case reg over 8 years ago	138.00
19225831	Case reg over 8 years ago	128.00
19262435	Case reg over 8 years ago	203.00
19244523	Case reg over 8 years ago	118.00
19245917	Case reg over 8 years ago	118.00
19258522	Case reg over 8 years ago	193.00
19269880	Case reg over 8 years ago	203.00
19276450	Case reg over 8 years ago	128.00
19276836	Case reg over 8 years ago	128.00
19218513	Case reg over 4 years ago	128.00
19269506	Case reg over 8 years ago	138.00
19231745	Case reg over 8 years ago	128.00
19268449	Case reg over 8 years ago	118.00
19208474	Case reg over 8 years ago	193.00
19269663	Case reg over 8 years ago	118.00
19279087	Case reg over 8 years ago	138.00
19259588	Case reg over 8 years ago	128.00
19204019	Case reg over 4 years ago	118.00
19279932	Case reg over 8 years ago	163.00
19238901	Case reg over 8 years ago	128.00
19268254	Case reg over 8 years ago	163.00
19205060	Case reg over 8 years ago	118.00
19268913	Case reg over 8 years ago	163.00
1610503	Case reg over 8 years ago	115.00
19205545	Case reg over 4 years ago	118.00
19209433	Case reg over 4 years ago	118.00
1610715	Case reg over 8 years ago	150.00
19269861	Case reg over 8 years ago	163.00
19275242	Case reg over 8 years ago	338.00
19204419	Case reg over 8 years ago	128.00
19202829	Case reg over 8 years ago	128.00
1910765	Case reg over 8 years ago	128.00
19263902	Case reg over 8 years ago	153.00
1873393	Case reg over 8 years ago	118.00
19202873	Case reg over 4 years ago	72.00
19263823	Case reg over 8 years ago	118.00
19264963	Case reg over 8 years ago	128.00
19268388	Case reg over 8 years ago	128.00
19267191	Case reg over 8 years ago	128.00
19268260	Case reg over 8 years ago	338.00



INFORMATION BULLETIN

19259100	Case reg over 8 years ago	128.00
19277663	Case reg over 8 years ago	128.00
19259254	Case reg over 8 years ago	118.00
19443596	Case reg over 4 years ago	158.95
19349654	Insufficient details to enf	161.70
20101025	Uneconomical to Enforce	1.60
19338714	Insufficient details to enf	186.70
19750770	Offender deceased	180.55
19640778	Offender deceased	180.55
19327026	Insufficient details to enf	152.35
19750724	Offender deceased	180.55
19343484	Insufficient details to enf	161.70
19302913	Insufficient details to enf	139.10
19313074	Insufficient details to enf	174.10
19284765	Insufficient details to enf	139.10
19299500	Insufficient details to enf	143.70
19300105	Insufficient details to enf	133.70
19445368	Case reg over 4 years ago	170.35
19464244	Case reg over 4 years ago	195.35
19353059	Case reg over 4 years ago	161.70
19357278	Case reg over 4 years ago	170.35
19445645	Case reg over 4 years ago	91.35
19413910	Case reg over 4 years ago	170.35
19445093	Case reg over 4 years ago	170.35
19375980	Case reg over 4 years ago	69.90
19366062	Case reg over 4 years ago	228.25
19360939	Case reg over 4 years ago	162.95
19286349	Case reg over 8 years ago	142.55
19286247	Case reg over 8 years ago	142.55
19289818	Case reg over 8 years ago	207.55
19266319	Case reg over 8 years ago	142.55
19277511	Case reg over 8 years ago	167.55
19279765	Case reg over 8 years ago	207.55
19278936	Case reg over 8 years ago	167.55
19282694	Case reg over 8 years ago	167.55
19272953	Case reg over 8 years ago	142.55
19286093	Case reg over 8 years ago	142.55
19287494	Case reg over 8 years ago	133.70
19294326	Case reg over 8 years ago	133.70
19298938	Case reg over 8 years ago	133.70
19292763	Case reg over 8 years ago	208.70
19292753	Case reg over 8 years ago	168.70
19288356	Case reg over 8 years ago	168.70
19275160	Case reg over 8 years ago	143.70
19287507	Case reg over 8 years ago	143.70
19287531	Case reg over 8 years ago	143.70



INFORMATION BULLETIN

19299974	Case reg over 8 years ago	168.70
19303461	Case reg over 8 years ago	208.70
19284753	Case reg over 8 years ago	168.70
19289290	Case reg over 8 years ago	168.70
19303358	Case reg over 8 years ago	143.70
19296571	Case reg over 8 years ago	168.70
19303536	Case reg over 8 years ago	143.70
19298730	Case reg over 8 years ago	168.70
19308731	Case reg over 8 years ago	133.70
19299829	Case reg over 8 years ago	168.70
19309048	Case reg over 8 years ago	133.70
19301792	Case reg over 8 years ago	168.70
19308283	Case reg over 8 years ago	143.70
19304754	Case reg over 8 years ago	208.70
19303391	Case reg over 8 years ago	168.70
19302168	Case reg over 8 years ago	143.70
19305225	Case reg over 8 years ago	168.70
19301088	Case reg over 8 years ago	208.70
19305544	Case reg over 8 years ago	168.70
19305588	Case reg over 8 years ago	208.70
19307122	Case reg over 8 years ago	168.70
19297829	Case reg over 8 years ago	143.70
19297868	Case reg over 8 years ago	143.70
19297933	Case reg over 8 years ago	143.70
19284781	Case reg over 8 years ago	133.70
19296536	Case reg over 8 years ago	133.70
19301947	Case reg over 8 years ago	143.70
19297936	Case reg over 8 years ago	133.70
19298709	Case reg over 8 years ago	133.70
19301552	Case reg over 8 years ago	133.70
19301556	Case reg over 8 years ago	133.70
19307819	Case reg over 8 years ago	143.70
19308159	Case reg over 8 years ago	143.70
19308366	Case reg over 8 years ago	143.70
19303271	Case reg over 8 years ago	133.70
19303303	Case reg over 8 years ago	133.70
19281292	Case reg over 8 years ago	167.55
19286401	Case reg over 8 years ago	167.55
19285497	Case reg over 8 years ago	142.55
19305842	Case reg over 8 years ago	133.70
19291320	Case reg over 8 years ago	133.70
19291658	Case reg over 8 years ago	133.70
19291795	Case reg over 8 years ago	133.70
19306232	Case reg over 8 years ago	133.70
19296118	Case reg over 8 years ago	143.70
19293767	Case reg over 8 years ago	133.70



INFORMATION BULLETIN

19297439	Case reg over 8 years ago	143.70
19297485	Case reg over 8 years ago	143.70
19298581	Case reg over 8 years ago	143.70
19293826	Case reg over 8 years ago	133.70
19297493	Case reg over 8 years ago	143.70
19293800	Case reg over 8 years ago	143.70
19299463	Case reg over 8 years ago	143.70
19297496	Case reg over 8 years ago	143.70
19299888	Case reg over 8 years ago	143.70
19293864	Case reg over 8 years ago	133.70
19300274	Case reg over 8 years ago	143.70
19293972	Case reg over 8 years ago	133.70
19298401	Case reg over 8 years ago	208.70
19296012	Case reg over 8 years ago	143.70
19294086	Case reg over 8 years ago	133.70
19294473	Case reg over 8 years ago	133.70
19294476	Case reg over 8 years ago	133.70
19296351	Case reg over 8 years ago	143.70
19294575	Case reg over 8 years ago	133.70
19296435	Case reg over 8 years ago	143.70
19293188	Case reg over 8 years ago	208.70
19296081	Case reg over 8 years ago	133.70
19298950	Case reg over 8 years ago	133.70
19297576	Case reg over 8 years ago	143.70
19299404	Case reg over 8 years ago	143.70
19289216	Case reg over 8 years ago	168.70
19296223	Case reg over 8 years ago	133.70
19293817	Case reg over 8 years ago	143.70
19301305	Case reg over 8 years ago	143.70
19296269	Case reg over 8 years ago	133.70
19298343	Case reg over 8 years ago	143.70
19294780	Case reg over 8 years ago	168.70
19293075	Case reg over 8 years ago	208.70
19300134	Case reg over 8 years ago	143.70
19296036	Case reg over 8 years ago	208.70
19295255	Case reg over 8 years ago	168.70
19296901	Case reg over 8 years ago	133.70
19297535	Case reg over 8 years ago	133.70
19296763	Case reg over 8 years ago	208.70
19295332	Case reg over 8 years ago	168.70
19300026	Case reg over 8 years ago	143.70
19298071	Case reg over 8 years ago	133.70
19300970	Case reg over 8 years ago	143.70
19301004	Case reg over 8 years ago	143.70
19299625	Case reg over 8 years ago	208.70
19301017	Case reg over 8 years ago	143.70



INFORMATION BULLETIN

19301028	Case reg over 8 years ago	143.70
19296987	Case reg over 8 years ago	168.70
19301204	Case reg over 8 years ago	143.70
19302263	Case reg over 8 years ago	208.70
19298134	Case reg over 8 years ago	168.70
19301464	Case reg over 8 years ago	143.70
19305415	Case reg over 8 years ago	208.70
19289595	Case reg over 8 years ago	168.70
19301695	Case reg over 8 years ago	143.70
19299865	Case reg over 8 years ago	168.70
19299324	Case reg over 8 years ago	133.70
19300836	Case reg over 8 years ago	168.70
19302016	Case reg over 8 years ago	143.70
19293076	Case reg over 8 years ago	208.70
19302400	Case reg over 8 years ago	143.70
19302853	Case reg over 8 years ago	143.70
19299905	Case reg over 8 years ago	133.70
19299908	Case reg over 8 years ago	133.70
19302872	Case reg over 8 years ago	143.70
19302890	Case reg over 8 years ago	143.70
19300104	Case reg over 8 years ago	133.70
19302986	Case reg over 8 years ago	168.70
19302921	Case reg over 8 years ago	143.70
19281671	Case reg over 8 years ago	133.70
19304544	Case reg over 8 years ago	133.70
19304177	Case reg over 8 years ago	143.70
19300292	Case reg over 8 years ago	133.70
19304572	Case reg over 8 years ago	168.70
19281612	Case reg over 8 years ago	143.70
19281708	Case reg over 8 years ago	143.70
19300524	Case reg over 8 years ago	133.70
19304737	Case reg over 8 years ago	143.70
19285739	Case reg over 8 years ago	143.70
19305810	Case reg over 8 years ago	143.70
19285746	Case reg over 8 years ago	143.70
19305413	Case reg over 8 years ago	143.70
19269298	Case reg over 8 years ago	133.70
19269303	Case reg over 8 years ago	133.70
19290214	Case reg over 8 years ago	143.70
19301034	Case reg over 8 years ago	133.70
19292186	Case reg over 8 years ago	343.70
19301321	Case reg over 8 years ago	133.70
19301381	Case reg over 8 years ago	133.70
19271142	Case reg over 8 years ago	133.70
19291665	Case reg over 8 years ago	143.70
19275200	Case reg over 8 years ago	133.70



INFORMATION BULLETIN

19281602	Case reg over 8 years ago	133.70
19290204	Case reg over 8 years ago	208.70
19302926	Case reg over 8 years ago	133.70
19293938	Case reg over 8 years ago	143.70
19293159	Case reg over 8 years ago	208.70
19294379	Case reg over 8 years ago	208.70
19299896	Case reg over 8 years ago	208.70
19300694	Case reg over 8 years ago	208.70
19294054	Case reg over 8 years ago	143.70
19300842	Case reg over 8 years ago	208.70
19303857	Case reg over 8 years ago	133.70
19294463	Case reg over 8 years ago	143.70
19301519	Case reg over 8 years ago	208.70
19306280	Case reg over 8 years ago	208.70
19303897	Case reg over 8 years ago	133.70
19294773	Case reg over 8 years ago	143.70
19292251	Case reg over 8 years ago	143.70
19293290	Case reg over 8 years ago	143.70
19290623	Case reg over 8 years ago	207.55
19291554	Case reg over 8 years ago	208.70
19267702	Case reg over 8 years ago	128.00
1861713	Case reg over 8 years ago	153.00
19236752	Case reg over 8 years ago	193.00
19261343	Case reg over 8 years ago	178.00
19275874	Case reg over 8 years ago	203.00
19233799	Case reg over 8 years ago	118.00
19281869	Case reg over 8 years ago	163.00
19250279	Case reg over 8 years ago	128.00
19241531	Case reg over 8 years ago	153.00
19238246	Case reg over 8 years ago	118.00
19263761	Case reg over 8 years ago	128.00
19265577	Case reg over 8 years ago	128.00
19241599	Case reg over 8 years ago	128.00
19257330	Case reg over 8 years ago	168.00
19373603	Case reg over 4 years ago	153.25
19463811	Case reg over 4 years ago	170.35
19332876	Company no longer registered	184.90
19522142	Company no longer registered	259.70
20250567	Offender deceased	262.80
19306823	Insufficient details to enf	149.10
19297566	Insufficient details to enf	149.10
19306951	Insufficient details to enf	149.10
19310168	Insufficient details to enf	149.10
19314817	Insufficient details to enf	149.10
19299948	Insufficient details to enf	168.70
19298786	Insufficient details to enf	343.70



INFORMATION BULLETIN

19308619	Insufficient details to enf	168.70
19314243	Insufficient details to enf	175.60
19317498	Insufficient details to enf	140.60
19295594	Insufficient details to enf	152.35
19319954	Insufficient details to enf	142.35
19310252	Insufficient details to enf	140.60
19321657	Insufficient details to enf	217.35
20092523	Offender deceased	262.80
19443428	Offender deceased	168.95



Special Meeting of Council
Thursday, 21 September 2023

MINUTES

These Minutes were confirmed as a true and correct record of proceedings at a meeting held on 19 October 2023.

Signature:
Chair

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*

Minutes Special Meeting of Council – 21 September 2023

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Alaine Haddon-Casey	
City of Joondalup	Cr John Chester Cr Nige Jones	Cr Russ Fishwick Cr John Raftis
City of Perth	Cr Brent Fleeton	Cr Clyde Bevan
City of Stirling	Cr Tony Krsticevic Cr Suzanne Migdale Cr Bianca Sandri Cr Karlo Perkov	Cr David Lagan
Town of Victoria Park	Cr Bronwyn Ife	Cr Claire Anderson
City of Vincent	Cr Ashley Wallace	Cr Jonathan Hallett
City of Wanneroo	Cr Brett Treby Cr Glynis Parker	Cr Linda Aitken Cr Vinh Nguyen

Minutes Special Meeting of Council – 21 September 2023

PRESENT

Chair	Cr Bianca Sandri
Deputy Chair	Cr Suzanne Migdale
Councillors	Cr John Chester Cr Bronwyn Ife Cr Nige Jones Cr Glynis Parker Cr Karlo Perkov Cr Brett Treby
Apologies Councillors	Cr Alaine Haddon-Casey Cr Ashley Wallace
Leave of Absence	Cr Tony Krsticevic (28 August 2023 to 17 October 2023)
Absent	Cr Brent Fleeton
Staff	Mr Chris Adams (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Mr Daniel Govus (Senior Governance Officer - City of Stirling)
Consultants	Nil
Apologies Participant Councils' Advisers	Mr Steve Holden (City of Perth) Mr Mat Humphrey (City of Joondalup) Ms Noelene Jennings (City of Wanneroo) Mr David MacLennan (City of Vincent) Mr Stevan Rodic (City of Stirling) Mr Gary Tuffin (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park)
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

The Chair declared the meeting open at 6:04pm.

2. APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence: Cr Tony Krsticevic

Minutes Special Meeting of Council – 21 September 2023

Apologies: Cr Alaine Haddon-Casey
Cr Ashley Wallace

DISCLOSURE OF INTERESTS

Nil.

3. PUBLIC STATEMENT/QUESTION TIME

Nil.

4. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

The Chair advised the Council that she had resigned as a Councillor effective 21 October 2023. The Chair thanked all Councillors and staff of Catalina Regional Council for their assistance during her term as Chair of CRC.

The Chair recognised the service of Cr Brett Treby who will be retiring at the upcoming 2023 Local Government Elections. In particular the Chair acknowledged Cr Treby's outstanding service to Tamala Park Regional Council and Catalina Regional Council, being the longest serving member of this Council. The Chair and Council wished Cr Treby well for the future.

5. PETITIONS

Nil.

6. ADMINISTRATION REPORTS AS PRESENTED

6.1. STATEMENT OF FINANCIAL ACTIVITY - JULY 2023

Moved Cr Migdale, Seconded Cr Treby.

That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 July 2023.

The Motion was put and declared CARRIED (8/0).

For: Crs Chester, Ife, Jones, Migdale, Parker, Perkov, Sandri and Treby.

Against: Nil.

Minutes Special Meeting of Council – 21 September 2023

6.2. LIST OF MONTHLY ACCOUNTS SUBMITTED - JULY 2023

Moved Cr Chester, Seconded Cr Jones.

That the Council:

1. **RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for July 2023 - \$891,636.78.**
2. **APPROVES the CEO Credit Card Statement for July 2023.**

The Motion was put and declared CARRIED (8/0).

For: Crs Chester, Ife, Jones, Migdale, Parker, Perkov, Sandri, and Treby.

Against: Nil.

6.3. STAGE 39 CIVIL CONSTRUCTION & 41-43 BULK EARTHWORKS

Moved Cr Migdale, Seconded Cr Treby.

That the Council:

1. **AGREES to bring forward the timing of Stage 39 construction and sales in Catalina Green into the current financial year;**
2. **APPROVES the award of civil construction of Stage 39 for the contract sum of \$5,970,299.96 (excluding GST) to Ralmana Pty Ltd trading as RJ Vincent;**
3. **AUTHORISES the Chief Executive Officer to award the Stages 41 - 43 bulk earthworks under the civil works construction contract associated with Tender 03/2023, subject to the costs being in accordance with Council-approved rates; and**
4. **NOTES the need to make appropriate adjustments to the Project Budget FYE 2024 for construction expenditure and revenue for Stage 39 and expenditure for the Stages 41 - 43 bulk earthworks being brought forward as components of the mid-year budget review.**

The Motion was put and declared CARRIED by an Absolute Majority (8/0).

For: Crs Chester, Ife, Jones, Migdale, Parker, Perkov, Sandri, and Treby.

Against: Nil.

7. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil.

Minutes Special Meeting of Council – 21 September 2023

8. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

9. URGENT BUSINESS APPROVED BY THE CHAIR

Nil.

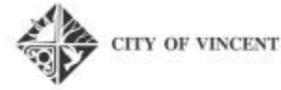
10. GENERAL BUSINESS

Nil.

11. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 6:13pm.

MINUTES



ARTS ADVISORY GROUP

Wednesday 30 August 2023
5:30pm – 7:30pm

Venue: Committee Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

City of Vincent Councillors
Cr Suzanne Worner (SW)
Cr Alex Castle (AC)

Community Representatives
Chakris Srisuwan (CS) Helen Turner (HT)
Iwan Isnin (II) Marisa Santosa (MS)
Kate Rae (KR) Paula Hart (PH)

City of Vincent Officers
Georgia Lawrence, A/Executive Manager Urban Design and Strategic Projects (GL)
Lauren Formentin, Place Planner – Arts (LF)
Holly Mason, Strategic Planner (HM)

Guests
Michelle Prater, Owner (MP) **COV - OFFICIAL - SENSITIVE**
Simon Venturi, Director and Architect at NOMA* (SV)

.....

1. Welcome/Declaration of Opening

SW opened the meeting at 5:33pm and delivered the Acknowledgement of Country.

2. Apologies

Carolyn Karnovsky, Claudia Alessi, Elaine Hanlon, Leah Robbie, Sue-Lyn Moyle.

3. Confirmation of the Minutes

That the Minutes of the meeting held on 7 June 2023 were received and confirmed as true and correct record.

4. Business

4.1 Pickle District Planning Framework and Percent for Art Policy

An update was provided regarding the recent endorsement of the Pickle District Planning Framework (PDPF). Cultural infrastructure will be prioritised in this precinct.

4.2 Public Art Strategy for Sir Charles Quarter (SCQ), 463-507 Newcastle Street, West Perth (SV, MP)

Presentation

The group was given an overview of the SCQ project, Public Art Strategy and Activation Strategy which has been lodged seeking development approval.

- The history and the unique character of the site was discussed, with the intention for sourced artists to integrate the forms and characteristics of the site to define a unique character for the precinct.
- The strategy provides a high-level approach and aspirations for the site.
- Artist briefs will be created for each individual project within the site.
- There isn't anticipated to be any significant changes to the process with the recent endorsement of the PDPF.
- Developers will be encouraged to include cultural infrastructure projects. The Commons public space was referenced as an adaptable space which could be used for outdoor galleries or exhibition spaces. Spain and Portugal were provided as examples of places where this work has been successful.
- A virtual tour/QR code app is going to be developed to provide digital information to visitors to the site.
- Full spectrum of art forms would be considered.

Questions / Discussion

- The artist procurement process was questioned, and whether an Arts Consultant would be engaged for all stages of the project. Questions were raised about the spectrum of artists being employed in each artwork project, with concerns that more senior WA artists might be overlooked. Whilst an Arts Consultant (Simon Venturi, NOMA*) was engaged for the Public Art Strategy, an Arts Consultant has not yet been engaged for the artist procurement and delivery of the artworks. The absence of an Arts Consultant engaged in the management of this project raised further discussion on the possible impact this could have on the overall outcomes. Questions surrounding the support and professional guidance that would be available for emerging artists were raised. Recognition of the challenges faced in delivering realistic and achievable outcomes led to discussions on the significance of understanding the budgeting and programming of various artforms, concepts and materials adding greater weight to the consideration of an Arts Consultant. Concerns regarding the reach of the procurement process to Aboriginal communities that might not have access to this process were also raised. Consideration of engaging an Aboriginal Representative was suggested.
 - Extending engagement of Art Consultant into procurement and delivery is being considered for the project – the AAG strongly advise that an Art Consultant is engaged for these stages.
 - SCQ has four artists in mind, and other artworks will be opened for expressions of interest.
 - SV using mostly personal experience, networks and contacts which has come about over the last 10 years where he has familiarised himself with a broad spectrum of local WA artists.
 - Artists will be tailored to those that are believed to do well with and be interested in particular works as a starting point. Briefs will be sent out to artists they think will be interested.
 - The process will be limited to Western Australian artists, ensuring that the full spectrum of artists from emerging to very experienced is achieved.
 - An Aboriginal Representative has not been engaged. One artwork has been nominated specifically as an Aboriginal artwork, and Aboriginal Artists will be considered across the other artwork opportunities.
 - The projects will be monitored to ensure they have realistic outcomes, and the artists understand what is achievable.
 - Some very experienced artists will be engaged. Their expertise in budgeting and timeframes will allow for greater capacity in supporting emerging artists.

Guests SV and MP were thanked for their presentation and left the meeting at 6.40pm.

AAG member discussion and collation of feedback

- The AAG appreciate the developer's early engagement regarding percent for art contributions, as this is not a requirement this early in the project.
- Potential missed opportunities in exploring connections to Perth City, Leederville and east of the precinct.
- Opportunities to achieve a larger scale impact external to those residing within the precinct should be considered such as public artworks which are highly visible from the freeway and in the public realm, rather than from within the development.
 - Further opportunities exist with the blank wall on the hotel, facing out of the development toward the freeway and Charles Street.

- The artwork extending internally into the office building was critiqued, there are issues with not meeting percent for art requirements if it's only accessible to those using the building. After discussion it was viewed positively as long as support is provided by the QR codes and virtual art walk to let the public know about the artwork, and that they can enter the building to view the artwork and access The Commons (central public space in the development), also for its ability to engage the building more with street.
 - Would like more detail from applicant regarding the accessibility of The Commons for the public - will there be unrestricted access 24/7, is an access card or reception clearance required?
- Concerns about the visibility, accessibility, and attraction for the public to The Commons. It looks like it could be quite hidden and overlooked by those not living, working, or staying in the area. There is often a cultural priming to look for public artworks – the marketing and guidance in the use of these spaces would really rely on those managing the spaces.
- There are complex site constraints which impact the attractiveness of the site as a destination. The PDPF has been developed to encourage more development in the precinct and is a long-term approach to building a greater residential population in the area.
 - The proposed QR code app could address issues with attracting foot traffic to the area.
- The budget has been updated since previously discussed and is now \$1.07M – LF.
- Proposed Site 7 Artwork (Public Space Infrastructure Works) - this is the only proposed percent for art contribution that addresses the PDPF requirement for the provision of cultural infrastructure and its ongoing programming.
 - Detail mentions direct commission of artist to be involved in architectural and landscape design of the space, also mentions bench seating, bike racks, light poles, canopies, external art exhibition infrastructure. Notify applicant that this alone would not fulfil the requirement, there must be detail and budgeting for ongoing programming of cultural infrastructure. Also note bench seating, bike racks, light poles and canopies do not fulfil the requirement of cultural infrastructure.
 - Consider the specification of programming and the long-term development goal or pillar of execution for the proposed public space infrastructure, as well as more detailed budgeting.
 - Consider the implementation of KPIs of activation built into the approvals process to ensure a level of accountability.
- Concerns over doing too much with the budget they have. Ongoing budget concerns. Reference to Collingwood Yards in terms of activation direction – very successful project, but it took a long time to establish.
- Concerns over the artist selection process – no additional parties or perspectives which would hold the selection process accountable. Percent for Art (PfA) Policy in place for this process.
- More understanding on the ongoing management of the cultural infrastructure component is required. More detailed budget regarding the cultural activation. Consider a public expenditure document.
- Consider the budget breakdowns of PfA applications being made public to allow for greater accountability.
- Consider providing updates to the AAG on the projects they have provided advice on.
- Discussion over the PfA process in development application process. Formal Percent for Art Application will be submitted by developer in the future. The Percent for Art contribution must be completed before the developer can attain Occupancy Permit.
- Discussion over the weight given to the advice provided by the AAG in Council and JDAPs.
- Discussion on the opportunities to provide greater representation of the AAG's position and considerations into the Town Centre Planning Frameworks (TCPF) which are being developed. Consider providing clear provisions within the planning frameworks to ensure that cultural infrastructure is not just considered by the AAG and is embedded into the decision-making process.

ACTION:

- It is noted that the budget for the Arts Strategy shown previously has been updated and has increased to \$1.07M.
- LF to distribute a copy of the Activation Strategy to review.
- Review the TCPF to include the PfA provisions in each town centre.

5. Close/Next Meeting

The Chairperson closed the meeting at 7.30pm.

Governance team will be in touch regarding renomination to the Arts Advisory Group.

Signed _____
Councillor (Chairperson)

Dated this _____ day of _____ 2023

COV - OFFICIAL - SENSITIVE

Statistics for Development Applications As at the end of September 2023

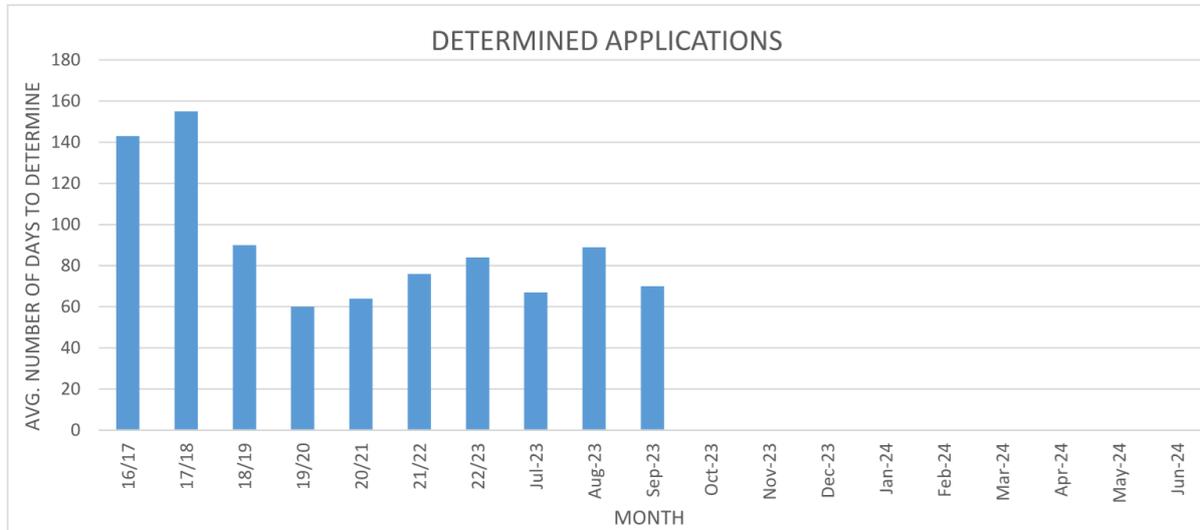
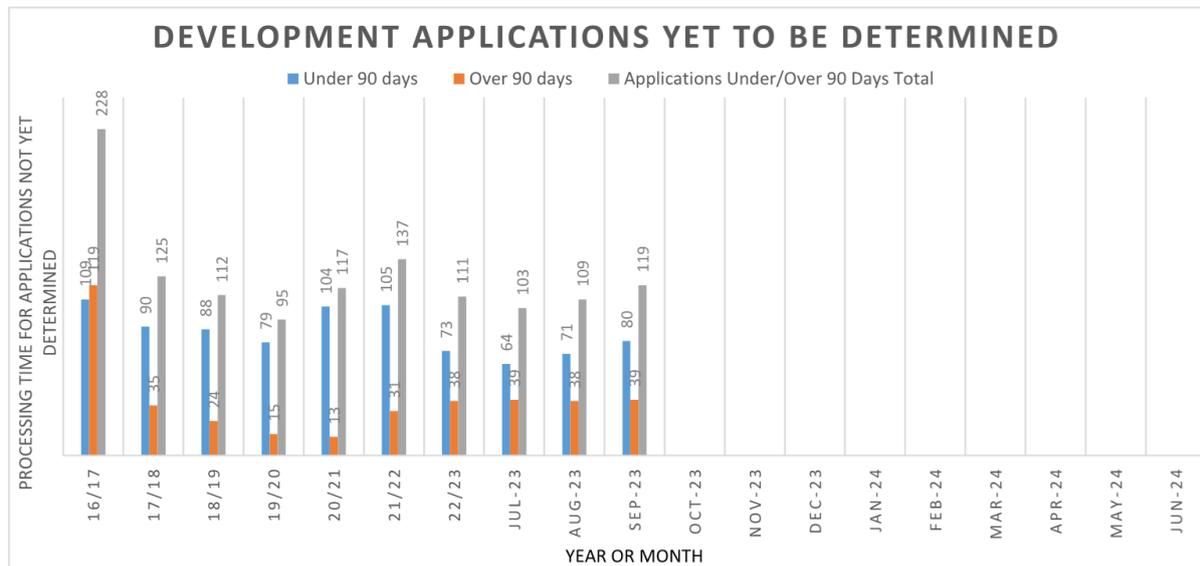


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2022.

Processing Days	16/17	17/18	18/19	19/20	20/21	21/22	22/23	Jul-23	Aug-23	Sept-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Minimum	7	1	0	0	0	1	0	8	14	31									
Average	143	155	85	60	64	76	84	67	89	70									
Maximum	924	1008	787	499	268	298	280	301	362	89									

	20/21	21/22	22/23	Jul-23	Aug-23	Sept-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
DA's Determined <i>(excludes exempt from approval or cancelled)</i>	403	385	281	37	18	15									
Value of Determined DA's <i>(in millions)</i>	217	143	417	12.1	66.42	3.43									



	Jul-23	Aug-23	Sept-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
DA's lodged	16	30	33									
DA's to be Determined	103	109	119									
Value of DA's to be Determined <i>(in millions)</i>	268.68	252.92	257.1									

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 2 OCTOBER 2023

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	Nos. 212-214 Lake Street, Perth (DR 223 of 2021)	19 October 2021	Hanoze Park Pty Ltd	<p>Application for review of notice issued in accordance with the <i>Health (Miscellaneous Provisions) Act 1911</i> to address odour nuisance at 7 Grams Chicken Café. Hanoze Park Pty Ltd believes the notice to be invalid.</p> <p>*****</p> <p>SAT Directions Hearings were held on 5 and 11 November 2021, and a further directions hearing held 1 March 2022. The presiding member heard submissions from the City and from the Applicant. On 20 April 2022, the Tribunal handed down their decision, affirming the decision of the City that a Notice can be given under S.184 of the <i>Health (Miscellaneous Provisions) Act 1911</i> (for a nuisance not specifically mentioned in Section 182 of that Act). The matter proceeded to confidential mediation on 5 July 2022. The session centred on a practical solution proposed by the business. The business agreed to present plans for this solution to the City to review by 2 August 2022 with a further mediation hearing scheduled for 9 August 2022. SAT agreed to further adjournment to 21 September 2022. Applicant required to submit mechanical drawings prior to the next SAT Hearing. Matter further adjourned to 17 November 2022 as the consultant contracted by Hanoze Park Pty Ltd passed away. Mechanical drawings have been submitted and it has been identified that a development application and building application would be required. Mediation listed for 17 November 2022 was vacated, and matter is listed for hearing on 3 March 2023. A development approval has been issued for external fixtures, and the City is awaiting submission of a building application for solution.</p> <p>The SAT mediation hearing that was schedule for 3 March 2023, was adjourned, with the matter relisted for a Directions Hearing on 14 April 2023. The City is advised the installation of the new exhaust system at the premises is imminent.</p> <p>The SAT hearing that as schedule for 14 April 2023, was adjourned, with the matter relisted for 12 May 2023. The City is advised the installation of the new exhaust system will be completed by 2 May 2023.</p> <p>The two parties will return to SAT on 23 June 2023. At this time, the matter will either be resolved to the satisfaction of both parties, adjourned to a later mediation or programmed for a Hearing by the SAT Member.</p> <p>29 June 2023. The SAT Directions hearing set for 23 June was adjourned and relisted for 21 July 2023. At this time, the matter will either be resolved to the satisfaction of both parties, or it will likely be programmed for a Hearing by the SAT Member.</p> <p>The matter was heard by the Senior Member at SAT on 21 July 2023. The matter has been listed for a directions hearing on 29 September 2023. Within the timeframe specified by the Order, the City and the Applicant must lodge their statements of issues, facts and contentions. As at 2 October 2023, awaiting Notice of outcomes of SAT session from 29 September 2023.</p> <p><i>Representation by: McLeods</i></p>

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 2 OCTOBER 2023

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
2.	No. 129 Loftus Street, Leederville (DR 76 of 2023)	23 May 2023	Hidding Urban Planning	Application for review of a Joint Development Assessment Panel decision to refuse an application for a Child Care Premises on 1 May 2023. ***** Directions hearing held on 9 June 2023 and programmed to mediation. A mediation was scheduled for 24 August 2023 and has since been vacated. Mediation has been rescheduled for 8 November 2023. <i>Representation by: JDAP Presiding Member</i>
3.	Nos. 41-43 & 45 Angove Street, North Perth (DR 81 of 2023)	1 June 2023	Hidding Urban Planning/Lavan	Application for review of a Joint Development Assessment Panel decision to refuse an application for a Service Station on 3 May 2023. ***** Directions hearing held on 16 June 2023. Mediation held on 4 July 2023, with Mayor Cole and interested community members in attendance to make a presentation. A second mediation was scheduled for 14 August 2023 and was vacated. Mediation has been rescheduled to 10 October 2023. <i>Representation by: JDAP Presiding Member</i>
4.	No. 12 Brookman Street, Perth (DR 83 of 2023)	4 June 2023	Peter Arnell	Application for review of Council decision to refuse an application for Alterations and Additions to Single House on 16 May 2023. ***** Directions hearing held on 30 June 2023. Mediation held on 26 July 2023. The SAT issued Orders on 26 July 2023 with the application to be reconsidered by no later than 27 October 2023. Following discussions with the applicant, on 22 September 2023, the City lodged proposed Orders by Consent to delay the date by which the application was to be reconsidered. On 22 September the SAT issued orders with the following key dates associated: <ul style="list-style-type: none"> • 1 December 2023 – The Respondent is invited to reconsider its decision on the application by this date pursuant to Section 31 of the <i>State Administrative Tribunal Act 2004</i>. • 8 December 2023 – Directions hearing scheduled. <i>Representation by: Administration</i>
5.	Nos. 334-336 Beaufort Street, Perth (DR 87 of 2023)	9 June 2023	Dark Knight Retail Pty Ltd t/as Evolution Bikes Australia	Application for review of Council decision to refuse an application for Proposed Alterations and Additions to Shop (Roller Shutters) (Unauthorised Existing Development) on 16 May 2023. ***** Directions hearing held on 23 June 2023. Mediation held on 13 July 2023. The SAT issued Orders on 13 July 2023 with the following key dates associated: <ul style="list-style-type: none"> • 27 July 2023 – The Applicant to provide additional information to the City. • 10 August 2023 – Second mediation scheduled. The Mediation on 10 August 2023 was vacated and has been rescheduled for 3 November 2023. <i>Representation by: Administration</i>

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 2 OCTOBER 2023

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
6.	No. 80 Auckland Street, North Perth (DR 131 of 2023)	10 August 2023	Number 80 Pty Ltd/Altus Planning	Application for review of deemed refusal following Council's decision to defer an application for a Single House on 20 June 2023. ***** Directions hearing scheduled for 25 August 2023 was vacated. Mediation held on 29 August 2023. SAT Orders to be issued with the following key dates associated: <ul style="list-style-type: none"> • 19 September 2023 – The Applicant to submit additional information to the City. • 21 November 2023 – The Respondent is invited to reconsider its decision on the application by this date pursuant to Section 31 of the <i>State Administrative Tribunal Act 2004</i>. • 8 December 2023 – Directions hearing scheduled. Representation by: Administration

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 2 OCTOBER 2023**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	Nos. 37-43 Stuart Street, Perth	Planning Solutions	Form 1 – Change of Use to Unlisted Use (Community Purpose) and Alterations and Additions	5 May 2023	Not yet scheduled	<p>The DAP meeting was held on 3 August 2023. The DAP resolved to defer consideration of the application (3-2) by no later than 1 December 2023.</p> <p>The meeting minutes can be found here.</p> <p>The application is currently out for public comment until 28 September 2023.</p> <p>Responsible Authority Report is currently due 17 November 2023.</p>
2.	Nos. 38-44 Brisbane Street, Perth	Rowe Group	Form 1 – Mixed Use Development	2 June 2023	Not yet scheduled	<p>The application is currently under assessment.</p> <p>Responsible Authority Report is currently due on 27 October 2023.</p>
3.	Nos. 533-545 Newcastle Street, 1-7 Old Aberdeen Place and 5-16 Cleaver Street, West Perth	Planning Solutions	Form 2 – Amendment to Commercial Development	15 June 2023	Not yet scheduled	<p>Responsible Authority Report was submitted on 29 September 2023.</p> <p>DAP meeting is scheduled for 9 October 2023. The meeting agenda can be found here.</p>
4.	Nos. 367-373 Fitzgerald Street and 103 Alma Road, North Perth	Celsius Property	Form 1 – Mixed Use Development	30 June 2023	Not yet scheduled	<p>The application is currently under assessment.</p> <p>Responsible Authority Report is currently due on 17 October 2023.</p>
5.	Nos. 463-507 Newcastle Street, West Perth	Rowe Group	Form 1 – Mixed Use Development	21 July 2023	Not yet scheduled	<p>The application is out for public comment until 14 September 2023.</p> <p>Responsible Authority Report is currently due on 11 October 2023.</p>

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 2 OCTOBER 2023**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
6.	Nos. 384-388, 390 and 392 Oxford Street, Mount Hawthorn	Planning Solutions	Form 1 – Mixed Use Development	6 July 2023	Not yet scheduled	The application is on stop-the-clock as the City has requested further information. A due date for the Responsible Authority Report has not yet been confirmed.
7.	No. 168 Scarborough Beach Road, Mount Hawthorn	Rowe Group	Form 1 – Mixed Use Development	22 August 2023	Not yet scheduled	The application is on stop-the-clock as the City has requested further information. A due date for the Responsible Authority Report has not yet been confirmed.

DAP Process Improvements:

The City's Administration has changed the process for DAP matters. This will include early confirmation of the availability of Elected Members that are DAP Members to attend DAP meetings. This will also include the circulation of the Responsible Authority Report to all Elected Members on contentious DAP items.

**CITY OF VINCENT DESIGN REVIEW PANEL
REGISTER OF APPLICATIONS CONSIDERED BY DESIGN REVIEW PANEL
AS AT 2 OCTOBER 2023**

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
No. 471 Beaufort Street, Highgate	Dalecki Design	Mixed Use Development	20 September 2023	Lodged DA – Previously Referred To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 19 April 2023.
No. 299 Charles Street, North Perth	Space Collective	Mixed Use Development	20 September 2023	Pre-lodgement Application To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 19 October 2022, 30 November 2022 and 5 July 2023.



INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – September 2023
DIRECTORATE:	Chief Executive Officer

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:	
CEO:	Office of the CEO
EDC&BS:	Executive Director Community & Business Services
EDI&E:	Executive Director Infrastructure & Environment
EDS&D:	Executive Director Strategy & Development

No outstanding Petitions as at 30 September 2023



INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – September 2023
DIRECTORATE:	Chief Executive Officer

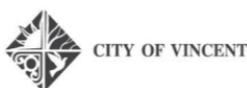
DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:	
CEO:	Office of the CEO
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Details	Action Officer	Comment
No outstanding Notices of Motion		



INFORMATION BULLETIN

TITLE:	Register of Reports to be Actioned – Progress Report – September 2023
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following reports still require action or are in the process of being actioned.

Key Index:
CEO: Office of the CEO
CFO: Chief Financial Officer
EDSD: Executive Director Strategy & Development
EDIE: Executive Director Infrastructure & Environment

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting 19 September 2023				
9.3	Community Sporting and Recreation Facilities Fund - Annual and Forward Planning Round Application	EDSD	Council endorsed Robertson Park Tennis Precinct Stage 1B Implementation as priority for application to CSRFF 2024/25 forward planning grants round. Submitted 29 September 2023.	Grants to be awarded February 2024.
9.4	Advertising of Proposed Revocation - Local Planning Policy No. 7.4.2 - Aged or Dependent Persons' Dwellings	EDSD	Council approved public notice of the proposed revocation.	Public notice to be published in October 2023.
11.4	Advertising of New Policy – Child Safe Awareness	EMC&E	Council approved the draft amended policy for advertising. Community consultation will commence in October 2023.	The results of consultation and the amended policy will be presented to Council in late 2023/early 2024.
Council Meeting 22 August 2023				
9.3	Advertising of Amended Local Planning Policy No. 7.5.22 - Consulting Rooms	EDSD	Council approved the draft amended policy for advertising.	The results of consultation and the amended policy will be presented to Council in late 2023.
9.9	Community Sporting and Recreation Facilities Fund - July Small Grants Round Application	EDSD	Council approved the grant application for submission to the Department of Local Government, Sport and Cultural Industries.	Elected Members will be notified once the results of the grant application are released in late 2023.
9.11	Lease to Association for Services to Torture and Trauma Survivors Inc (ASeTTS) - No. 286 Beaufort Street, Perth	EDSD	Council approval to enter into a five year lease. CEO to finalise negotiation on key terms and execution of lease.	September October 2023
10.1	Advertising Of New/Amended Policy - Asset Management Policy	EDIE	To come back to Council after advertising	The results of the consultation to be presented back to Council in late 2023.
10.2	Harold Street - Black Spot Project	EDIE	REQUEST the CEO prepare a report on options to slow vehicle speed and increase pedestrian, cyclist and vehicle safety on Beaufort Street, including engagement with stakeholders such as the Town Team,	March 2024

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			<p>the Beaufort Street Network Place Management and Main Roads by March 2024; and</p> <p>REQUEST the CEO consult with residents, schools and surrounding businesses on the proposal to make Harold Street west of Beaufort Street a one way street and present a report to Council with the results of this consultation by March 2024.</p> <p>MRWA contacted in regards City return of prepaid black spot funds.</p> <p>Scope of project being prepared including stakeholder identification and influence assessment.</p>	
10.4	Tender - Escooter Shared Scheme Trial	EDIE	<p>REQUESTS the CEO to provide a report to Council within nine months of practical operation of the trial assessing its impacts and whether an extension of the permit will be issued.</p> <p>Implementation of EES being pursued. Updates to be provided to Council via Workshop.</p>	November 2023
11.4	Advertising of amended policy - Customer Service Complaints Policy	EMC&E	Out for community consultation 25 August – 18 September.	Item will be reported to Council at the November 2023 meeting.
11.5	Dual Naming of Warndoolier / Banks Reserve	EMC&E	Community consultation to commence after LG elections.	Estimated to be reported back to Council Feb 2024
12.1	Advertising Of Amended Policy No. 4.2.12 - Advisory Groups	EMCSG	Approval to advertise. To be presented to Council for adoption	October 2023
Council Meeting 25 July 2023				
9.10	Request for Proposals for Redevelopment of Leederville Carparks	EDSD	Business Plan approved for state-wide consultation.	The results of consultation will be presented to Council in late 2023.
10.2	Approval to advertise draft Animal Amendment Local Law 2023	EDIE	To go back to Council on completion of advertising	September 2023
Council Meeting 20 June 2023				
9.1	No. 80 (Lot: 102; D/P: 413590) Auckland Street, North Perth - Proposed Single House	MD&D	Application deferred to allow applicant the opportunity to consider Council's reasons for deferral and changes to the proposal. Applicant has sort review by the State Administrative Tribunal of the deemed refusal. Mediation listed for 29 August 2023.	Application to be presented to Council at its November 2023 Ordinary Meeting.
Council Meeting 16 May 2023				
12.4	Report and Minutes of the Audit Committee Meeting held on 4 May 2023	EMCSG	Review of Audit Committee Terms of Reference.	Deferred to November Audit Committee
Council Meeting 4 April 2023				
9.2	Review of Design Guidelines	EDSD	<p>Council endorsed:</p> <p>- Lacey Street Design Guidelines and revocation of Appendix 3, 12, 14, 15,</p>	The results of advertising and the updated Built Form local planning policy will be

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			16 and 18 following consultation at the 25 July 2023 Council Meeting -Brookman & Moir Street Design Guidelines and Heritage Area and Highgate Design Guidelines adopted following consultation at the 22 August 2023 Council Meeting Community consultation on the proposed amendments to the Built Form Policy yet to commence.	presented to Council in late 2023.
Council Meeting 14 March 2023				
9.5	Minor Amendment to Metropolitan Region Scheme - Leederville Parade Primary Regional Road Reserve	EDSD	Council requested that the WAPC proceed with a Minor Amendment to the Metropolitan Region Scheme to remove the Primary Regional Road reservation.	Advertising will be undertaken by the WAPC, with results presented back to Administration in late 2023.
10.3	Waste Strategy Project – Verge Valet Vincent Trial Update	EDIE	Extend trial 12 months (July 2023-June 2024).	Further report (inclusive of community consultation feedback) to Council on progress of trial in March 2024.
12.4 RESPONSES TO MOTIONS CARRIED AT THE ANNUAL GENERAL MEETING OF ELECTORS HELD ON 2 FEBRUARY 2023				
4.2(1)	<u>Development Green Space</u> - That Council REQUEST the CEO to present a review of the landscaping requirements in the City's Built Form Policy to Council by December 2023.	EDIE	Administration is completing a review of the City's Built Form Policy against the State's Medium Density Codes and will present this review and the impact to the Built Form Policy to Council in late 2023.	Late 2023
4.5	<u>Pedestrian Safety (Newcastle / Fitzgerald):</u> 4.5.1 That the City of Vincent addresses the safety issues for pedestrians at the corner of Fitzgerald Street and Newcastle Street in this financial year 2022/23. 4.5.2 That the City of Vincent places a bollard or visual deterrent to offer a pedestrian refuge and protection of the Heritage listed building on the corner Newcastle Street and Fitzgerald Street. (similar to what exists on the City of Perth side of the fore mentioned intersection).	EDIE	Improvements / modifications to the intersection of Newcastle and Fitzgerald Streets requires the collaboration of several stakeholders and is expected to take over eighteen months to achieve. The interim solution has the support of the proposer of the motion	2024
4.11	<u>Speed Humps</u> - That Council REQUESTS that Administration undertakes a road condition assessment to underpin a program of maintenance and needs assessment for speed humps and other traffic interventions in local areas, and report to Council Workshop on the findings of these assessments by end of 2023.	EDIE	Report by December 2023	December 2023

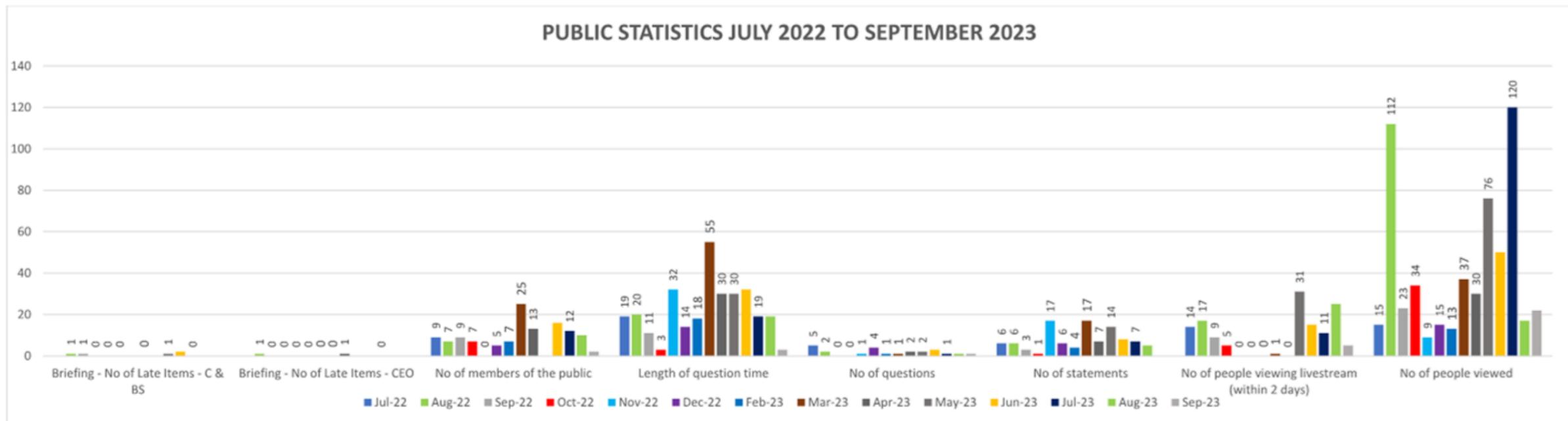
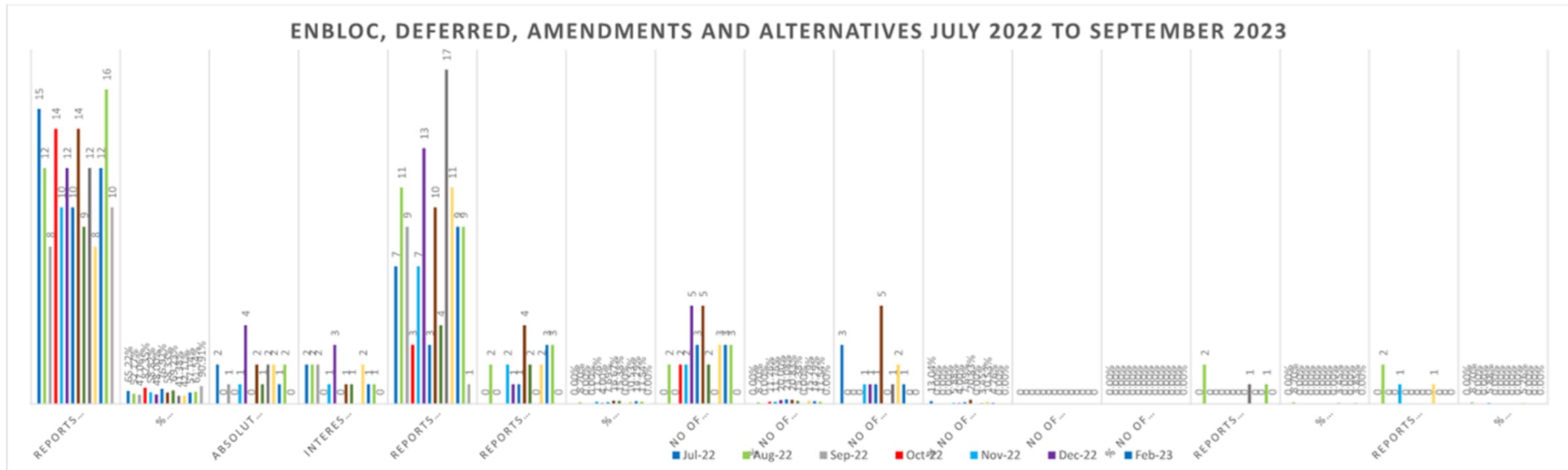
Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
4.16(3)	<p><u>E-Waste</u> – That Council NOTES the various e-waste disposal options already available to residents and REQUESTS Administration to advertise these disposal options to increase community awareness; and REQUESTS:</p> <ul style="list-style-type: none"> a six-month trial of E-waste drop-off points; that a report be presented to Council at the end of the trial detailing the findings from the trial; and that the Administration promote the trial in the media, social media, and other normal channels. 	EDIE	<p>Investigation to be commenced.</p> <p>Proposal to Council Workshop for information.</p>	<p>To be presented to Council at the end of the trial.</p> <p>First trial drop-off day highly successful.</p>
Council Meeting 13 December 2022				
10.1	Stormwater Drainage	EDIE	<p>Commencing within the Mount Hawthorn precinct;</p> <p>Hydraulic modelling to be undertaken in 2023 – 2024 financial year (estimated cost of \$80,000 - \$160,000).</p>	<p>Anticipated be undertaken during the 2023 - 2024 financial year (funded through the above modelling project); and 2023 - 2024 Annual Budget preparations.</p>
10.4	Full Median Strip for Angove Street and Woodville Street Intersection	EDIE	<p>Administration to finalise the concept design drawings of the Angove Street and Woodville Street median strip proposal. Community consultation based on the finalised concept design drawings proposing a 12 month trial of the traffic management treatment</p> <p>Consultation results received for full median strip for Angove Street and Woodville Street intersection and is currently being evaluated.</p>	<p>Design is complete and further traffic analysis is underway.</p> <p>Late 2023</p>
Council Meeting 26 July 2022				
9.7	Beaufort Street and Grosvenor Road Pedestrian Improvement Projects	EDSD	<p>Following the trial, concept plan options for a flexible public plaza are being developed, including investigating the feasibility of reconfiguring or integrating the car parks with key consideration given to the key movement issues identified during the trial. A road safety audit would be completed on these plans.</p>	<p>To be presented to Council in late 2023.</p>
Council Meeting 5 April 2022				
9.3	Proposed Amendment No. 9 to Local Planning Scheme No. 2 - No. 21 (Lot: 373; D/P: 1939) Eucla Street, Mount Hawthorn	EDSD	<p>Amendment advertised and determined by Council at the 22 October Council Meeting. Amendment has been forwarded to the WAPC for consideration before being presented to Minister for determination.</p>	<p>Response from Minister expected in 2023.</p>

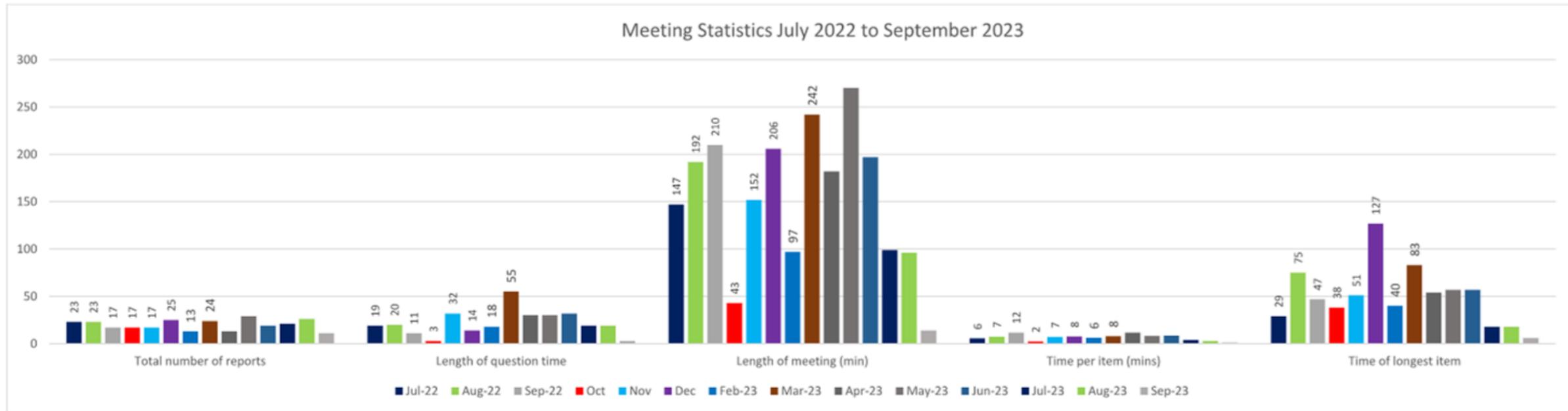
Council Meeting 8 March 2022				
9.4	Sale of No. 26 Brentham Street, Leederville	EDSD	Scheme amendment approved, liaising with potential purchaser. Confirmation with adjoining landowner, interested in making offer for purchase.	Late 2023
Council Meeting 14 September 2021				
9.7	Outcomes of Advertising: Draft Precinct Structure Plan and Draft Place Plan - Leederville; and Preparation of Amendment 7 to Local Planning Scheme No. 2	EDSD	LPSP referred to WAPC for comment and endorsement.	Statutory Planning Committee anticipated to consider before the end of 2023..
Council Meeting – 23 July 2019				
Council Meeting – 30 May 2017				
12.5	Perth Parking Levy	EDIE	State Government amending enabling legislation.	Workshop Item for September November 2023.

COUNCIL WORKSHOPS

No workshop has been held since 6 September 2023

Council Meeting Statistics – September 2023







CITY OF VINCENT

NOTES

Council Briefing

12 September 2023

Table of Contents

1	Declaration of Opening / Acknowledgement of Country	3
2	Apologies / Members on Approved Leave of Absence	3
3	Public Question Time and Receiving of Public Statements	3
4	Declarations of Interest	4
5	Strategy & Development	5
5.2	No. 188 (Lot: 1; D/P: 33790) Vincent Street, North Perth - Proposed Alterations and Additions to Place of Worship (Amendment to Approved).....	5
5.1	No. 109 (Lot: 1; S/P: 51676) Alma Road, North Perth - Proposed Alterations and Additions to Grouped Dwelling.....	7
5.3	Community Sporting and Recreation Facilities Fund - Annual and Forward Planning Round Application	8
5.4	Advertising of Proposed Revocation - Local Planning Policy No. 7.4.2 - Aged or Dependent Persons' Dwellings	9
6	Infrastructure & Environment	10
7	Community & Business Services	11
7.1	Financial Statements as at 31 July 2023	11
7.2	Authorisation of Expenditure for the Period 01 July 2023 to 31 July 2023	12
7.3	Investment Report as at 31 July 2023	13
7.4	Advertising of new policy - Child Safe Awareness.....	14
8	Chief Executive Officer	15
8.1	Report and Minutes of the Audit Committee Meeting held on 31 August 2023.....	15
8.2	Information Bulletin	16
9	Motions of Which Previous Notice Has Been Given	17
10	Representation on Committees and Public Bodies	17
11	Confidential Items/Matters For Which the Meeting May be Closed	17
11.1	Declaration of Secondary Employment – Chief Executive Officer (Amendment to Approved).....	17
12	Closure	17

**NOTES OF CITY OF VINCENT
COUNCIL BRIEFING
HELD AS E-MEETING AND AT THE ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 12 SEPTEMBER 2023 AT 6.00PM**

PRESENT:	<p>Mayor Emma Cole Cr Susan Gontaszewski Cr Alex Castle Cr Jonathan Hallett Cr Suzanne Worner</p>	<p>Presiding Member South Ward North Ward South Ward North Ward</p>
IN ATTENDANCE:	<p>David MacLennan John Corbellini</p> <p>Peter Varris</p> <p>Rhys Taylor Jay Naidoo Joslin Colli</p> <p>Wendy Barnard</p>	<p>Chief Executive Officer Executive Director Strategy & Development (joined during Item 2) Executive Director Infrastructure & Environment Chief Financial Officer Manager Development & Design Executive Manager Corporate Strategy & Governance Council Liaison Officer</p>
Public:	One member of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Emma Cole, declared the meeting open at 6.00pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Dan Loden on approved leave of absence from 12 September 2023 to 08 October 2023.
Cr Ashley Wallace on approved leave of absence from 28 August 2023 to 17 September 2023.
Cr Ross Ioppolo on approved leave of absence from 26 July 2023 to 30 September 2023.
Cr Ron Alexander is an apology for this meeting.

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

The following is a summary of questions and submissions received and responses provided at the meeting. This is not a verbatim record of comments made at the meeting.

3.1 Stuart Neal of North Fremantle– Item 5.2

- Mentioned that he is from Slavin Architects, the proponents for this development
- Stated that they concur with Heritage Council assessment and DRP review, as well as the recommendation
- Explained the purpose of the amendment to previous approval, which is that at the time of the original application they were not aware of opportunities to incorporate additional sustainability initiatives into the project, which has meant that the plant room size needs to be increased. These sustainability initiatives are significant and expensive
- Mentioned that a slightly larger footprint is required to accommodate specialised equipment, a geothermal heat exchange system, that will provide between 80 – 20% energy reduction in the

COUNCIL BRIEFING NOTES**12 SEPTEMBER 2023**

proposed heating and cooling systems for this development, and approximately 12 tons of reduction in carbon emissions every year

- Explained that this is the third stage of a staged development for the site, the first stage was the re-roofing of the church and the monastery, which has helped to preserve the State heritage listed buildings. The second stage was the reconstruction of verandahs and the removal of accretions from the site. The third stage of development, previously approved by Council, is the modernisation of the church. Part of that stage is the heating and cooling of the church, which is doesn't currently have
- Mentioned that future stages will include a parish centre, with strong community connections, and then long term further developments are mooted for the site. This amendment will allow for the additional incentives to be implemented now, then during the following stages the applicants hope to remove the plant room and put it in the purpose built parish centre

The Presiding Member, Emma Cole, thanked Mr Neal for his comments and asked how long will the plant room be in place? Mr Neal advised that the applicants would like the parish centre to be established as soon as possible, but they do not yet have funding, but he considers it should be within the next 10 years..

The following questions and statements were submitted in writing prior to the meeting.

Mark Armstrong of North Perth – Item 5.2

One has only to look at the current double garage tin shed abutting the Cathedral to know how appalling the current views are.

It is quite apparent to anyone with a modicum of design appreciation, that having a tin shed so close to such major historical building as proposed, that the best design outcomes are not being sort.

A simple realignment of the plant room so that it is further way from the Ambulatory is the least one can do, so that the space around the Cathedral is enhanced and the vistas looking east and west through the historical Gardens are also greatly improved - it's a no brainer !

The justification of the application by Council officers is very flimsy and avoids addressing the key issues submitted in the attached consultation commentary.

There being no further speakers, Public Question Time closed at approximately 6.06pm.

4 DECLARATIONS OF INTEREST

Nil

5 STRATEGY & DEVELOPMENT

5.2 NO. 188 (LOT: 1; D/P: 33790) VINCENT STREET, NORTH PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO PLACE OF WORSHIP (AMENDMENT TO APPROVED)

Ward: South

- Attachments:
1. Consultation and Location Plan
 2. Development Plans
 3. Heritage Impact Statement
 4. Photographs of Existing Outbuildings
 5. Summary of Submissions - Administration Response

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Alterations and Additions to Place of Worship (Amendment to Approved) at No. 188 (Lot: 1; D/P: 33790) Vincent Street, North Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions:

1. All conditions, requirements and advice notes detailed on the development approval 5.2022.280.1 granted on 13 December 2022 continue to apply to this approval, except as follows:
 - 1.1 Condition 1 is modified as follows:
 1. This approval is for Alterations and Additions to Place of Worship as shown on the approved plans dated 11 November 2022, 16 November 2022 (excluding drawing no. DA101) and 29 August 2023 (drawing nos. DA101, DA228 and DA229). No other development forms part of this approval; and
 - 1.2 Advice Note 9 is added as follows:
 9. The plant equipment to be housed within the approved outbuilding should be relocated within new buildings as part of future stages of development works on the site. These future stages of works would be the subject of separate approval that would first need to be obtained. This would enable the proposed outbuilding to be demolished at that time to allow this area of the site to be landscaped.

CR WORNER:

With reference to the submission by Mark Armstrong of West Perth, is it possible for the proposed outbuilding to be pivoted 90 degrees? Why did the applicant elect not to pivot the proposed outbuilding to the north?

EXECUTIVE MANAGER DEVELOPMENT & DESIGN AND STRATEGIC PROJECTS:

The applicant has advised the following:

"In response, we note the size of the outbuilding shown on the resident's proposal is significantly smaller than the footprint of the current outbuildings (approximately half the size) and is also smaller than the size of the proposed plantroom that is the subject of this amendment application.

If the correct sized plantroom was to be shown on the proposed re-orientation plan it would show that orientating the plantroom on an east-west axis would intrude considerably further into the parterre than the outbuilding shown by the resident, and much further than the current outbuildings. Orientating the building on the proposed east-west axis would also result in the building being located in close proximity to mature trees that are identified in the conservation plan as being of considerable significance.

The proposed east-west orientation and close proximity to the mature plantings will obscure those plantings from parts of the parterre, could also impact the root zones of the mature plantings and would adversely affect the heritage values of the parterre [formal garden].

COUNCIL BRIEFING NOTES**12 SEPTEMBER 2023**

We also take this opportunity to reconfirm the proposed new building will not be constructed closer to the church than the existing outbuildings and will not change the extant western vistas to the northern façade of the church or parterre from Alfonso Street."

The Community Consultation section of the officer report has been updated to include this information.

ADDITIONAL INFORMATION:

The officer report has been updated to correct typographical errors.

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

5.1 NO. 109 (LOT: 1; S/P: 51676) ALMA ROAD, NORTH PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO GROUPED DWELLING**Ward:** South**Attachments:**

1. Location Plan
2. Development Plans
3. Determination Advice Notes

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, **APPROVES** the application for Alterations and Additions to Grouped Dwelling at No. 109 (Lot: 1; S/P: 51676) Alma Road, North Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 3:

1. Development Plans

This approval is for Alterations and Additions to Grouped Dwelling as shown on the approved plans dated 20 June 2023. No other development forms part of this approval;

2. External Fixtures

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

3. Colours and Materials

The colours, materials and finishes of the development shall be in accordance with the details and annotations as indicated on the approved plans which forms part of this approval, to the satisfaction of the City; and

4. Stormwater

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

ADDITIONAL INFORMATION:

The Proposal section of the officer report has been updated to provide greater clarity on development works forming the application.

5.3 COMMUNITY SPORTING AND RECREATION FACILITIES FUND - ANNUAL AND FORWARD PLANNING ROUND APPLICATION

Attachments: Nil

RECOMMENDATION:

That Council **ENDORSES** the Community Sporting and Recreation Facilities Fund – 2024/25 Forward Planning Grants Round application for consideration by the Department of Local Government, Sport and Cultural Industries, as follows:

Priority 1 – Robertson Park Tennis Precinct – Stage 1B Implementation.

CR CASTLE:

The last dot point in the Details section refers to the Robertson Park multisport court conversion. Should this instead refer to Stage 1B?

EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:

Yes. This has been corrected in the report along with a typographical error.

5.4 ADVERTISING OF PROPOSED REVOCATION - LOCAL PLANNING POLICY NO. 7.4.2 - AGED OR DEPENDENT PERSONS' DWELLINGS

- Attachments:**
1. Local Planning Policy No. 7.4.2 - Aged or Dependent Persons' Dwellings
 2. Local Planning Policy No. 7.4.2 - Aged or Dependent Persons' Dwellings Comparison with the R-Codes

RECOMMENDATION**That Council:**

1. **PREPARES** a notice of revocation of Local Planning Policy No. 7.4.2 – Aged or Dependent Persons' Dwellings, included in Attachment 1, for the purpose of community consultation, pursuant to Schedule 2, Part 3, Clause 6(b)(i) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. **AUTHORISES** the Chief Executive Officer to carry out community consultation on the proposed revocation in accordance with Schedule 2, Part 3, Clause 6(b)(ii) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
3. **PUBLISHES** the notice of revocation in accordance with Schedule 2, Part 3, Clause 6(b)(ii) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, if no submissions are received during the community consultation period; and
4. **NOTES** that if any submissions are received during the community consultation period, that these would be presented to Council for consideration.

NO QUESTIONS

6 INFRASTRUCTURE & ENVIRONMENT

Nil

7 COMMUNITY & BUSINESS SERVICES**7.1 FINANCIAL STATEMENTS AS AT 31 JULY 2023**

Attachments: 1. Financial Statements as at 31 July 2023

RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 31 July 2023 as shown in Attachment 1.

At 6.21pm Manager Development and Design left the meeting and did not return.

MAYOR COLE:

In respect to the implementation of fees and charges, can a update be provided on the implementation of the ratepayer first hour free in car parks arrangement? Is this different to what City of South Perth has with Easy Park?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT:

The City is able to emulate the same process (via EasyPark) that South Perth have in place. This requires ratepayers to apply online, the details then provided to EasyPark, activating the 'superzone' which allows the first hour free.

The City is also considering whether the current e-permits system could have a function where the first hour free for ratepayers could be implemented.

The Rangers Services Team is assessing which of the above approaches will be the most effective in respect to user experience and system management.

COUNCIL BRIEFING NOTES**12 SEPTEMBER 2023**

7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 JULY 2023 TO 31 JULY 2023

- Attachments:**
1. July 2023 Payments by Supplier
 2. July 2023 Payments by Cheque
 3. July 2023 Payments by Direct Debit

RECOMMENDATION:

That Council **RECEIVES** the list of accounts paid under delegated authority for the period 1 July 2023 to 31 July 2023 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$5,907,677.54
Cheques	\$33,728.78
Direct debits, including credit cards	\$212,327.38
Total payments for July 2023	\$6,153,733.70

NO QUESTIONS

7.3 INVESTMENT REPORT AS AT 31 JULY 2023

Attachments: 1. Investment Statistics as at 31 July 2023

RECOMMENDATION:

That Council **NOTES** the Investment Statistics for the month ended 31 July 2023 as detailed in Attachment 1.

NO QUESTIONS

Manager Development and Design left the meeting and did not return.

7.4 ADVERTISING OF NEW POLICY - CHILD SAFE AWARENESS**Attachments:** 1. **DRAFT Child Safe Awareness Policy****RECOMMENDATION**

That Council **APPROVES** the proposed Child Safe Awareness Policy, at Attachment 1, for the purpose of community consultation.

CR HALLETT:

Mentioned in the report of our role in supporting smaller organisations in the community to implement the national principles. Is Administration able to summarise what the anticipated actions would look like?

EXECUTIVE MANAGER COMMUNICATIONS AND ENGAGEMENT:

The Child Safe Awareness Policy requires local governments to commit to several policy principles and complete 2 policy functions being:

- *Developing a process to deliver child safe messages; and*
- *Connecting and supporting local community groups, organisations and stakeholders to child safe resources.*

Administration will achieve this by:

- *Direct contact with local:*
 - *sporting clubs*
 - *community groups*
 - *playgroups*
 - *toy libraries*
 - *kindergarten and schools*
- *Making Child Safe Awareness resources available on the website*
- *promotion of child safe messaging through social media*
- *Child Safe Awareness messaging being visible in public facilities*

8 CHIEF EXECUTIVE OFFICER**8.1 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 31 AUGUST 2023**

- Attachments:
1. Minutes of the Audit Committee Meeting 31 August 2023
 2. Audit Committee Attachments 31 August 2023 - Confidential

RECOMMENDATION:

That Council:

1. **RECEIVES** the minutes of the Audit Committee Meeting of 31 August 2023, as at Attachment 1; and
2. **ENDORSES** the remaining recommendations contained within the Audit Committee minutes of 31 August 2023.

MAYOR COLE:

Can the recommendation be amended to include the list of recommendations that Council is endorsing?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The recommendation has been updated.

8.2 INFORMATION BULLETIN

- Attachments:**
1. Minutes of the Catalina Regional Council Meeting held on 17 August 2023
 2. Unconfirmed Minutes of the Sustainability and Transport Advisory Group - 17 August 2023
 3. Statistics for Development Services Applications as at the end of August 2023
 4. Register of Legal Action and Prosecutions Monthly - Confidential
 5. Register of Legal Action - Orders and Notices Quarterly - Confidential
 6. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 31 August 2023
 7. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current
 8. Register of Applications Referred to the Design Review Panel - Current
 9. Quarterly Street Tree Removal Requests
 10. Register of Petitions - Progress Report - August 2023
 11. Register of Notices of Motion - Progress Report - August 2023
 12. Register of Reports to be Actioned - Progress Report - August 2023
 13. Council Workshop Items since 9 August 2023
 14. Council Meeting Statistics
 15. Council Briefing Notes - 15 August 2023

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated September 2023.

CR HALLETT:

SAT Register: 7 Grams, when is that matter scheduled to go to a Hearing at the SAT?

EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:

The matter is next listed for a Directions Hearing on 29 September 2023. An update would be provided to Council and impacted community members following that Hearing.

ADDITIONAL INFORMATION:

The Register of Reports to be Actioned - Progress Report - August 2023 has also been updated to note that the revocation of the Highgate Design Guidelines have already been approved by Council.

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**11.1 DECLARATION OF SECONDARY EMPLOYMENT – CHIEF EXECUTIVE OFFICER (AMENDMENT TO APPROVED)**

Confidential under separate cover

NO QUESTIONS

12 CLOSURE

There being no further business the meeting closed at 6.29pm.